

Winchester Medical Center School of Medical Imaging

Radiography Program Student Catalog



2025 - 2028

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Winchester Medical Center School of Medical Imaging Radiography Program Student Catalog

GENERAL INFORMATION

THE CATALOG

This catalog is written with the purpose of providing information to the prospective student who is interested in a career in Radiologic Technology and as a guide to the student who is enrolled in the Winchester Medical Center Medical Radiography Program or Computed Tomography Program. Both Valley Health and Program policies are defined here.

Information in this catalog is subject to change and does not constitute a contract. While every effort is made to ensure the accuracy of published information, the school reserves the right to make necessary changes in any or all of the regulatory policies and procedures, requirements, offerings, general information and tuition/fees contained herein, and to apply revisions to current and new students alike.

Please direct any questions or concerns to:

**School of Medical Imaging
Winchester Medical Center
220 Campus Boulevard, Suite 300
Winchester, Virginia 22601
Phone: (540) 536-7935**

LOCATION OF THE SCHOOL

The School of Medical Imaging is located at the Winchester Medical Center in the heart of the beautiful Shenandoah Valley, approximately 75 miles west of our nation's capital in Winchester, Virginia. Classrooms are located in the System Support Building at 220 Campus Blvd., Suite 300, Winchester, VA.

DESCRIPTION OF WINCHESTER MEDICAL CENTER

Founded in 1901 as a private, non-profit institution, Winchester Medical Center originally was one of a few widely separated medical care facilities catering primarily to people situated near Winchester, Virginia. The ensuing century has seen substantial population growth in the Shenandoah Valley of Virginia as well as the establishment of other hospitals in nearby counties, in both Virginia and West Virginia. Winchester Medical Center, Inc. has developed into a referral hospital of regional importance serving residents of northwestern Virginia and the surrounding territories. Winchester Medical Center is a not-for-profit hospital offering a full range of medical and surgical services for the residents of our tristate area. It is the only regional referral center within 75 miles of Winchester. As a health care provider for more than 100 years, Winchester Medical Center maintains its founding ideal to provide the highest quality health care with small-town compassion.

In support of our commitment to quality, the hospital voluntarily submits to review by the Joint Commission on Accreditation of Healthcare Organizations. The commission has consistently awarded the hospital full accreditation.

Winchester Medical Center is a:

*Level II Trauma Center
Chest Pain Center
Advanced Primary Stroke Center
Level 4 Epilepsy Center
Level III Neonatal Intensive Care Unit
Magnet Designated Hospital*

The purpose and direction of Winchester Medical Center is as follows:

- Winchester Medical Center is dedicated to the promotion and improvement of the general health of the population in its service area.
- Consistent with need and feasibility, Winchester Medical Center is committed to providing a broad spectrum of acute and restorative services on an inpatient, outpatient, and outreach basis.
- Winchester Medical Center is committed to the enhancement of its role as a referral hospital and regional medical center, providing an educational and teaching environment for allied and medical professionals and to its patients as well as providing primary, secondary, and an expanding group of tertiary services as the need is demonstrated.
- To aid in the development of its role as a regional medical center, Winchester Medical Center subscribes to the concept of developing shared or integrated health systems wherever feasible.

The Valley Health mission is:

“Serving our Community by Improving Health.”

Winchester Medical Center is part of Valley Health Systems, a non-profit organization with hospitals and medical facilities throughout West Virginia and the Top of Virginia region. Valley Health is a community partner. Based in Virginia, Valley Health is composed of six core hospitals:

*Hampshire Memorial Hospital
Page Memorial Hospital
Shenandoah Memorial Hospital
War Memorial Hospital
Warren Memorial Hospital
Winchester Medical Center*

The Valley Health vision is:

“A healthy community where care is accessible, affordable, and exceptional for all.”

HISTORY, OWNERSHIP, PROGRAM OFFERINGS AND ENROLLMENT

The Medical Radiography Program is owned and operated by the Winchester Medical Center, a part of Valley Health Systems. The school began in 1948 and has continuously graduated technologists since that time. The program offers a certificate in Radiologic Technology and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for a program total capacity of 40 students. The Medical Radiography Program is certified by the State Council of Higher Education for Virginia (SCHEV).

PROGRAM ADMINISTRATION

Winchester Medical Center - Board of Trustees

Responsibilities – Approve budgets

Principal Administrators:

Mark Nantz, MHA

President and Chief Executive Officer, Valley Health Systems

Responsibilities – Approve budgets and operations

Tonya Smith, PharmD, MBA, MHA

Senior Vice President, Valley Health Systems, Winchester Medical Center, President

Responsibilities – Approve budgets and operations

Jon Lough, MBA, R.T.(R) (ARRT)

Corporate Director of Medical Imaging, Valley Health Systems

Responsibilities – Approve budgets and operations

Terri Settle, R.T.(R)(ARRT), MBA, MEd

Program Director – Medical Radiography Program

Responsibilities – Create budgets, create master plan of education, hire didactic/clinical preceptors, teach classes, and oversee operation of the program

PROGRAM MISSION STATEMENT

Winchester Medical Center School of Medical Imaging Mission Statement:

“Serving our community by educating caring, competent entry-level Radiologic Technologists.”

GOALS AND OUTCOMES

1. Upon completion of the program, graduates will demonstrate the cognitive and psychomotor skills necessary for clinical competence.

Outcomes:

- Graduates will provide clinically competent care to satisfy the needs of a diverse population
- Students will demonstrate continual assessment of patient condition for safety and satisfaction during all medical imaging examinations

2. Students will graduate with the ability to interact as a healthcare worker in an ethical and professional manner.

Outcomes:

- Students will recognize the significance of professional organizations and membership
- Students will model professional conduct through participation in VSRT/ASRT meetings and educational publications

3. Students will graduate with the necessary oral and written communication skills to interact with patients and other healthcare providers.

Outcomes:

- Students will demonstrate effective oral communication skills
- Students will demonstrate effective written communication skills

4. Students will be able to think critically and solve problems in their clinical work environment integrating clinical and didactic (medical imaging, anatomy, positioning, equipment, patient care, radiation biology/protection, radiographic quality/quality assurance, and radiologic physics) instruction.

Outcomes:

- Students will develop critical thinking skills
- Students will demonstrate cognitive and psychomotor skills which reflect radiation protection behaviors to include ALARA

DURATION OF THE PROGRAM

The Winchester Medical Center Medical Radiography Program, according to JRCERT recommendation, follows the ASRT curriculum guide for radiography programs. The program is a 40- hour per week curriculum designed to be completed in four consecutive semesters (approximately 2 years).

JOB PLACEMENT

The Medical Radiography Program does not provide job placement services. On occasion, the school may learn of job openings and will pass this information to senior students or graduates who are seeking job opportunities.

SCHOOL ACCREDITATION/CERTIFICATION

The Winchester Medical Center Medical Radiography Program has been a functioning program for over 75 years. In 2022, the Program earned an 8-year accreditation, the longest award granted by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The next review by the JRCERT is anticipated in 2030. The curriculum taught in the program follows the curriculum guidelines set forth by the American Society of Radiologic Technologists (ASRT)

Our graduates are qualified to sit for the American Registry of Radiologic Technologists (ARRT) examination as a result of this accreditation and are sought by hospitals in the tristate area and by many institutions throughout the country.

The School of Medical Imaging is certified by the State Council of Higher Education for Virginia (SCHEV). Additional information concerning accreditation, certification, curriculum, and program outcomes may be obtained from the following websites:

JRCERT: <http://www.jrcert.org>

Joint Review Committee on Education in Radiologic Technology

20 N Wacker Dr., Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Email: mail@jrcert.org

ARRT: <https://www.arrt.org>

American Registry of Radiologic Technologists

1255 Northland Drive

St. Paul, MN 55120

Phone: (651) 687-0048

SCHEV: <http://www.schev.edu>

State Council of Higher Education for Virginia

101 N. 14TH St., 10TH FL, James Monroe Bldg.

Richmond, VA 23219

Phone: (804) 225-2600 48

PROGRAM EFFECTIVENESS DATA

PROGRAM OUTCOME #1		
<i>Annual program completion rate should not be less than 75%</i>		
Year	Completion Rate	Graduates/Initial Cohort
2021	86%	6/7
2022	100%	9/9
2023	100%	6/6
2024	100%	6/6
2025	100%	14/14
5-Year Average	97.7%	41/42

PROGRAM OUTCOME #2		
<i>Five-year average credentialing examination (ARRT) pass rate of not less than 75% on first attempt</i>		
Year	Pass on 1 st Attempt	Graduates' 1 st Attempt Pass/Graduates Attempting
2021	100%	6/6
2022	100%	9/9
2023	100%	6/6
2024	100%	6/6
2025	100%	14/14
5-Year Average	100%	42/42

PROGRAM OUTCOME #3		
<i>Five-year average job placement rate of not less than 75% one-year post-graduation</i>		
Year	Job Placement	Graduates Employed/Graduates Seeking Employment
2021	100%	5/5
2022	100%	9/9
2023	100%	4/4
2024	100%	4/4
2025	100%	14/14
5-Year Average	100%	36/36

JRCERT has defined “not actively seeking employment as any of the following:

- Graduate fails to communicate with the program officials regarding employment status after multiple attempts
OR
- Graduate is unwilling to seek employment that requires relocation
OR
- Graduate is unwilling to accept employment due to salary or hours
OR
- Graduate is on active military duty
OR
- Graduate is continuing education

Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. You may go directly to the JRCERT webpage from [here](#).

POLICY OF NON-DISCRIMINATION

The Winchester Medical Center School of Medical Imaging operates on a nondiscriminatory basis. This policy prohibits discrimination on the basis of race, color, creed, sex, national origin, sexual orientation, or age toward persons applying for admission to the program or applicants for staff positions within the program.

This policy is consistent with our objectives to provide equal education and employment opportunities to ensure high-quality health care.

ADMISSIONS PROCESS

Applications for admission may be obtained by contacting the Medical Radiography Program or the program's website: <https://www.valleyhealthlink.com/careers/medical-radiography-program/>. Candidates are considered only twice for the program. Applications are accepted at all times, and they are evaluated on a rolling basis for enrollment the following June.

Early Admission – deadline for application November 1 for December 1 decision.

Regular Admission – deadline for application March 1 for April 1 decision – if positions remain available

A written statement of acceptance and a non-refundable administrative fee of \$100 must be returned within 30 days of notification of admission to ensure retention of a position within the cohort.

Official copies of college transcripts are required.

A non-refundable application fee of \$25.00 and official transcripts may be mailed or personally delivered to the following address:

Winchester Medical Center
School of Medical Imaging – Medical Radiography Program
220 Campus Boulevard, Suite 300
Winchester, VA 22601

The ARRT requires all graduates who sit for the registry examination to have completed an associate's degree or higher. **Satisfactory grades of C (2.0) or higher must have been achieved in each of the prerequisite classes for consideration by the selection committee.**

*The following prerequisites must be completed **prior to entering the program.***

- College-level Math (Math for Allied Health or higher) – 3 credits
- College Composition (English Comp 101 or higher) – 3 credits
- Anatomy & Physiology – 4 credits including lab
- Medical Terminology – 3 credits
- Psychology or Sociology – 3 credits
- Ethics or Philosophy – 3 credits

NOTE: Applicants who are nearing completion of their degree may be considered provided no more than **6 credit hours or 2 courses** remain upon entering the program.

Students will have one year after entering the program to complete the remaining required credits for the associate's degree. Failure to complete the associate's degree by the end of the 2nd semester of the program will result in automatic dismissal from the program.

Students who enroll as participants in the Bloomsburg University consortium will satisfy program and degree requirements concurrently over the two years of the program. Entrance to the program requires the successful completion of 60 credits with a 2.5 or higher GPA documented by an official Bloomsburg transcript.

AHA BLS CPR REQUIREMENT

All students are required to maintain a current credential for American Heart Association BLS – Healthcare Provider CPR.

This credential must be obtained prior to beginning the WMC Medical Radiography Program. Proof of certification must be presented during orientation week and maintained throughout the program. If CPR lapses, the student may not participate in clinic. Days missed during this time will count as absent time & be deducted from the student's allotted time off.

APTITUDE (TEAS) TEST

After application, fees, and transcripts are submitted, an aptitude test will be administered by the Medical Radiography Program. The fee for the aptitude test is \$85.00 (subject to change). The aptitude test required for prospective students for the Medical Radiography Program is called the Test of Essential Academic Skills (TEAS). The test focuses on math, English, and reading comprehension.

OBSERVATION

Applicants are required to participate in a 90-minute career preview within the WMC Medical Imaging department. Time spent in the Medical Imaging department will be in rotation with current students and program staff. This opportunity will confirm interest in the program by allowing the applicant to observe examinations that are offered at our institution and to speak with current students about classes, study times, etc.

FINAL INTERVIEWS

Applicants who are selected for final interviews will go before a Selection Committee. The Selection Committee consists of representatives from the Imaging Department, as available, the Medical Advisor to the Medical Radiography Program, the program faculty, a graduate of the program, and the Program Director. This committee selects who will be invited to participate in the Medical Radiography Program. Decisions for admission to the program are based on a point system. Applicants are scored on English, Reading and Math TEAS sub-scores, associate's GPA, as well as demonstrated communication and professional interaction skills.

Interviews are conducted on the second Thursday in November for early admissions and the second Thursday in March for regular admissions.

Notification of acceptance into the program will be mailed and e-mailed to the student within 7 – 10 days of the final interview. A written statement of acceptance and a non-refundable administrative fee of \$100 must be returned within 30 days of notification of admission in order to ensure retention of a position within the cohort.

BACKGROUND CHECK/HEALTH ASSESSMENT/DRUG SCREEN

Applicants selected for the program must submit to a background check and drug testing. Applicants are responsible for these fees (approximately \$120.00), which are subject to change.

Drug screening and background check must be complete by May 1. Failure to do so will result in the applicant forfeiting his/her seat in the class.

VH Health Assessment & Medical Imaging Physical Demand Check-off List must be completed prior to start of program. Failure to do so will result in the applicant forfeiting his/her seat in the class.

Any applicant who receives a positive drug screen will be ineligible to enter the program or to reapply to the program. This policy is aligned with Valley Health's HR 108 Policy.

DEPOSIT

Within thirty days of notification of acceptance to the program, selected applicants will be required to place a **non-refundable deposit of \$100** to confirm their intention to enter the program. The deposit will be credited toward the first semester tuition fee of \$3,000, which is due June 1.

TRANSFER STUDENTS

Radiologic Technology Programs, providing a certificate through JRCERT accreditation, are not required to accept transfer students. Students transferring from a JRCERT approved program will be evaluated on a case-by-case basis. If a student wishes to transfer to a different program, it is at the discretion of the receiving institution as to which credits will be accepted from the WMC School of Medical Imaging, Medical Radiography Program.

ARTICULATION AGREEMENT WITH ST JOSEPH'S COLLEGE ON-LINE

Winchester Medical Center School of Medical Imaging (Winchester Medical Center) and Saint Joseph's College of Maine (SJC) have joined together to provide pathways between these institutions for a formalized transfer agreement. One pathway results in the student earning their Associate degree - the other will result in a Bachelor's degree. Students who need prerequisite courses for consideration for entry to Winchester Medical Center's program may begin in a degree program with Saint Joseph's College and take those prerequisites as part of their degree. It is important to note that enrollment with SJC does not guarantee acceptance into the Winchester Medical Center School of Medical Imaging. For more information regarding the affiliation agreement, please contact the school at 540-536-8136.

PROGRAM COST

TUITION

Tuition will be charged in the amount of \$12,000.00 for the program payable on a semester basis (2 semesters per year at \$3,000.00 per semester). Invoices are generated electronically by the finance department here at Winchester Medical Center and are sent to the student's email address of record.

Payment can be mailed or remitted to Finance Office in the SSB. Checks should be made payable to *Winchester Medical Center, Medical Radiography Program*.

Tuition and fees are due as follows:

June 1	June – December semester
December 1	January – June semester

Failure to meet payment deadlines is cause for dismissal from the program. Fees are subject to change; however, tuition will remain the same once the student has entered the program.

FINANCIAL ASSISTANCE & SCHOLARSHIP

The school does not offer financial assistance. The school does offer a financial installment contract if the student meets requirements. Additionally, the Jan Digges/Winchester Radiologists Scholarship, supported by the Winchester Medical Center Foundation, is offered in the final semester to a qualifying student. This scholarship is awarded to the student who exemplifies the academic and clinical qualities of a high achieving entry-level radiologic technologist.

WMC SPONSORED FINANCIAL INSTALLMENT PLAN

Those students who enter the program with a 3.0 GPA on the transcript for their degree may be considered for a tuition installment service contract. This installment plan provides for a 15% tuition down payment, monthly tuition installment payments & balance pay off within 30 days of program completion or a 2-year service commitment, assuming an open position exists at the time of program completion. Further information will be provided once the applicant is accepted to the program.

TRUTH IN LENDING POLICY

The Winchester Medical Center, Medical Radiography Program does not extend credit to students. Tuition is required to be paid on the due date. For qualifying students who, upon application and acceptance for deferred tuition/installment plan, a truth in lending agreement will be supplied at the time of acceptance.

REIMBURSEMENT POLICY

Students who withdraw from the program prior to the first day of orientation, will be refunded the full tuition minus the \$100.00 non-refundable deposit. Students who withdraw or are asked to leave the program prior to the completion of a semester for which they have paid will be reimbursed based on time completed in the semester.

There will be a \$100.00 non-refundable deposit upon acceptance to the program. This will be applied to the first semester's tuition.

Pro-rated as below:

Time completed (per semester)	0 - 25%	26 – 50 %	51 – 75 %	76 - 100 %
Institutional Refund	75%	50 %	25 %	0

The prorated amount minus the \$100.00 non-refundable deposit will be paid to the student within 45 days of termination from the program.

TEXTBOOK/TECHNOLOGY FEES

Textbook and technology fees are non-refundable. Required texts are purchased by the student. A book order will be placed by the program assistant upon receipt of an acceptance letter from the student and the non-

refundable deposit. The cost of books will be based upon the books required and the current price of the texts when the order is placed. Copies of supplemental texts and materials can be purchased by the student at a discounted fee through the Medical Radiography Program. Students will be notified of the cost of the books, and payment will be due May 1. The approximate cost is \$1,300 (subject to change).

Technology fees for tracking clinical and didactic progression are included with first semester costs. Additionally, each student must have a laptop, equipped with Microsoft Office, for use in class. We discourage the purchase/use of a Chromebook because some of our software programs will not operate on Chromebook OS.

HOUSING AND MEALS

The program does not provide room or board for its students. The student may contact local real estate companies for information. Students receive the employee discount (25%) at the cafeterias operated at WMC and other Valley Health clinical sites.

TUITION AND OTHER EXPENSES BY SEMESTER

First Year Students	
30 Days of Acceptance - Non-refundable deposit	\$100
*May 1: Textbooks and Employee Health Assessment	\$1530
June 1: Total Cost – Tuition/Fees	\$3280
Tuition	\$3000 (reduced \$100 by deposit)
Marker Fee	\$40
ASRT Membership Fee	\$40
Technology fee	\$300
Dec. 1: Total Cost – Tuition/Fees	\$3000
Tuition	\$3000
Second Year Students	
June 1: Total Cost – Tuition/Fees	\$3040
Tuition	\$3000
ASRT Membership Fee	\$40
Dec. 1: Total Cost – Tuition/Fees	\$3000
Tuition	\$3000
May 1: Graduation Fee (Paid outside of tuition/fee payments)	\$100
Total Tuition & Expenses	\$14,050

*Items noted above with the asterisk are the students' fiscal responsibility and are paid outside of tuition

NOTE: Attendance to Senior Registry Preparation Seminar - Paid outside of tuition/fees and estimated to be \$400 and occur in 4th semester of the senior year.

OPTIONAL EXPENSES

- Thyroid shield - \$100.00

NOTE: All fees and expenses are subject to change. All fees are non-refundable.

PROGRAM EXPENSE CHART

The following chart is an estimate of the total program cost to the student.

All fees are subject to change and are current as of the date of publication of the catalog.

Tuition & Fees	
Application Fee	\$25.00
Teas Test Fee	\$85.00
Textbook/Simulation Fees	\$1,300.00
Health Assessment Fee	\$230.00
Tuition	\$12,000.00
Technology Fees (Trajecsyst)	\$200.00
Two Sets of Radiographic Markers	\$40.00
Registry Preparation Materials (RTBC Review)	\$100.00
ASRT Membership Fee	\$80.00
Graduation Fee	\$100.00
Total Tuition & Fees	\$14160.00
Expenses Paid Outside Of Tuition/Fees	
Uniforms/lab jackets/shoes (Paid Outside of the School)	\$250.00
American Heart Association BLS Healthcare Provider CPR course/credential	\$100.00
Thyroid shield (optional)	\$100.00
Seminar Expense (Transportation, Room, Food) (Paid Outside of the School)	\$300.00
ARRT Registry Examination Fee (Paid Outside of the School)	\$225.00
Total Expenses Paid Outside of Tuition/Fees	\$975.00

NOTE: Some costs are dependent upon vendor and choice of item purchased by the student.

STUDENT HEALTH

HEALTH AND SAFETY

In order to assure the safety and well-being of the students, copies of their pre-placement exam and all required immunizations must be submitted to the WMC Employee Occupational Health Services (EOHS) prior to the student's first day of class. Currently, EOHS accommodates the school by administering new student assessments and maintains all student health records.

Students must fulfill the requirements of the EOHS Policy EHD – MP 02 titled Guidelines for Handling Infectious Conditions Developing among Hospital Personnel on Duty. This policy, as well as the Students Notice of Reportable Conditions form, will be addressed during the students' first weeks of class and orientation.

As part of the Valley Health tuberculosis surveillance program, students are required to have a Tuberculosis Skin Test (TST) during the first week of class. This testing will be offered through EOHS. The student health assessment fee will cover the charge for said testing. A Tuberculosis Screening Questionnaire will be given in addition to the TST. Chest x-rays will be given to detect tuberculosis in persons with previous positive TST reactions. The cost of the chest x-ray is the responsibility of the student.

The Hepatitis B Vaccine is available to all students as part of the health assessment fee through EOHS.

If a student is unable to provide their immunization record at their pre-placement exam, titers will be drawn for proof of immunity. Should a titer result as negative, the student will be notified by EOHS. It is the responsibility of the student to take the result of their negative titer to their healthcare provider and receive the proper immunization according to CDC guidelines. Documentation of the immunization will need to be provided to EOHS for the student's file to be updated.

Failure to obtain immunizations required by Winchester Medical Center results in dismissal from the program.

Students must undergo testing for appropriate respiratory personal protection through EOHS during the initial health screening.

STUDENT ILLNESS/INJURIES WHILE IN SCHOOL

Students are encouraged to maintain health insurance. Students will assume financial responsibility for **any medical treatment** for illnesses or injuries sustained going to or coming from clinical assignments or in connection with their participation during their educational experiences.

Students who become ill or injured while at school may go to their *Primary Care Provider, Urgent Care, or report to the Emergency Department*. Students are required to notify **all staff** prior to leaving for an illness or injury.

Any student who reports dizziness to a school or clinical staff member must either report to the Emergency Department for evaluation or have a driver come to the school for pickup. Injuries sustained while on WMC or Valley Health property must be reported to a clinical preceptor immediately to have a risk report completed.

AMERICAN'S WITH DISABILITIES ACT

The purpose of the American Disability Act (ADA) is to ensure that students who may have special needs are provided with reasonable accommodations to help them achieve academic success.

It is important to understand that while this disclosure is voluntary, a student with a disability has the legal responsibility to request any necessary accommodations in a timely manner and to provide the School of Medical Imaging with appropriate, current documentation of the disabling condition.

Students wishing to request accommodations under the Americans with Disabilities Act (ADA) must fill out the request form and return it with the required documentation to the Program Director.

Students will be given an Americans with Disabilities (ADA) Voluntary Disclosure form during the first week of the program. Students who wish to disclose a disability and apply for special accommodations will be provided with a student request for accommodations under the Americans with Disabilities Act (ADA) form, which must be completed and returned to the Program Director within two weeks of beginning the program.

After the needs have been identified, the student will need to meet with the Program Director and all instructors to determine the accommodations that will be provided in the classroom. Due to the nature of the work in the clinic, patient care and safety must be considered when asking for accommodations.

PROGRAM RECORDS

STUDENT RECORDS

Student records are confidential and maintained by the Winchester Medical Center School of Medical Imaging. Students are required to report promptly to the Program Assistant any personal data changes:

- name
- address
- e-mail address
- telephone number
- persons to notify in case of emergency
- emergency contact phone number

Student records are kept locked in the Program Director's office. Tests and evaluations, not contained within the online learning management system or Trajecsys are scanned into the Staff/School shared drive on the VH secure server which is password protected.

Student records are subject to review by representatives of JRCERT and SCHEV.

Student records are subject to review by HR for any disciplinary problems associated with the educational process.

RECORD RETENTION

The school maintains a file on each student containing:

- Student's application for admission
- Transcript of student's academic/course work
- Record of academic/course progress
- Record of financial transactions (tuition and fees)
- Landauer Radiation Exposure Reports

These records are maintained throughout the student's enrollment and for five years following completion of the program.

The school permanently maintains your transcript, clinical record, and tuition assistance items.

RELEASE OF TRANSCRIPTS

A transcript is a copy of the student's permanent academic record and is released only upon written request from a student or graduate. Graduates are supplied with two copies of their final transcript at graduation, one of which is an official copy.

FERPA – FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

FERPA is a federal law that protects the privacy of student education records. Once a student reaches 18 years of age, the student becomes eligible, and all rights formerly given to the parents transfer to the student.

The Winchester Medical Center School of Medical Imaging has established the following guidelines to ensure compliance:

1. Students have the right to review, inspect, and challenge the accuracy of certain information kept in their education records unless the student waives the right.
2. Education records are those which contain information that is directly related to the student's educational performance.

IDENTIFICATION BADGES

Safety and Security will issue identification badges to each new student. Badges must be openly displayed, with photo completely visible (no stickers or markers) at shoulder level on the clothing so that they are readily seen when entering or leaving the Valley Health premises or when visiting departments other than one's own.

Due to safety issues, lanyards are not permitted to be used as badge holders. Replacement badges must be obtained from Safety and Security. One replacement badge will be permitted. There will be a charge for lost badges.

Identification badges remain the property of Winchester Medical Center, and students must return badges to the Program Director upon graduation or dismissal.

Students must park in the designated area before clocking in. Students found clocking in and then parking their car, are subject to immediate corrective action.

If a student forgets his/her badge, he/she must e-mail all program staff and leave to obtain his/her badge. The time missed will be counted as absent time.

If a student forgets to clock in or clock out, he/she must e-mail all program staff. Until the student clocks in, the student is considered absent, and the time will be counted against their allotted time off. Time missed in excess up to the program limits of the allotted time will be made up after graduation.

Students are required to clock out for lunch **if they leave the campus of any clinical site** and clock in when they return. Leaving the campus without clocking out will result in corrective action.

ACADEMIC CALENDAR

The academic calendar is published each year prior to the beginning of classes in June.

This calendar includes all student breaks as well as hospital recognized holidays. Hospital holidays are denoted by **.

Students are not permitted in the clinical setting during these holidays & breaks.

The academic calendar for the years 2024 through 2028 are found on the following pages.

ACADEMIC CALENDAR 2024-2025

06/26/2024	New Class Begins	
06/29/2024 – 07/07/2024	SUMMER BREAK	**7/4
07/08/2024	Classes resume	
8/16/2024	End Summer Session	
08/19/2024	Begin semester 3	
08/30/2024 – 09/02/2024	LABOR DAY BREAK	**9/2
09/03/2024	Classes resume	
10/04/2024	Mid-semester (1st and 3rd)	
10/12/2024 – 10/14/2024	COLUMBUS DAY BREAK	
10/15/2024	Classes resume	
11/27/2024 – 12/01/2024	FALL BREAK	**11/28
12/02/2024	Classes resume	
12/20/2024	END OF SEMESTER (1st and 3rd)	
12/21/2024 – 01/05/2025	WINTER BREAK	**12/25 & 1/1
01/06/2025	Classes resume	
02/15/2025 – 02/17/2025	PRESIDENT'S DAY BREAK	
02/18/2025	Classes resume	
03/28/2025	Mid-semester (2nd and 4th)	
04/18/2025 – 04/21/2025	SPRING BREAK	**4/20
04/22/2025	Classes resume	
TBA - senior class only	SENIOR SEMINAR	
05/09/2025	END OF SEMESTER (4th)	
05/16/2025	GRADUATION	
05/26/2025	MEMORIAL DAY BREAK	**5/26
05/27/2025	Classes resume	
05/30/2025	2 nd Sem Ends/ Summer Session begins 6/2	

ACADEMIC CALENDAR 2025-2026

06/25/2025	New Class Begins	
06/28/2025 – 07/07/2025	SUMMER BREAK	**7/4
07/08/2025	Classes resume	
08/15/2025	End Summer Session	
08/18/2025	Begin semester 3	
08/29/2025 – 09/01/2025	LABOR DAY BREAK	**9/1
09/02/2025	Classes resume	
09/26/2025	Mid-semester (1st and 3rd)	
10/11/2025 – 10/13/2025	COLUMBUS DAY BREAK	
10/14/2025	Classes resume	
11/26/2025 – 11/30/2025	FALL BREAK	**11/27
12/01/2025	Classes resume	
12/19/2025	END OF SEMESTER (1st and 3rd)	
12/20/2025 – 01/05/2026	WINTER BREAK	**12/25 & 1/1
01/06/2026	Classes resume	
02/14/2026 – 02/16/2026	PRESIDENT'S DAY BREAK	
02/17/2026	Classes resume	
03/27/2026	Mid-semester (2nd and 4th)	
04/03/2026 – 04/06/2026	SPRING BREAK	**4/5
04/07/2026	Classes resume	
TBA - senior class only	SENIOR SEMINAR	
05/08/2026	END OF SEMESTER (4th)	
05/16/2026	Graduation	
05/25/2026	MEMORIAL DAY BREAK	**5/25
05/26/2026	Classes resume	
06/19/2026	2 nd Sem Ends	

ACADEMIC CALENDAR 2026-2027

06/22/2026	3 rd semester begins/ New Class Begins 6/24	
06/27/2026 – 07/07/2026	SUMMER BREAK	**7/4
07/08/2026	Classes resume	
09/05/2026 – 09/07/2026	LABOR DAY BREAK	**9/7
09/08/2026	Classes resume	
09/25/2026	Mid-semester (1st and 3rd)	
10/10/2026 – 10/12/2026	COLUMBUS DAY BREAK	
10/13/2026	Classes resume	
11/25/2026 – 11/29/2026	FALL BREAK	**11/26
11/30/2026	Classes resume	
12/18/2026	END OF SEMESTER (1st and 3rd)	
12/19/2026 – 01/04/2027	WINTER BREAK	**12/25 & 1/1
01/05/2027	Classes resume	
02/13/2027 – 02/15/2027	PRESIDENT'S DAY BREAK	
02/16/2027	Classes resume	
03/26/2027	Mid-semester (2nd and 4th)	
03/27/2027 – 03/29/2027	SPRING BREAK	**3/28
03/30/2027	Classes resume	
TBA - senior class only	SENIOR SEMINAR	
05/14/2027	END OF SEMESTER (4th)	
05/22/2027	Graduation	
05/31/2027	MEMORIAL DAY BREAK	**5/31
06/01/2027	Classes resume	
06/18/2027	2 nd Sem Ends/ Begin sem 3 clinic 6/21	

ACADEMIC CALENDAR 2027-2028

06/21/2027	3 rd semester begins /New Class Begins 6/23	
06/26/2027 – 07/05/2027	SUMMER BREAK	**7/4
07/06/2027	Classes resume	
09/04/2027 – 09/06/2027	LABOR DAY BREAK	**9/6
09/07/2027	Classes resume	
09/24/2027	Mid-semester (1st and 3rd)	
10/09/2027 – 10/11/2027	COLUMBUS DAY BREAK	
10/12/2027	Classes resume	
11/24/2027 – 11/28/2027	FALL BREAK	**11/25
11/29/2027	Classes resume	
12/17/2027	END OF SEMESTER (1st and 3rd)	
12/18/2027 – 01/03/2028	WINTER BREAK	**12/25 & 1/1
01/04/2028	Classes resume	
02/19/2028 – 02/21/2028	PRESIDENT'S DAY BREAK	
02/22/2028	Classes resume	
03/24/2028	Mid-semester (2nd and 4th)	
03/24/2028 – 03/27/2028	SPRING BREAK	**3/28
03/28/2028	Classes resume	
TBA - senior class only	SENIOR SEMINAR	
05/12/2028	END OF SEMESTER (4th)	
05/20/2028	Graduation	
05/29/2028	MEMORIAL DAY BREAK	**5/29
05/30/2028	Classes resume	
06/16/2028	2 nd Sem Ends/ 3 rd sem clinic begins 6/19	

RADIATION PROTECTION/MONITORING

RADIATION PROTECTION POLICY

The Medical Radiography Program, in accordance with the professional code of ethics and the standards of the accrediting body, endeavors to instill an appreciation for radiation protection of the patient, the student radiographer, and other members of the healthcare team. Students are instructed to limit exposure, according to **ALARA**. Student exposure is monitored and reviewed every month. Those students who exceed the ALARA I Level dose limit are counseled by the Radiation Safety Officer of the Winchester Medical Center. Further exceptions to the recommended exposure level may result in a request to repeat the radiation protection courses.

Students are required to wear lead aprons on all portable examinations, all operating suite exams, and during fluoroscopic procedures. **Failure to follow this radiation protection policy will result in a counseling and a written warning at the first occurrence. A second occurrence will result in a corrective action.**

RADIATION BADGES

The X-ray department will issue radiation monitoring devices to each new student. Badges must be worn while here as a student **at all times whenever working in an imaging department (regardless of the facility) and are to be maintained by the student**. Failure to follow this radiation monitoring policy will result in a verbal warning and an e-mail at the **first occurrence**. The **second occurrence** involving this policy will result in a **corrective action**.

The position of radiation monitoring badges will be discussed early in the Introduction to Radiation Protection Course. **Student radiation monitoring badges are to remain in the school each night except when the student is scheduled to rotate to an off-site facility the next day**. Failure to follow this policy could result in disciplinary action.

Radiation monitoring badges remain the property of Winchester Medical Center, and students must return badges to the Program Director upon dismissal or graduation.

RADIATION MONITORING

In compliance with JRCERT Standard 5.1, *the program must maintain and monitor student radiation exposure data*. Prior to clinical assignment, and within 30 days of beginning the program, students will receive instruction and register with Landauer to access their radiation exposure data. Each month, students will confirm their radiation exposure data through Landauer and maintain a log located in Trajecsyst. This log is reviewed monthly by a Clinical Coordinator. At program completion, this log will be placed in their permanent record. Reports are received monthly from WMC Radiation Safety Officer and reviewed by school staff

Copies of student Landauer radiation records are stored electronically.

RADIATION MONITORING – EXCESSIVE EXPOSURE INCIDENTS

Student exposure is monitored through monthly reviews of radiation monitoring device reports by the Radiation Safety Officer. A student whose report indicates that their exposure exceeds **ALARA I** will receive written notification and will be required to meet with the Radiation Safety Officer and the Program Director to review radiation safety practices.

ALARA I LEVELS (mrem)

	<u>Per Quarter</u>	<u>Cumulative for year</u>
Whole Body Deep	200	500
Lens of Eye	375	1,500
Extremity/Organ	1,250	5,000
Whole Body Shallow	1,250	5,000

Students whose radiation monitor report exceeds **ALARA II** will meet with the Radiation Safety Officer and the Program Director. The incident may require investigation and follow-up actions. Upon the recommendation of the Radiation Safety Officer, the student may be removed from the clinic for a specified period.

ALARA II LEVELS (mrem)

	<u>Per Quarter</u>	<u>Cumulative for year</u>
Whole Body Deep	375	2,000
Lens of Eye	1,125	6,000
Extremity/Organ	3,750	20,000
Whole Body Shallow	3,750	20,000

Students in the Medical Radiography Program, provided they are at least 18 years old, are considered radiation workers by the state of Virginia.

ENERGIZED CLASSROOM & C-ARM USAGE

Winchester Medical Center Medical Radiography Program follows these procedures to monitor and ensure minimal radiation exposure to students while simulating activities in the energized classroom.

- Lab hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday.
 - Additional lab hours are available at the student's request with an instructor present.
- The energized lab panel box will be locked until an instructor is present during practice or any other activity.
- The key to the panel box is maintained so that only the instructors and Program Director have access. The machine breaker box is locked each evening.
- The control panel is turned off when not in use.
- The C-Arm monitor is stored in a secure location.
- Upon successful completion of an in-service, a student is only allowed to make an exposure in the energized lab, or with the C-Arm, under the supervision of a CP or licensed radiographer.

Unauthorized use of the energized lab, portable machine or the C-Arm by a student is grounds for immediate dismissal.

MRI SAFETY

MRI SAFETY POLICY

The MRI machine is located in an area accessible with keypad entry. Students do not have unrestricted access to this area until they are scheduled for their MRI rotation. This policy is addressed during the first week of the program during orientation. All students complete a MRI Screening form at this time due to their involvement with transport early in their clinical experience.

MRI rotations are scheduled during the 3rd and 4th semesters of the program. Prior to being assigned the MRI rotations, the student will have a detailed orientation to MRI given by a registered MRI technologist. This orientation includes a PowerPoint and lecture, followed by a quiz. This orientation makes sure that the student is fully aware of the danger of the magnet.

- **The magnet is on at all times**
- **The potential danger involved to personnel and equipment can be life-threatening if safety guidelines are ignored**

All students will complete an MRI screening form (the same MR safety questionnaire used for patients) upon completion of this orientation and prior to reporting for any MRI rotation. The form confirms the presence of a pacemaker, surgical implants, history of previous surgery, and history of metal fragments from war injuries, gunshot wounds, or as a metal worker. The student is also screened for pregnancy.

If the screening indicates there is a question of metal fragments in the eyes, the student must have orbital x-rays prior to entering the magnet room. An order will be obtained from Employee Occupation Health Services (EHOS) after sending the MR screening sheet to the EHOS department. The x-rays will be performed at no cost to the student and will be interpreted by a radiologist before the students entering the magnet room.

Students are required to notify the Program Director, in writing, of any change in MRI Screening status.

No one with a pacemaker, aneurysm clips, or other implanted device is allowed to enter the restricted magnetic field area. No metal objects are permitted to be in or on the person when entering the restricted magnetic field.

Students will be asked to remove jewelry, hairpins, and all loose objects from their pockets. The MRI technologists will screen all students prior to entering the magnet room to ensure no metal is being carried on their person.

ATTENDANCE POLICY

Students are required to utilize the attendance record in Trajecsys. Students are required to clock in upon arrival and out upon departure for the day.

Arrivals and departures that cannot be verified within Trajecsys will count as absent time.

DIDACTIC ATTENDANCE HOURS

Classes are scheduled from 7:30 AM to 3:30 PM. Students are never scheduled in class or clinic for more than 10 hours per day or 40 hours per week. Schedules of classes, with information concerning dates of tests, are given to the students each week.

Regular class attendance is essential for satisfactory progression into each level of competency throughout the program. Students are responsible for obtaining notes, etc. for classes missed. Scheduled tests **must be made up on the first day of class when the student returns** from an absence. The test will be made up at the end of the day. If a test is not made up on the day the makeup test is scheduled, a grade of **0** will be given for that test. For periods of absence, arrangements will be made with instructors to complete assignments.

It is the responsibility of the student to contact the instructors upon return from an absence to set up a plan to complete missed assignments.

CLINICAL ATTENDANCE HOURS

Clinical hours will vary with the student's rotation. Students assigned to the following areas will be in the clinic for the following hours:

- WMC Portable – 7:30 AM – 3:30 PM; during the senior year, 4:30 AM – 12:30 PM is an option
- WMC MAIN/ED/ODC/OR – 7:30 AM – 3:30 PM
- HMH – 8:00AM – 3:30PM
- PMH – 8:30AM – 3:00PM
- SMH – 8:00AM – 3:30 PM
- WMH – 8:00AM – 3:30 PM
- WAR – 8:00AM – 3:30 PM
- Urgent Care – Front Royal – 8:30 AM – 3:30 PM
- Urgent Care – Front Royal evenings 10:00 AM – 6:00 PM
- WMC evening rotations

- Seniors 12:00PM to 8:00 PM
- Juniors 11:00 AM to 7:00 PM
- Center for Orthopedic Excellence; Martinsburg – 8:00 AM – 3:30 PM
- Valley Health Spring Mills Imaging Center – 8:00 AM – 3:30 PM
- Rotations within the Imaging Library and ultrasound begin at 8:00 am

This list is not all-inclusive and is subject to change.

Students are expected to be in attendance for their assigned rotations. Clinical and didactic schedules will be e-mailed to the students on Friday the week prior.

Evening rotations will be assigned to the students during semesters two through four of the program. Due to the organizational make-up of the Medical Imaging department, these evenings are prime time for trauma cases with which the student must become familiar.

The student is responsible for being in his/her assigned area at the scheduled time. Strict adherence to clinical schedules is required. Students are only allowed in the clinic on their assigned days unless approval is obtained from a Clinical preceptor or the Clinical Coordinators.

A Clinical Coordinator must be notified by a department preceptor if a student needs to be re-assigned during a clinic day. Under no circumstances are clinical assignment changes initiated by a student.

Students leaving their assigned areas or found in clinic when not assigned are subject to disciplinary action.

MANDATORY EVENTS

At least once a month, there will be a mandatory event, such as a continuing education presentation. All students are required to attend these events.

Being on time to these events is a requirement. Students who are more than 6 minutes late will be counted absent from the event. Such absence is a part of the total time off permitted annually.

LUNCH AND BREAK POLICY

Students are eligible for one ten-minute break for every four hours placed in the clinical setting as well as each afternoon or morning class session. Lunch breaks are scheduled by the Department Supervisor in the clinical setting and by the Program Director or Clinical preceptor in the didactic setting and are 30 minutes in length. Any problems with breaks should be addressed by or to the clinical preceptor.

Students in the clinical setting are assigned to technologists and should go to lunch and return at the same time as the technologists.

REPORTING ABSENCES/TIME OFF REQUESTS

A Time off Request should be submitted via Trajecs **AND** an email sent to all school staff to report **any absences, i.e., doctor's appointments, court cases, illness, etc.** Students may request partial or full day (8-hours). Students' failure to give proper notice of absence will be considered a "No Show" and will result in immediate corrective action.

Students who are going to be **late** are to **email all school staff** at least **ONE HOUR BEFORE** the time they are expected to appear at the hospital for either clinical or didactic assignments. Failure to follow this policy will result in corrective action.

Notification of anyone other than program officials is not acceptable. Notification by a friend or family member is not acceptable unless the student is physically unable to do so. Any student who is absent for 2 consecutive days without notifying school officials will be dismissed from the program.

Should an emergency/illness arise during the day requiring a student **to leave early**, the student is responsible for **e-mailing all school staff** members and contacting a staff member by phone before leaving. **Failure to contact a staff member by phone prior to leaving will result in corrective action.**

TARDINESS

The day begins promptly at 7:30 for both clinic and class. Students are expected to be in their assigned area by 7:30. Those arriving after this time are considered tardy.

For those who arrive tardy, whether in class or clinic, the following progressive discipline will occur during a school calendar year:

- 1st tardy – verbal warning
- 2nd tardy – verbal warning
- 3rd tardy – written warning and counseling
- 4th tardy – Make up day added to the end of the program
- 5th tardy – Make up day added to the end of the program
- 6th tardy – corrective action
- 7th tardy – meet with the program director, consideration of dismissal from the program

MAKEUP TIME/EXCESSIVE ABSENTEEISM

In addition to the already scheduled vacation days, students are provided **6 days** (48 hours) of time off per school calendar year (June – May). These **6 days are intended** for emergencies, sickness, appointments or unexpected events that may arise.

These hours may not be used to extend scheduled breaks.

If a student misses more than the allotted **6 days** (48 hours) in the school calendar year, that time will need to be made up after graduation. Missed clinical time will be made up at the site of the absence when the site is available.

If a student accumulates **128 hours of absenteeism within 1 program year, or 16 days**, that student will go before the Program Director and be asked to repeat the year, or possibly be dismissed from the program depending upon their clinical and didactic standing in the program. This is determined on a case-by-case basis at the discretion of the Program Director with input from the Program Faculty and Program Medical Advisor.

MANAGEMENT PREROGATIVE

Where a chronic attendance problem is determined to have occurred, the Program Director will consult with the Program Faculty to review the history of occurrences. If it is judged to be a chronic problem with little or no effort by the student to correct the matter, the Program Director may elect to dismiss the student based on the total attendance history. Exceptions may be considered on a case-by-case basis by evaluating the student's clinical and didactic performance.

ABANDONMENT

Students who fail to report for **two** consecutively scheduled didactic/clinical assignments, for any reason, without notifying program staff will be considered to have abandoned their role as a student and will be dismissed from the program. Similarly, students who walk off from didactic/clinical assignments without approval from the Program Director or designee will be assumed to have abandoned their role as a student without notice.

INCLEMENT WEATHER POLICY

The school will follow the direction of Laurel Ridge Community College **with regard to closure** during inclement weather.

Code Red: Closed for operation

Code Orange: All learning is conducted remotely

Code Yellow: Operations begin at 10:00

Code Green: Normal operational hours

For Code Orange: You will receive assignments only on class days.

Those assignments will be posted by 9:00 am and are due no later than 11:59 pm.

For Code Yellow: If you arrive after 10:00, time will be reduced from your allotted time off.

As always, it is recommended that you make sound decisions regarding whether you should attempt to travel.

Sign up to receive alerts from LRCC at:
<https://www.getrave.com/login/laurelridge>

MAKE-UP TIME

All absent time over the allotted time of 6 days (48 hours) per school calendar year must be made up. Make-up time may not necessarily be completed in consecutive days. Make-up time is scheduled based upon the availability of adequate supervision in the clinical setting. All make-up time will be completed at the end of the program. Time must be made up in order for the student to complete the program and be signed off to take the registry examination. Certificates will be issued once all program requirements are complete.

All make-up time must be fulfilled in the clinical area and site, when available, where the student was absent. Make-up time will be scheduled in 8-hour increments.

VOLUNTEER HOURS

Students may volunteer to spend extra hours in the clinic in order to obtain a clinical competency or to increase their experience and skill level. **The student must send an email to all school staff with requests for volunteer clinical hours.** Also, these hours must be recorded on a **Student Volunteer Clinical Time Sheet (found in Trajecsyst)** and be reviewed by a Clinical Coordinator. Depending upon available supervision in the clinic, all volunteer hours may not be approved.

Students needing to stay over to finish a case or to obtain a clinical competency must email the Clinical Coordinators and submit documentation through Trajecsyst, and the Clinical Coordinators will document this. Failure to follow through with the requirements of this policy will result in disciplinary action.

SCHEDULED BREAKS

The Program Director assigns scheduled breaks in coordination with clinical and didactic assignments.

BEREAVEMENT LEAVE

Students are given leave for 3 days when immediate family members pass away. Leave begins on the day of death. The school reserves the right to require evidence of the death and/or evidence of the relationship of the deceased to the employee or spouse in support of a claim for this benefit. This policy follows that of **HR 303 - Bereavement Leave policy for Valley Health employees.**

These **3** days will not be counted against the time off allotment if documentation is received. If the leave needs to be extended, then subsequent days will be counted as a planned absence

Immediate family includes the student's spouse plus the following relatives of either student or spouse: parents, grandparents, and great grandparents, siblings, children, grandchildren, and any other family member living in the immediate household of the student. Step-relatives of the **student only** are also considered to be immediate family.

Special circumstances may be considered on a case-by-case basis.

STUDENT PREGNANCY POLICY

Due to the risks associated with radiation exposure to an unborn fetus, especially during the first trimester, a student who becomes pregnant at any time during the 24 months of training **may** declare to the Program Director the fact at the earliest possible pregnancy test. This voluntary declaration is made **in writing** and signed by the student. The student will then be given a form for declaration of pregnancy which is forwarded to the WMC Radiation Safety Officer.

Special provisions are not made for a student who is pregnant. All rotations must stand, as scheduled. Although it is both procedure and practice of this program to offer the utmost in radiation protection to the students, the School and the clinical sites will not be responsible for injury to either the mother or child due to radiation exposure during pregnancy.

Time missed as a result of pregnancy, over the allotted time for the school year, will be made up after graduation and before the student can take the registry examination. Excessive time missed due to the pregnancy will be dealt with following the attendance policy. Each case will be reviewed by the Program Director and faculty of the Winchester Medical Center Medical Radiography Program. Students will be required to complete a Medical Leave of Absence form prior to taking Maternity Leave.

Information regarding a student leaving due to pregnancy will be held in the strictest confidence.

The student has the option to withdraw the declaration of pregnancy through a form supplied by the Program Director. This withdrawal will then be submitted to the WMC Radiation Safety Officer

MEDICAL LEAVE OF ABSENCE

A medical leave of absence is granted for students who are in good standing in the program and who, by program staff, are considered to be able to maintain their academic standing through electronic delivery of classroom materials. Tests will be given when the student can return to the classroom.

The student must be in good academic standing and have completed the majority of their clinical competencies for the semester to be eligible for consideration.

The student must keep up with assignments as their condition allows and remain in good academic standing throughout the medical leave in order to continue in the program. If academic standing is not maintained, the student will be dismissed or asked to repeat the year.

It is at the discretion of the Program Director to grant Medical Leave based on the performance of the student in the program up to the point that the Medical Leave is requested and how long the leave will extend. Decisions are based on input from the entire faculty. Students who require an extended absence may be asked to repeat the year.

Upon return to the program and completion of all academic and clinical work, the student will be eligible to be signed off to take the American Registry of Radiologic Technologists (ARRT) examination.

Due to the large amount of didactic material delivered in the first semester of the program, students requiring a leave of absence longer than 1 week during the first semester will be asked to withdraw from the program and will be offered a place in the next class.

STUDENT PROFESSIONALISM

Habits developed as a student radiographer carry over into the role as a staff radiographer. In order to meet obligations to oneself, the patient, and colleagues, it is necessary to maintain optimal standards of professionalism at all times, in the clinic and the classroom.

As representatives of the Winchester Medical Center and Valley Health, students are expected to convey an image of professionalism. This image includes presenting a neat, clean, well-groomed appearance according to the dress code set forth in the student catalog. Students are expected to conduct themselves professionally in their interactions with patients, co-workers, other students, and program faculty treating them with respect, compassion, and dignity. Loud conversations and the use of profane language will not be tolerated.

Students are expected to follow the guidelines for professional ethics set forth in the student catalog as well as the ARRT code of ethics. **Any breach of professionalism will result in immediate corrective action and, depending on the severity of the infraction, could lead to suspension or dismissal.**

HARASSMENT/WORKPLACE ANTI-VIOLENCE

The program's policy for harassment follows the Valley Health policy.

The school is committed to providing a safe and secure workplace and an environment free from physical violence, threats, and intimidation.

Sexual Harassment - is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All Other Forms of Harassment - Any physical or verbal conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment is also prohibited. (**HR 513 – Harassment/ HR 527 Workplace Anti-Violence**)

The following are some examples:

- Belittling gestures, e.g., deliberate rolling of eyes, folding arms, staring into space when communication is being attempted. (Body language designed to discomfort the other).
- Verbal abuse including name-calling, threatening, intimidating, dismissing, belittling, undermining, humorous 'put-downs'.
- Gossiping (destructive, negative, nasty talk), talking behind the back, and backbiting
- Sarcastic comments.
- Slurs and jokes based on race, ethnicity, religion, gender, or sexual orientation

Students exhibiting these behaviors are subject to disciplinary action

STUDENT PARKING POLICY

Students will register with Safety and Security and receive a parking sticker during orientation week. The sticker must be affixed to the rear window or bumper of the car.

When assigned to the Winchester campus, **all students must park on levels 2 through 5 of the parking garage #1.** Safety and Security will ticket students who fail to park in the designated area. Students who are observed by school staff parking in other than the designated area will be subject to disciplinary action.

Off-campus parking is addressed at the orientation to each facility. Students are expected to park in the designated areas at each campus.

INTERNET USE

Unauthorized use of the hospital internet is prohibited. Students are provided with an e-mail address that is accessible, while on campus, without internet access through the hospital intranet. Students will receive a copy of the internet policy to sign before receiving an e-mail account and internet password.

Valley Health Information Systems monitors activity on the hospital intranet and internet sites.

Students are prohibited from using computers in the clinic for accessing the internet for any purpose unrelated to school functions. Documentation of misuse of the hospital intranet or internet is subject to corrective action, suspension, and/or dismissal from the program.

TOBACCO/NICOTINE-FREE ENVIRONMENT

Winchester Medical Center is a tobacco-free institution. Valley Health premises include but is not limited to buildings, parking garages, parking lots, and anywhere else considered property of Valley Health. Smoking is prohibited for all students and any other persons transacting business in all Valley Health facilities. (HR 114). Failure to follow the policy will result in immediate corrective action. Tobacco use in any form and vaping is prohibited and will result in immediate corrective action.

DRUG/ALCOHOL-FREE ENVIRONMENT

Winchester Medical Center and the School are fully committed to providing environments that are free from the use of substances that may impair performance or cause other adverse effects. The School has a drug screening program as a part of the enrollment process in the program. Thereafter, students suspected of being under the influence, or caught in possession of illicit substances, may be requested, at the program director's request, to submit to drug screening. Failure to comply will be grounds for dismissal from the program.

TELEPHONE POLICY

The purpose of the policy on personal telephone calls is to ensure that telephones are used exclusively to conduct Medical Center business. The use of Medical Center telephones for personal matters is discouraged. Personal calls may be made during breaks or mealtimes.

Communications will be sent using both VH & personal emails. Students are required to check their e-mail accounts at the beginning and end of each shift.

DRESS CODE (HR 506)

Personal appearance plays an essential role in the public's perception of healthcare workers and healthcare as a profession. In almost no other business are personal dress, cleanliness, conduct, and appearance as relevant as they are in the healthcare field. Therefore, all employees of Valley Health are expected to maintain a well-groomed, professional appearance, which creates a favorable impression and consistently conveys to patients, visitors, and colleagues the therapeutic role, professionalism, and scope of responsibility.

- Badges must be worn and visible at all times. Badges must be worn at the neckline. Stickers or markers are not allowed on the front of the badges. For safety reasons, no lanyards are permitted.
- Hair (including facial hair) must be clean, neat, and contained, pulled back from the face & kept off the shoulders in such a manner that it does not come in contact with patients. No unnatural hair colors such as blue, fuchsia, or green are permitted.
- Cosmetics may be used in moderation. The student should use the necessary precautions with regular bathing, deodorants, and good dental hygiene to avoid offending patients and staff with body and breath odors. No fake eyelashes, including eyelash extensions.
- No perfume/cologne/scented lotions/powders/hygiene/laundry items/hand sanitizers/ oils are permitted due to the increasing allergies in our population.
- Fingernails must be kept short, clean, and manicured. Nail length should not extend beyond the fingertips; polish cannot be chipped. Artificial nails, including acrylic, silk, gel, overlay, and wrap, are prohibited per Infection Control Policy.
- Visible body art that depicts offensive or controversial language or images (e.g., skulls, snakes, nudity, political affiliation, illegal substances, weapons, and excessive body art on legs, neck, face, and arms such as full and half sleeves) must be covered with the appropriate uniform, clothing, or material (e.g., bandage or other dressing) unless such covering creates a safety or infection control concern.
- No scarves, caps and other headwear except when ordered by a physician or for safety or religious reasons. Approval of headwear must be obtained from Infection Control.

JEWELRY

- Wearing of pierced earrings is limited to two piercings per ear. The maximum diameter and length permitted is 1 inch. Stud earrings are preferred for safety.
- Visible body piercing is restricted to small studs.
- Gauges are not permitted.
- No bracelets (1 watch is allowed); a medical alert bracelet is the only exception.
- Only one ring on each hand or a wedding band and engagement ring together will be allowed.
- Jewelry is limited to a watch, ring set, necklace, and earrings.
- No dark glasses.
- No jewelry of any kind is permitted during OR rotations.
- No earbuds at any time

ATTIRE

The program selects the entire acceptable uniform (color and style in accordance with Valley Health policy). All uniforms must be clean and neatly pressed.

Caribbean Blue or gray cotton uniform warmup jackets are the only acceptable attire for warmth in the clinic. No fleece in clinic; this is a violation of Infection Control policy.

T-shirts with VH or Medical Imaging logos are acceptable in clinical and didactic settings.

VH sweatshirts and fleece jackets are permitted in the classroom only.

Only hoodies with Valley Health logo are permitted in the classroom.

NO Hoodies are permitted in any patient care area.

Clothing must be modest, reasonably fit, and allow for comfortable ease of movement.

- The School has the right to deem uniform styles inappropriate for the clinic and classroom
- Only white, black or gray tee shirts may be worn under scrubs. Tee shirts must be tucked in and free of logos and insignia.
- Tennis shoes should be solid-colored, no neon colors.
- Closed toe shoes are preferred; clogs and croc-like shoes are permitted but they must be of **solid surface**

Students improperly attired will be sent home to change clothes. Time missed will count as absent time and will be reduced from permissible missed time. The student will be subject to disciplinary action for continued infractions.

ELECTRONIC DEVICE POLICY

Cell phones, iPods/earbuds, tablets, laptop computers, and other personal electronic devices:

- Tablets, personal laptop computers, ipods/earbuds are not permitted in the clinic. Cell phone use is prohibited in the clinic except for use to fulfill clinical functions at beginning and end of shift. Cell phones in the clinic constitute a HIPAA violation.
- Students found with any personal electronic device or observed using a cell phone in the clinic will be given an immediate corrective action; if there is a second occurrence, the student will be dismissed from the program. **Cell phone use is restricted to authorized break areas only.**
- No cell phone or electronic messenger app use is permitted in the classroom during scheduled class time unless authorized/required for instruction. **During class, cell phones are to be off and out of sight.** The use of cell phones in the classroom during class periods is grounds for immediate corrective action.
- Electronic devices may not be used to record lectures or photograph classroom materials (including board lectures, worksheets, quizzes, tests or digital materials provided by the school). Recordings or photographs made in the classroom will result in immediate dismissal. The instructor in the classroom may make exceptions and will provide advisement in advance.
- All digital materials remain the property of WMC School of Medical Imaging and are provided to the student only during their enrollment in the program.

- Unauthorized use of cell phones, iPods, tablets, computers, smartwatches, or other electronic devices by a student during a test will be grounds for dismissal.

Personal Belongings to include backpacks, textbooks, notebooks, computers & jackets:

- School items should be stored in lockers provided, not left in the classroom or taken to any clinical area (Neither the program nor hospital will be responsible for the theft of any items)
- Lunch items should be stored in the staff lounge refrigerators in the clinic and the break room refrigerators while in class. Lunch should be taken in provided break areas – not the classrooms.

CLINICAL SETTING RESPONSIBILITIES

- Food is prohibited in the clinical setting, as this is a violation of the hospital infection control policy.
- Students needing to repeat an image for any reason must perform the repeat in the presence of a registered radiographer or clinical preceptor.
- Students are not allowed to operate mobile equipment, including mini C-arms, or to perform a portable exam without direct supervision of a technologist
- Students are not allowed to transport an ED patient without direct supervision of a technologist
- Students are not allowed to operate equipment or perform exams in the OR without direct supervision of a technologist
- Students are not permitted to administer contrast.
- The student must be under direct supervision when setting a sterile tray.
- Students are not allowed to hold patients during radiographic exposures.
- Students are not allowed to work under the supervision of another student or a recent graduate.
- Students are required to use the hospital approved hand sanitizer and hand lotion.

Failure to fulfill any of the above clinical responsibilities will result in immediate corrective action. **Repeated violations are subject to progressive disciplinary action, including corrective action, suspension, and/or dismissal.**

APPROPRIATE MARKER USE

- Students must use their assigned markers during clinical rotations. Student markers are to be placed **only on images for which the student “performed” the procedure**. Student assistance with an exam is verified by the input as “Supporting Staff” in EPIC.
- If the student is off-campus and forgets to bring his/her assigned markers, he/she must return to WMC to retrieve their markers and be reassigned on campus. Time missed will count as unexcused absence time, and missed time from off-site rotation must be made up. Documentation will be recorded. This behavior will result in disciplinary action.
- The use of another student’s or technologist’s markers by the student is forbidden and will result in immediate corrective action.
- Clinical competencies must have the student’s lead markers and the supervising technologist’s lead markers on at least one image. **Failure of a student to have his/her markers and the supervising technologist’s markers on at least one of the images will void the competency.**

Students are required to purchase 2 sets of markers from the school.

It is strongly suggested that the student purchase extra sets of markers to keep in case original sets of markers are lost or misplaced. No orders will be placed prior to payment.

ACADEMIC INTEGRITY

Academic integrity is predicated upon a code of internal ethics that allows the individual to practice self-governance and self-discipline.

Violations include, but are not limited to, the following categories:

- **Cheating**
Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any graded assignment or evaluation. This may include the use of unauthorized electronic devices.
- **Falsification**
Falsification includes knowingly transferring, transmitting, or communicating any false statements.
- **Plagiarism**
Plagiarism is intentionally or carelessly presenting the work of another as one's own.

BREACH OF PROFESSIONAL ETHICS

Any of the following items will be grounds for dismissal:

- Failure to follow ALL HIPAA regulations at all times.
- Failure to adhere to patient, student, staff, and technologist confidentiality.
- Clocking another student in or out. Each student is responsible for clocking him/herself in and out.
- Falsification of patients' medical records.
- Falsification of students' clinical or didactic records.
- Plagiarism/Cheating
- Photographing tests, or any unauthorized use/dissemination of instructional materials.
- Mistreatment or disrespect shown to the patient or patient's family member, staff, classmates, physicians, faculty, or anyone encountered on Valley Health premises

NOTE: It must be stressed that the above list is not all-inclusive.

Students will be subject to discipline for any inappropriate conduct that constitutes a violation of a Valley Health personnel or safety policy.

Breach of ethics will be addressed by the School of Medical Imaging and Valley Health with an immediate corrective action and may result in dismissal.

STUDENT ADVISEMENT/ COUNSELING

The staff of the educational program will provide necessary counseling for students. Staff are available each afternoon from 3:30 – 4:00 for any student concerns. Formal advisement sessions are scheduled at the middle

and end of a grading period to review the student's performance and identify any areas that need to be improved.

Advisement sessions will be documented. A copy of the documentation will be given to the student, and a copy signed by student and staff member will be placed in the student's file.

If a concern is noticed with a student's relationships with any of the student's peers, staff technologists, and or program faculty, an immediate session will be arranged with the program staff or the Program Director to discuss this problem.

Concerns with the student's clinical performance will warrant a counseling session as well. Counseling sessions related to student professional interactions with peers, department or school staff will take place with a minimum of two members of the program staff. Students should keep the content of these sessions confidential.

The program faculty is here to assist students in education and adjustment to a health career. Program staff members are available to meet with students during program hours. **Occasionally special meetings need to be conducted between the student and one or more of the program staff. In this case, an appointment must be scheduled by e-mail.**

If a student requests access to further counseling, the Program Director will provide a list of local services via EOHS referral sources. Any fees for these services are the responsibility of the student.

ADDITIONAL INSTRUCTION/TUTORING

Tutoring is available for any students needing additional help. School staff are available 7:30 – 4:00 and outside of these hours by appointment.

Students requesting assistance with a class must:

- Contact the instructor by e-mail to set up a tutoring session
- The e-mail must contain the class they need help with any specific questions or the topic they need help.
- The instructor will respond with a date and time in which they are available. This time will typically occur at the end of the school day.
- Requests for after-hours help may be accommodated per the instructor's availability. For after-hours requests, a minimum of 1 week's notice is preferred.

SUSPENSION

Students requiring disciplinary action may be subject to suspension. Suspensions are issued based on the severity of the infraction. All suspensions are issued at the discretion of the Program Director. Any time missed from school as a result of suspension must be made up after the program ends. Quizzes missed as a result of suspension will receive a grade of "0". Tests will be made up the day the student returns from suspension, or as scheduled by the instructor for that class. The student is responsible for obtaining missed assignments from each instructor and for scheduling a time to take any missed tests.

Students are required to report suspensions to the American Registry of Radiologic Technologists (ARRT) when applying to take the ARRT credentialing examination. Students sign a consent under FERPA to allow

the ARRT to communicate freely and openly with the Program Director regarding reasons for suspension and whether a not it involved an ethics violation.

PROBATIONARY STATUS

If a student receives two corrective actions within a semester, he/she will be placed on probation. A student who is placed on probation will remain there until the next grading period when the student's case will be reviewed.

Failure to progress or additional corrective actions given during a probationary period will be grounds for dismissal.

REASONS FOR DISMISSAL FROM THE MEDICAL RADIOGRAPHY PROGRAM

- Any **four** Corrective Actions during the program.
- Any **two** Probations.
- Any **two** suspensions during the program.
- Failure to demonstrate didactic progress as described in the Academic Performance Standards found elsewhere in this catalog.
- The known use, distribution, possession or conviction arising from illegal drugs or controlled substances.
- Intoxication or consumption of alcohol during scheduled hours.
 - If a student is unable to function in the clinic or the didactic portion of the program, he/she will be asked to consult with employee health. (An alcohol or drug screen may then be required. If a drug screen is required, the Medical Advisor of the program will order it). Refusal to comply will be evidence of guilt and grounds for dismissal.

NOTE: The above list is not all-inclusive. Individual cases will go before the Program Director, Program Faculty, and the Director of Medical Imaging for a final decision.

GRIEVANCE POLICY FOR STUDENTS

The purpose of the grievance procedure is to afford a fair method for the resolution of disputes which may arise between the Program and students or department staff and students. A grievance shall be a complaint or dispute of a student regarding the application, meaning, or interpretation of policies or procedures as they affect the total educational activity of the student.

GRIEVANCE PROCEDURE FOR STUDENTS

Step one

A student who wishes to file a grievance shall present the grievance orally to the Program Director or designee. The grievance will be presented within **ten days** of occurrence. The Program Director will reply to the grievance within **three days** of the day following the **step one** meeting.

Step two

If the Program Director's reply is not acceptable to the student, he/she shall reduce the grievance to writing and request a meeting with the Program Director, program faculty, and the Medical Advisor. The request for the **second step** meeting shall be made within **three days** of the receipt of the Program Director's reply, and the second step meeting shall be held within **three days** following such a request. The Director shall reply in writing to the grievance within **three days** following the **second** meeting (based on the consensus of the program faculty, the Medical Advisor for the Medical Radiography Program, and the Program Director).

Step three

If the Program Director's reply is not acceptable to the student, he/she may request a meeting with an Administrator from the Winchester Medical Center, specifically, the Vice President of Operations and Professional Services. Such a request for a **third step** meeting shall be made within **three days** of the receipt of the Program Director's reply, and the **third** meeting shall be held within **three** days following such a request. The administrator shall reply to the grievance within **three days** following the **third step** meeting. The decision of the administrator is final.

The grievance form is available in Trajecsos or from the Program Assistant.

The grievant, the Program, and the department staff member may have, at every step, internal witnesses and evidence required, which specifically pertain to the grievance. Failure to process a grievance by the grievant within the time limits, or agreed-upon extension, shall constitute termination of the grievance.

Grievances are between the student and the program. At no time will outside parties, not directly involved in the issue, be a part of the grievance procedure.

Students will not be subject to unfair actions as a result of filing a complaint.

In addition to the program grievance procedures, students have the right to file a complaint with The State Council of Higher Education for Virginia (SCHEV).

SCHEV can be contacted at:

State Council of Higher Education for Virginia
101 North 14th St., 10th FL. James Monroe Bldg.
Richmond, VA 23219
Phone: 804-225-2600
<http://www.schev.edu>

Following a grievance procedure, if the student feels that this issue was not resolved he/she may contact the Joint Review Committee for Education in Radiologic Technology (JRCERT) or refer to the following JRCERT web pages:

<https://www.jrcert.org/students/process-for-reporting-allegations/>

<https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/>

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

COMMUNICABLE DISEASES

To ensure continued high-quality patient care while maintaining a safe work environment for student and employees, the Infection Control Committee has established policies which provide the means for reporting and preventing infections of communicable disease. The policies regarding students who are exposed to or infected with any virus are available either in the work area or are available for review with the Employee Health Nurse in the Employee Occupational Health Services Department. Students must be familiar with these policies and adhere strictly to protocol.

STANDARD PRECAUTIONS MUST BE TAKEN WITH ALL PATIENTS.

HANDWASHING POLICY/INFECTION CONTROL

Hand washing is the most important step in preventing the spread of hospital-acquired infections. In order to protect our patients, fellow students, and staff members, we must wash our hands before and after each exam we perform. Handwashing with soap should be a minimum of 15 seconds. The hospital provides an alcohol-based waterless antiseptic. Washing hands with soap and water must be done after caring for a patient on contact precautions for C-difficile and when hands are visibly soiled. Handwashing with the use of alcohol-based waterless antiseptic must be done in front of the patient.

The only acceptable hand lotions, sanitizer, and soap are provided by Valley Health and must be used by the students and staff according to Valley Health Policy. Failure to follow this policy will result in disciplinary action.

OBTAINING TWO PATIENT IDENTIFIERS

It is a requirement that two patient identifiers be obtained from our patients prior to doing their exam. Two patient identifiers consist of the patient stating their full name and date of birth. This information should be given in the exam room, not in the hallway or patient holding bay. Obtaining these identifiers helps ensure that we are doing the **correct exam on the correct patient**.

Failure to follow this policy resulting in the wrong patient being examined or the wrong exam being performed will result in immediate corrective action.

TERMINAL COMPETENCIES

The Essentials and Guidelines of an Accredited Educational Program for the Radiographer define terminal competencies as "terminal evaluations which serve as a reliable indicator of the effectiveness of instruction and course design."

"Criteria for successful performance should be equitably applied without discrimination, and provision for dismissal from the program should be made for students who do not make satisfactory progress according to these criteria."

Terminal competencies shall include, but not be limited to, the following list. The graduate shall be able to:

1. Anticipate and provide basic patient care and comfort, recognize emergency patient conditions, and initiate first aid and basic life support.
2. Operate radiographic equipment, positioning the patient to perform radiographic examinations and procedures, while practicing radiation protection for the patient, oneself, and others.
3. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
4. Utilize critical thinking skills to modify standard procedures to accommodate for patient condition and other variables.
5. Evaluate radiographic images for appropriate positioning and quality. Demonstrate knowledge and skills relating to quality assurance, including the knowledge of safe limits of equipment operation.

GRADUATION

A certificate will be awarded during commencement ceremonies following the successful completion of the four semesters. The commencement ceremony will be conducted at the WMC Conference Center. A check-off sheet will be given to the student prior to graduation to ensure that all criteria for graduation have been met.

ID badge, proxy card, and OSL must be returned prior to graduation as these items are Valley Health property.

Students lacking competency grades or having required make-up time may be allowed to participate in the commencement ceremonies; however, they will not receive a certificate until all criteria for graduation are met.

Students who have received a suspension may not be eligible to participate in graduation depending on the reason for the suspension and if the student has completed all didactic and clinical work.

All time missed due to suspension must be made up at the end of the program. Certificates will be issued upon completion of make-up time.

GRADUATION REQUIREMENTS

PROGRAM GRADUATION REQUIREMENTS:

1. Completion of all clinical and graduation competencies
2. Completion of each semester paper/presentation
3. Successful completion of all coursework
4. Participation in one seminar during the final semester of the program

GRADUATION COMPETENCIES:

1. Anticipate and provide basic patient care and comfort, recognize emergency patient conditions, and initiate first aid and basic life support.
2. Operate radiographic equipment, positioning the patient to perform radiographic examinations and procedures, while practicing radiation protection for the patient, oneself, and others.

3. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
4. Utilize critical thinking skills to modify standard procedures to accommodate for patient condition and other variables.
5. Evaluate radiographic images for appropriate positioning and quality. Demonstrate knowledge and skills relating to quality assurance, including the knowledge of safe limits of equipment operation.
6. Successfully completes required clinical competency exams

CLINICAL COMPETENCIES:

1. Completion of all required clinical competency skills in the designated timeframe
2. Completion of all assigned clinical time

DIDACTIC INSTRUCTION

HOURS OF INSTRUCTION

Course hours are assigned in conjunction with clinical schedules and are designed to complement those schedules as much as possible. The amount of time it takes to cover a particular subject matter varies from one group of students to another. Therefore, it is vital to recognize the flexibility that is necessary sometimes to accomplish this process. **Schedules once provided will sometimes need to be changed.**

Faculty members are available to meet with students outside of class hours. Appointments outside of school hours may be scheduled via e-mail to the instructor.

Conferences are held at the middle and end of the semester after grades have been issued. These conferences are held to discuss student progress in the program.

TEACHING METHODS AND EVALUATIONS

Teaching methods will include but not be limited to demonstration, simulation, group discussions, lectures, PowerPoint presentations, models, film, and student projects. These methods will all work together to meet the needs of the visual, kinesthetic, auditory, social, and solitary learner.

Quizzes occur frequently. If absent, you will have access to the quiz for review, but you will not complete for a grade.

ASSIGNMENTS

All student assignments will be made in advance of a due date. Narrative assignments must be typed. All assignments must be identified with the students' name and date. Any written assignment must be legible and written in pencil or black/blue ink. At the discretion of the instructor, some assignments will be required to be e-mailed to the instructor.

Students are expected to complete all assignments. The school faculty is not responsible for assignments not received via email. **Failure to submit a daily didactic assignment will result in a grade of 50 for that assignment.** Semester papers/projects and tests/quizzes are excluded from this policy.

Students are required to complete missed work the day they return to class unless the absence was an extended period. Quizzes/tests missed due to tardiness will be complete at the end of the school day. All work missed due to tardiness or absence submitted outside these guidelines will result in a grade of 0.

ACADEMIC AND CLINICAL FACILITIES

Phases of academic instruction are conducted within the Medical Center. The curriculum has been designed to be completed in four consecutive semesters (approximately 2 years). Clinical assignments are made in conjunction with didactic assignments as much as possible. Flexibility is often necessary in order to be able to attain this goal. Evaluations of each area of instruction are necessary to advance to the next level of competency.

REQUIRED COURSES

COURSES BY SEMESTER WITH ASSIGNED CREDIT

SEMESTER 1		SEMESTER 3	
COURSE	CREDIT	COURSE	CREDIT
Anatomy and Physiology I	3	Anatomy and Physiology III	1
Patient Care I	3	Patient Care - Pathology	2
Medical Terminology **	1	Radiographic Positioning and Procedures III	2
Radiographic Positioning and Procedures I	3	Radiographic Image Evaluation II	2
Radiographic Positioning Lab I (Simulations)	1	Advanced Radiologic Sciences I	2
Radiologic Physics I	3	Radiographic Quality and Image Exposure III	2
Radiographic Quality and Image Exposure I	2	Radiographic Procedures III (clinic)	2
Radiographic Procedures I (clinic)	1		13
	17		
SEMESTER 2		SEMESTER 4	
COURSE	CREDIT	COURSE	CREDIT
Anatomy and Physiology II	3	Anatomy and Physiology IV –Cross Sectional Anatomy	2
Patient Care II	2	Radiographic Positioning and Procedures IV	1
Radiographic Image Evaluation I	2	Radiographic Image Evaluation III	2
Radiographic Positioning and Procedures II	3	Radiographic Quality and Image Exposure IV	2
Radiographic Positioning Lab II (Simulations)	1	Patient Care - Professionalism	1
Radiologic Physics II	3	Advanced Radiologic Sciences II	2
Radiographic Quality and Image Exposure II	2	Radiographic Procedures IV (clinic)	2
Radiobiology & Radiation Protection	3		
Radiographic Procedures II (clinic)	2		12
	21		
TOTAL CREDITS FOR PROGRAM	63		

Class of 2027 will not include Medical Terminology as it has become a pre-requisite**

Effective Class of 2027: Transfer credits: 19 Program credits: 63 Total credits: 82

CREDIT ASSIGNMENT

Course credit is assigned using the following formula:

50 minutes of lecture per week/per semester = 1 credit hour

360 minutes of clinical time per week/per semester = 1 credit hour

NOTE: Credits from this program may not transfer to a college one for one; however, some colleges will give a defined number of credits for completion of a radiography program and ARRT registration.

COURSE DESCRIPTIONS

Course hours are assigned in conjunction with the clinical schedules and are designed to complement those schedules as much as possible. The amount of time it takes to cover a particular subject matter varies from one group of students to another. Therefore, it must be recognized that flexibility is sometimes necessary to accomplish this process. Schedules that are given will sometimes need to be changed in order to accommodate student learning.

Due to the small size of the classes, the material may be covered in a shorter amount of time, with longer times being given for more challenging material. Instructors have the freedom to adjust the pace of the class to confirm the ability of the students to grasp the information.

The courses in the program follow the ASRT curriculum guidelines. The curriculum is reviewed annually, and changes are made according to ASRT guidelines and feedback from parties of interest.

ANATOMY AND PHYSIOLOGY I AND II

A basic course in anatomy is taught over two semesters with emphasis on body tissues, skeleton, joints, and all body systems and their functions. Emphasis is placed on anatomy that is visualized on radiographic examinations and the physiology behind radiographic contrast absorption and excretion. Anatomy is taught in sequence with positioning.

ANATOMY AND PHYSIOLOGY III AND IV

This course concludes the instruction in basic anatomy and reviews non-imaged body systems and structures. Cross-sectional anatomy is introduced with emphasis placed on anatomy as it appears on CT, MRI, and Ultrasound images.

PATIENT CARE I & II

Introduction to radiologic technology and patient care are covered in this course. The profession is defined, professional organizations are identified, and the organizational structure of the hospital is discussed. Patient care, including patient interactions, history taking transfer techniques, vital signs, and infection control, are taught. CPR for healthcare providers covers the role of the technologist in a hospital setting when providing CPR. The American Heart Association BLS CPR credential must be earned prior to beginning the program and maintained throughout. The student is encouraged to complete at Laurel Ridge Community College but may complete at any location. Risk factors for sudden death in the various age groups are discussed. Training in the use of AED (automated external defibrillator) is included in this class. Basic information on the production of x-rays, x-ray equipment, radiation protection, radiobiology, and the use of AI in medical imaging are discussed. Quality Control and Quality Assurance are introduced. The importance of Quality Assurance is explained as well as discussion of programs hospital wide as required by The Joint Commission (TJC).

Students become acquainted with patient care procedures with an emphasis on compassion and close attention to detail. Acquiring a patient history, obtaining vital signs, using Standard Precautions, and practicing safe patient transfer techniques are reinforced. Patient care, including trauma and medical emergencies, along with an introduction to pathology, is included in this course. Pharmacology and

contrast agents are taught including the use of contrast and drugs in medical imaging, the effect of drugs on imaging procedures, and drugs used in medical emergencies. Students are instructed in the ethical and legal responsibilities of a healthcare professional.

Subjects taught in this course include:

- Introduction to Radiation Safety
- Introduction to Radiologic Technology
- Introduction to Patient Care
- Introduction to the Clinic
- Imaging Equipment
- Quality Control/Quality Assurance
- Basic Math
- Introduction to Radiology Management
- Non-aseptic Technique
- Aseptic Technique
- Infection Control
- Vital Signs
- Critical Thinking
- Introduction to the Professions
- Health Information/Medical Records
- Medical Emergencies
- Contrast Media
- Professional Ethics
- Medical Law
- Introduction to Pharmacology
- Introduction to AI in Medical Imaging

PATIENT CARE - PATHOLOGY

Students study pathology, as demonstrated in medical imaging across the modalities, with emphasis placed on how specific pathologies affect imaging and adjustment in technique required by certain pathologies. Students learn how pathologies affect the patient's ability to cooperate for imaging examinations and how to recognize critical findings to alert a radiologist to view the images in a timely fashion. Medical assisting skills are continued in this class.

Subjects taught in this course include:

- Introduction to Mammography
- Introduction to CT
- Introduction to US
- Introduction to MRI
- Introduction to Nuclear Medicine
- Venipuncture
- Pathology
- Effective use of oral and written communication skills is assessed through the presentation of a patient case evidencing 3 imaging modalities and a significant pathology.

MEDICAL TERMINOLOGY – Discontinued with Class of 2027, Program pre-requisite

A basic course on the terms used by medical and paramedical personnel is taught with an emphasis on terms used in radiography. Prefixes, suffixes, abbreviations, and terminology are covered as well. This content is completed independently during the first semester, with opportunity to meet with instructors as needed.

RADIOGRAPHIC IMAGE ANALYSIS I, II, III

A review of images taken by the students allows for a better understanding of optimal radiographs and radiographic positioning. The course is taught over 3 semesters. Students present cases discussing, positioning, technique, signs/symptoms, and pathology. The course begins with basic concepts of evaluating images and advances to more complex image evaluation. Students will learn how to critique images for repeats and what is needed to be done to correct mistakes. Exposure factors in relation to patient dose are also emphasized.

RADIOGRAPHIC POSITIONING AND PROCEDURES I AND II

The student learns positioning terminology and routine positioning procedures used in diagnostic radiography. The student progresses into more technical procedures used in diagnostic radiography. Once the lectures have been given in each section, the practice of the positions and simulations follows to ensure that the student has mastered the positioning.

RADIOGRAPHIC POSITIONING AND PROCEDURES III AND IV

The student learns positioning and procedures used for more specialized diagnostic examinations and how to adapt positioning for special circumstances and patient condition. Adaptations of routine procedures and positioning techniques to deal with the physical and emotional limitations of the pediatric age group are emphasized. Age-specific needs are discussed. Monitoring, radiation protection, and pathologies specific to age groups are covered. Adaptations or routine procedures and positioning techniques to deal with physical and emotional limitations caused by aging are emphasized. Pathologies and their effects are discussed in this class. Patient care and monitoring are discussed, as well. The student learns the mechanism of injury, adaptation of positioning techniques, recognition of and the type of treatment required for emergencies, and the role of the technologist as a member of the trauma team. Various pathologies that present as emergencies are discussed.

At the end of this class, a review of all the positioning material will be given before the final exam.

RADIOGRAPHIC POSITIONING AND PROCEDURES LAB I AND II (SIMULATIONS)

After each section of anatomy and positioning is taught, students spend time in laboratory sessions practicing positioning to reinforce learning of the material. Simulations of positioning are performed by clinical preceptors to ensure mastery of material before allowing students to perform imaging examinations in the clinic. Mastery of each section of anatomy is required before the student is allowed to progress to the next level.

RADIOGRAPHIC PHYSICS I AND II

Fundamentals of x-ray physics and its application to radiography are taught. The course includes fundamental physics and elementary principles of electricity and magnetism required to understand the production and properties of x-rays, electrical components of x-ray equipment as well as x-ray tube components, x-ray production and emission, and interaction of radiation with matter. Physics II focuses on x-ray interactions with matter, fluoroscopy, digital fluoroscopy, and additional equipment (mobile radiography, dedicated equipment, tomography, and interventional radiography).

RADIOBIOLOGY & RADIATION PROTECTION

The Radiobiology & Radiation Protection course begins with a review of human biology. Molecular and cellular radiobiology, radiation effects on DNA, acute radiation syndromes, deterministic and stochastic effects of radiation exposure are also covered. Additionally, the responsibilities of the radiographer for radiation protection of patients, personnel, and the public are presented. The importance of radiation protection, methods of protection, and radiation dose are covered. ALARA and regulatory involvement are discussed.

ADVANCED RADIATION SCIENCES I

Advanced Radiation Sciences I reviews the material covered in Physics I & II so that students develop a more in-depth understanding of the practical application of physics within the imaging department.

ADVANCED RADIATION SCIENCES II

The course provides more in-depth coverage of practical applications of material presented in Radiation Protection as it relates to radiation protection benefits in the environment and workplace.

RADIOGRAPHIC PROCEDURES I (CLINIC)

During the first semester of the program, the student will become familiar with the x-ray equipment through room orientation and observations of technologists in the clinical setting. Students will also study, test, simulate, and perform competencies from a designated list of anatomical parts.

RADIOGRAPHIC PROCEDURES II (CLINIC)

During the second semester of the program, the student will continue to assist radiographers in the clinic. Evening shift rotations will begin during this semester, with students being assigned to a technologist for supervision. Off-campus rotations to Urgent Care will begin during this semester. Students will perform competencies from a designated list of anatomical parts.

RADIOGRAPHIC PROCEDURES III (CLINIC)

During the third semester of the program, students will begin to perform exams they have proved competency under indirect supervision to build confidence. The student will be required to complete a designated number of clinical competencies by the end of the semester. Evening shift rotations will continue through this semester as well as rotations to off-campus sites. Modality rotations continue this semester.

RADIOGRAPHIC PROCEDURES IV (CLINIC)

During the fourth semester of the program, the student will continue to increase the number of examinations they perform under indirect supervision, as competency is proven to increase their knowledge base continually. Students are expected to perform most exams with a high level of confidence with minimal assistance from technologists. Evening shift rotations, modality rotations, and off-campus rotations will continue throughout this semester.

RADIOGRAPHIC QUALITY AND RADIOGRAPHIC EXPOSURE I AND II

Students will develop an understanding of the theories of exposing the x-ray image receptor and the technical factors regulating correct brightness, radiographic contrast, spatial resolution, and how to limit distortion. Students will gain an understanding of how radiation interacts with the body to form a radiographic image and learn adjustments necessary to create high-quality images and adjust for scatter radiation. Students will develop an understanding of computers and digital radiography necessary to process and display digital images.

RADIOGRAPHIC QUALITY AND RADIOGRAPHIC EXPOSURE III AND IV

Students focus on the digital aspects of radiography and medical imaging during this course. Additionally, the material taught in Radiographic Quality and Radiographic Exposure I and II is built upon to reinforce knowledge and understanding of the material.

PATIENT CARE - PROFESSIONALISM

This class teaches students to develop a process improvement proposal or explore the use of AI within an area of medical imaging using the SBAR model of investigation.

Students, as emerging professionals, are to attend a minimum of three daily huddle meetings, two department staff meetings and interview at least one radiologist or department manager for supporting operational information. The Program Director must approve all topics. HIPAA regulations must be adhered to at all times.

Additionally, early in the course, the student will explore the process of preparing for testing with the ARRT. Accounts will be created and requirements reviewed.

ACADEMIC PERFORMANCE STANDARDS

GRADING SCALE

The grading scale for all courses will be as follows:

96-100	=	A
90-95	=	B
85-89	=	C
0-84	=	F

Students receiving scores below **85%** will be determined to have not achieved a passing score. Failure to obtain or maintain an **overall passing average of 85% didactically** during each grading period (grading periods are at the middle and end of each semester) will lead to counseling and probation.

That probation extends to the next grading period. The student must have a passing average by that grading period or will be dismissed from the program. **Failing overall averages in any other grading period after that will result in dismissal from the program at the Program Director's discretion guided by school staff input.**

Students receiving a **failing grade in any one class mid-semester** will receive a written warning and counseling. At the end of the semester, if the student receives a semester grade of less than 85% in that class, a corrective action will be issued.

Any failing grade at the end of the course will be recorded on the transcript, and no credit will be given for the class. **Any other course failure at end of semester will result in dismissal from the program at the discretion of the Program Director with guidance from instructors.**

With regard to the clinical grade, failure to obtain and maintain an overall passing average of 85% in clinic at the end of any semester will result in dismissal from the program at the Program Director's discretion guided by school staff input.

GRADING PERIODS

Grading periods occur at mid-semester and the end of the semester. Advisement sessions are held with each student at the end of each grading period to review the student's progress in the program.

MID-SEMESTER GRADE

Students are required to have earned $\frac{1}{2}$ of their clinical competencies for each semester at the mid-semester grading period (unless waived by the clinical coordinator due to unavailability of exams for clinical competencies).

Failure to meet the requirements may result in a counseling session for the first occurrence and a corrective action for the second occurrence.

Didactic and clinical grades are reported at mid and end of semester grading periods.

END OF SEMESTER GRADES

Semester grades are weighted as follows:

Quizzes/Worksheets/Written Assignments = 30% of the final grade.

Tests = 35% of the final grade.

Final exam = 35% of the final grade

In semesters 2 thru 4, IMA classes follow weighting as follows:

A&P test 25% Unit test 25% Presentation evaluation 25% Final Exam 25%

Evaluation of student performance will be in the form of observations, written quizzes, written examinations, research papers, presentations, clinical simulations, daily evaluations, and clinical evaluations.

EXAMINATIONS

Examinations will be assigned as deemed appropriate by the Program Director and Instructors. Comprehensive tests combining material from several chapters may be given at the discretion of the instructor.

COMPREHENSIVE FINAL EXAMINATIONS

Comprehensive final examinations will be given in each didactic area after each subject area and after completion of the review in each semester.

SEMESTER PAPERS/PROJECTS

Criteria for each paper/project will be given to the student by the instructor. Proposed topics must be submitted to the instructors via e-mail. Students will be notified once his/her topic is approved.

Papers must be prepared following the format required by the course instructor.

Papers not submitted by the deadline will have 5 points deducted for each day the deadline has passed, up to one week. Papers over one week late will receive a grade of 0.

The student cannot complete a case study on a friend, neighbor, relative, or employee. If there is any question about whether this pertains to the selected patient, please see the instructor.

Students are aware of HIPAA requirements and must maintain patient confidentiality at all times. Students who violate HIPAA are subject to dismissal from the program.

The required papers/projects for each semester are as follows:

1 ST SEMESTER	PATIENT CARE – POWERPOINT/PRESENTATION	Intro to Patient Care
2 ND SEMESTER	RADIOGRAPHIC QUALITY	Image Quality
3 RD SEMESTER	MULTI-MODALITY & PATHOLOGY	Intro to Patient Care III
4 TH SEMESTER	CAPSTONE: PROCESS IMPROVEMENT / AI	Capstone

Other papers may be assigned throughout the course of study at the discretion of the instructors.

CLINICAL INTERNSHIP RECORD AND DEVELOPMENTAL CV - TRAJECSYS

The clinical experience is designed to allow students to demonstrate Radiographic Procedures learned in class successfully. Each student is expected to maintain a digital portfolio within Trajecsyst that reflects the outcomes of the clinical experience. Daily examinations must be recorded per policy within 24 hours. Personal notes should be discarded in the shredding bin in the school office; maintaining independent records is a violation of HIPAA. Each student will maintain a positioning notebook that is checked regularly to ensure transfer of positioning knowledge to the clinic appropriately.

The developmental CV should demonstrate the completion of established objectives along with evidence of other activities in which the student was involved. Each month an assignment is provided that addresses personal reflection of clinical experience and critical thinking. The outcomes of these critical thinking assignments are stored in a Canvas – Intro to Patient Care course.

Students should record, on the documentation provided in Trajecsyst, their monthly exposure as noted by Landauer and evaluate trends in this exposure. This documentation is verified monthly by a Clinical Coordinator.

SEMINAR

Students are required to attend a seminar during the last semester of the program.

The Kettering Seminar is held in Hagerstown, Md., and is within driving distance each day. Students are responsible for all expenses (admission fee, food, transportation, and hotel, if desired).

CLINICAL OBJECTIVES

CORRELATION OF DIDACTIC TO CLINICAL COMPONENT OF PROGRAM

To offer a well-integrated curriculum of anatomy, positioning, and clinical simulations, which are individual classes, the student will follow an organized course of study. Initially, the student will learn a specific area of anatomy, learn the positioning for that anatomy, and then simulate positioning. Each step has its own evaluation mechanism. It is ideal to pass each step in order, but it is understood that it is not always possible.

POSITIONING TEST FAILURES

Students who do not achieve 85% on the positioning test, for any instructional unit, will be required to re-test one week later. If unsuccessful on the second attempt, the student must re-take, with a passing score, the corresponding anatomy test before a third attempt on the positioning test. Before the student can simulate for this unit, a passing score must be earned on both anatomy & positioning tests.

Failure to perform successfully on the third attempt for the positioning test will result in counseling & corrective action.

Should this pattern of performance occur in any other unit of positioning instruction, the student will be dismissed from the program for failure to progress.

The original failing scores on tests will stand in the student's record to be averaged for the grade each semester; re-testing is solely for the purpose of improving application of knowledge and skill enhancement.

UNSUCCESSFUL SIMULATION

Students passing their positioning test but then performing unsuccessfully for the simulation on a section of anatomy, will re-simulate within one week.

If the simulation is unsatisfactory a second time, it will be documented with a counseling form, and the student will be required to retest on positioning and then re-simulate. All of these obligations must be met within one week. Failure to perform successfully on either the retest or the re-simulation will result in corrective action. The instructors will do the scheduling of assignments, retests, and simulations.

Unsuccessful simulation on two procedural units within a semester will result in counseling and action planning.

The need for numerous repeated simulations can result in probation and could lead to a student's dismissal for failure to accomplish clinical objectives.

COURSE OF STUDY

Anatomy –

Instruction for a unit of anatomy is provided in the classroom. ***Example: Respiratory system***

Positioning –

After the student has learned the anatomy, positioning is taught and demonstrated in the classroom and energized laboratory.

Practice –

There are multiple practice sessions in the clinic setting. Also, the Clinical preceptors work with the students to reinforce material taught in class.

Simulate –

Once the positioning class has been successfully completed, and the student has practiced the examination, he or she will simulate the positioning of the exam. Simulation assessments will be recorded as a portion of the clinical grade.

Clinic –

Once the student has successfully simulated an examination, he or she can complete the examination in the clinic under the direct supervision of a registered radiographer for clinical competence documentation. ***Any student who performs an exam prior to having earned a successful simulation will receive a corrective action.***

Competencies-

With most radiographic examinations, the student must complete several exams in the clinic before competency is acquired. Exams that are seldom ordered will be practiced repeatedly in

practice sessions in order to make the student comfortable with the examination before seeking a clinical competency score. Students may seek to demonstrate clinical competence when they desire.

INTRODUCTION TO THE CLINIC

Over the first several weeks, clinical preceptors will structure activities with students to provide a progressive introduction to the clinic. During these activities, students will be introduced to ancillary work areas, radiographic rooms, radiographic equipment, radiation safety, and policies/procedures of both the program and the Medical Center.

CATALOG

During the first week of the program, program officials will discuss highlights from the student catalog regarding rules and regulations. The catalog is available through valleyhealthlink.com as well as Trajecs. The student will be given a catalog worksheet prior to the beginning of the program to bring to the first day of orientation.

The end of the first week, a quiz will be given on the material covered in the catalog to ensure that the student understands the program expectations. The quiz grade is recorded under the Introduction to Radiologic Technology class.

ORIENTATION TO DEPARTMENTS

The student will be oriented to the departments by clinical preceptors and supervisors of those areas in regard to:

- Location
- Utilization
- HIPAA and patient confidentiality
 - Winchester Medical Center
 - Medical Imaging Department
- Introduction to Clinic
 - Introduction to Radiologic Technology class
 - Patient Interaction
 - History Taking

ORIENTATION TO RADIOGRAPHIC ROOMS AND SPECIALTY AREAS

A clinical preceptor or appointee will conduct an in-service demonstration on the operation and functions of each room in the main department, emergency department, the Diagnostic Center, and specialty areas. **Prior to performing exams in any radiographic room at any VH site the student must document a Room Check-off in Trajecs.**

Areas covered during this phase of orientation include:

- Radiation Protection
 - A clinical preceptor will conduct a class in basic radiation protection
 - Diagnostic Radiography & Fluoroscopy
- OR – sterile procedure
- CT
- MRI
- MINS
- Ultrasound
- Nuclear Medicine
- Radiation Therapy (optional)
- Special Procedures
- VH Interventional Spine Clinic
- Cardiac Catheterization (optional)
- Mammography*
- Bone DEXA

MAMMOGRAPHY CLINICAL ROTATIONS

Students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program cannot override clinical setting policies that restrict clinical experiences in mammography to students.

Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting. The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT).

ROTATIONS AT OFF-CAMPUS SITES

Beginning late in the first semester, students will rotate through Urgent Care Centers in both Winchester and Front Royal, Warren Memorial Hospital, Shenandoah Memorial Hospital, WAR Memorial Hospital, Hampshire Memorial Hospital, VH Interventional Spine, VH Pain Clinic, and VH Center for Orthopedic Excellence. The supervisor at each of these areas will be responsible for orientation to the facility, which will include an in-service on the equipment as well as a review of policies and procedures at that facility.

Other rotations may become required as more affiliation agreements are written.

These off-site rotations are required. Students who are absent during these rotations will be required to make up the time at the location where they were assigned during their absence.

LOCATION OF CLINICAL SITES

Shenandoah Memorial Hospital

759 S. Main Street
Woodstock, VA 22664

Approximately 35 miles from the WMC campus

Warren Memorial Hospital

351 Valley Health Way
Front Royal, VA 22630

Approximately 25 miles from the WMC campus

Page Memorial Hospital

200 Memorial Drive
Luray, VA 22835

Approximately 51 miles from the WMC campus

Hampshire Memorial Hospital

363 Sunrise Blvd.
Romney, WV 26757

Approximately 41 miles from the WMC campus

WAR Memorial Hospital

1 Healthy Way
Berkeley Springs, WV 25411

Approximately 37 mi from WMC campus

Urgent Care Centers

Winchester

607 E Jubal Early Drive
Winchester, VA 22601

Approximately 4 miles from the WMC campus

Front Royal

65 Riverton Commons Plaza
Front Royal, Va. 22630

Approximately 20 miles from the WMC campus

Valley Health Center for Orthopedic Excellence

Tri-State Surgical Center

1008 Tavern Road
Martinsburg WV 25401

Approximately 25.1 miles from the WMC campus

Valley Health Spring Mills Imaging Center

120 Campus Drive – Suite 121
Martinsburg WV 25404

Approximately 31.8 miles from the WMC campus

ORIENTATION TO ANCILLARY AREAS

Supervisors from each of these areas will give a brief lecture on the role and responsibilities of these departments.

Students will rotate through these areas following the lectures.

- Transport
- Collating
- Rad Recovery

CLINICAL ASSESSMENT – tools include:

Daily evaluations:

The student is assigned to a registered technologist in the clinic. At the start of the day, the student should request that the technologist complete a daily clinical evaluation. The technologist will complete this evaluation at the end of the student's clinical assignment for the day. The evaluation is submitted electronically via Trajecsyst, through the hospital internet, or may be completed in writing in imaging modalities where Trajecsyst is unavailable.

Clinical Competencies:

This is a numeric score given to a student following the completion of an examination on a patient. **A clinical competency cannot be attempted until a student has documented the appropriate room check-off and has been successfully simulated on that examination.**

Once the student requests the competency evaluation, he/she must be scored and a competency evaluation submitted by the technologist. If the technologist believes the student should be interrupted in their performance, the technologist will submit the competency as incomplete. To satisfactorily demonstrate clinical competency, the student must earn a score of 3.

Technologists will complete part of the evaluation form (items 1-8); school clinical preceptors will complete the remainder of the evaluation (items 9 and 10) and assign the final score.

Two students may not “split exams” on a patient; a student may not complete more than two competencies on a single patient; student may not leave their clinical assignment to obtain a clinical competency without prior approval from school staff.

The list of required ARRT clinical competencies can be found on the ARRT website
<https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=20>

Trajecsyst / Developmental CV:

When in the clinical phase of education, students are required to keep digital records of all patient examinations observed, assisted, or performed to include the exam, partial 5-digit patient ID number, and date. The purpose of this is to assure the versatility of clinical education and to track exams for the ARRT requirements.

CLINICAL ROTATIONS

Every effort is made to rotate each student equitably through each clinical area. Please keep in mind that student absences and vacations may result in an unequal number of rotations in specific clinical areas.

Semester I

During the first semester, the student will be oriented to the clinical setting. A great deal of time is spent observing exams and assisting technologists. Students will begin to perform exams under **direct supervision***. Students will be required to complete 3 clinical competencies in the first semester.

Students begin off-site rotations late in the first semester.

Semester II

Students will continue to perform exams independently with **direct supervision***. Students are required to complete a minimum of 18 competencies this semester. During the second semester, students will begin rotations in advanced imaging.

Students will be assigned evening rotations during the second semester and will continue off-site rotations.

Semester III

Students will continue to perform exams with **indirect supervision*** once competency has been achieved. The student will complete a minimum of 18 competencies this semester.

Students will continue evening and off-site rotations during the third semester.

Semester IV

Students in the fourth semester **may** perform the majority of patient examinations under **indirect supervision*** (after competency is achieved). The student will complete the remaining competencies required for program completion.

Students will continue evening and off-site rotations during the fourth semester.

Senior students, in the last month of their 4th semester, **may** be eligible to request a specific clinical assignment once all clinical competencies have been completed if they have no make-up time. Requests will be granted dependent on availability of supervision in the clinical area. Priority will be given to students that need grades in a particular area.

Indirect supervision in the 3rd and 4th semesters will not begin until competency is achieved on a particular exam. A list of students and exams for which they have achieved competency will be communicated to Clinical preceptors regularly via Trajecsys and daily email communications. The Clinical preceptors will be responsible for notifying technologists of a student's status.

SUPERVISION OF STUDENTS IN THE CLINICAL SETTING

JRCERT Standard 5.4 provides for appropriate supervision of student radiographers.

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement
- evaluates the condition of the patient in relation to the student's knowledge
- is physically present during the conduct of the procedure & documents this with the presence of a lead marker on at least one image
- reviews and approves the procedure and/or image

Junior students will follow direct supervision throughout the first year.

Senior students, who have achieved competency in a study, may work under indirect supervision.

Students must be directly supervised until competency is achieved.

The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

Supervision, both direct and indirect, is documented by the presence of the technologist lead marker on at least one image in the exam.

A violation of the supervision policy will result in corrective action. A second violation will result in immediate dismissal.

ASSESSING STUDENTS IN THE CLINIC

Students are required to satisfy a specific list of clinical competencies each semester. As patient examinations become available, the policy for clinical competencies must be followed.

POLICY FOR CLINICAL COMPETENCIES

1st Semester:

Chest (2 view) competency & 2 extremity procedures

Students are provided with a list of competencies required for program completion. Required competencies include 55 diagnostic imaging exams and 2 computed tomography exams without contrast.

2nd through 4th Semester:

Students must complete *a minimum* of 18 competencies each semester. Competence for exams on the list can be demonstrated at any time following successful simulation of that exam. During the final semester, the student must complete the remaining competencies, for a minimum total of 57 competencies, prior to program completion.

Clinical Preceptor Requirements for Competency Completion:

- Semester 1: a CP must perform the chest competency
- Semester 2-4: a CP must perform a minimum of 10 clinical competencies
- All CT Competencies must be earned at WMC by a designated CP

No more than 4 competencies can be earned from any one clinical preceptor in any given semester, including summer session.

- Semesters 2 through 4 **each student will have a minimum of two impromptu clinical competency scores each semester from school staff.** This will be conducted by school staff who will arrive in clinic and work through the exam with you. The student will be informed before beginning the exam that this is an impromptu competency assessment. Impromptu competencies may involve any exam for which you have already received a successful competency. This is an effort on the part of school staff to support the quality imaging focus of Valley Health and simultaneously refine the skills of students prior to graduation.
- When an exam is available in the area to which the student is assigned, the student should attempt the exam for a clinical competence assessment. If the student has not had sufficient experience with that examination, he/she should perform the exam with the help of a staff technologist in order to gain the needed experience.
- No student should be removed from an ongoing examination to receive a competency on another patient. No patient should be made to wait for the availability of a student to perform the examination.
- **Students must remain in an assigned clinical area unless requested to move to another area by school staff. A member of the program faculty must be contacted before a student's clinical assignment is changed.**
- Two students may not perform examinations for competency on the same patient.
- The student may perform for competency no more than two exams on the same patient.
- In the final 4 weeks of the 4th semester, the program faculty will review the exams needed by each student and adjust schedules accordingly. Students must be aware that it is their responsibility to take advantage of available examinations as the opportunity to receive a competency score on some exams may be limited.
- Technologists evaluating a student for competency must be present with the student from the beginning of the examination until the discharge of the patient. **The technologist's lead markers must be visible on at least one of the images, and student's name entered into EPIC along with the technologist.** Failure to do so will result in the competency being voided.
- Technologists will check off each step of the procedure on the competency sheet which is designated for **TECHNOLOGIST**; a program instructor will complete the remaining portion designated for **FACULTY** at which point the final assessment will be assigned.
- Only students assigned to the clinic during program hours or make-up time are eligible to seek competencies. Students will not be excused from class to receive a competency grade unless approved by a Clinical Coordinator in the final four weeks of the program.
- Clinical competencies should be recorded in Trajecsysthe day the student is evaluated. The anatomy & quality review portions of the competency must be reviewed with school staff within 3 days, excluding holidays & weekends, of a competency posting in Trajecsyst. Failure to adhere to this timeline may result in a clinical competency being voided.

These clinical expectations must be followed so that all students have an equal opportunity to learn, practice, and receive grades. This is a JRCERT and SCHEV standard and must be upheld.

REQUIRED CLINICAL COMPETENCIES

ARRT: Requires 36 mandatories and 15 electives (www.arrt.org)
WMC: Requires 57 competencies to include (Diagnostic: 43 mandatory diagnostic exams and minimum of 12 elective diagnostic and 2 computed tomography exams)
1st Semester – Routine Chest with 2 other competencies
Chest Routine
2nd – 4th Semesters - any 18 competencies once simulation is complete
Abdomen supine (KUB)
Abdomen – Upright
Ankle (manual)
Cervical Spine
Chest AP (Wheelchair or Stretcher)
Chest – pediatric age 6 or younger (manual)
Clavicle
Cross-Table Lateral Hip (horizontal beam) (manual)
Cross-Table Lateral Spine (horizontal beam) (manual)
Elbow (manual)
Femur
Foot (manual)
Forearm (manual)
Hand (manual)
Hip
Humerus
Knee (grid)
Lumbar Spine
Mobile Abdomen (manual)
Mobile Chest
Mobile Orthopedic (manual)
Pelvis
Ribs
Shoulder
Thoracic Spine
Thumb or Finger (manual)
Tibia/Fibula (manual)
Wrist (manual)
Geriatric Patient
(at least 65 years of age and physically or cognitively impaired due to age)
Chest – routine
Lower Extremity (manual)
Upper Extremity (manual)
Mobile C-arm Studies
Mobile C-Arm procedure (more than one projection)
Surgical C-Arm (manipulation around a sterile field)
Trauma Studies
Trauma: Lower Extremity (manual)
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial) (manual)
Trauma: Upper Extremity (non-shoulder) (manual)
WMC Mandatories
Abdomen – Lateral Decubitus (manual)
Arthrogram/myelogram (with scouts)/barium enema (follow-up images required)
CABG/Unit CXR
Esophogram (follow-up images required)

Paranasal Sinuses
Upper GI – follow up images required
WMC/ARRT Electives (Select a minimum of 12 from the list below)
Arthrogram/Myelogram (with scouts)/barium enema (follow-up images required) (Not previously completed as a WMC Mandatory)
Calcaneus (manual)
Chest - Lateral Decubitus (manual)
Facial bones
Geriatric Hip/Spine
Intravenous Urography
Mandible
Nasal Bones
Neonatal Chest NICU (manual)
Orbits / Orbita for MRI
Pediatric Abdomen – age 6 or younger (manual)
Pediatric Upper or Lower Extremity – age 6 or younger (manual)
Sacrum/Coccyx
Scapula
SI Joints
Skull
Small Bowel Series
Sternum
Toes (manual)
Upper Airway (Soft-Tissue Neck)
Computed Tomography – Non-Contrast Studies Only
Head
Abdomen/Pelvis

*additional electives approved by program faculty

CONFLICT OF INTEREST

This policy is designed to protect the fairness and integrity of the learning process for the student. Each student should have an equal and unbiased experience when being evaluated by a technologist, faculty member, or Program Director.

Students will not receive evaluations, clinical and didactic grades from **family members** or persons with whom they have close **personal relationships**. This policy is designed to eliminate the opportunity or the appearance of bias in student evaluations, clinical and didactic grades.

DEFINITIONS

Equal and unbiased experience

The Winchester Medical Center Medical Radiography Program schedules students for equitable rotations through all clinical sites. Please keep in mind that student absences may result in an unequal number of rotations in specific clinical areas.

Staff Member

A registered Radiologic Technologist who is working with students on a daily basis filling out daily evaluations and clinical competencies. This includes technologists working in specialty modalities or off-site campuses. This includes any staff member in a supervisory position.

Family Member

Family is defined as spouse, child, parent, stepmother, stepfather, brother, sister, stepsister, stepbrother, niece, nephew, aunt, uncle, grandparent, grandchild, stepchild, step-grandparent, step-grandchild, adopted child, half-brother or sister, and the corresponding in-law relationships.

Personal relationship

Personal relationships are those of a romantic nature or other close friendship such that evaluations might be in danger of being biased or viewed as biased. Roommates will also be considered to have a personal relationship with this policy.

Anyone who meets any of the above criteria must sign the form included in the catalog as documentation to be placed in the student's file.

STUDENTS WITHDRAWING FROM PROGRAM

Students who withdraw from the program are required to have an exit interview with the Program Director. A student is asked to complete a form or submit a written statement indicating his/her reasons for withdrawing and how the program could have assisted the student in remaining in the program. Information from this document is used for program improvement. Tuition is reimbursed as prorated per policy noted above.

LIBRARY RESOURCES

A library is available within the classroom for student use. Books are permitted out of the classroom with the approval of a program official (Director, Faculty Member, or Program Assistant).

Students also have access to an on-line library through the Valley Health Intranet Website.

[Home - Health Information Center \(Library\)](#)

Resources are included in the library to reflect all content areas in the program of instruction. Funds are allotted annually for staff to select additional materials as needed.

FINANCIAL ASSISTANCE

The School does not offer financial assistance. The school does offer a financial installment contract if the student meets requirements as detailed earlier in this catalog.

Several scholarships are available to students in the radiography program. The following are examples: Jan Digges/Winchester Radiologists Scholarship – awarded in June to a rising senior. Details for application are available from the Program Director.

Virginia Society of Radiologic Technologists (VSRT) Applicants must be in a radiography program **6 months** before applying for this scholarship. <http://vsrt.org/Scholarships.aspx>

American Society of Radiologic Technologists (ASRT) Information found on the following website: http://www.asrtfoundation.org/Content/Scholarships_and_Awards/Entry_Level_Scholarships/CurrentEntryLevelScholarships.aspx

Other scholarships may be available. The student is encouraged to seek other scholarships and grants.

COLLEGE CREDIT

Many Colleges and Universities will give credit for our certificate program. A list of colleges is available from the Program Director. Please be advised that it is solely at the discretion of the receiving institution which credits or coursework, if any, will be accepted.

ARTICULATION AGREEMENT WITH ST JOSEPH'S COLLEGE ON-LINE

The Winchester Medical Center Medical Radiography Program has an articulation agreement with St. Joseph's College Online. This online program will allow credit for classes taken through the Medical Radiography Program. These credits may be applied toward a BS degree. Information regarding this agreement may be obtained through the Program Director by contacting WMCRadprogram@valleyhealthlink.com or calling 540-536-8763.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) EXAM

RESPONSIBILITIES OF THE APPLICANT

It is the sole responsibility of the applicant to complete the requirements of the application for the certification process once he/she has received the application and online instruction and has met the primary deadlines (as previously indicated) highlighted by the Program Director or designee.

Those responsibilities of the **applicant** include (but are not limited to):

- Create an online account.
- Complete and submit the online application.
 - The current registry examination fee is \$225.00. Application fees for the registry examination are subject to change.
- Providing any additional documentation to satisfy ARRT requirements.
 - Explanation of any suspensions that occurred during the program
 - Explanation of any felonies charged to the applicant
- Obtain verification from the Program Director that he/she has been signed off with the ARRT to take the examination
- Schedule testing date.

The applicant for the ARRT examination must meet all requirements of the Radiography Program and the ARRT requirements for an Associate's Degree in order to be able to sit for and receive the results of the examination. Failure to follow policy and procedure may result in the applicant incurring penalty fees and retaking the examination.

RESPONSIBILITIES OF THE PROGRAM DIRECTOR

- The Program Director will provide instructions for student to create an online account with ARRT at 90 days prior to graduation.
- The Program Director will verify student accounts in a timely fashion as they are created. The verification will include name, discipline, expected graduation date, and degree information.
- The Program Director will verify program completion in the ARRT portal in a timely fashion.
- The Program Director will notify the student when verification has been made to the ARRT.
- The Program Director will provide direction and provide individual guidance, as needed, to ensure a smooth, successful registration for the ARRT examination.

CONTINUING CERTIFICATION

Certification is renewable yearly and is the responsibility of the radiographer. The radiographer must obtain 24 continuing education credits within 2 years (biennium) to be eligible for registry renewal.

Upon receipt of registered status, it is suggested that the radiographer join local, state, and national professional associations for radiographers if he/she has not participated as a student. These organizations offer continuing education and scholarship opportunities that should prove useful to technologists.

STATE LICENSURE

The graduate of the program of Radiologic Technology is responsible for applying for state licensure, where applicable after the results of the ARRT examination have been released. Most states accept the successful completion of the ARRT examination to grant the license.

STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY

The Winchester Medical Center Medical Radiography Program is required to follow the standards set forth by the Joint Review Committee for Education in Radiologic Technology (JRCERT).

Additional information about program accreditation, certification, curriculum, and program outcomes (program effectiveness data) may be obtained through the JRCERT website at <https://www.jrcert.org/>. Questions regarding accreditation may be sent to:

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Email: mail@jrcert.org

Phone: (312) 704-5300

POLICY CHANGES

Over the school term, it may be necessary to change or add policies to the catalog. When this occurs, students will be notified and explanations of changes documented with signatures of the students on the new policy.

PROGRAM OFFICIALS

Terri Settle

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Program Director

Eric Chard

B.S., R.T. (R)(CT)(ARRT)

Clinical Coordinator

Roxanne Kitzmiller

B.S.R.S., R.T. (R)(ARRT)

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Heather Harding

B.S.R.S., MHA, R.T. (R)(ARRT)

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Maggie Robison

A.S., R.T. (R)(ARRT)

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Kim Shirley

Program Assistant

Zachary LoVerde, MD

American Board of Radiology Certification – Diagnostic Radiology

American Board of Radiology Certificate of Additional Qualification - Neuroradiology

Medical Advisor