

Winchester Medical Center SCHOOL OF MEDICAL IMAGING

Medical Radiography Student Handbook



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Winchester Medical Center SCHOOL OF MEDICAL IMAGING

Medical Radiography Student Handbook

GENERAL INFORMATION

THE HANDBOOK

This handbook 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. Valley Health and Program policies are defined here. Other materials are provided to give information that will enrich any application or educational process. The Handbook does not contain all the information needed by the student. Students receive necessary information through various forms of communication (written and verbal) throughout the program. 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
Fax: (540) 536- 7972**

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 persons 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 250,000 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 (NICU)
Magnet Designated Hospital

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

1. Winchester Medical Center is dedicated to the promotion and improvement of the general health of the population in its service area.
2. 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.
3. 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.
4. 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:

<i>Hampshire Memorial Hospital</i>	<i>Page Memorial Hospital</i>
<i>Shenandoah Memorial Hospital</i>	<i>War Memorial Hospital</i>
<i>Warren Memorial Hospital</i>	<i>Winchester Medical Center</i>

Valley Health brings together 605 licensed inpatient beds, 166 long-term care beds, 5,300 employees, and a medical staff exceeding 500 professionals.

The Valley Health vision is:

“Inspire hope and promote health as the community’s first – and best – choice for high quality, safe, and affordable care.”

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 H. Merrill, BA MSPH

President and Chief Executive Officer, Valley Health Systems

Responsibilities – Approve budgets and operations

Grady W. Philips, III, FACHE

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

Responsibilities – Approve budgets and operations

James Sherwood, BSN, MS Healthcare Administration

Vice President, Operations and Professional Services, Winchester Medical Center

Responsibilities – Approve budgets and operations

Richard Kevin Sale, MBA, ARRT(R)(CT)

Corporate Director of Medical Imaging, Valley Health Systems

Responsibilities – Approve budgets and operations

Terri Settle, RT(R), MBA, MEd

Program Director – Medical Radiography Program

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

MISSION STATEMENT

Winchester Medical Center Medical Radiography Program Mission Statement:

“Providing healthcare excellence by educating caring, competent entry-level Radiologic Technologists.”

GOALS AND OUTCOMES

Goal 1: Upon completion of the program, graduates will demonstrate cognitive and psychomotor skills necessary for clinical competence to enable them to find and retain employment in the medical imaging field.

Outcomes:

- Graduates will provide a level of care to satisfy the needs of patients while in the medical imaging field
- Graduates will demonstrate adequate clinical competency as an entry-level technologist
- Students will demonstrate radiation protection skills including time, distance, and shielding as appropriate

Goal 2: Students will graduate with the ability to interact as a healthcare worker in a compassionate, ethical, and professional manner.

Outcomes:

- Students will demonstrate positive ethical behaviors
- Students will perform tasks in a professional manner
- Students will perform tasks in a compassionate manner
- Students will be active in the VSRT/ASRT meetings and use ASRT/AHRA publications for education

Goal 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

Goal 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 the ability to verbalize solutions to problems regarding rejected images
- Students will be aware of patient condition and be able to adapt positioning and technique as appropriate

DURATION OF THE PROGRAM

The Winchester Medical Center Medical Radiography Program, according to JRCERT recommendation, chooses to follow the ASRT curriculum guide for radiography programs. The curriculum has been 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.

ACCREDITATION

The Winchester Medical Center Medical Radiography Program has been a functioning program for over 70 years. The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Periodic review by the JRCERT is conducted as needed. 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 tri-state 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> or mail@jrcert.org
Joint Review Committee on Education in Radiologic Technology
20 N Wacker Dr., Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300

ARRT: <https://www.arrt.org>
American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
Phone: (651) 687-0048

ASRT: <http://www.asrt.org>
American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Phone: (800) 444-2778 or (505) 298-4500

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

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 of providing equal education and employment opportunities and high-quality health care.

APPLICATION TO THE PROGRAM

APPLICATION PROCEDURE

Applications for admission may be obtained by contacting the Medical Radiography Program or the hospital website www.valleyhealthlink.com or <https://www.valleyhealthlink.com/careers/medical-radiography-program/>. Applications are accepted at all times; however, they are processed in the fall for classes beginning the following June. Deadline for applications for each year is October 31.

Official copies of high school and college transcripts are required.

Application, application fee of \$25.00, which is non-refundable, and official transcripts must be mailed 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 (2.5) or higher must have been achieved in *each* of the prerequisite classes for consideration by the selection committee. The following Program prerequisites must be included in the degree or 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
- Science (Physics, Anatomy, Biology, Chemistry) – 3 credits
- Ethics or a Humanities Elective – 3 credits
- Psychology or Sociology – 3 credits

With the exemption of College Math and College Composition, some classes may be substituted at the discretion of the Program Director and faculty.

NOTE: Applicants, who are nearing completion of their degree or the required prerequisites, may be considered, providing no more than **8 credit hours or 2 courses** remain upon entering the program. ***Students will have one year after entering the program to complete all required credits for the Associate's Degree and any lacking prerequisites. Failure to complete the Associate's Degree and or any lacking prerequisites by the end of the 2nd semester of the program will result in dismissal from the program.***

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 \$65.00 (subject to change). The aptitude test required for prospective students for the Medical Radiography Program is called the Test of Essential Academic Skills V for Allied Health Test (TEAS). The test focuses on math, grammar, and reading comprehension.

OBSERVATION

If the aptitude test results along with the prerequisite college courses demonstrate acceptable grades, applicants will be invited back for a preliminary interview and career preview within the WMC Medical Imaging department. Time spent in the Medical Imaging department will be in rotation with current students. 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. In an effort to confirm the observation of clinical areas, applicants are signed off as having observed different examinations. This observation list is placed in the prospective applicant's file. A preliminary interview with the school faculty will also take place at this time.

PRELIMINARY INTERVIEWS

Applicants will participate in a preliminary interview. A **point system** is used to evaluate the applicants. Points are awarded for punctuality, professional attire, number of prerequisites completed, and other criteria. Applicants with the highest scores will be invited back for final interviews.

FINAL INTERVIEWS

After observations are complete, qualified applicants will be chosen for final interviews during the first week of December. Applicants are requested to read the handbook prior to their interview. Applicants chosen for final interviews will go before a Selection Committee. The Selection Committee consists of representatives from Radiology Management, the Medical Advisor to the Medical Radiography Program, the program faculty, a graduate of the program, and the Program Director. This committee determines who will be selected to participate in the Medical Radiography Program. Decisions for admission to the program are based on a **point system**. Applicants are scored on completion of prerequisites, an average of English and Math TEAS scores, interaction with staff and students, oral and written communication (essay) and other criteria.

Notification of acceptance into the program will be e-mailed to the student within 1 week of the final interview followed by a letter of acceptance which will be mailed within 2 weeks of the final interview.

Female students who are accepted to the program are notified by e-mail to read the pregnancy policy and confirm that they have done so prior to the beginning of the program.

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 \$95.00) which are subject to change. **Drug testing, VH Health Assessment and background checks must be completed by May 15. 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 employment policies.

DEPOSIT AND BOOK FEES

Upon acceptance to the program, selected applicants will be required to place a **non-refundable deposit of \$100** by **January 15** to confirm their intention to enter the program.

Book fees which are approximately **\$1,300** (subject to change) are due **May 1**.
The deposit will be credited toward the first-semester tuition fee of **\$3,000**, which is due **June 1**.

TRANSFER STUDENTS

Radiologic Technology Programs are not required to accept transfer students. Individual cases may be considered.

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 to the students email address of record and are due prior to the first business day of the upcoming semester. Payment can be mailed or remitted to the Finance Office in the SSB. Checks should be made payable to *Winchester Medical Center, Medical Radiography Program*.

June 1	June – December Semester
December 1	December – 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.

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. No balances will be carried.

ADMISSION OF STUDENTS ENTITLED TO EDUCATIONAL ASSISTANCE UNDER CHAPTER 31, VOCATIONAL REHABILITATION AND EMPLOYMENT, OR CHAPTER 33, POST 9/11 GI BILL BENEFITS

Any student covered under the above educational assistance is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the School of Medical Imaging a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The School of Medical Imaging will not impose any penalty, including assessment of late fees, the denial of access to cases, libraries, or other institutional facility, or the requirement that a covered individual borrow additional funds,

on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Responsibilities of students entitled to educational assistance under chapter 31 or 33:

1. The student must submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the program.
2. Submit a written request to use such entitlement
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Students are responsible for additional payment for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

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 towards the first semester's tuition.**

PRO-RATED AS BELOW:

<i>Time completed (per semester)</i>	0 - 25%	26 – 50 %	51 – 75 %	76 - 100 %
<i>Institutional Refund</i>	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.

BOOKS

Books and health assessment 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 June 1. **The approximate cost is \$1,300 (subject to change).**

TUITION AND OTHER EXPENSES BY SEMESTER

First Year Students

Jan. 15: Non-refundable deposit **\$100**

May 1: Textbooks and Employee Health Assessment **\$1530**

June 1: Total Cost \$3020

Tuition	3000 (reduced \$100 by deposit)
Marker Fee	40
ASRT Membership Fee	40
Lab fee	40

Dec 1: Total Cost \$3040

Tuition	3000
Lab fee	40

Second Year Students

Jun 1: Total Cost \$3280

Tuition	3000
Corectec Fee	100
ASRT Membership Fee	40
Lab fee	40

Dec 1: Total Cost \$3040

Tuition	3000
Lab Fee	40

May 1 Graduation Fee \$100

Total Tuition & Expenses \$14,110

Fees and requirements are subject to change. All fees are non-refundable.

OPTIONAL EXPENSES

- Thyroid shield - **\$90.00**
 - Optional registry review seminar - **approximately \$300.00**
- Optional expenses subject to change**

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.

EXPENSE CHART:

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

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

Application fee	\$25.00
TEAS test	\$65.00
Book fees	\$1,300.00
Health Assessment (paid outside of school)	\$230.00
Tuition	\$12,000.00
Uniforms/Lab Jacket/Shoes (paid outside of the school)	\$250.00
Lab Fees	\$160.00
Seminar Registration (paid outside of the school)	\$100.00
Seminar (transportation, room, food) (paid outside of the school)	\$300.00
Two sets of lead radiographic markers	\$40.00
Registry Preparation Materials (CorrectecReview)	\$100.00
ASRT membership dues	\$80.00
Graduation fee	\$100.00
ARRT registry examination fee (paid outside of the school)	\$200.00
TOTAL REQUIRED EXPENSES	\$14950.00
ADDITIONAL EXPENSES (OPTIONAL)	
Thyroid shield	\$90.00
Optional additional registry review seminar	\$300.00
TOTAL OPTIONAL EXPENSES	\$390.00

All fees are subject to change. Some costs are dependent upon vendor and choice of item purchased by the student.

STUDENT HEALTH

HEALTH ASSESSMENT

Upon acceptance into the program, a health assessment will be scheduled with WMC Employee Occupational Health Services (EOHS). The Hepatitis B vaccinations are included in the health assessment fee. Any additional vaccines required by Employee Health will be the financial responsibility of the applicant. The fee for the health assessment is approximately **\$230**, and is due on the day of the assessment.

Health assessment must be complete by May 15. Failure to complete will result in the applicant forfeiting admittance to the program.

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 students first day of class. Currently, EOHS accommodates the school by administering new student assessments.

Students must fulfill the requirements of the EOHS Policy Duty EHD – MP 02 titled Guidelines for Handling Infectious Conditions Developing among Hospital Personnel. 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 2-Step Tuberculosis Skin Test (TST) during the first week of class. This testing will be offered through EOHS. The charge for said testing will be covered by student health assessment fee. A Tuberculosis Screening Questionnaire will be given in addition to the 2-Step 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 required immunizations may result in dismissal from the program.

All student health records are maintained by EOHS.

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. Injuries sustained while on WMC or Valley Health property must be reported to a clinical instructor 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) you must fill out the request form and return it with the required documentation to the Program Director.

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.

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.

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 are locked in the Clinical Instructors' offices.

Clinical notebooks containing grades or evaluations are kept in a locked cabinet in the classroom. Access to these notebooks must be gained from an Instructor to ensure student confidentiality.

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

Students are required to sign a release so that Valley Health managers and HR representatives can view records of students applying for positions within Valley Health. Student records are subject to review by HR for any disciplinary problems associated with the educational process.

Transcripts may be copied and mailed to institutions of higher education at the signed request of students. Request forms are available from the Program Assistant.

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)

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

Student records can only be released after the school receives written permission from the student

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

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), above the waist, 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. Identification badges are used to "clock in and out," so there is a record of attendance. Each student must clock him/herself in or out. ***Any student found clocking another student will immediately be dismissed from the program.***

Students must clock in using their badges. 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 the **Program faculty** and leave and get their badge. The time missed will be counted as unplanned absent time.

If a student forgets to clock in or clock out, he/she must e-mail the **Program faculty**. 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 must clock in at their clinical setting at the scheduled time.

Students are required to clock in upon arriving at an off-site rotation. The student must clock out when leaving their off-site rotation. Students returning for a portion of the day must clock in when they return to campus.

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. The academic calendar for the years 2020 through 2022 are found on the following pages.

ACADEMIC CALENDAR 2019-2020

6/24/19	New Class Begins
7/1/19 to 7/9/19	SUMMER BREAK
7/10/2019	Classes resume
8/30/2019 to 9/3/2019	LABOR DAY BREAK
9/4/2019	Classes resume
9/20/2019	Mid-semester (1st and 3rd)
10/11/2019 to 10/14/2019	COLUMBUS DAY BREAK
10/15/2019	Classes resume
11/27/19 to 11/29/2019	FALL BREAK
12/02/2019	Classes resume
12/20/2019	END OF SEMESTER (1st and 3rd)
12/23/2019 to 1/6/2020	WINTER BREAK
1/7/2020	Classes resume
2/14/2020 to 2/18/2020	PRESIDENT'S DAY BREAK
2/19/2020	Classes resume
3/27/2020	Mid-semester (2nd and 4th)
4/10/2020 to 4/13/2020	SPRING BREAK
4/14/2020	Classes resume
TBA – seniors only	VSRT SEMINAR
5/25/2020	MEMORIAL DAY BREAK
5/26/2020	Classes resume
5/29/2020	END OF SEMESTER (4th)
6/12/2020	GRADUATION
6/19/2020	END OF SEMESTER (2nd)

ACADEMIC CALENDAR 2020-2021

06/22/2020	New Class Begins
06/29/2020 – 07/07/2020	SUMMER BREAK
07/08/2020	Classes resume
09/04/2020 – 09/08/2020	LABOR DAY BREAK
09/09/2020	Classes resume
09/18/2020	Mid-semester (1st and 3rd)
10/09/2020 – 10/12/2020	COLUMBUS DAY BREAK
10/13/2020	Classes resume
11/25/2020 – 11/27/2020	FALL BREAK
11/30/2020	Classes resume
12/18/2020	END OF SEMESTER (1st and 3rd)
12/21/2020 – 01/04/2021	WINTER BREAK
01/05/2021	Classes resume
02/12/2021 – 02/16/2021	PRESIDENT'S DAY BREAK
02/17/2021	Classes resume
03/26/2021	Mid-semester (2nd and 4th)
04/02/2021 – 04/05/2021	SPRING BREAK
04/06/2021	Classes resume
TBA - senior class only	VSRT SEMINAR
05/31/2021	MEMORIAL DAY BREAK
06/01/2021	Classes resume
06/04/2021	END OF SEMESTER (4th)
06/11/2021	GRADUATION
06/18/2021	END OF SEMESTER (2nd)

ACADEMIC CALENDAR 2021-2022

06/21/2021	New Class Begins
06/28/2021 – 07/05/2021	SUMMER BREAK
07/06/2021	Classes resume
09/04/2021 – 09/07/2021	LABOR DAY BREAK
09/08/2021	Classes resume
10/01/2021	Mid-semester (1st and 3rd)
10/08/2021 – 10/11/2021	COLUMBUS DAY BREAK
10/12/2021	Classes resume
11/24/2021 – 11/28/2021	FALL BREAK
11/29/2021	Classes resume
12/17/2021	END OF SEMESTER (1st and 3rd)
12/18/2021 – 01/03/2022	WINTER BREAK
01/04/2022	Classes resume
02/19/2022 – 02/22/2022	PRESIDENT'S DAY BREAK
02/23/2022	Classes resume
04/01/2022	Mid-semester (2nd and 4th)
04/15/2022 – 04/18/2022	SPRING BREAK
04/19/2022	Classes resume
TBA - senior class only	VSRT SEMINAR
05/30/2022	MEMORIAL DAY BREAK
05/31/2022	Classes resume
06/03/2022	END OF SEMESTER (4th)
06/10/2022	GRADUATION
06/17/2022	END OF SEMESTER (2nd)

ACADEMIC CALENDAR 2022-2023

06/20/2022	New Class Begins
06/27/2022 – 07/05/2022	SUMMER BREAK
07/06/2022	Classes resume
09/02/2022 – 09/05/2022	LABOR DAY BREAK
09/6/2022	Classes resume
09/23/2022	Mid-semester (1st and 3rd)
10/07/2022 – 10/10/2022	COLUMBUS DAY BREAK
10/11/2022	Classes resume
11/23/2022 – 11/27/2022	FALL BREAK
11/28/2022	Classes resume
12/22/2022	END OF SEMESTER (1st and 3rd)
12/23/2022 – 01/02/2023	WINTER BREAK
01/03/2023	Classes resume
02/17/2023 – 02/20/2023	PRESIDENT'S DAY BREAK
02/21/2023	Classes resume
04/06/2023	Mid-semester (2nd and 4th)
04/07/2023 – 04/10/2023	SPRING BREAK
04/11/2023	Classes resume
TBA - senior class only	VSRT SEMINAR
05/29/2023	MEMORIAL DAY BREAK
05/30/2023	Classes resume
06/02/2023	END OF SEMESTER (4th)
06/09/2023	GRADUATION
06/16/2023	END OF SEMESTER (2nd)

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 on a monthly basis. Those students who exceed the 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 and during fluoroscopic procedures. Failure to follow this radiation protection policy will result in a verbal warning and an e-mail at the **first occurrence**. A **second occurrence** will result in a disciplinary action.

RADIATION BADGES

Radiation monitoring devices will be issued by the X-ray department 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 disciplinary 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 4.1, *the program must maintain and monitor student radiation exposure data. This information must be made available to students within thirty (30) days following receipt of data. Students will register with Landauer and confirm their radiation exposure data monthly.*

Radiation reports are sent to the Radiation Safety Officer bi-monthly. Students will be advised when reports are received. Students must be allowed to view the reports within 30 days of receipt of the data by the Radiation Safety Officer. Students must initial reports when they have viewed them.

Copies of radiation reports are kept on file in the Program Director's office. Individual yearly reports are filed in the student's file, which is kept locked in the Program Director's office.

RADIATION MONITORING – EXCESSIVE EXPOSURE INCIDENTS

Student exposure is monitored through monthly review 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 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 of time. ***Any time missed in the clinic must be made up prior to graduation.***

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

Winchester Medical Center's ALARA Program is based on the NRC model program and guidelines.

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 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.

- Biomedical services will provide an in-service on energized lab equipment (during orientation week to the program).
- Lab hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. Additional lab hours are available at students 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 kept in the Program Director's office. A second key is in a locked file cabinet in which the instructors have access.

- The machine and breaker box is locked each evening.
- The control panel should be turned off when not in use.
- Upon successful completion of the Biomed in-service, a student is only allowed to make an exposure under the supervision of a CI or licensed radiographer.

Unauthorized use of the energized lab 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.

MRI rotations are scheduled during the 3rd and 4th semesters of the program. Prior to being assigned the MRI rotations, the student will have an 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 present a completed MRI screening form (the same MR safety questionnaire used for patients) upon reporting to MRI for their rotation. The form asks if the student has 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 and sickle cell anemia.

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. These x-rays will be performed at no cost to the student. These images will be interpreted by a radiologist prior to the students entering the magnet room.

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.

The MRI technologist will determine the safety of the student entering the restricted magnetic field area or magnet room by re-verification and completion of the screening form. This record will be returned to the program and placed in the student's file.

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

ATTENDANCE POLICY

ATTENDANCE HOURS – DIDACTIC

Classes are scheduled from 8 AM to 4 PM. On rare occasions, class times may change. 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 quizzes and tests, are given to the students each week.

ATTENDANCE HOURS – CLINICAL

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

- OR – as early as 7:30 AM (depending on campus and clinical assignment)
- Portable (optional) – 4:30 AM – 12:30 PM otherwise 7:30 AM – 3:30 PM
- ED – 7:30 AM – 3:30 PM (depending on what clinical assignment)
- WMH – 7:00AM – 3:00PM
- SMH – 8:00AM – 4:00PM
- HMH – 8:00AM – 4:00PM
- Urgent Care – 8:00 AM – 4:00 PM
 - Senior Evening – 12:00 PM to 8:00 PM
 - Junior Evening - 11:00 AM to 7:00 PM
- SMH Ortho – 8:00 AM – 4:00 PM
- WMC evening rotations
 - Seniors 12:00PM to 8:00 PM
 - Juniors 11:00 AM to 7:00 PM
- Interventional Spine Clinic – Hours to be determined
- **All other rotations are 8:00 AM – 4:00 PM**

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

Students will be expected to be in attendance for their assigned rotations. Clinical and didactic schedules will be e-mailed to the students. It is possible that a class or two on Saturday will be assigned to students. When Saturday classes are assigned, the student is given another day off during that week in order to keep the total number of hours for the week to **40**.

Evening rotations will be assigned to the students after the first semester of the program. These rotations will continue during the second, third, and fourth semesters. 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 appropriate time. Strict adherence to schedules of attendance hours is required. Students are only allowed in the clinic on their assigned days unless approval is obtained from a Clinical Instructor or the Clinical Coordinators.

A Clinical Instructor must approve all clinical assignments or changes, and Clinical Coordinators must be notified. Under no circumstances are clinical assignment changes initiated by a student.

Students leaving their assigned areas or found in the clinic on days they are not assigned are subject to disciplinary action.

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 and quizzes ***must be made up the first day of class that the student returns*** from an absence. The quiz/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.

Communication with the instructor is important to obtain handouts, worksheets, and assignments and to schedule tests missed during the time the student was absent. It is the responsibility of the student to contact the instructors as soon as the student returns from an absence to set up a plan to complete missed assignments. Failure of the student to contact the instructor or instructors may result in a grade of 0 for missed assignments.

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 5 minutes late will be counted absent from the event. The student will need to view the taped presentation prior to the quiz. If a tape is unavailable, the student will be provided an opportunity to view the speaker's PowerPoint.

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 Instructor in the didactic setting. Any problems with breaks should be addressed by or to the clinical instructor. ***Students in the clinical setting who are assigned to technologists should go to lunch and return at the same time as the technologists.*** Those students under indirect supervision have the same amount of time for lunch as everyone else (30 minutes), unless otherwise specified by the didactic schedule.

REPORTING ABSENCES

Students who are going to be **absent or 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 **disciplinary action**.

Students' failure to notify the proper officials of absence will be considered a **"No Show"** and will result in immediate **corrective action**. Clocking in prior to parking your vehicle is prohibited and will result in **immediate 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.

Any student who **needs to leave early** for any reason is responsible for **e-mailing ALL staff** members and contacting a faculty member before leaving. Failure to contact a faculty member by phone prior to leaving will result in **corrective action**.

All school staff should be e-mailed to report any **known future absences**, i.e., doctor's appointments, court cases, etc.

DISMISSAL DUE TO EXCESSIVE ABSENTEEISM

Students are permitted to miss **4 days** (32 hours) per semester. This is in addition to the already scheduled vacation days. It's recommended that these **4 days** be used for emergencies, sickness, and/or other unexpected events that may arise. If a student misses more than the allotted **4 days** (32 hours) in a semester, that time will need to be made up after graduation.

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. **Make-up time completed will not be deducted from the 128 hours, or 16 days missed.**

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.

MAKE-UP TIME

All absent time in excess of the allotted time, 32 hours (4 days) in each semester must be made up. No makeup time will be permitted on evenings after a full day of school or on weekends. Make-up time may not necessarily be completed in consecutive days. Make-up time will be 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 the make-up time is complete.

A written daily evaluation is required for each make-up "time frame." **All make-up time must be fulfilled in the clinical area where the student was absent. Make-up time will be scheduled in 8-hour increments.**

Issues concerning excessive absenteeism will be decided upon by the Program Director and program faculty based upon the student's standing in the program and the time frame in which the absence occurred. Students may be asked to repeat a year or be dismissed from the program for failure to maintain adequate attendance.

VOLUNTARY HOURS

Students may volunteer to spend extra hours in the clinic in order to obtain a competency grade or to increase their experience and skill level. **The student must send an email to all school staff with requests for voluntary clinical hours.** These hours must be approved by a Clinical Coordinator and a **Student Volunteer Clinical Time Sheet (found in clinical notebook)**. With respect to 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 grade must email the Clinical Coordinators, and the Clinical Coordinators will document this. Failure to follow through with requirements of this policy will result in **disciplinary action**.

SCHEDULED BREAKS

Scheduled breaks are assigned by the Program Director in coordination with clinical and didactic assignments. An academic calendar with scheduled breaks is given to the student at the beginning of the program.

ABSENTEEISM PRIOR TO OR IMMEDIATELY FOLLOWING SCHEDULED BREAKS

Absenteeism prior to or immediately following a scheduled break must be approved by the program director. Failure to follow this policy will result in **disciplinary action**.

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 is patterned after **HR 303 - Bereavement Leave policy for Valley Health employees**.

These **3** days will not be counted against attendance if documentation is received. If the leave needs to be extended, then subsequent days will be counted as a planned absence (students are allowed **32** hours of absence per semester).

Immediate family includes the student's spouse plus the following relatives of either student or spouse: parents, grandparents and great grandparents, brothers and sisters, 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 very great danger from 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 declaration must be made ***in writing*** and signed by the student. The student will then be given a form for declaration of pregnancy, which will be forwarded to the radiation safety officer.

Should the student decide not to inform the Program Director of the pregnancy, the responsibility will be that of the student and not the Winchester Medical Center Medical Radiography Program, the Winchester Medical Center, Valley Health or other clinical sites. Special provisions cannot be 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, in excess of 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 strictest confidence.

The student has the option to withdraw the declaration of pregnancy through a letter addressed to the Program Director.

At orientation all female students will be required to sign a statement that reads:

*"I understand the pregnancy policy above and the fact that it is my responsibility to inform the Program Director, in writing, if I should become pregnant. I also understand that if I decide **not** to inform program officials, there is no responsibility to the Winchester Medical Center, Valley Health, or other clinical sites regarding **RADIATION EXPOSURE** to my unborn child. I further understand that no special provisions will be made regarding scheduling or time missed by the Medical Radiography Program. I also understand that, at any time, I have the option of withdrawing the declaration of pregnancy, and the withdrawal must be submitted in writing to the Program Director."*

MEDICAL LEAVE OF ABSENCE

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

The student must be in good academic standing and have completed the majority of their clinical grades for the semester.

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 under 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 a 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 CONDUCT

STUDENT CONDUCT POLICY

At all times, students must strive to put forth their best effort. ***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 fellow associates, 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 includes presenting a neat, clean, well-groomed appearance according to the dress code set forth in the student handbook. Students are expected to conduct themselves in a professional manner 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 handbook as well as the ASRT 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: (1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or (3) 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 and/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.
- Fault finding (nitpicking) (different from those situations where professional and clinical development is required).
- Ignoring or minimizing another's concerns.
- Slurs and jokes based on race, ethnicity, religion, gender, or sexual orientation

These behaviors will not be tolerated. *Students exhibiting these behaviors will be subject to disciplinary action*

STUDENT PARKING POLICY

During orientation week, students will file a form with safety and security and be given a parking sticker.

This sticker must be **affixed** to the back window or back bumper of the car. When assigned to the Winchester campus, all students must park on the 5th floor of the parking garage, regardless of assignment.

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 will be addressed at the orientation to each facility. Students are expected to park in the areas designated for students in those areas.

INTERNET USE

Unauthorized use of the hospital internet is prohibited. Students are provided with an e-mail address that is accessible without internet access through the hospital intranet. Students will be given a copy of the internet policy to sign prior to receiving an e-mail account and internet password.

Activity on the hospital intranet and internet sites is monitored by Valley Health Information Systems. Failure to follow the internet policy will result in immediate corrective action. Abuse of this privilege by students is grounds for disciplinary action up to and including dismissal.

Any use of foul language, distasteful jokes or derogatory comments against the program, the medical center or staff transmitted through e-mail is prohibited. Students are prohibited from using computers in the clinic for accessing

the internet. Documentation of misuse of the hospital intranet and internet is subject to **corrective action, suspension, and/or dismissal** from the program. Intranet and internet use is monitored by Information Systems.

TOBACCO/NICOTINE-FREE ENVIRONMENT

The Winchester Medical Center is a smoke-free institution. Valley Health premises includes 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**.

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 should be made on personal phones during free time. Personal calls may be made during breaks or meal time.

Cell phones are not permitted in the classroom, clinic or hallways of any VH facility. Students using cell phones in the classroom/clinic/hallways will receive an immediate corrective action.

Cell phones may be used only in designated break/dining areas.

Communication will be sent using the hospital e-mail. Students are required to check their e-mail accounts at the beginning and end of each shift.

CAUSES FOR DISCIPLINARY ACTION

Disciplinary actions are issued in order to make the student aware that rules have not been followed and to help the student adjust their behaviors so that they may remain in the programs.

The following reasons for disciplinary action are not all-inclusive.

DRESS CODE VIOLATIONS (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.

Rules apply to both clinic and classroom settings.

- Badges must be worn and visible at all times. Stickers or markers are not allowed on the front of the badges. Badges must be worn at the neckline.

- Hair (including facial hair) must be clean, neat, and contained in such a manner that it does not come in contact with patients. No unnatural hair color such as blue, fuchsia or green is permitted.
- Hair must be pulled back from the face and kept off the shoulders when in the clinic, due to Infection Control Policy.
- 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 perfumes, cologne, strongly scented lotions, powders, hand sanitizers or oils are permitted.
- Fingernails must be kept short, clean and manicured. Nail length should not extend beyond the fingertips. Artificial nails including acrylic, silk, gel, overlay and wrap are prohibited per Infection Control Policy.
- Visible body art that depict 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) will be required to cover them 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 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 and stud earrings only.
- Visible body piercing is not permitted and must be removed or covered if unable to remove.
- Tongue piercings must be removed and replaced with a clear plastic stud.
- Gauges are not permitted.
- No bracelets (1 watch is allowed); 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 lanyards for ID badges.
- No jewelry of any kind is permitted during OR rotations.
- No ear buds 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. Cotton uniform scrub jackets are the only acceptable attire for warmth in the clinic. A pewter gray fleece jacket is acceptable in the classroom. No hoodies or sweatshirts are permitted in any setting at any time.

- Clothing must be modest, reasonably fitted, and allow for comfortable ease of movement.
 - The School has the right to deem uniform styles inappropriate for the clinic and classroom
- No low cut or low rise pants.
- No cropped shirts (no visible anterior or posterior cleavage).
- Only white, black or gray tee shirts can be worn under scrubs. Tee shirts must be tucked in.
- No open heel or toe shoes, clogs or crocs
 - Clogs with closed toes and backs are acceptable
- Minimal neon colored accents on shoes.
- No radiology t-shirts in the classroom or clinic
- No blankets in the classroom or clinic
- Dress codes to specific clinical rotation (such as the OR) must be followed.
- Casual day attire will be business casual:
 - No jeans
 - No shorts
 - Leggings only with thigh length top
 - No flip-flops, slippers, cowboy boots, or rain boots
 - No ripped/torn clothing
 - No overly tight or revealing clothing

Students improperly attired may be sent home to change clothes. Times missed will count as an unexcused absence. The student will be subject to disciplinary action.

GENERAL VIOLATIONS

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

- iPods, tablets, or personal laptop computers are **NOT** permitted in the clinic. Cell phone use is prohibited in the clinic. **Cell phones in the clinic are 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.
- **NO** cell phone use is permitted in the classroom during scheduled class time. Cell phones ringing during class will be documented as an **immediate corrective action**. 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 material (including board lectures, worksheets, quizzes, or tests). Recordings or photographs made in the classroom will result in **immediate dismissal**. Exceptions may be made by the instructor in the classroom.
- Cell phones, iPods, tablets, computers, smart watches, or other electronic devices found in use by a student **during a test will be grounds for dismissal**. **NO EXCEPTIONS!**
- Students found using tablets, phones, smart watches, or computers during class for anything other than the current class will be subject to **immediate corrective action**
- All electronic devices, including smartwatches, must be stowed during a test or quiz until all tests or quizzes are completed. Failure to do so will result in **disciplinary action**.

Personal Belongings:

- School items should be stored in lockers provided, not left in the classroom or any clinical area (Neither the program or 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. The staff refrigerator at the school is off limits to students.

VIOLATIONS IN THE CLINICAL SETTING

- Any use of foul language, distasteful jokes or derogatory comments against the program, the medical center staff and/or other students **transmitted through e-mail** is prohibited. Documentation of misuse of the hospital intranet and internet is subject to **corrective action, suspension, and/or dismissal** from the program. Intranet and internet use is monitored by Information Systems.
- **Food is prohibited in the clinical setting. Students found eating in the clinical setting outside of designated areas are subject to corrective action (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 instructor. Failure to do so will result in **immediate corrective action**.

- Students are **not** allowed to perform a portable exam alone; to do so will result in **immediate corrective action**.
- Students are **not** allowed to return an ED patient to their room alone; to do so will result in **immediate corrective action**.
- Students are **not** allowed to work alone in the OR; to do so will result in **immediate corrective action**.
- Students are not permitted to administer contrast. This will result in an **immediate corrective action**.
- The student must be under direct supervision when setting up a sterile tray.
- Students are not allowed to hold patients during radiographic exposures. To do so will result in **immediate corrective action**.
- Students are **not** allowed to work under the supervision of another student or a recent graduate who is not yet registered to do so will result in disciplinary action.
- Students are not permitted to chew gum in the clinic.
- Students are required to use hospital approved hand sanitizer and hand lotion.
- Gossiping: Any student found gossiping in the clinic (regarding the program, program staff or another student, or any other inappropriate communication) will immediately receive a **corrective action and be suspended for the remainder of the day. On the second occurrence, the student will be suspended from the program for 3-days.**
 - **Student concerns must be addressed professionally with the school faculty.**

Repeated violations are subject to progressive disciplinary action, including corrective action, suspension, and/or dismissal.

MARKER VIOLATIONS

- Students **must** use their assigned markers during clinical rotations. If the student is off campus, 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**.
- 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 grade.

Students are required to purchase 2 sets of markers from the school. It is strongly suggested that the student purchase ***extras sets*** of markers to keep in case original sets of markers are lost or misplaced. No orders will be placed prior to payment.

VIOLATIONS IN THE DIDACTIC SETTING

- Students must arrive on time for all classes.
- Students are required to stay alert during lectures. Students found asleep in class will be subject to ***disciplinary action***. If a student goes to sleep in class, he/she will be asked to leave for the day and counted absent. Repeat offenses could result in ***corrective action and/or suspension***.
- Disruptions in class, in the form of excessive talking and bantering, will not be tolerated. Students engaging in this disrespectful conduct will be asked to leave for the day. Written documentation will be placed in the student's file. Repeated offenses could result in ***corrective action and or dismissal***.
- CorectecReview assignments will be due by ***11:59 pm on the deadline announced***. *Students not meeting the deadline will be sent home to complete the assignment. Time missed will be counted as absent time.* CorectecReview is recorded as a single course on the transcript.
- Failure to complete ***2*** assignments in any class or ***3*** in a combination of classes or submit by the given due date (including CorectecReview) will result in ***immediate corrective action***. A log of this behavior will be kept and monitored.
- Use of laptop/tablets in the classroom is at the instructor's discretion. Violation will result in the student's loss of privilege to use the laptop or tablet in the classroom. The student's behavior will result in ***corrective action, suspension, and/or dismissal***.

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 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.

Employees who induce or assist students in violating work rules, policies, performance standards, or organization values also will be reported to their managers.

It must be stressed that the above list is not all-inclusive. Students will be subject to discipline for any inappropriate conduct. Infractions involving safety, respect for co-workers, faculty, managers, and above all, respect and care for persons we serve, are of particular concern to Valley Health.

Breach of ethics will be addressed by the School of Medical Imaging and Valley Health.

Students may be brought in at any level of disciplinary action depending on frequency, severity, and combination of inappropriate behaviors. An established pattern of disregard for rules can result in dismissal from the program.

STUDENT COUNSELING/ADVISEMENT

The staff of the educational program will provide necessary counseling for students. Advisement sessions will be held at the middle and end of a grading period to review the student's grades and identify any areas that need to be improved.

Advisement /counseling session will be documented, and a copy of the documentation will be given to the student, and a copy will be placed in the student's file. The student and staff members involved will sign the document.

If a problem 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. Problems with the student's clinical performance will warrant a counseling session as well.

Counseling sessions will take place with a minimum of two members of the program staff.

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 additional counseling is needed by a student, the Program Director can provide a list of local services the student may contact. Any fees for these services are the responsibility of the student.

ADDITIONAL INSTRUCTION/TUTORING

Tutoring is available for any students needing additional help.

Students requiring help with a subject 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 are requesting help with.
- The instructor will respond with a date and time 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 off-hours requests, a minimum of 1 weeks' notice is required.

SUSPENSION

Students requiring disciplinary action may be subject to suspension. Suspensions are issued based on the severity of the infraction. All suspensions are issued under 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 on the day the student returns from the suspension, or as scheduled by the instructor for that class. The student is responsible for obtaining missed handouts and 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 or not it involved an ethics violation.

PROBATIONARY STATUS

The following are reasons for placing a student on probation:

- If a student has below 85% didactic average in *any class* at mid-semester, or end of a semester, he/she will be placed on academic probation.
- If a student receives two corrective actions within a semester, he/she will be placed on probation.

A student who is put on probation will remain there until the next grading period when the student's case will be reviewed. At that time, if logical progression hasn't occurred or the student has shown non-compliance, he/she will be required to appear before the program staff and the Program Director. **Failure to progress or additional corrective actions given during a probationary period may 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.
- The conviction and/or known use, distribution of, or possession of 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 it will be ordered by the Medical Director of the program). Refusal of compliance will be evidence of guilt and grounds for dismissal.

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.

A copy of a grievance form is located in the handbook.

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)

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
Fax: (312) 704-5304
e-mail mail@jrcert.org

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/>

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 Human Resources Department. Students must be familiar with these policies and adhere strictly to protocol. **IT IS IMPORTANT FOR THE STUDENT TO REMEMBER THAT STANDARD PRECAUTIONS NEED TO 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, it is vital that we wash our hands before and after each exam we perform. Hand washing 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. Hand washing 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 the 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.

The student must complete the program with an average of 85% in each course.

GRADUATION

A certificate will be awarded during graduation ceremonies at the successful completion of the fourth semester. Graduation 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. The before mentioned items are Valley Health property.

Students lacking competency grades or required make-up time may be allowed to participate in the graduation ceremonies but 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.

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 important to recognize the flexibility that is necessary sometimes to accomplish this process. ***Schedules that are given will sometimes need to be changed.***

Faculty members are available to meet with students outside of class hours. Appointments 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, 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.

ASSIGNMENTS

All student assignments will be made in advance of a due date. Narrative assignments must be typed. All assignments, unless otherwise requested, must be submitted as a hard copy. **All assignments must be identified with the students' name and date. If the assignment (including tests, quizzes, and worksheets) is not properly identified a grade of zero will be issued. All written assignments must be legible and written in pencil or pen (black or blue ink only). Assignments that do not adhere to instructions will be given a grade of 0.** Students are ***required*** to make electronic copies of all research papers/written assignments. 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 complete an assignment and submission after the given due date/time will result in a grade of 0 and a written warning. Failure to complete another assignment and submit it by the given due date/time from the same course or a combination of 3 courses will result in a grade of 0 and a **corrective action** due to insubordination.

Students absent on the due date must contact the instructor by email to have late assignments accepted. Late work must be completed on the day you return to campus. Quizzes/tests missed due to tardiness will be complete at the end of the school day. All late work 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

<u>SEMESTER 1</u>		<u>SEMESTER 3</u>	
COURSE	CREDIT	COURSE	CREDIT
Anatomy and Physiology I	3	Anatomy and Physiology III	1
Introduction to Radiologic Technology and Patient Care I	1	Introduction to Radiologic Technology and Patient Care III	1
Medical Terminology I	1	Radiographic Positioning and Procedures III	1
Radiographic Image Evaluation I	1	Radiographic Image Evaluation III	1
Radiographic Positioning and Procedures I	3	Radiologic Physics III	2
Radiographic Positioning Lab I (Simulations)	1	Radiographic Quality Image Exposure III	2
Radiologic Physics I	3	Radiobiology III	2
Radiobiology I	2	Radiographic Procedures III (clinic)	3
Radiographic Quality and Image Exposure I	2		
Radiographic Procedures I (clinic)	1		
	18		13
<u>SEMESTER 2</u>		<u>SEMESTER 4</u>	
COURSE	CREDIT	COURSE	CREDIT
Anatomy and Physiology II	3	Anatomy and Physiology IV	1
Introduction to Radiologic Technology and Patient Care II	1	Introduction to Radiologic Technology and Patient Care IV	1
Medical Terminology II	1	Radiographic Positioning and Procedures IV	1
Radiographic Image Evaluation II	2	Radiographic Image Evaluation IV	2
Radiographic Positioning and Procedures II	3	Radiologic Physics IV	2
Radiographic Positioning Lab II (Simulations)	1	Radiographic Quality and Image Exposure IV	2
Radiologic Physics II	3	Radiation Protection IV	1
Radiographic Quality and Image Exposure II	2	Research Paper/Oral Presentation	1
Radiation Protection	2	Radiographic Procedures IV (clinic)	3
Radiographic Procedures II (clinic)	2		
	20		14
TRANSFER CREDITS (PREREQUISITES)	15		
TOTAL CREDITS	65		
TOTAL CREDITS FOR PROGRAM	80		

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 necessary sometimes 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, material may be covered in a shorter amount of time with longer times being given for more difficult 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 and medical terminology classes.

ANATOMY AND PHYSIOLOGY III AND IV

A review of basic anatomy is taught. Cross-sectional anatomy is introduced with emphasis placed on anatomy as it appears on CT, MRI, and Ultrasound images.

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND PATIENT CARE I

Introduction to radiologic technology and basic patient care are covered in this course. The profession is defined, professional organizations are identified, and the organizational structure of the hospital is discussed. Basic 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 to provide CPR. Students are trained and assessed in CPR skills for adults, infants, and children. 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, and basic radiation protection and radiobiology are discussed. Quality Control and Quality Assurance are discussed. The importance of Quality Assurance is explained as well as discussion of programs hospital-wide as required by The Joint Commission (TJC).

Subjects taught in this course include:

- Introduction to Radiation Safety
- Introduction to Radiologic Technology
- Introduction to Patient Care

- CPR
- Introduction to the Clinic
- Imaging Equipment
- Quality Control/Quality Assurance
- Basic Math
- Introduction to Radiology Management
- Computer Literacy
- Non-aseptic Technique
- Infection Control
- Vital Signs
- Critical Thinking
- Introduction to the Professions
- Academic Honesty

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND PATIENT CARE II

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 covered. Students are given instruction in the ethical and legal responsibilities of a healthcare professional.

Subjects taught in this course include:

- Contrast Media
- Aseptic Technique
- Professional Ethics
- Medical Law
- Introduction to Pharmacology
- Horizontal Violence in the Workplace
- Professional Ethics

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND PATIENT CARE III

Students study pharmacology more in depth, including the use of contrast and drugs in medical imaging, the effect of drugs on imaging procedures and drugs used in medical emergencies. Medical assisting skills are taught during this class, as well. Introductory classes to modalities are taught prior to the student rotating through specialized clinical areas.

Subjects taught in this course include:

- Introduction to Mammography
- Introduction to CT
- Introduction to US
- Introduction to MRI
- Introduction to Nuclear Medicine
- Health Information/Medical Records
- Pharmacology
- Medical Emergencies and Trauma
- Venipuncture
- Critical Thinking II

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND PATIENT CARE IV

Students study pathology as demonstrated in medical imaging across the modalities with emphasis placed on how certain 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:

- Pathology
- Effective communications, Written Correspondence and Phone Etiquette
- Summing it Up – Interviews, Resumes, How to be a Good Employee

MEDICAL TERMINOLOGY I, II

A basic course in terms used by medical and paramedical personnel is taught with an emphasis on radiologic terms. Prefixes, suffixes, abbreviations, and terminology are covered. The course is taught over 2 semesters, each section building on the prior section and in sequence with anatomy courses.

RADIOGRAPHIC IMAGE ANALYSIS I, II, III, IV

A review of images taken by the students allows for a better understanding of optimal radiographs and radiographic positioning. The course is taught over 4 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, practice of the positions and simulations follow 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 emergency situations, and the role of the technologist as a member of the trauma team. Various pathologies that present as emergency situations are discussed.

At the end of this class, a review of all the positioning material will be given prior to 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 instructors to ensure mastery of material prior to 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 basic physics and elementary principles of electricity and magnetism required to understand 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 the x-ray interactions with matter, fluoroscopy, digital fluoroscopy, computers, and additional equipment (mobile radiography, dedicated equipment, tomography, and interventional radiography).

RADIOGRAPHIC PHYSICS III AND IV

Radiographic Physics III reviews the material covered in Physics I. Radiography Physics IV reviews material covered in Physics II so that students have a more in-depth understanding of the material. Reviews are aimed at increasing practical and working knowledge of radiographic physics. Additional emphasis is placed on preparation for the registry examination.

RADIOBIOLOGY I AND II

The Radiobiology I 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. The Radiobiology II course gives a more in-depth coverage of material presented in Radiobiology I and relates concepts taught to the 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 on under indirect supervision in an effort 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 begin 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 through this semester.

RADIOGRAPHIC QUALITY AND RADIOGRAPHIC EXPOSURE I AND II

Students gain 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. Students will learn about scatter radiation and the effect it has on patient dose and radiographic quality, as well as the tools and technical adjustments required to limit the amount of scattered radiation present. Students will learn to apply specific mathematical formulas to adjust and optimize the technical factors used in creating high-quality radiographic images. Students will gain an in-depth understanding of computer and digital radiography that will include the image receptors and equipment used, processing, and display of digital images and processes used to minimize patient dose and maximize radiographic quality. The student will learn to identify and recognize artifacts affecting digital and film images and the tools used to prevent and fix these types of errors. Students will have an opportunity to apply what is learned in the classroom during lab activities.

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 reviewed and built upon to reinforce knowledge and understanding of the material. Lab activities are used to give students a further understanding of the material. Preparation for the registry examination is included in this class.

RADIATION PROTECTION I AND II

The responsibilities of the radiographer for radiation protection of patients, personnel, and the public are presented. The importance of radiation protection, methods of protections, and radiation dose are covered. ALARA and regulatory involvement are discussed. The course describes human sensitivity to radiation, including the study of the effects of ionizing radiation at the atomic, molecular, cellular, organ, and whole body levels. The course will provide information concerning the early and late effects of radiation exposure, including acute radiation syndromes.

Radiation Protection II reviews the material presented in Radiation Protection I but emphasizes practical application for future technologists in the work environment. This course also gives more extensive preparation and practice for the registry examination.

RESEARCH PAPER AND ORAL PRESENTATION

This class teaches students to write a research paper and case study using APA formatting. Assignments are given each week to complete a portion of the paper. The paper combines elements of anatomy, physics, pathology, radiation protection, and biology as well as image critique. A case study will be presented to the class in which a patient has been imaged using at least 3 imaging modalities. The student will describe the disease process, signs and symptoms of the disease, how the disease is diagnosed, treatment for the disease, and prognosis for the patient. Students are graded on writing mechanics using APA format as well as oral communications. The Program Director must approve all case studies. Students may not submit a case study on a relative, friend, or co-worker. HIPAA regulations must be adhered to at all times.

GRADING SYSTEM

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. The probation extends to the next grading period. The student must have a passing average by the next grading period. ***Failing overall averages during the next grading period will result in the student being dismissed from the program. Failing overall averages in any other grading period after that will result in dismissal from the program.***

Students receiving a failing grade in any 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, 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.

Failure to obtain and maintain an overall passing average of 85% in clinic at the end of a semester will result in dismissal from the program.

GRADE RECOVERY PROCESS

A grade recovery process will be used whereby all students will complete test correction, immediately following the test, for missed test items. Students will receive ¼ pt per item to their test grade upon submission of the corrections.

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 GRADES

Students are required to have ½ 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**
- **Grade weight revision effective as of 6/24/2019**

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.

Clinical grades not completed at the end of the semester due to clinical rotations will be simulated. These grades must be made up in subsequent semesters.

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 at the conclusion of each subject area and after completion of the review in each semester.

RESEARCH PAPERS

Research papers are to be prepared by the student, and some papers or projects will be presented orally to the class. ***Topics need to be discussed with the Program Director or Instructor for approval before beginning research.***

RESEARCH PAPER GUIDELINES

- The student is required to have basic knowledge in the preparation of a research paper when accepted into the program.
- An introductory course on research and APA formatting will be given prior to the assignment of the first research paper.
- Topics must be discussed with and approved by the Instructor of the class. The research/clinical paper is required.
- Topics must pertain to radiology and demonstrate the student's knowledge of the various imaging modalities within radiography.

- Papers must be submitted to the Instructor on the scheduled date. Papers not submitted on the date they are due will have 5 points deducted from the grade for each day the paper is late, up to 1 week. Papers more than 1 week late will receive a grade of 0.
- Papers must be typed following the format required by the instructor.
- HIPAA regulations must be followed at all times in the conduction of research, in written materials and display of images pertaining to the assignment. **HIPAA violations may result in corrective action, suspension, or dismissal.**

SEMESTER PAPERS/PROJECTS

Criteria for each paper/project will be given to the student by the instructor.

An Instructor must approve the project. Proposed topics must be submitted to the instructors via e-mail. Students will be notified once his/her topic is approved.

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 will not be allowed to use program equipment to print or copy any research paper or assignment. The program will not be responsible for opening and printing files for students, and will not be necessary since all students should have access to a computer and printer.

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
2 ND SEMESTER	RADIOGRAPHIC QUALITY
3 RD SEMESTER	COMPUTED TOMOGRAPHY
4 TH SEMESTER	MODALITY

A grading rubric will be given to the students when the assignment is made. Grades for the semester paper will account for 10% of the clinical grade.

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

CLINICAL AND DEVELOPMENTAL CV

The clinical experience is designed to allow students to successfully demonstrate Radiographic Procedures learned in class. Each student is expected to submit a portfolio that reflects the outcomes of the clinical experience. The CV should demonstrate completion of established objectives along with evidence of other activities in which the student was involved. Each month an assignment is provided along with a narrative that addresses clinical experience. Initially, critical thinking and problem solving are not as detailed as it is in later months. Clinical and developmental notebooks will be

reviewed each month. All requirements must be met to receive a grade of **100**; incomplete notebooks will receive a grade of **0**.

Clinical notebooks containing grades or evaluations are kept in a locked cabinet in the classroom. Access to these notebooks must be gained from an Instructor to ensure student confidentiality.

SEMINAR

Students are **required** to attend at least **one** seminar during the last semester of the program.

The VSRT Student/Educator Seminar is held in Virginia Beach, VA each April. The student is responsible for all expenses (food, hotel, transportation).

The Kettering Seminar is held in Hagerstown, Md. It 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

In an effort 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 successfully pass the positioning test on a section of anatomy **must** retest before simulating. Instructors may make additional assignments before the retest is given to reinforce the material that the student has not mastered.

If the student is not successful the **second time**, this will be documented, and the student will be informed that the next occurrence of failure for this section of material will be cause for **corrective action**. The student will be asked to study the material again, retest on the anatomy, and then retest on the positioning. All of these obligations must be met within **two weeks**.

SIMULATION FAILURES

Students passing their positioning test, but then failing the simulation on a section of anatomy will be allowed to re-simulate with no penalty.

If the simulation is unsatisfactory a second time, it will be documented, and the student will be required to retest on positioning and then re-simulate. All of these obligations must be met within a **three week** time period. **Failure to receive a passing grade on either the retest or the re-simulation will result in corrective action.**

The original failing scores on tests or simulations will stand in the student's record to be averaged for the grade each semester. Retest and re-simulation scores will be placed on record for documentation purposes only. Scheduling of assignments, retests, and simulations will be done by the instructors.

It must be understood that repeated failures can result in probation and could lead to a student's dismissal. The reason for this dismissal would be **failure to accomplish clinical assignments and objectives**.

Any student failing a simulation or scoring less than 90% on any simulation is required to obtain a preliminary exam or an additional preliminary exam on that specific examination prior to receiving a clinical competency grade.

COURSE OF STUDY

Anatomy –

An element of anatomy is covered 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.

Example: Chest x-ray

Practice –

There are practice sessions in the clinic. The Clinical Instructors work with the students to reinforce material taught in class.

Example: PA and Lateral Chest

Simulate –

Once the positioning class has been completed, and the student has practiced the examination, he or she will demonstrate the positioning of the exam. Simulation grades will be recorded as a positioning lab grade.

Clinic –

Once the student has been simulated on an examination, he or she can complete the examination in the clinic under the direct supervision of a registered radiographer.

Competencies-

With most radiographic examinations, the student must complete several exams in the clinic before competency is required. Exams that are seldom ordered will be practiced repeatedly in practice sessions in order to make the student comfortable with the examination prior to performing a competency grade.

It is important for the student to understand that a mastery level of less than 85% for a clinical competency will require **two** repeat performances. One of these performances must be with the original evaluator and the other with a Faculty Clinical Instructor. Competency grades may be given by registered radiologic technologists designated by the program or by the Clinical Instructors.

A list of technologist approved for grading is posted in each clinical area.

INTRODUCTION TO THE CLINIC

Over the first several weeks, clinical instructors 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.

HANDBOOK

During the first weeks of the program, program officials will discuss highlights from the student handbook regarding rules and regulations. The student will be given a handbook worksheet during the first week of the program. Time will be given during program hours to complete this assignment, which will be placed in the student's file upon completion.

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

ORIENTATION TO DEPARTMENTS

The student will be oriented to the departments by the clinical instructors and supervisors of those areas in regards 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 instructor or appointee will conduct an in-service demonstration on the operation and functions of each exam room in the main department, emergency department, the Diagnostic Center, and specialty areas. Areas covered during this phase of orientation include:

- Radiation Protection
 - A clinical instructor 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

ROTATIONS AT OFF-CAMPUS SITES

During the second semester, the student will rotate through the Urgent Care Center. During the third and fourth semesters of the program, students will rotate through Urgent Care Center, Warren Memorial Hospital, Shenandoah Memorial Hospital, Shenandoah Memorial Hospital Multispecialty Clinic – Orthopedic, VH Interventional Spine, and Hampshire Memorial Hospital. 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 the absence.

LOCATION OF CLINICAL SITES

Shenandoah Memorial Hospital and SMH Multispecialty Clinic Orthopedics

759 S. Main Street
Woodstock, VA 22664
Approximately 35 miles from the WMC campus

Warren Memorial Hospital

1000 N. Shenandoah Ave.
Front Royal, VA 22630
Approximately 25 miles from the WMC campus

Hampshire Memorial Hospital

363 Sunrise Blvd.
Romney, WV 26757
Approximately 41 miles from the WMC campus

Urgent Care Center

607 E Jubal Early Drive
Winchester, VA 22601
Approximately 4 miles from the WMC campus

VH Interventional Spine Clinic

333 West Cork Street, Suite 290
Winchester, VA 22601
Approximately 2 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.

- Front office (main department and/or the diagnostic center)
- Transport
- Collating
- Rad Recovery

CLINICAL GRADES

Various tools are used to follow the students' clinical progression.

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. This evaluation will be completed by the technologist at the end of the student's clinical assignment for the day. The evaluation is submitted electronically through the hospital internet or may be completed in writing in areas where the site is unavailable. Information received from the evaluations will be shared with the students on a bi-monthly basis.

Clinical Competencies –

This is a numeric grade given to a student following the completion of an examination on a patient. A clinical competency cannot be completed until a student has been simulated on that examination. Certain exams, as designated by the Clinical Instructors, require preliminary competencies prior to obtaining a competency grade. Students may receive clinical competencies from approved staff technologists. No more than 4 clinical competencies from the same technologist will be permitted during a semester. However, there is no limit to the number of competencies that may be obtained from a Clinical Instructor or Clinical Coordinator. Technologists will complete part of the evaluation form (items 1-8); clinical instructors will complete the rest of the evaluation (items 9 and 10) and assign the final grade.

Competency forms are filled out completely by the CT technologists. Competencies are then reviewed by Clinical Coordinators.

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>).

Critical Thinking / Developmental CV –

When in the clinical phase of education, students are required to keep records of all patient examinations observed, assisted, or performed to include the exam, 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.

Due to patient and student confidentiality issues, all Critical Thinking / Developmental CVs need to be kept in a locked cabinet in the classroom and will include:

- exams
- critical thinking assignments
- continuing education certificates
- commendations wrote by hospital staff
- room and ancillary check off sheets
- OR check off sheets

Instructor's evaluation –

At the end of the semester, an instructor's evaluation of student performance in the clinic is performed.

Required papers –

A formal written paper discussing some aspect of radiology, as assigned by instructors, will be required for each semester of the program. These grades will apply to the **clinical grade** for that semester. Assignments are as follows but are subject to change:

Semester I	Patient care
Semester II	Radiographic Quality
Semester III	Computed Tomography
Semester IV	Modality Career Path

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 a specific number of clinical competencies in the first semester.

(Note: each student may begin off-site rotations)

Semester II

Students will continue to perform exams independently with **direct supervision***. Students are required to complete a list of competencies.

(Note: each student will be assigned evening rotations during the second-semester and will continue off-site rotations).

Semester III

Students will continue to perform exams with **direct supervision*** and may begin performing exams under **indirect supervision*** once competency has been achieved. The student will complete the competencies listed for the third-semester. During the third semester, students will be rotated through specialty areas.

(Note: each student will be assigned 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 competencies listed for the fourth semester and will continue to rotate through specialty areas.

(Note: each student will be assigned 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 on availability in the clinical area. Priority will be given students that need grades in a particular area.*

Indirect supervision in the 3rd and 4th semester 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 Instructors on a regular basis. The Clinical Instructors will be responsible for notifying Technologists of a student's status. Exams that do not require clinical competency grade can be performed under indirect supervision if the student has simulated the procedure and achieved a 90 or higher.

SUPERVISION OF STUDENTS IN THE CLINICAL SETTING

DIRECT SUPERVISION

****Direct supervision*** is defined as “student supervision by a qualified practitioner who reviews the procedure in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.” (JRCERT standard 4.4)

INDIRECT SUPERVISION

****Indirect supervision*** is defined as “for radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation is in use.” (JRCERT standard 4.5) Indirect supervision is only used after a student demonstrates competency.

REPEAT RADIOGRAPHS

A qualified radiographer must be present during the evaluation of images and during the repeat of any unsatisfactory radiograph. Documentation of their presence is indicated by initials on the images as well as in the EPIC (JRCERT Standard 4.6) ***Violations will result in corrective action.***

GRADING OF STUDENTS IN THE CLINIC

Students are required to obtain a list of competency grades by semester.
As grades become available, the policy for clinical competencies must be followed.

POLICY FOR CLINICAL COMPETENCIES

1st Semester:

Chest x-ray with preliminaries, 1 upper and 1 lower extremity competency

2nd Semester:

At the beginning of 2nd semester, students are provided a list of competencies required by the end of the semester. Required competency list and 3 chest x-rays obtained between January and April and 1 upper and 1 lower extremity competency obtained between April and June must be completed.

3rd and 4th Semester:

At the beginning of the 3rd semester, a list of competency grades required prior to graduation will be given to the students. Grades on the list can be obtained at any time. 18 clinical competencies must be completed in the 3rd semester, and the remaining 19 clinical competencies must be completed in the 4th semester. In addition to the required competencies, a specific monthly exam will be required.

Required monthly competencies must be recorded on a light blue competency sheet. Failure to do so will result in the competency being voided.

- Semester 1 – 2 clinical competencies must be performed by a CI
- Semester 2 – 2 clinical competencies must be performed by a CI
- Semester 3 – 3 clinical competencies must be performed by a CI
- Semester 4 – 3 clinical competencies must be performed by a CI
- Semesters 2 thru 4 each student will have one impromptu clinical competency score each semester. This will be conducted by school staff who will arrive in clinic and work through the exam with you. 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.
- When an exam is available in the area to which the student is assigned, the student should attempt the exam for a grade. 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.
- If an exam becomes available in an area and the student assigned to that area has been graded on that exam, the examination ***may be*** offered to another student to perform for a grade. A clinical instructor should be contacted, and the names of all students working in the nearby areas should be entered into a drawing to be offered the examination. ***No student should be removed from an ongoing examination to receive a grade 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 a clinical instructor.*** A clinical member of the program faculty should be contacted if a question or conflict arises.
- Near the end of the 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 grade on some exams may be limited.
- Students are required to fill out the upper portion of the grade sheet and give the sheet to the technologists prior to beginning the examination for a competency grade. **Failure to do so will result in the grade being voided.**
- Technologists grading a student 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 placed on at least one of the images, and their initials entered into EPIC along with the student's initials. **Failure to do so will result in the grade being voided.**
- Technologists will check off each step of the procedure on the competency sheet, designated **TECHNOLOGIST**, the remaining portion designated **FACULTY** will be completed by a program instructor, and the final grade will be assigned.
- Only students assigned to the clinic during program hours or make-up time are eligible to be graded. ***Students will not be excused from class to receive a competency grade unless approved by a Clinical Coordinator.***
- Grades should be submitted the day they are given.

It is important that these rules are 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 – WMC MRP

ARRT: Requires 37 mandatories and 15 electives (www.arrt.org)

1st Semester:

Chest – 5 preliminaries
1 upper extremity
1 lower extremity

2nd Semester:

AP chest (stretcher or wheelchair) – 5 preliminaries (manual)
Abdomen supine (KUB) – 1 preliminary
Abdomen – Upright – 2 preliminaries
Chest – pediatric age 6 or younger (manual)
Thumb or Finger (manual)
Hand – 1 preliminary (manual)
Wrist – 1 preliminary (manual)
Forearm (manual)
Elbow – 1 preliminary (manual)
Foot – 1 preliminary (manual)
Ankle – 1 preliminary (manual)
Knee – 1 preliminary (grid) (manual)
Tibia/Fibula (manual)
Mobile Chest – 5 preliminaries (manual)
Mobile Abdomen (manual)
Mobile Orthopedic (manual)

3rd and 4th semester

Humerus
Shoulder – 3 preliminaries
Trauma – Upper Extremity (non-shoulder) (manual)
Clavicle
Femur
Trauma – Lower Extremity (manual)
Cervical Spine (3 preliminaries)
Thoracic Spine
Lumbar Spine (2 preliminaries)
Spine – Cross table lateral (horizontal beam) (manual)
Pelvis
Hip
Hip – Crosstable (horizontal beam) (manual)

Geriatric Patient: at least 65 years of age, and physically or cognitively impaired due to age

Geriatric Chest – routine (manual)
Geriatric Upper Extremity (manual)
Geriatric Lower Extremity (manual)

Mobile C-arm Studies

Mobile C- Arm procedure (more than one projection)

Surgical C-Arm (manipulation around a sterile field)

WMC Mandatories (from ARRT electives)

Paranasal Sinuses

Upper GI – follow up images required

Contrast Enema (one observed and one exam – tip inserted by the student) – follow up images required

CAGB/Unit CXR

CT (2) without contrast

WMC/ARRT Elective (Select 12 out of the 15 listed below)

Chest - Lateral Decubitus (manual)

Scapula

Toes (manual)

Skull

Orbits

Sacrum/Coccyx

Abdomen – Lateral Decubitus (manual)

Intravenous Urography

Esophagus – follow up images required

Small bowel series – follow up images required

Pediatric Upper Extremity – age 6 or younger (manual)

Pediatric Lower Extremity – age 6 or younger (manual)

Pediatric Abdomen – age 6 or younger (manual)

Neonatal Chest NICU (manual)

Arthrogram

Calcaneus (manual)

***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 for the purpose of this policy.

Anyone meeting any of the above criteria must sign the form included in the handbook 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 indicating his/her reasons for withdrawing and how the program could have assisted the student to remain in the program. Information from this document is used for program improvement. Tuition is reimbursed as prorated (see page).

OUTSIDE EMPLOYMENT

Students are encouraged not to seek outside employment while attending the program. Employment hours could conflict with school hours and/or changes which occur. However, there are times when students must work. It is suggested that the student be very careful when seeking a job. Employment hours may interfere with the educational process. **It is not the responsibility of the program personnel to arrange test schedules to accommodate work or social activities. Students employed by the hospital will not be allowed to wear school uniforms during employment hours.** If employed by Valley Health, all personal work-related business during school hours must be approved by program staff, and the student will be required to clock out during that time missed from school.

Students employed by Valley Health must inform the Program Director of their employment status.

Any student who is terminated as an employee of Valley health and not eligible for rehire will be dismissed from the program. (This is due to the fact that the student would not be able to complete clinical assignments. All clinical rotations are through Valley Health.)

REFERENCE LIBRARY

A library is available within the classroom for student use. No books will be permitted out of the classroom without the approval of a program official (Director, Faculty Member, or Program Assistant). Students must check with the radiologists in order to remove any materials from their library.

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

FINANCIAL ASSISTANCE

Currently, no financial assistance is available through the Medical Radiography Program.

Several scholarships are available to students in the radiography program. The following are examples. Other scholarships may be available. The student is encouraged to seek out other scholarships and grants.

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

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, an online program that 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 or by contacting the college at info@sjcme.edu

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 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):

- Reading the application and on-line instructions.
- Completing the application form.
- Obtaining and attaching a passport photograph.
- Attaching application fees as required.
 - **The current registry examination fee is \$200.00.**
 - **Application fees for the registry examination are subject to change.**
- Obtaining appropriate signatures and notarization if required.
- Mailing application.
- Providing documentation to substantiate the ARRT qualifications for clinical competency.
- Providing documentation to substantiate ASRT requirement for 15 core course credits (program prerequisites)
- Providing documentation to substantiate ARRT requirement for completion of an Associate's Degree or higher.
- 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.

Changes made to the application by the student after it has been signed by the Program Director may result in the application being rejected by the ARRT

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

- It is the responsibility of the Program Director to obtain an adequate number of copies of the application for certification examination from the American Registry of Radiologic Technologists for each graduating class.
- Copies of the application will be given to those students who are expected to complete the educational program.
- The Program Director will point out application fees due, photo ID requirement, and signatures needed to complete the application for certification examination processing properly.
- Upon receipt of proof that the student has met all the ASRT/ ARRT requirements, the Program Director will sign the application form.
- After the ARRT has received and processed the student's application, contact will be made with the

Program Director to verify that the student has met all qualifications to complete the Medical Radiography Program. The Program Director will then inform the ARRT whether or not the student has met the qualifications.

- The Program Director will notify the student when verification has been made to the ARRT.

CONTINUING CERTIFICATION

Certification is renewable yearly and is the responsibility of the radiographer.

The radiographer must obtain 24 continuing education credits within each 2 year period (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).

Joint Review Committee on Education in Radiologic Technology

20 N Wacker Dr., Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

A copy of the standards may be accessed through the following website: <https://www.jrcert.org/programs-faculty/jrcert-standards/>

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:

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Email: mail@jrcert.org

Phone: (312) 704-5300

Fax: (312) 704-5304

POLICY CHANGES

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

PROGRAM OFFICIALS

Terri Settle

RT(R), MBA, MEd

Program Director

Eric Chard

BS, R.T. ARRT (R) (CT)

Clinical Coordinator

Roxanne Kitzmiller

BSRS, R.T. ARRT (R)

Clinical Coordinator

Heather Harding

R. T. ARRT (R)

Clinical Instructor

Daniel Thomas

R.T. ARRT (R)

Clinical Instructor

Kim Shirley

Program Assistant

Joseph Poe, MD, MBA

American Board of Radiology Certification – Diagnostic Radiology

American Board of Radiology Certificate of Additional Qualification - Neuroradiology

Medical Advisor

COMPUTED TOMOGRAPHY PROGRAM OF STUDIES

This is a 24 week program of studies intended as a post primary pathway for those who are currently certified and registered with ARRT and are seeking an additional credential. The program begins in January and July each year. Application deadlines for the programs are November 15 and May 15 respectively. There is a \$25 application fee and applicants must supply verification of existing credentials.

Unless noted below as a program specific requirement, all other portions of the Medical Radiography Program Handbook apply to computed tomography students.

ADMISSION REQUIREMENTS

Applicants must currently hold ARRT credentials in an approved supporting discipline including radiography, radiation therapy, or nuclear medicine technology. Additionally, applicants must have two recent years of successful direct patient care in an area of medical imaging.

TUITION & EXPENSES

Tuition must be paid no later than one week prior to the start of classes.

Tuition	\$1500
Texts	\$420 (subject to change)

ASRT Structure Educational Bundle – CT Basics	16 Category A cr.	\$240
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Kelley, L. & C. Peterson. *Sectional Anatomy for Imaging Professionals*, 4th Ed. (2018) Elsevier.

ISBN: 9780323414876

Romans, L. *Computed Tomography for Technologists, A Comprehensive Text* 2nd Ed. (2018)

Wolters-Kluwer. ISBN: 9781496375858

Uniforms	\$200 (estimated)
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Required color: Caribbean Blue

Winchester Medical Center Foundation provides a limited number of scholarships to current Valley Health employees interested in expanding their skills. These scholarships provide for tuition only and require that the recipient earn their credential within 30 days of program completion. Additionally the recipient must sign an agreement to work for Valley Health for a period of 12 months after earning their credential.

HEALTH REQUIREMENTS

Upon acceptance into the program, a health assessment will be scheduled with WMC Employee Occupational Health Services (EOHS). The Hepatitis B vaccinations are included in the health assessment fee. Any additional vaccines required by Employee Health will be the financial responsibility of the applicant. The fee for the health assessment is approximately **\$230**, and is due on the day of the assessment.

Additional requirements include background screening drug screening and proof of current American Heart Association Health Care Provider CPR.

ATTENDANCE

Classes are scheduled for 24 consecutive weeks on Tuesday & Thursday 4:00 – 6:00 PM in the classroom located in the System Support Building, Suite 300.

Students who miss in excess of 10 hours will be subject to dismissal.

CLINICAL EXPERIENCE

Clinical Experience will be scheduled in increments of 4 hours. Shifts are available from 7:30 AM until 9:00 PM. Schedules will vary in order to accommodate learning experiences necessary to fulfill competency requirements.

Students are expected to complete a minimum of 16 clinical hours weekly.

Schedules will be created a week in advance.

CLINICAL EXPERIENCE REQUIREMENTS

Students must document successful completion of a minimum of 125 examinations per ARRT requirements. Please reference these here [ARRT Clinical Experience Requirements](#)

Students must also complete 25 prescribed clinical competency assessments with registered technologists. Please refer to ARRT categories:

- A. Head, Spine & Musculoskeletal – **10 competencies**
- B. Neck & Chest - **5 competencies**
- C. Abdomen & Pelvis - **5 competencies**
- D. Additional Procedures - **2 competencies**
Biopsies, drainages, aspirations, pediatrics (12 & under), arthrography, myelography
- E. Image Display & Post Processing - **2 competencies**
MPR, 3D rendering, etc.
- F. Quality Assurance - **1 competency**

Courses

CT Basics 101 – 12 weeks

- CT Fundamentals
- Equipment & Instrumentation
- Data Acquisition
- Image Processing & Reconstruction
- Patient Safety
- Image Quality

CT Basics 102 – 12 weeks

- Procedures
- Pathology

Cross Sectional Anatomy – 16 weeks

- Head & Neck
- Chest, Abdomen & Pelvis
- Extremities

CT Imaging Practicum - 20 weeks

APPENDIX

STUDENT ENROLLMENT AGREEMENT

WINCHESTER MEDICAL CENTER - MEDICAL RADIOGRAPHY PROGRAM

220 CAMPUS BLVD. SUITE 300

WINCHESTER, VA

PHONE- 540 – 536 7935 FAX – 540 – 536 - 7972

Valleyhealthlink.com

STUDENT INFORMATION

Student name: _____

Address: _____

City/State/Zip: _____

Telephone # H: _____ C: _____ W: _____

E-mail: _____

Social Security #: _____

Emergency Contact: _____

Relationship: _____ Telephone #: _____

PROGRAM INFORMATION

Date of admission: _____

Program Course: **Certificate in Radiologic Technology**

Program Start Date: _____ Program End Date: _____

The program is full-time, and classes/clinic assignments are 5 days a week – Monday through Friday.

Time of day: Day classes **8 am TO 4 pm**, Portable Rotations **8 am to 4 pm with optional shift 4:30 am to 12:30 pm**, Evening Rotations **11 am to 7 am** (1st and 2nd semesters) – **12 pm to 8 pm** (3rd and 4th semester)

Site rotations: HMH – **8 am to 4 pm**, SMH- **7:30 am to 3:30 pm**, Urgent Care **8 am to 4 pm** and/or **11 am to 7 pm** (1st and 2nd semesters) – **12 pm to 8 pm** (3rd and 4th semester), WMH - **7 am to 3 pm**. SMH Ortho **8 am to 4 pm**.

Site rotations and hours are subject to change.

Number of weeks: **APPROXIMATELY 100 weeks** Total credit hours – **transfer 15 credits, program credits 65 = total credits 80.**

CANCELLATION REFUND POLICY:

THREE-DAY CANCELLATION:

An applicant who provides written notice of cancellation within three (3) business days of program admission, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of tuition and fees paid, **excluding** books and the non-refundable registration deposit.

WITHDRAWAL PROCEDURE:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Program Director. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to and from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days, and all the days are unexcused.
- D. All refunds must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program tuition
25% to 49%	50% of program tuition
50% 74%	25% of program tuition
75% or more	No Refund

NOTICE TO BUYER:

- 1. Do not sign this agreement before you have read it or if it contains any blank spaces.
- 2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school. Read the entire document before signing.
- 3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
- 4. This agreement and the school handbook/catalog constitute the entire agreement between the student and the school.
- 5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
- 6. The school reserve the right to reschedule the program start date when the number of students scheduled is too small.
- 7. The school reserves the right to terminate student's training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
- 8. The school does not guarantee the transferability of credits to a college, university or other institution
- 9. Any decision on the comparability, appropriateness, and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGEMENTS AND AUTHORIZATIONS:

1. I hereby acknowledge receipt of the school catalog/handbook dated _____, which contains information describing programs offered and equipment/supplies provided. The school catalog/handbook is included as part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

_____ **Student initials**

2. I have carefully read and received an exact copy of this enrollment agreement.

_____ **Student initials**

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school handbook. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school handbook and that my financial obligation to the school must be paid in full before a certificate may be awarded.

_____ **Student initials**

4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.

_____ **Student initials**

5. I understand that complaints which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond VA, 23219. All student complaints must be submitted in writing.

_____ **Student initials**

6. I understand that during the course of the program, I will have on-site clinical _____ experience at Valley Health System (VHS) facilities. As a condition of participating in the program, I will comply with VHS policies and procedures as well as VHS standards of conduct. In addition, I authorize the Program Director and school personnel to discuss with VHS and VHS personnel my clinical experiences and participation in the program. This authorization includes, but is not limited to, discussion with VHS human resources if I apply for employment with VHS upon program completion or graduation.

I understand that the Program Director and school personnel will not disclose information that may be subject to confidentiality requirements under accreditation standards applicable to the school and/or federal and state laws and regulations.

_____ **Student initials**

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreement and may not be modified without the written agreement of the student and the Program Director. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by the Winchester Medical Center – Medical Radiography Program.

My signature below signifies that I have read and understand all aspect of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this _____ day of _____, 20 _____.

Printed name of student

Signature of Student

Date

Signature of Program Director

Date

REPRESENTATIVE'S CERTIFICATION:

I hereby certify that _____ has been interview by me and the Selection Committee and in our judgement, meets all requirements for acceptance as a student in the Winchester Medical Center – Medical Radiography Program, as described in the school catalog/handbook. I further certify that there have been no verbal or written agreement or promises other than those appearing on this agreement.

Program Director

Date

Signature of

SIGNATURE OF RESPONSIBILITY

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

SIGNATURE OF RESPONSIBILITY

These policies and procedures have been prepared to assist you in successful completion of the Medical Radiography Program. You are expected to become thoroughly familiar with this Handbook and to keep it available for ready reference.

If you have difficulty understanding anything in this Handbook, please consult the Program Director, clinical instructors or program assistant.

I hereby acknowledge that I have read the current handbook.

Signature of Student:

Date:

By signing this statement, I acknowledge receipt of Winchester Medical Center –Medical Radiography Program Handbook and accept my responsibility to observe the policies and procedures outlined in this Handbook. (To be retained in your personal file)

Sections of this Handbook are subject to change due to curriculum or function. It is the responsibility of the Medical Radiography Program to inform students of those changes by written memo or written Handbook changes.

EMERGENCY CONTACT INFORMATION FORM

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

EMERGENCY CONTACT INFORMATION

Student name: _____

Address _____

Home phone _____ Cell phone _____

Home e-mail address _____

Emergency Contact #1 _____

Relationship _____ Phone # _____

Emergency Contact #2 _____

Relationship _____ Phone # _____

Any special comments in case of an Emergency:

STUDENT HANDBOOK – Student Records -

"Student records are confidential and are maintained by the Winchester Medical Center, Medical Radiography Program. Students are required to report promptly to the Program Assistant any personal data changes; name, address, e-mail address, telephone number and persons to notify in case of emergency along with their telephone numbers."

CONFLICT OF INTEREST STATEMENT

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

CONFLICT OF INTEREST STATEMENT

I, _____, have read the conflict of interest section in the Winchester Medical Center Medical Radiography Program Handbook and understand the policy is designed to protect the fairness and integrity of the learning process for each student.

I understand that I will not be allowed to receive evaluations, clinical and didactic grades from **family members** or persons with whom I have a close **personal relationship** (as defined in the policy).

_____ I have no persons to declare at this time.

_____ I have the following persons to declare:

Name: _____
Relationship: _____
Place of employment within Valley Health: _____

Name: _____
Relationship: _____
Place of employment within Valley Health: _____

Name: _____
Relationship: _____
Place of employment within Valley Health: _____

I understand that should there be a change in relationship between myself and another person who is in a position to issue evaluations, clinical or didactic grades it is my responsibility to notify the Program Director and sign an additional form.

By signing this statement, I acknowledge my responsibility to observe the conflict of interest policy.

Signature of Student:

Date:

Form to be kept in student's file.

AMERICANS WITH DISABILITIES ACT VOLUNTARY DISCLOSURE

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM AMERICANS WITH DISABILITIES ACT (ADA) VOLUNTARY DISCLOSURE

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 Medical Radiography Program with appropriate, current documentation of the disabling condition.

If you wish to request accommodations under the Americans with Disabilities Act (ADA) you must complete the request form and return it with the required documentation to the Program Director within two weeks.

After your needs have been identified, you 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.

I have read the above and understand how I must apply for accommodations under the Americans with Disabilities Act.

Signature of Student:

Date:

_____ *I wish to apply for accommodations under the Americans with Disabilities Act (ADA)*

_____ *I do not wish to apply for accommodations under the Americans with Disabilities Act (ADA)*

PREGNANCY POLICY

Winchester Medical Center
Medical Radiography Program

STUDENT PREGNANCY POLICY

Due to the very great danger from 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 declaration must be made ***in writing*** and signed by the student. The student will then be given a form for declaration of pregnancy, which will be forwarded to the radiation safety officer.

Should the student decide not to inform the Program Director of the pregnancy, the responsibility will be that of the student and not the Winchester Medical Center Medical Radiography Program, the Winchester Medical Center, Valley Health or other clinical sites. Special provisions cannot be made to a student who is pregnant. All rotations must stand, as scheduled. Time missed as a result of pregnancy, in excess of 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.

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.

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

The student has the option to withdraw the declaration of pregnancy through a letter addressed to the Program Director.

Female students will be required to sign a statement that reads:

*I understand the pregnancy policy above and the fact that it is my responsibility to inform the Program Director ***in writing*** if I should become pregnant. I also understand that if I decide ***not*** to inform program officials, there is no responsibility to the Winchester Medical Center, Valley Health, or other clinical sites regarding **RADIATION EXPOSURE** to my unborn child. I further understand that no special provisions will be made regarding scheduling or time missed by the Medical Radiography Program. I also understand that, at any time, I have the option of withdrawing the declaration of pregnancy, and the withdrawal must be submitted in writing to the Program Director.*

Student's Printed Name

Student's Signature

Date

VOLUNTARY DECLARATION OF PREGNANCY FORM

Voluntary Declaration of Pregnancy

Radiation Safety Department
Winchester Medical Center
1840 Amherst Street
Winchester, VA. 22601



PART 1 (TO BE COMPLETED BY WORKER):

1. Provide the information requested below
2. Read the information provided
3. Sign and Date (at the end of Part 1)
4. Return completed form to the Radiation Safety Officer

Name (Last, First, MI - Please Print)	Employee Number	Estimated Conception Date
---------------------------------------	-----------------	---------------------------

Job Title	Department
-----------	------------

Will you be performing procedures that will require you to wear a lead apron? YES / NO (circle one)
If "Yes", please indicate the type of work/equipment to be performed/used:

I have been advised of the potential health risks to the embryo/fetus associated with radiation exposure. I have also been advised of the Nuclear Regulatory Commission (NRC) requirements of 10CFR20 that the dose to the embryo/fetus for occupational exposure of the expectant mother be limited to 500 mrem for the entire gestation period.

I have read and understand **Department Policy MIS-PC-46 Radiation Safety of Pregnant Medical Imaging Personnel** located on the hospital Intranet.

I understand the radiation exposure of pregnant employees must be limited in accordance with the following:

1. The dose to an embryo/fetus during pregnancy, due to occupational exposure of a declared pregnant woman shall not exceed **500mrem**.
2. Efforts will be made on my part to avoid substantial variation above a uniform monthly exposure rate so as to satisfy the **500mrem** limit per pregnancy and **45mrem** limit per month.

I hereby declare my pregnancy and request the RSO issue a fetal badge to me. I understand that I must notify the RSO when I am no longer pregnant. I also understand that I may withdraw my request at any time for any reason prior to the end of my pregnancy.

Signature	Date
-----------	------

PART 2 (TO BE COMPLETED BY THE RSO):

Date Badge issued:	Badge series
--------------------	--------------

Remarks

RSO Name (Please Print)	RSO Signature	Date received by RSO
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VOLUNTARY DECLARATION OF PREGNANCY - WITHDRAWAL FORM

Voluntary Declaration of Pregnancy - Withdrawal

Radiation Safety Department
Winchester Medical Center
1840 Amherst Street
Winchester, VA. 22601



PART 1 (TO BE COMPLETED BY WORKER):		
1. Provide the information requested below 2. Read the information provided 3. Sign and Date and the end of Part 1 4. Return completed form to the Radiation Safety Officer		
Name (Last, First, MI - Please Print)		VH Employee Number
Job Title	Department	
<p>I have been advised of the potential health risks to the embryo/fetus associated with radiation exposure. I have also been advised of the Nuclear Regulatory Commission (NRC) requirements of 10CFR20 that the dose to the embryo/fetus for occupational exposure of the expectant mother be limited to 500 mrem for the entire gestation period.</p> <p>I have previously declared my pregnancy to the RSO and have received a fetal badge. I understand that I may withdraw my request at any time and for any reason prior to the end of my pregnancy.</p> <p>I hereby withdraw my request for a fetal monitoring badge.</p> <p>I understand that, by withdrawing my request, the RSO will apply the NRC dose limits applicable to occupational workers. I make this decision voluntarily and have had the opportunity to ask questions concerning the potential health risks to me and my embryo/fetus.</p>		
Signature		Date
PART 2 (TO BE COMPLETED BY THE RSO):		
Date Received		Time
Remarks		
RSO Name (Please Print)		RSO Signature
		Date

POLICY OF USE OF HOSPITAL E-MAIL ACCOUNTS BY RADIOGRAPHY STUDENTS

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

POLICY ON THE USE OF HOSPITAL E-MAIL ACCOUNTS BY RADIOGRAPHY STUDENTS

Hospital e-mail accounts are given to the student in order to be able to communicate with school staff and to keep up on assignments and schedule changes. This is a privilege granted by the hospital. Abuse of e-mail accounts can result in having that account closed.

- Hospital e-mail accounts may not be used by students for personal e-mail. These accounts are to be used for hospital and school business only.
- Students are not permitted to send "chain" e-mails.
- Students must always use professional language when sending e-mails.
- Students must refrain from derogatory comments concerning fellow students, hospital employees or school staffs as these are considered a form of horizontal violence and subject to disciplinary action.
- All messages distributed via the VHS electronic messaging system are the property of the Valley Health System, and VHS may, without notification or approval; monitor, access, and review any and all electronic communications on this system. VHS has systems in place to monitor all e-mail communications and e-mail attachments. Users should have no expectation of privacy in regard to e-mail communications (Valley Health policy IM VH1.300).
- Student e-mail accounts will be randomly audited by Information Systems (IS) for content and language.
- The use of profanity or abusive language in a message is grounds for disciplinary action including:
 1. counseling session
 2. corrective action
 3. suspension
 4. dismissal
 5. legal action
- Time missed due to suspension for e-mail policy violations must be made up after graduation.
- Assignments, quizzes and tests given during a student's suspension will result in a grade of 0.
- Users who are not VHS employees must adhere to the guidelines within this policy. Any misuse of the system will be subject to removal of service and possible legal action (Valley Health policy IM VH1.300).

I have read the above policy and have been given the opportunity to ask questions. By signing below I acknowledge an understanding of the policy and the consequences if this policy is not followed.

Student: _____ **Date:** _____

Witness: _____ **Date:** _____

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

POLICY ON STUDENT BEHAVIOR IN THE CLASSROOM

- Students are expected to conduct themselves in a professional manner in the classroom.
- Instructors and classmates must be treated with respect.
- Students having an issue with an instructor must follow school policy:
 1. The student should request a meeting with the instructor to discuss the issue.
 2. The student must not discuss the issue with another instructor prior to this meeting.
 3. If a student is unable to resolve the issue with the instructor, the student may request a meeting with the Program Director
 4. Issues not resolved by the Program Director will be considered a grievance and the grievance policy in the handbook must be followed.
- Outbursts in the classroom will not be tolerated.
- Students engaging in personal conversations while an instructor is teaching, disrupting the class or not responding to instructor will be considered as not being interested in learning. At the discretion of the instructor the student may be sent back to clinic or suspended for the remainder of the day.
- Time missed from class due to suspension must be made up after graduation.
- Any assignments, quizzes, or tests missed during the suspension will receive a grade of 0.

I have read the above policy and understand the consequences for not following this policy.

Student: _____ ***Date:*** _____

Student: _____ ***Date:*** _____

DOCUMENT OF COUNSELING OF STUDENTS FOR ACADEMIC OR CLINICAL PROGRESSION

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

*DOCUMENTATION FOR COUNSELING OF STUDENTS
FOR ACADEMIC OR CLINICAL PROGRESSION.*

Name: _____

Completed by: _____

COMPLAINT:

COMMENTS:

STUDENT COMMENTS:

Staff Signature

Date

Student Signature

Date

Program Director Signature

Date

DOCUMENT FOR COUNSELING OF STUDENTS FOR INFRINGEMENT OF SCHOOL
POLICIES OR UNPROFESSIONAL CONDUCT

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

**DOCUMENTATION FOR COUNSELING OF STUDENTS
FOR INFRINGEMENT OF SCHOOL'S RULES & REGULATIONS & FOR UNPROFESSIONAL
CONDUCT (CORRECTIVE ACTION)**

Name: _____

Completed by: _____

COMPLAINT:

COMMENTS:

STUDENT COMMENTS:

Staff Signature

Date

Student Signature

Date

Program Director Signature

Date

STUDENT COUNSELING FORM

WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM
STUDENT COUNSELLING FORM

This form is to be used to document when a student requests a counselling session for grades, personal issues and/or advisement.

Name of student _____ Date _____

Name of instructor(s) _____

Nature of counselling session:

Advisement given to student:

Time spent with student during session:

VH POLICY FOR PERSONNEL SCREENING FOR MR



Category: Provision of Care

TITLE	Personnel Screening for MR	CODE #	MIS-MR-40
FACILITY	Winchester Medical Center	# of PAGES	2
DEPARTMENT(S)	Medical Imaging Services		
EFFECTIVE DATE	October 2011	JCAHO FUNCTION	PC- Provision of Care
REVIEWED		RESOURCE	
REVISED	12/12	LOCATION	Magnetic Resonance Imaging
APPROVAL			
SIGNATURE	TITLE	SIGNATURE	TITLE
	Corporate Director, MIS		Chair of Radiology
	Operations Director, MIS		Manager, MRI

Purpose:

To identify safety for hospital personnel within the Magnetic Resonance (MR) suite.

Policy:

No person shall enter the room without the permission of the MR technologist.

When determined that an employee must assist in MR, the employee will be made 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.

Pertinent screening questions will be asked to help ensure the safety of the personnel/staff members and the MR equipment.

Upon arrival to the department, employees will be asked to complete the same MR safety questionnaire as the patients.

MRI SCREENING FORM

Winchester Medical Center Imaging Center MRI Screening Form



061551

Patient Name: _____

Weight: _____ Height: _____

MR #: _____

Date to be done: _____

Ordering Physician: _____

Reading Physician: Radiology or Neurology

Exam: _____

Diagnosis: _____

Please indicate if you have any of the following items:

(Contact MRI Technician for any "YES" responses to the following questions)

	YES	NO		YES	NO
Pacemaker	___	___	Bullet or Shrapnel Wounds	___	___
Metallic Heart Valve	___	___	Bone Growth Stimulator	___	___
(Starr-Edwards) Stent	___	___	Tattooed Makeup	___	___
If yes, when placed _____			or other tattoos	___	___
Implanted Cardiac defibrillator	___	___	Ear or Eye Implants	___	___
Implanted drug infusion device	___	___	Aneurysm Clips	___	___
or pump	___	___			
Electrode	___	___	Surgical Clips	___	___
Neurostimulator	___	___	Are you Pregnant	___	___
Body Piercing	___	___	Barium Studies in past 7 days	___	___
Transdermal (medicated) patches	___	___			

Have you ever had any metal removed from your eyes?

If Yes, ask the patient if they have had an MRI or CT of the head at WMC.

If No, the patient must have orbits

Have you ever done any filing, grinding, welding, sharpening of metal?

Are you claustrophobic? (If Yes, patient must arrive 1 hour prior for sedation)

Ask ordering MD for prescription for sedation. MUST HAVE DRIVER

Must have medication filled prior to arrival and bring with you for test.

Do you have a history of kidney disease?

Have you had any previous surgeries? (List types and dates) _____

Do you have any other metal in body, not listed above? _____

Inpatients

	YES	NO		YES	NO	Sand Bags
	___	___	Rectal Probe	___	___	___
Temporary Pacing Wire	___	___	Swan Catheter	___	___	
Thermal Foley	___	___	Oxygen (no portable tanks)	___	___	
Incisional Staples	___	___	Transdermal patches	___	___	

Reminders: Do not wear jewelry the day of the exam. Wear comfortable clothing without metal zippers or snaps. Please call ASAP if you need to cancel and don't forget to bring your physician's order with you. Please leave all valuables at home.

Signature of Screener _____

Title _____

Date/Time _____

Re-verification and completion of the screening form is to be done and approved by the MR technologist. This form will be signed and dated by the employee and the MR technologist. This record will be kept for review within the MR area.

The technologists will question each person as to the presence of a cardiac pacemaker, cerebral aneurysm clips, other surgically implanted metal devices or possibility of metal within the eyes.

If the screening indicates there is a question of metal fragments in the eyes, the employee must have orbit x-rays prior to being in the magnet room.

An order will be obtained from the EHOS, after sending MR screening sheet to EHOS department.

These films will be interpreted by a radiologist prior to the patient entering the magnet room.

The employee will be asked to remove jewelry, hairpins and all loose objects from their pockets.

CONSENT FOR MRI IMAGING CLINICAL STUDIES



**CONSENT FOR MAGNETIC RESONANCE IMAGING (MRI)
CLINICAL STUDIES
DEPARTMENT OF RADIOLOGY
WINCHESTER MEDICAL CENTER**

I hereby authorize the staff of the Winchester Medical Center MRI to perform a magnetic resonance (MRI) scan on me. I understand that my doctor has conferred with Winchester Medical Center staff physicians certified in MRI by Winchester Medical Center and has determined that this procedure may be of potential benefit in the diagnosis/ treatment of my illness.

I understand that for the MRI study I will lie on a couch and be placed inside of a large device, which will make pictures of my body, by the use of magnetic fields. There is no discomfort or physical pain. The study will require that I remain still (so that the pictures can be made) for up to one hour.

The MRI machine does not use ionizing radiation (such as x-rays) and is thought, by current knowledge, to have no significant risks to me unless I have certain types of metallic objects in my body. Examples of this include metal surgical clips or staples, metal fragments from metalworking, cardiac stents, certain implants, and electrodes.

I am not pregnant, do not have a heart pacemaker, and have not had prior surgery for an aneurysm (bulging of a large vessel) in my body or head.

I have completed the patient information and eligibility forms and have been given the opportunity to ask questions about this procedure and have received satisfactory answers.

Date: _____

Patient Signature

Print Patient's Signature

If a minor or
Incompetent:

Legally Authorized Representative

Witness

Unresponsive Patients:

Chest x-ray Cleared by:

Physician

Head CT/ X-rays cleared by:

Physician

The above screening for has been reviewed for MRI contraindications _____

Date _____

MRI Technologist

ABSENCE FORM

WMC SCHOOL OF MEDICAL IMAGING ELECTRONIC PTO REQUEST

1. Please complete the information below.
2. When complete save the document with the file name:

Last Name, First Name, "PTO Request"

For example: Settle, Terri PTO Request"

3. Now, email the form to all staff

The Program Director will then respond with approval. Students & staff should create a folder in their email and retain copies of each request

Student Name: _____

Today's Date: _____

Date & Hours Requested: _____

MEDICAL LEAVE FORM

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM MEDICAL LEAVE FORM

(This form is to be completed by the certified treating physician, practitioner or counselor) **CONFIDENTIAL MEDICAL FORM**

STUDENT'S NAME: _____

1. I certify that _____

☐ Does have a *serious health condition** and qualifies under the category checked below:

1) _____ 2) _____ 3) _____ 4) _____ 5) _____ 6) _____

☐ Does not have a *serious health condition*. * (provide signature and return form to address listed)

**Refer to the attached sheet which describes what is meant by a "serious health condition" under the Family and Medical Leave Act.*

2. Patient was seen by me and treated for this serious health condition on the following dates:

3. Describe the medical facts regarding the serious health condition that impede the employee's ability to work or requires the employee to care for the patient:

4. **Duration**

A. Date condition commenced: _____ Probable duration of condition: _____

If need is for full-time leave, complete 4B. If need is for intermittent or part-time leave, complete number 6 and number 7 (if applicable) on backside of this form.

B. Probable duration of patient's inability to work, attend school, or perform other regular daily activities: _____ through _____

5. To be completed only if category 3 (pregnancy) or category 4 (chronic conditions) was checked as the serious health condition in Section 1.

State the likely duration and frequency of episodes of inability to work, attend school or perform other regular activities.

This section is to be completed only if the request is for intermittent or part-time leave for the student.

6. If the absence is due to the **student's own health condition**:

(A) Provide a medical recommendation for the amount of leave, e.g., hours/day, days/week, etc.

(B) Provide a list of the clinical school functions the student is unable to perform, if any, due to the medical condition. (List of physical requirements is attached).

Physician/Practitioner Signature

Date

Physician/Practitioner Name (Please print)

Please return completed, signed form to the person authorized to retain confidential Medical information (DLR) at the following

Physician Telephone

Address:

**Program Director
220 Campus Blvd. Suite 300
Winchester, VA 22610**

Physician/Practitioner Address

Important Note:

A “*Serious Health Condition*” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

A period of incapacity of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- a. **Treatment¹ two or more times** by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- b. **Treatment** by a health care provider on **at least one** occasion which results in regimen of continuing **treatment²** under the supervision of a health care provider.

3. Pregnancy

Any period of incapacity due to **pregnancy**, or for **prenatal care**

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- a. Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
- b. Continues over an **extended period of time** (including recurring episodes of a single underlying condition);
- c. May cause **episodic** rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is **permanent** or **long-term** due to a condition for which treatments may not be effective and the employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injuries, or for a condition that **would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc), severe arthritis (physical therapy), kidney disease (dialysis).

¹Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

²A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

PHYSICAL DEMAND CHECK OFF LIST

Medical Radiography Program Physical Demand Checklist - Imaging Technologist/Students

The following tasks reflect the essential functions of the diagnostic radiographer/student and are derived from the Medical Imaging Job Description. Designation of these behaviors as essential functions is related to current equipment and technology within the facility and is subject to change.

1. Able to engage in frequent handwashing _____
2. Full range of motion for handling and lifting objects above head. _____
3. Eye/hand coordination to handle objects/equipment and assist with patient transfers. _____
3. Sufficient muscle strength to ambulate for long distances and/or Stand for extended periods of time and wearing a lead apron. _____
4. Sufficient muscle strength to push manipulate and control portable imaging equipment up to 50 pounds _____
5. Sufficient muscle strength to stand, kneel, push, lift, bend, and reach at arm's length and engage in repetitive movements for extended periods of time. _____
6. Tolerance for fluctuating temperatures. _____
7. Vision and depth perception sufficient to identify the printed word, instruments and instructions. Visual ability for distance and at close (corrected 20/40) range and able to identify color or shades of color. _____
8. Hearing and verbal communication skills sufficient to interact with patient and healthcare staff both directly & indirectly. _____
9. Manual dexterity sufficient to manipulate imaging equipment and computer keyboards, set sterile trays and draw up medications _____
10. Mental acuity sufficient to engage in technical problem solving, organization and communication skills, and focus for extended periods of time _____

Signature of student

Treating Healthcare Provider

Date _____

Printed Name of Student _____

6/2017rmk

PHYSICIAN'S RELEASE FORM



Valley Health System, Employee Occupational Health Services

Date:

Dear Provider,

Your patient, has applied for or is currently working as a at a VHS facility. Attached please find a copy of the position's job description including physical job requirements. Based upon all of the information available to us, it appears that your patient may be limited in their ability to perform some or all of these job duties. Specifically,

We are concerned about whether your patient is able to perform such job duties without posing a significant risk of harm to self and others. We need your opinion as to whether your patient would present a significant risk of substantial harm to them self or others while performing the essential functions of this position. In making this determination please consider the following factors (1-4):

- | | |
|---|---|
| (1) The nature and severity of the potential harm | (2) The duration of the potential harm |
| (3) The imminence of the potential harm | (4) The probability of the harm occurring |

We certainly would not want your patient to harm them self or others in performing these duties. If there are accommodations that you believe would be required to allow your patient to perform these duties without being a direct risk of harm as described above, please list them in the space provided below. Please feel free to contact us if you need additional information in making this assessment (see contact information below).

By signing below, I attest that I am a healthcare provider qualified to make this determination.

My patient is ☐ able ☐ unable

to perform the job requirements both mentally and physically per the attached job description #

and PJR # without ***presenting a significant risk of substantial harm to them self or others.***

Comments/Required Accommodations:

Signature of treating provider Date

Provider printed name, address, and phone number →

(Form NOT acceptable without provider information.)

VHS EOHS Contact Information:

☐ Hampshire Memorial Hospital P (304)822-2194 F (304)822-4950
☐ Page Memorial Hospital P (540)743-8046 F (540)743-8096
☐ Shenandoah Memorial Hospital P (540)459-1184 F (540)459-1131

☐ VH/WMC/VRE/SCW/VPE P (540)536-1831 F (540)536-8164
☐ War Memorial Hospital P (304)258-6572 F (304)258-7429
☐ Warren Memorial Hospital P (540)636-0176 F (540)636-0521

* The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request.

REQUEST FOR ADDITIONAL HOURS ON VOLUNTARY BASIS

WINCHESTER MEDICAL CENTER – MEDICAL RADIOGRAPHY PROGRAM

REQUEST FOR ADDITIONAL CLINICAL HOURS ON VOLUNTARY BASIS

JRCERT standard 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

Students may ***volunteer*** to be involved in the clinical and or didactic setting more than 40 hours per week or 10 hours per day.

Additional clinical time approval:

Students requesting additional volunteer clinical time must complete a request for volunteer clinical time form and present it to a clinical coordinator.

All scheduled volunteer time must be approved by a clinical coordinator. The clinical coordinator will approve time based on the availability of supervision in the clinic and will assign the student to a technologist. The student must remain with the technologist during that assignment.

An evaluation must be obtained by the student from the technologist to determine if the assignment was beneficial to the student's education.

The student will clock in and out during the time they are in the clinic to document their presence at the clinical site. This time will be noted in Kronos as volunteer time.

The student is responsible for having the technologist complete the evaluation form for the volunteer time and return the form to the Clinical Coordinator the following day.

No hours will be scheduled after 9:00 PM, on weekends or on holidays observed by the clinical site.

I, _____, request that I may participate in additional clinical hours on a voluntary basis in order to obtain the competency grades that I am lacking, gain more clinical experience, and to increase my confidence and skill level. I understand the conditions of participating in volunteer time.

WINCHESTER MEDICAL CENTER – MEDICAL RADIOGRAPHY PROGRAM

REQUEST FOR ADDITIONAL CLINICAL HOURS ON VOLUNTARY BASIS

JRCERT standard 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

Students may volunteer to be involved in the clinical and or didactic setting more than 40 hours per week or 10 hours per day.

Name _____ Date _____

Hours requested to work _____

Date of volunteer time _____

Approval by Clinical Coordinator:

Area assigned _____

Hours assigned _____

Technologist assigned to supervise student _____

Approved by _____ Date _____

Evaluation form attached:

GRIEVANCE FORM

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

GRIEVANCE FORM

Grievant: _____

Date Grievance Submitted
In **FIRST STEP**: _____

Date of **FIRST STEP** meeting: _____

Date of Occurrence Which Prompted Grievance: _____

GRIEVANCE: (Explain in your own words what has occurred)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

WHAT STUDENT POLICY OR POLICIES ARE REFERRED TO ABOVE?

[illegible]

GRIEVANCE FOR 1ST STEP MEETING – REPLY OF PROGRAM DIRECTOR

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

GRIEVANCE FORM

FIRST STEP MEETING

REPLY OF PROGRAM DIRECTOR:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

Signature of Program Director:

Date: _____

THIS DECISION ☐ IS ☐ IS NOT ACCEPTABLE.

Grievant Signature :

Date & Time

GRIEVANCE FORM 2ND STEP

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

GRIEVANCE FORM

Grievant: _____

Date Grievance Submitted
In **SECOND STEP**: _____

Date of **SECOND STEP** meeting: _____

Date of Occurrence Which Prompted Grievance: _____

GRIEVANCE: (Explain in your own words what has occurred)

WHAT STUDENT POLICY OR POLICIES ARE REFERRED TO ABOVE?

SCHOOL OF MEDICAL IMAGING |

Winchester Medical Center

SECOND STEP MEETING:

REPLY OF PROGRAM DIRECTOR:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Date and Time

Date and Time _____

Date and Time _____

Grievant Signature : _____ Date & Time: _____

GRIEVANCE FORM 3RD STEP

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

GRIEVANCE FORM

Grievant: _____

Date Grievance Submitted
In **THIRD STEP**: _____

Date of **THIRD STEP** meeting:

Date of Occurrence Which Prompted Grievance: _____

GRIEVANCE: (Explain in your own words what has occurred)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

WHAT STUDENT POLICY OR POLICIES ARE REFERRED TO ABOVE?

GRIEVANCE FORM 3RD REPLY OF ADMINISTRATOR

**WINCHESTER MEDICAL CENTER
MEDICAL RADIOGRAPHY PROGRAM**

GRIEVANCE FORM

THIRD STEP MEETING:

DATE: _____

TIME: _____

REPLY OF ADMINISTRATOR:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Administrator Signature: _____

Date & Time

EXIT INTERVIEW FORM

WINCHESTER MEDICAL CENTER MEDICAL RADIOGRAPHY PROGRAM

Exit Interview Questions

Name: _____

Date: _____

1. What is the reason for your decision to leave the program?

2. What could have helped you make a clearer decision about attending Radiologic technology school from the very beginning?

3. Do you believe you had a good overview of the program during your observation time (during your application process)?

4. Which portion of the program was enjoyable for you?

5. Which part of the program was difficult for you?

6. Is there anything we could have done to help you remain in the program?

7. How do you think the program flows? (Didactic and Clinical)

8. What are your thoughts about the evaluation forms in the clinic (daily, clinical competency, etc.)?

9. What would (in your opinion) be a better way to train students in the clinic?

10. Over all, how would you rate the WMC School of Radiologic Technology?

EXAMPLE OF CLINICAL ROTATIONAL SCHEDULE

Clinical Rotation Schedule

WMC Medical Radiography Program 2018-2019

Class 2018	5-Jun	12-Jun	19-Jun	26-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug
Student 1	MINS	ED	M	OR3		EV	M	DC	HMH	HMH	OR1	OR2	WMH
Student 2	M	ED	PORT/MAIN	DC	S	M	EV	DC	CT	CT	HMH	HMH	ED
Student 3	M	DC	PORT/MAIN	PORT/MAIN		DCFL	DCFL	EV	ED	DC	CT	CT	M
Student 4	OR2	MINS	DCFL	DCFL	U	Port	EV	M	DC	ED	OR4	ED	CT
Student 5	ED	OR4	DC	M		EV	Port	DCFL	DCFL	M	WMH	WMH	DC
Student 6	DC	M	OR2	EV	M	ED	OR1	OR2	WMH	WMH	DC	MINS	M
Student 7	OR3	DC	PORT/MAIN	MINS		OR4	ED	Port	EV	OR1	OR2	DCFL	DCFL
Student 8	DC	M	ED	EV	M	DC	M	ED	Port	OR4	WMH	WMH	MINS
Student 9	OR1	DC	ED	PORT/MAIN		OR3	CT	CT	EV	Port	MINS	ED	SMH
Student 10	PORT/MAIN	OR2	DC	ED	E	M	EV	OR1	OR2	MINS	Port	DC	WMH
Student 11	OR4	PORT/MAIN	MINS	DC		OR1	OR2	EV	WMH	WMH	ED	Port	DC
Student 12	DCFL	DCFL	ED	OR1	R	DC	DC	M	EV	ED	SMH	SMH	Port
Student 13	PORT/MAIN	OR3	DC	ED		EV	ED	MINS	SMH	SMH	DC	M	ED
Student 14	ED	PORT/MAIN	OR3	DC		ED	MINS	EV	DC	DCFL	DCFL	M	HMH

Class 2019	5-Jun	12-Jun	19-Jun	26-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug
Student 1													
Student 2						CLASSROOM							
Student 3					B					ANCILLARY			
Student 4						INTO TO PATIENT CARE							
Student 5					R						CLINICAL		
Student 6						AND RADIOLOGY							
Student 7					E							ROTATION	
Student 8													
Student 9					A								
Student 10													
Student 11					K								

Clinical Rotation Schedule

WMC Medical Radiography Program 2018-2019

**

Class 2018	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov
Student 1	WMH	ED	OR4	Port	DCFL	DCFL	M	EV	DC	CT	CT	ED	UCC
Student 2	ED	WMH	WMH	MINS	Port	DC	Ma/BD	OR4	EV	OR1	OR2	M	DCFL
Student 3	M	SMH	SMH	OR4	MINS	Port	EV	Ma/BD	WMH	WMH	OR3	DC	ED
Student 4	CT	DC	Ma/BD	UCC	ED	DC	Port	EV	WMH	WMH	M	OR1	OR2
Student 5	MINS	CT	CT	OR1	OR2	HMH	HMH	Port	EV	Ma/BD	ED	DC	M
Student 6	DCFL	DCFL	Port	SMH	SMH	CT	CT	Ma/BD	Port	EV	DC	ED	M
Student 7	DC	Ma/BD	ED	WMH	WMH	M	EV	HMH	HMH	Port	UCC	M	DC
Student 8	Ma/BD	OR1	OR2	HMH	HMH	ED	SMH	SMH	DC	UCC	Port	EV	OR4
Student 9	SMH	DC	DCFL	DCFL	ED	WMH	WMH	EV	Ma/BD	HMH	HMH	Port	DC
Student 10	WMH	UCC	M	CT	CT	ED	DCFL	DCFL	EV	SMH	SMH	M	Port
Student 11	UCC	M	ED	OR3	DC	Ma/BD	M	CT	CT	EV	DCFL	DCFL	ED
Student 12	DC	WMH	WMH	ED	Ma/BD	M	OR3	MINS	OR1	OR2	EV	CT	CT
Student 13	Port	HMH	HMH	Ma/BD	DC	WMH	WMH	M	DCFL	DCFL	EV	OR1	OR2
Student 14	HMH	Port	DC	WMH	WMH	OR1	OR2	ED	M	EV	Ma/BD	OR4	DC

Class 2019	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov
Student 1	Port	M	ED	DC	DCFL	M	ED	DC	M	ED	DC	Port	M
Student 2	M	Port	DC	ED	MINS	DCFL	M	ED	DC	M	ED	DC	Port
Student 3	DC	ED	Port	M	DC	MINS	DCFL	ED	M	DC	ED	M	DC
Student 4	M	DC	ED	Port	M	ED	MINS	DCFL	DC	ED	M	DC	ED
Student 5	DC	ED	M	ED	Port	DC	M	MINS	DCFL	ED	M	DC	ED
Student 6	M	DC	ED	M	DC	Port	ED	M	MINS	DCFL	M	DC	DC
Student 7	DC	ED	M	DC	ED	M	Port	DC	ED	MINS	DCFL	M	DC
Student 8	DCFL	M	DC	ED	M	DC	ED	Port	M	DC	MINS	DCFL	ED
Student 9	ED	DCFL	M	DC	ED	M	DC	ED	Port	M	DC	MINS	DCFL
Student 10	ED	DC	DCFL	M	ED	M	DC	M	ED	Port	DC	ED	MINS
Student 11	ED	M	DC	DCFL	M	ED	DC	M	ED	DC	Port	ED	M

Clinical Rotation Schedule

WMC Medical Radiography Program 2018-2019

Class 2018	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Student 1	TREX	DC	ED		M	Port	Ma/BD	ED	DC	EV	OR3	SMH	SMH
Student 2	DCFL	TREX	OR3		DC	MRI/US	Port	UCC	EV	OR4	DC	M	CT
Student 3	OR1	OR2	M		ED	UCC	MRI/US	Port	EV	ED	NM/SP	HMH	HMH
Student 4	DC	ED	M		DCFL	M	NM/SP	ED	Port	MRI/US	DC	ED	EV
Student 5	ED	OR4	DC	H	M	DCFL	TREX	MRI/US	ED	Port	OR4	EV	NM/SP
Student 6	ED	M	OR4	O	DC	DC	DCFL	TREX	MRI/US	OR3	Port	NM/SP	ED
Student 7	CT	CT	ED	L	DC	ED	ED	DCFL	TREX	NM/SP	ED	Port	MRI/US
Student 8	M	DCFL	DCFL	I	ED	EV	DC	M	DC	TREX	CT	CT	Port
Student 9	OR2	OR1	DC	D	OR4	ED	EV	DC	DCFL	M	TREX	UCC	M
Student 10	MRI/US	OR4	ED	A	M	Ma/BD	OR4	NM/SP	M	DCFL	OR4	TREX	DC
Student 11	Port	MRI/US	DC	Y	M	NM/SP	M	SMH	SMH	DC	DCFL	WMH	WMH
Student 12	OR4	M	Port		ED	TREX	UCC	M	ED	DC	EV	WMH	WMH
Student 13	UCC	Port	M		ED	CT	CT	EV	OR4	WMH	WMH	DCFL	ED
Student 14	M	UCC	M		Port	OR4	DC	CT	CT	WMH	WMH	EV	DCFL

Class 2019	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb
Student 1	ED	DC	DCFL		M	UCC	OR	ED	EV/ucc	COL	Port	DC	ED
Student 2	M	ED	DC		DCFL	M	UCC	OR	EV	ED	COL	Port	DC
Student 3	Port	M	ED	B	DC	DCFL	M	UCC	OR	EV	DC	COL	Port
Student 4	M	Port	DC	R	ED	DC	DCFL	M	UCC	EV/ucc	OR	DC	COL
Student 5	DC	M	Port	E	ED	M	DC	M	UCC	OR	EV	OR	ED
Student 6	ED	DC	M	A	Port	ED	M	DC	DCFL	UCC	UCC	EV/ucc	OR
Student 7	DC	ED	M	K	DC	Port	ED	ED	COL	DCFL	EV/ucc	UCC	M
Student 8	DC	M	ED		M	ED	Port	COL	DC	M	DCFL	EV	DC
Student 9	M	ED	DC		M	ED	DC	Port	ED	COL	M	DCFL	EV
Student 10	DCFL	DC	M		ED	DC	COL	M	Port	DC	ED	M	DCFL
Student 11	MINS	DCFL	ED		DC	COL	ED	M	DC	Port	DC	ED	EV/ucc

Clinical Rotation Schedule

WMC Medical Radiography Program 2018-2019

Class 2018	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr	7-May	14-May	21-May	28-May
Student 1	CT	DCFL	ED	MRI/US	WMH	WMH	Port	NM/SP	DCFL	DC	M	OR1	R
Student 2	NM/SP	ED	SMH	SMH	DCFL	OR4	WMH	WMH	M	Port	CT	DCFL	e
Student 3	DCFL	CT	WMH	WMH	TREX	M	DCFL	DC	Port	ED	M	OR4	g
Student 4	HMH	HMH	CT	TREX	SMH	SMH	OR3	Port	WMH	WMH	DCFL	M	i
Student 5	WMH	WMH	OR4	CT	UCC	DC	SMH	SMH	M	DCFL	Port	ED	s
Student 6	EV	UCC	HMH	HMH	CT	DCFL	WMH	WMH	OR4	M	ED	Port	t
Student 7	EV	OR4	M	DC	WMH	WMH	CT	DCFL	SMH	SMH	M	OR2	r
Student 8	WMH	WMH	MRI/US	DCFL	OR4	CT	NM/SP	ED	DCFL	M	DC	ED	y
Student 9	Port	MRI/US	WMH	WMH	NM/SP	DCFL	CT	ED	DC	OR4	ED	M	R
Student 10	ED	Port	EV	M	HMH	HMH	DCFL	CT	WMH	WMH	ED	DC	e
Student 11	TREX	EV	Port	ED	DC	M	HMH	HMH	CT	DCFL	OR4	ED	v
Student 12	MRI/US	M	DCFL	Port	DC	NM/SP	OR4	CT	HMH	HMH	DCFL	DC	f
Student 13	M	NM/SP	TREX	OR4	Port	MRI/US	DC	DCFL	ED	CT	DC	OR3	e
Student 14	SMH	SMH	NM/SP	TREX	MRI/US	Port	ED	OR4	CT	ED	M	DCFL	w

Class 2019	5-Mar	12-Mar	19-Mar	26-Mar	2-Apr	9-Apr	16-Apr	23-Apr	30-Apr	7-May	14-May	21-May	28-May
Student 1	DC	DCFL	M	EV	ED	OR	DC	M	Port	DC	ED	M	DCFL
Student 2	ED	DC	DCFL	EV/ucc	M	ED	OR	DC	M	Port	ED	DC	M
Student 3	ED	DC	M	DCFL	ED	M	DC	OR	DC	EV/ucc	Port	ED	M
Student 4	Port	ED	DC	M	DCFL	EV	M	DC	OR	ED	ED	Port	M
Student 5	COL	Port	DC	DC	EV/ucc	DCFL	M	ED	DC	OR	M	ED	Port
Student 6	M	COL	Port	ED	DC	EV	DCFL	M	ED	OR	M	ED	ED
Student 7	OR	M	ED	Port	M	DC	EV	M	DCFL	DC	OR	M	ED
Student 8	UCC	OR	M	ED	Port	DC	EV/ucc	ED	M	ED	DC	OR	OR
Student 9	DC	UCC	OR	M	ED	DC	ED	EV/ucc	DC	M	DC	ED	DC
Student 10	EV/ucc	ED	UCC	OR	DC	M	Port	EV	ED	M	DCFL	DC	ED
Student 11	DCFL	M	ED	UCC	OR	ED	ED	Port	EV	DC	M	DCFL	M

Clinical Rotation Schedule

WMC Medical Radiography Program 2018-2019

ALL ROTATION SUBJECT TO CHANGE

Class 2018	4-Jun	11-Jun
Student 1	<i>R</i>	
Student 2	<i>e</i>	
Student 3	<i>g</i>	<i>C</i>
Student 4	<i>i</i>	<i>a</i>
Student 5	<i>s</i>	<i>n</i>
Student 6	<i>t</i>	<i>g</i>
Student 7	<i>r</i>	<i>r</i>
Student 8	<i>y</i>	<i>a</i>
Student 9	<i>R</i>	<i>t</i>
Student 10	<i>e</i>	<i>s</i>
Student 11	<i>v</i>	
Student 12	<i>i</i>	
Student 13	<i>e</i>	
Student 14	<i>w</i>	

EV/IT = 12:00-4:00 Informatic Technology---4:00-8:00 Emergency Department

EV/UCC = UCC 1200-8pm EV - 11am to 7pm

SMH = Shenandoah Memorial Hospital

WMH = Warren Memorial Hospital

UCC = Urgent Care Center

WOA = Winchester Orthopedic Associates

Evening rotation Seniors: Main, DC, IT & Urgent Care = 1200pm - 800pm

CT=Computed Tomography
NM/SP=Nuclear Medicine/SPECIALS
MRI/US=Magnet Resonance/Ultrasound
Ma/BD = mammo & bone dexta

PLEASE NOTE:

ALL ROTATION SUBJECT TO CHANGE

DEFINITIONS TERMS:

TRAN=transport
FR= film room
COL=collating desk
DCO= diagnostic desk
EV/IT- Informatic technology
PC/RR (PC/Rad Recovery) = Medical Imaging
EV = Evening 1130-730pm
EV/UCC = Urgent Care 1130-730pm
PC/MAIN = Patient holding - collating
Evening rotation Juniors: Main, DC, IT & Urgent Care = 1130 to 730pm
EV/UCC = Urgent Care 1130-730pm
PC/MAIN = Patient holding - collating
Evening rotation Juniors: Main, DC, IT & Urgent Care = 1130 to 730pm

DC=diagnostic center
DCFL=diagnostic fluoro
ED=emergency department
EV/M/IT=evening rotation/main/informatic (1230-900pm)
MAIN = main radiology
PORT=portables
OR=operating room

Class 2019	4-Jun	11-Jun
Student 1	<i>ED</i>	<i>DC</i>
Student 2	<i>DC</i>	<i>DCFL</i>
Student 3	<i>M</i>	<i>DC</i>
Student 4	<i>ED</i>	<i>M</i>
Student 5	<i>DC</i>	<i>ED</i>
Student 6	<i>Port</i>	<i>DC</i>
Student 7	<i>DC</i>	<i>Port</i>
Student 8	<i>M</i>	<i>ED</i>
Student 9	<i>OR</i>	<i>ED</i>
Student 10	<i>OR</i>	<i>M</i>
Student 11	<i>DCFL</i>	<i>OR</i>

* See Academic Calendar