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Radiologic Technology Department Organizational Chart

The following identifies those individuals and offices responsible for the attainment of Western Oklahoma State College Radiologic Technology Department Mission Statement.

Vice President for Academic Affairs

Dean of Technical Education

Radiologic Technology Program Director

Radiologic Technology Clinical Coordinator

Medical Imaging Facility Clinical Instructors
Welcome

Welcome to the Radiologic Technology Program at Western Oklahoma State College and to the world of Medical Imaging. Your acceptance into the program is a first step in a journey toward becoming a Professional Radiographer.

With the commencement of the Fall Semester, you embark upon 22 months of full-time study as a Student Radiographer. You will be responsibly involved in classroom, laboratory and clinical practice of the safe and effective applications of ionizing radiation.

Throughout a successive two years you will be developing your competence in a variety of entry-level skills in the field of medical imaging. You will establish a basic foundation in which you can build upon for both future learning and career endeavors.

Upon graduation you will be awarded the Associate of Applied Science Degree. At this time, you will be able to challenge the national board examination administered by the American Registry of Radiologic Technologists (ARRT).

After successfully passing your board exams, you become an RT (R) [Registered Technologist in Radiography]. As an RT, you will be allowed to participate in advanced studies toward certification in other imaging modalities such as Nuclear Medicine, Radiation Therapy, Magnetic Resonance, Computerized Tomography, Cardio-Vascular Interventional Technology, Ultrasound, Mammography, Quality Management, Administration, Education, Research, and/or Marketing. Radiography, by convention, is both a Science and an Art. In its present stage of growth and development it is among the most complex of all health care sciences. The field is forever changing. We are producers of images. Radiographers are concerned with the art and science of producing images, which are both diagnostic and aesthetic. As Radiographers, we become dynamic members of a Health Care Team.

This handbook is prepared for use by students in the Associate of Applied Science Program in Radiography and contains specific information about the Radiologic Science Program. For general WOSC policies, refer to the current WOSC college catalog.

Radiologic Technology Program Accreditation

The WOSC Radiologic Technology Program has been recognized by the Joint Review Committee on Education in Radiologic Technology (JRCERT) as an accredited educational program in radiography. JRCERT is the only organization recognized by the U.S. Dept. of Education to evaluate and accredit educational programs in radiography and radiation therapy.

JRCERT Mission Statement: JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT Vision Statement and JRCERT Core Values are stated on the Mission & Core Values link of the JRCERT website, www.jrcert.org. JRCERT address: 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606-3182; Phone: (312) 704-5300

Benefits of Accreditation: Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professional and communities of interest.

The JRCERT Standards, Policies and Procedures are posted on-line at www.jrcert.org. As a student, if you feel as though this program is not in compliance with the JRCERT Standards, Policies and Procedures, you may file a complaint. This complaint will follow the same guidelines and timelines as the program’s grievance policy and procedures. If the student believes the concern has not been properly addressed, the student may submit allegations of non-compliance directly to the JRCERT.

Radiologic Technology Missions and Goals and Student Learning Outcomes

Mission Statement

The Mission of the Department of Radiologic Sciences is to provide students with both
the general and technical education to competently and safely perform radiologic procedures, to prepare qualified imaging technologists who will ethically respond to the needs of patients with technical competence and compassion, and to become a vital member of the health care team in the increasing global society.

Program Goals and Student Learning Outcomes
Goal #1: Students will demonstrate entry-level proficiency.
Student Learning Outcome
1. Student will demonstrate radiation protection.
2. Students will apply appropriate positioning skills.
3. Students will select appropriate exposure factors

Goal #2: Students will develop and grow professionally.
Student Learning Outcome
1. Students will employ the professional ethics of a radiographer.
2. Students will understand the importance of professional organizations.

Goal #3: Students will use critical thinking and problem solving skills.
Student Learning Outcome
1. Students will perform trauma exams effectively.
2. Students will demonstrate problem solving and critical thinking skills.
3. Students will demonstrate knowledge of proper image evaluation.

Goal #4: Students will communicate effectively.
Student Learning Outcome
1. Students will develop communication skills in the classroom settings.
2. Students will communicate effectively in the clinical setting.

Goal #5: The program will graduate entry-level technologists.
Student Learning Outcome
1. Students will be employed in radiology within 6 months post-graduation.
2. Students will complete the program.
3. Employers will be satisfied with the student’s education.
4. Graduates will pass ARRT registry exam on 1st attempt.
5. Graduates will be satisfied with their educational experience.

WOSC Mission Statement
Western Oklahoma State College is committed to providing exemplary educational opportunities to meet the needs of the individual and the community in an increasingly global society. The college’s Goals, Philosophy and Vision Statements are located on-line in the college catalog.

Radiologic Technology Program Philosophy
In a community effort the Radiologic Technology faculty, administration, and affiliated clinical staff will attempt to maintain an academic/clinical environment which will provide the opportunity to the student to acquire a practical knowledge of basic Medical Radiography skills and concepts in a supportive atmosphere of professional responsibility and professional growth, as well as, the opportunity to explore advanced concepts, skills, and theories relative to an emerging profession.

The professional staff believes:
1. That each student brings a unique contribution to his/her program and to the health care team.
2. That the Radiography program is committed to the career mobility concept of education, so students may function at a level of basic competence, or broaden their scope of functioning after further education. A solid basic level curriculum, which offers the ability to matriculate with higher radiography education, as well as, exposure to a variety of imaging modalities, is imperative to the success of this concept.
3. That the opportunity to prepare for an occupation in Radiologic Technology is available to
any person, regardless of race, color, creed, or sex, who meets the admission criteria.

4. That the responsibility for presenting the material, with guidance in its interpretation, belongs to the faculty. Therefore, the learning experience is a joint activity and a responsible undertaking.

5. That the Radiologic Technology occupation is an active and integral part of the total patient care and that the role of the Radiologic Technologist is of importance equal to that of each and every member of the health care team.

Today the graduate Radiographer must assume a role among a society of professionals. Due to the rapid expanse and progression of medical imaging, departmental management, administration, and decision making belong to the radiographer. Continuous development and refinement of quality skills is imminent, as is the need to stay abreast of new imaging modalities and modern technological advances. Thus, the curriculum, through a balance of developmental theory and practical application, is planned to provide each student the skills with which to assume and be responsive to the total needs of his/her patients, as well as, to practice beside other health care professionals. We will stress the care of patients as a high priority in the hospital setting. An effective patient rapport is imperative to a successful examination. In order to evaluate students' skills the program is committed to competency based, criteria referenced evaluation and measurement.

**Affirmative Action Compliance**

Western Oklahoma State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. The Radiologic Technology Program will remain compliant with the standards at our sponsoring institutions.

**Americans with Disability Act**

According to the ADA (Americans with Disabilities Act), each student with a disability is responsible for notifying the College of his/her disability and requesting accommodations. If you think you have a qualified disability and need classroom accommodations, contact the Counseling Office (C-1E). To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Please call (580) 477-7710, or email april.dill@wosc.edu for more information. Please advise the instructor of your disability as soon as possible to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability from the Counseling Office but are under no obligation to provide retroactive accommodations.

**Advisement**

Each student will be assigned a program advisor at the time of initial declaration of major. Students must have their program advisor approve all class schedules and/or changes. Radiologic Technology majors are responsible for maintaining a current list of course work completed in the program records. Students should make a tentative plan of study for the entire program at the time of application. This tentative schedule may be used as a guide for the completion of course work to ensure that program requirements are fulfilled. Students should discuss any modifications to this plan with their advisor on an ongoing basis.

**General Education Requirements**

Radiologic Technology majors must meet the general educational requirements of the college for the Associate of Applied Science Degree as outlined in the college catalog in effect at the time of the student’s initial enrollment.
ASSOCIATE IN APPLIED SCIENCE DEGREE
In Radiologic Technology [04500]

Radiographic Coordinator: Nancy Estes nancy.estes@wosc.edu
Radiographic Clinical Coordinator: Jessica Segreaves jessica.segreaves@wosc.edu
Dean of Technical Education: Chrystal Overton chrystal.overton@wosc.edu

The Radiologic Technology (RT) Program is designed for the student who plans to enter the job force immediately. After successful completion of the required curriculum, students will be awarded the Associate in Applied Science degree. Students will then be eligible to take the National Registry Examination in Radiography given by the American Registry of Radiologic Technologists. Because of the limited clinical spaces available, admission to the program is highly competitive. Priority consideration for acceptance will be given to students who have completed all support courses and general education requirements. To be considered for acceptance to the RT program the student must have completed all application procedures. Contact the RT Department for complete program admission requirements, deadlines, and details.

GENERAL EDUCATION REQUIREMENTS .................................................. Credit hours: 21

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>3 hours</th>
<th>ENGL 1113</th>
<th>English Composition I</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>3 hours</td>
<td>ENGL 1113</td>
<td>English Composition I</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>3 hours</td>
<td>SPCH 1113</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>3</td>
<td>3 hours</td>
<td>PSYC 1113</td>
<td>Intro to Psychology</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>3 hours</td>
<td>MATH 1143 or MATH 1513</td>
<td>Survey of Mathematics or College Algebra</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>3 hours</td>
<td>HIST 1483 or HIST 1493</td>
<td>American History (1492-1865) or American History (1865-Present)</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>3 hours</td>
<td>POLS 1113</td>
<td>Federal Government</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>COSC 1153</td>
<td>Microcomputer Applications</td>
</tr>
</tbody>
</table>

TECHNICAL-OCCUPATIONAL SPECIALTY COURSE ...................................... Credit hours: 41

| Radiologic Technology       | 1     | 1 hour | XRAY 1101 | *Introduction to Radiologic Technology |
|                            | 1     | 1 hour | XRAY 1111 | *Patient Care in Radiography |
|                            | 3     | 3 hours | XRAY 1113 | *Principles of Radiographic Exposure |
|                            | 2     | 2 hours | XRAY 1122 | *Radiographic Procedures I |
|                            | 3     | 3 hours | XRAY 1203 | *Radiographic Procedures II |
|                            | 3     | 3 hours | XRAY 2403 | *Radiographic Procedures III |
|                            | 3     | 3 hours | XRAY 2503 | *Radiographic Procedures IV |
|                            | 3     | 3 hours | XRAY 1133 | *Clinical Practicum I |
|                            | 3     | 3 hours | XRAY 1233 | *Clinical Practicum II |
|                            | 3     | 3 hours | XRAY 1353 | *Clinical Practicum III |
|                            | 4     | 4 hours | XRAY 2414 | *Clinical Practicum IV |
|                            | 4     | 4 hours | XRAY 2504 | *Clinical Practicum V |
|                            | 2     | 2 hours | XRAY 2412 | *Radiographic Physics |
|                            | 2     | 2 hours | XRAY 2512 | *Radiographic Ethical and Legal Issues |
|                            | 2     | 2 hours | XRAY 1212 | *Radiographic Pathology |
|                            | 2     | 2 hours | XRAY 1222 | *Radiation Biology |

TECHNICAL-OCCUPATIONAL SUPPORT AND RELATED COURSE ........................... Credit Hours: 7

| Selected Courses           | 4 hours | BIOL 2104 | **Human Anatomy |
|                           | 3 hours | BIOL 2373 | * Medical Terminology (completed with a "C" or above) |

TOTAL CREDIT HOURS: 69

*Prerequisite or Co-requisite
**Prerequisite – biology or zoology or an ACT score of 21 in science AND
** Completion of human anatomy and medical terminology with a "C" or above is required prior to program admission.
Western Oklahoma State College Radiology Technology
What does it Cost?

**Tuition/Fees**
OK. Resident: $99.50 per semester hour

**Other Fees in addition to general tuition and/or fees**
Radiologic Technology Program: $11.00 per semester hour
Radiation Dosimeter Badge: $50.00 per semester

**Textbooks**
Estimated Cost: (first semester) $700.00 – $800.00
(Initial purchase of expensive radiology textbooks and workbooks is required in the first semester. However, these will be used for the duration of the two-year program. Additional texts and/or workbooks in successive semesters will be considerably less.)

**Medical Liability Insurance** $37.00 per year
**Medical Liability Insurance** fees are subject to change

**Immunizations**: Prices will vary. The local health department offers reduced rates to individuals.

**CPR Certification**: (Estimated cost, subject to change)...

**Uniforms**: Estimated cost $250.00
(Includes: two (2) pairs of scrub pants, two (2) scrub tops, white shoes)

**Name Tags**: (estimated) $5.50 ea.

**Lab Coat Student Patch**: (WOSC Bookstore)...

**Film Markers**: (estimated)...

**Radiology Club**: (membership dues)...

**Travel**: Students will travel two (2) to three (3) days a week to clinical sites. Out-of-town sites include: Childress, TX, Hobart, Elk City, Lawton, Mangum, Hollis & Carnegie Oklahoma. Students will be required to rotate through a different clinical educational setting each semester. You must have reliable transportation to your clinical practicum site. The clinical coordinator will assign the clinical sites.

**ARRT Exam**: (post-graduate)...

This information is provided as a potential planning guideline. All program or incidental costs are subject to change.
Program Policies

Professional Ethics and Student Conduct
We are pleased that you have chosen the field of Radiologic Technology as your profession. We look forward to accepting you as a member of this chosen profession upon completion of your training. As professional members of the health care team, you are expected to uphold the professional responsibilities inherent in this field. As trainees of this profession, you have accepted the same professional responsibilities as a registered technologist. Your ability to fulfill these responsibilities will be observed and evaluated throughout your training to aid in your professional development.
The Code of Ethics of the American Registry of Radiologic Technologist (ARRT) and the American Society of Radiologic Technologists (ASRT) reflects the rules and standards that govern the conduct of the professional technologist. Student radiographers should strive to appreciate, and value these standards. To this end, program faculty has outlined the standards of conduct required for all radiography students. Violations of published standards may result in disciplinary action and/or dismissal from the program.

Go to the following link and read through the ASRT Code of Ethics
https://www.asrt.org/content/RTs/CodeofEthics/Code_Of_Ethics.aspx

***********************************************************************
RESPONSIBILITIES OF STUDENT RADIOGRAPHER

As is the case with all health-related areas, patient care, comfort and safety are the primary concerns. The primary responsibilities of health care workers, whether registered technologists or students, lie in assuring at all time that these patient concerns are fulfilled.
In order to enhance your entrance into the patient oriented clinical settings, the following considerations inherent in basic professional conduct and good patient care are hereby offered:
1. Be on time, report to the clinical setting 10 minutes prior to the scheduled time so that you are ready to begin your clinical experience at the assigned time. If you cannot be in your assigned area 10 minutes before your scheduled time, you must contact the JRCERT approved clinical instructor(s) and program clinical coordinator & notify them of your tardiness.
2. If you are to be absent from clinicals, you MUST contact the program’s clinical coordinator AND the JRCERT approved clinical instructor(s) AT LEAST 30 MINUTES BEFORE YOUR ASSIGNED CLINICAL TIME BEGINS! Their phone numbers are listed on the last page.
3. Adverse Weather: listen to 1450 AM or 93.5 FM radio, or call the college front desk or look on the college website for weather information regarding school closure. You should sign up on the WOSC PAS system in order to receive college-wide text messages.
   If the college does NOT cancel class, you will attend clinical. If the weather is bad in the area of your assigned clinical site & college classes have not been cancelled, call the program’s clinical coordinator for this extenuating circumstance. If you are at a clinical site and the weather worsens, call the clinical coordinator or the coordinator may call you and tell you to leave early. If you are driving to clinicals in adverse weather conditions, and you are going to be tardy; call the clinical instructor and the clinical coordinator and let them know what time you expect to arrive.
4. Report to the clinical instructor or designated supervisor upon arrival, and then proceed to your assigned work area.
5. Any departure from the assigned work area should be cleared with the clinical instructor.
6. Of utmost importance are: patient comfort and safety. Basic steps for good patient care procedures include the following:
   1. Check patient's armband prior to bringing the patient to the department and/or x-ray
room.
2. Make certain that the patient is properly dressed before bringing into an x-ray room.
3. Examine all transportation equipment prior to using for patient transport, with particular emphasis regarding safety and cleanliness. That is:
   1. Use of safety straps and rails is imperative.
   2. Cover stretcher patients with a sheet; cover the knees of wheelchair patients.
   3. Make certain while accompanying the patient from the waiting area to the radiographic room, that physical assistance of the patient is always maintained.

7. The patient should never be allowed to hold or view any patient charts, records and/or radiographs at any time.
8. Assist the patient to and from the exposure site; maintain safety and comfort of the patient at all times.
9. At no time should a student leave a patient unattended in the radiographic room. Lawsuits may result from negligence, and student technologists may be sued.
10. No patient should be allowed to enter a radiographic room until proper sanitary procedures have been completed. That is:
    1. Soiled linens must be removed from the premises and replaced with clean ones.
    2. Any barium, contrast, or residual materials must be cleaned up.
    3. Bathrooms in the radiographic area should be checked & attended to following any usage.
11. Radiographic rooms to which students are assigned must be restocked daily before going off assignment.
12. All property must be returned to the patient before dismissing the patient from the radiographic room.
13. Any accident or incident involving a patient in the radiographic room must be reported immediately to the clinical instructor. Written accident and/or incident reports must be filed at once by persons witnessing the event.
14. No unnecessary conversation should be held within the hearing distance of a patient or patient’s family/friends. This includes conversations about patient conditions, coffee breaks, lunch plans, dates, etc.
15. Always exhibit friendliness—“Be friendly but not familiar.”
16. Obtain a complete medical history on each patient BEFORE proceeding with any examination.
17. Do not discuss or diagnose any patient’s illness or condition with the patient or with others.
18. Doors to the radiographic rooms must remain closed during an x-ray or medical procedure.
19. Offer immediate assistance to anyone entering the department.
20. Always address the patient by their last name, such as: Mr. Smith.
21. Follow all recommended infection control policies to ensure the safety of the patient and to protect yourself. Report any variations of the policy to your clinical instructor.
22. NO smoking, eating, drinking or gum chewing is allowed by students in the radiology department.
23. Abide the policies of HIPAA and FERPA
24. ALTERNATION OF PROGRAM PAPERWORK POLICY:
When changing any student document, there will be no use of White Out, Liquid Paper or any other products available of any kind accepted on the document. A single line must be drawn through the error with your initials to the side of it. The error must still be readable after one line is drawn through it. Time sheets will be on colored paper and white, corrected time-sheets will be unacceptable. Any competencies that have been
altered must be cleared through the Clinical Coordinator before the competency is counted for a grade. Only the original competency sheet must be turned into the Clinical Coordinator for a grade; and copies will not be accepted.

25. **NO CELL PHONES OR ELECTRONIC DEVICE(S) ARE ALLOWED AT THE CLINICAL SITES. NO EXCEPTIONS!**

All electronic devices, e.g., cell phones, beepers, pagers, MP3 players, etc., will not be allowed in the clinical, classroom and lab settings. You may not use anyone’s cell phone or electronic device. This policy pertains to absolutely no usage of any cellular phone device or electronic device. You may go to your car and check your messages at your designated break times **only if** you are expecting a very important call. Checking your messages during break time does not mean going to your car to make calls. In the case of extenuating circumstances, a family member or day care provider may call the radiology dept. to leave a message or speak to you. You may also acquire permission from the WOSC program’s clinical coordinator to carry your muted cell phone into the clinical sites in case of an imminent family emergency. Clinical site phone numbers are located at the end of this handbook.

**Classroom and Lab setting:** Absolutely no type of cellular phone device or electronic device is allowed in the classroom and lab. Cell phones and all other types of electronic/technology devices are to be left in your car/vehicle. If you forget and bring your cell phone to class or lab, you will be excused from that class for that day, an absence will be recorded and 10 points will be deducted from your next test score. This will be your one and only warning about carrying your cell phone or electronic device. If this policy is broken a second time, you will be immediately withdrawn from the RT program and not allowed to re-enter in the future.

26. **BAD WEATHER POLICY**

In the case of “bad weather” (heavy snow / icy roads, flood or tornado WARNINGS), you may call 580-477-2000, check with 1450 AM (482-1450) or check your campus issued email to find out if the college is closed. Sign up for WOSC RAVE alerts in order to receive text messages from WOSC regarding adverse conditions that affect the campus. You will not attend clinical if the campus is closed. If the campus is open during adverse weather, you are still responsible for your clinical hours. You may choose not to attend clinical, however, you will be required to make up the hours missed, and this will be considered an unexcused absence unless there are extenuating circumstances. This unexcused absence can result in double make-up time. If you do decide to attend clinical when the campus is closed, you will be 8 hours over everyone else. You may not bank your hours in order to take off another day down the line.

**Classroom/Didactic Attendance Policy:** The attendance policy is as follows:

1. **Classroom period:** 50 minutes missed will be counted as one (1) absence.
2. **Tardiness:** An accumulation of three (3) incidents of tardy will be counted as one (1) absence. (Failure to be present when class begins constitutes tardiness. Exceptions must be approved by the instructor prior to class time.)

A total of six absences (3 days) within the semester will require the student to petition the Radiologic Technology Program for permission to remain in the course, as well as, having the student’s course grade lowered a letter grade. If a student has a course grade lowered due to excessive absences and continues to have excessive absences in a future semester, the student will be withdrawn from the radiology program when recommended by the instructor and approved by the Dean of Technical Education.

**SCANTRON POLICY:**

Students will not be allowed to write test notes, pictures, formulas, etc. on Scantrons. **Only the**
following information will be allowed to be written on the Scantron just prior to the test:

*Student name, Course title, Test number, date, and PIN or information given by the course instructor.

If the course instructor sees any evidence of any kind of writing or erasure of writing on the Scantron (other than the allowable items listed above), this will be considered cheating. The student will be immediately administratively withdrawn from the WOSC RT program and will not be allowed to return in the future. See WOSC RT Student Handbook - Withdrawals and/or Dismissals policy.

Administratively withdrawn means that the student will be immediately withdrawn from all WOSC RT courses and an “AW” will appear on their official transcript for all RT courses for that semester.

If you need a scrap sheet of paper, ask the course instructor. The instructor will issue a sheet of paper of a certain color to you. You cannot use a sheet of paper of your own; this too will be considered cheating.

EX: If the course instructor issues a blue sheet of scrap paper and you have any other color of scrap sheet; this will be considered a form of cheating.

**EXAM POLICY:**
No talking, no cheating, no leaving the room/test area, no distracting noises, no scooting of the classroom chairs. Once you leave the room when finished with the test, you may not reenter the room until the last person has completed their test. You may stay in the classroom after the test, but you must not talk or make excessive noise.

1. Everything must be on the floor, i.e. purses, books/book bags, water/drink bottles etc.
2. Students are not allowed to use anything other than their brain to answer questions on an exam.
3. Use scrap paper issued by instructor as stated earlier.
4. If a calculator is required it cannot be programmable; the instructor has the right to examine the calculator.
5. Cheating will not be tolerated and will result in immediate dismissal from the RT program.
6. Do not make noise of any kind during an exam; ex: hitting calculator buttons too hard, tapping pencil on desk/table, nasal noises, and do not scoot your chair when getting out of it---pick it up and place it under the table when turning in your exam or leaving the classroom.

**Social Network Policy:**
The WOSC Radiologic Technology Program respects the right of students to use Internet-based communications such as social networking sites, personal websites, and blogs as a method of self-expression. However, there are numerous areas in which a student’s use of such social network media may impact the integrity of clinical facilities, the radiology program and the college.

1. There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded and/or copied. Archival systems save information even when a post has been deleted. Students are encouraged to think carefully about what they post and whether it reflects a professional demeanor. Students should assume that electronic communication may be circulated to important constituencies, such as their clinical instructors, didactic instructors and clinical facility personnel.
2. Students may not use the name, trademarks, logos or other copyright protected material of WOSC or the Radiologic Technology Program without permission.
3. Students must make it clear in any online activity that their views and opinions are their own and do not represent the views of WOSC or the Radiologic Technology Program.

4. Students may not discuss any information in any forum which could be construed as Protected Health Information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA). Protected health information is any information about health status, provision of health care, or payment for health care that can be linked to the individual. As a general rule, students should avoid any discussions regarding patient care in a social networking forum.

5. Students shall remain respectful of both WOSC and the Radiologic Technology Program’s vision and mission and have a responsibility to preserve the professional reputation of each entity. It is violation of this policy to denigrate or disparage WOSC or the Radiologic Technology Program in any social networking forum.

**Arrests &/or Convictions:**
If a WOSC RT student (whether on or off school hours), is arrested &/or convicted of a misdemeanor or felony; they must immediately report this to the clinical coordinator and the program director. A felony arrest or conviction will result in the dismissal of the student from the program. Many of our clinical sites do not allow students to rotate through their radiology depts. if they have been arrested or convicted of a misdemeanor or felony. The ARRT has strict guidelines regarding this matter. Visit their website [www.arrt.org](http://www.arrt.org) for their information regarding arrests and convictions resulting in your denial for taking the ARRT National Registry Exam.

**Standards for the Radiographer**

**Employment Qualifiers**
1. Must be free from contagious diseases and chemical dependence.
2. Must be able to perform all functions and tasks required of a radiographer.
3. Must not have been convicted of a felony, without restoration of his/her civil rights (does not include speeding tickets).

Pre-approval from the ARRT can be gained if you are concerned about a conviction at: [http://www.arrt.org/index.html?content=ethics/preapp.htm](http://www.arrt.org/index.html?content=ethics/preapp.htm)

**Visual Observation**
Visual acuity must be sufficient and adequate to allow the student radiographer to:
1. View radiographs to determine quality and identify anatomy.
2. Observe patients’ condition.
3. Clearly read control panels, technique charts, requisitions, medical records and other pertinent materials for patient care and professional practice.

**Hearing: Use of auditory sense**
Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians & staff in person &/or the telephone. Be able to accurately hear blood pressure and heart beats when using a stethoscope.

**Tactile**
Use of touch
1. Tactile ability sufficient for physical assessment & assistance while operating radiographic & medical instruments & equipment.
2. Perform patient assessment & positioning while operating complex radiographic equipment in a safe & accurate manner.
Motor Function
Motor functions must be sufficient to permit the student to be able to:
1. Stand unassisted for at least 85% of clinical work time.
2. Assist, lift and physically transfer patients in and out of wheelchairs and on & off stretchers or tables and into the proper radiographic positions
3. Lift and handle radiographic equipment and tools weighing up to 50 pounds
4. Manipulate radiographic equipment above the head
5. Execute the small muscle hand & finger motor movements required to safely perform venipuncture & other patient care procedures, as well as, a computer keyboard
6. Assist patients in emergency situations

Communication Skills
The student radiographer shall possess sufficient communication skills adequate for receiving & transmitting information to patients, health care personnel and others. The student radiographer must have effective use of the English language (speaking and reading English).
1. Concisely & precisely explain treatment & procedures, interpret patients response & provide documentation following ethical & legal guidelines.

Interpersonal Skills
Ability to relate to others
1. Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds.
   Identify the needs of others
2. Establish rapport with patients, families and colleagues

Behavioral and Social Skills
Behavioral and social skills must be sufficient to enable the student to conduct him or herself appropriately & professionally in the college & clinical settings.
1. The student radiographer must be emotionally and mentally stable
2. Must be able to function effectively under stress
3. Must be flexible, have concern for others.
4. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs

Critical Thinking
The student radiographer must have the ability to problem solve
1. Critical thinking ability sufficient for clinical judgment
2. Identify cause-effect relationships in clinical situations

The Radiologic Technology Program at Western Oklahoma State College, in compliance with Title VI and Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, financial aid, and educational services.

Requirements
In order to progress within the program, the following conditions must be satisfied:
1. Maintain a 2.0 or above GPA (grade point average)
2. Students must earn a “C” or above in all radiology courses and support courses.
3. All radiology courses must be taken in sequence as listed in the current catalog.
4. Students have a maximum of 36 months to complete the entire program.

Students who fail a radiology course may repeat the course one year later when the course is
offered again unless they are a first year, first semester student; then the student will have to reapply to the program with no guarantee of being re-selected. Students may repeat a radiology course only ONE time. If a student is unsuccessful on their second attempt, they will be dismissed from the program. If the student fails a class after their first semester, first year, then the student can return & repeat the course the next time it is offered. If the student then fails again in any course, they will be removed from the RT program. Students failing 2 or more radiology courses in the same semester will be withdrawn from the program and not allowed to repeat the courses the following year. Students must complete the program in 36 months.

**Privacy of Records (FERPA)**
In accordance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), all student records are kept strictly confidential. NO information is released regarding grades or disciplinary actions without the student’s written permission.

**Liability Insurance**
As indicated in the clinical affiliation agreements each student must obtain liability insurance “for the duration of the clinical training”. This is a responsibility of the student and needs to be obtained yearly. Forms for purchase of this insurance, at a group rate, may be obtained from the program office or on-line at www.hpso.com These will be provided to program participants prior to each fall semester. Evidence of this insurance will be provided to the program clinical coordinator before the student will be allowed to attend the clinical practicum. Due to a certain amount of turn around time, the student should submit their applications early.

**Health Insurance**
Students are responsible for their own health insurance.

**Physical Examination and Immunizations**
Before starting the clinical component of the program the student must obtain a complete physical examination and submit a complete immunization record. These will be kept on file in the program office. Immunizations required consist of:
- **MMR** (measles, mumps, and rubella),
- **DT** (diphtheria and tetanus),
- **Varicella** (chicken pox)*,
- **PPD** (tuberculosis screening, annually), and
- **Hepatitis B** series.

The student is also required to obtain titers for MMR, Hepatitis B and Varicella. JCMH may provide this service to you.

If you had chicken pox, you will not need the Varicella immunization; you will need to complete the Varicella form located in the radiology program director’s office. You will need the Varicella titer to insure your immunity to this disease.

**CPR Certification**
Students will need to be CPR certified for the duration of their participation in the clinical setting. Evidence of this certification must be on file in the program office before the student will be allowed to participate in clinical activities. A CPR class may be arranged in the early fall of each year. Some of the clinical sites have regular scheduled classes at their affiliate.

**Venipuncture**
Students are required to know the basic concepts of venipuncture. A class time will be set aside for this learning experience.

Students will also be required to be familiar with oxygen administration, blood-borne pathogens, sterile and aseptic technique, transfer of patient, care of medical equipment and how to take vital signs before attending their assigned clinical in Clinical Practicum I. There will be lectures and demonstrations in these areas to familiarize the students in the first month of school on clinical days at the college.
**Drug Screens**—See course syllabus. Drug screens are at the expense of the student.

**Availability of Instructor**
A schedule of office, classroom, and laboratory hours will be posted on the faculty office door. Consultation or advisement may be available outside of these posted hours by appointment. If you have something urgent to discuss and cannot wait or come by during office hours, please make arrangements with the instructor. Messages to the instructors may be left on their voice mail.

**Grievance Policy and Procedure Due Process**
If a radiology student feels as though the program has been in a violation, or misinterpretation, or inequitable application of any existing policy, procedure or regulation, they have the right to file a grievance claim. The student shall follow the due process as stated below.
A student may file a written complaint with the course instructor within the time limit of not more than five weekdays following the occurrence. Within five weekdays of receipt of the complaint, the instructor will arrange a time in which to meet with the student to try to resolve the complaint. If the student is not satisfied with the result of this meeting, the student has five weekdays following the occurrence, to file a written complaint with the program director. Upon receipt of the complaint, the program director has five weekdays to meet with the student and instructor in an attempt to resolve the complaint.
If the complaint is not resolved in that meeting, then the student has five weekdays, following the occurrence, to submit a written complaint to the Dean of Technical Education. The dean has five school days to arrange a meeting with the student, instructor, and the radiology program director in an attempt to resolve the complaint.
If the complaint is not resolved in that meeting, the student has the right to file an academic appeal with the institution’s vice president of academic affairs. The student has five weekdays to initiate this process. See the current college catalog under “Academic Appeal” for information on this process.

**Grievance Procedure**
A student will be advised by one of the faculty members whenever a disciplinary action is being taken:
1. The student will be given written warning describing the incident requiring disciplinary action. This will contain specific recommendations should such an action be repeated.
2. An official letter will follow this written warning from the Program Director. Both of these documents will become a permanent part of the student’s file.
3. The student may request a conference with the Dean of Student Affairs.
4. If the student feels that a grievance still exists and has not been reconciled, he/she may request a hearing by the *Grievance Committee.*

*The Grievance Committee is composed of one WOSC full-time faculty member, non-program related, and one representative of the student’s choice. All pertinent information relative to the case will be available to the Committee and any decisions of this committee will be considered final.

**Didactic Grade Scale** *(Revised Spring Semester 2014)*
100 - 92 = A, 91 - 85 = B, 84 - 78 = C, 77 - 70 = D, 69 and below = F

**Clinical Grade Scale**
100-90 = A, 89- 80 = B, 79 or below = F

Absolutely no grades will be given out via e-mail or by phone. Do not call the instructor for your grades.

**Discipline**
General good conduct is expected at all times. A list of infractions, which might warrant disciplinary action, is elaborated in the current WOSC catalog. These may relate to items such as disturbance of
the peace, destruction of property, disorderly assembly, use of alcohol or drugs, smoking, falsification of records, bad checks, non-payment on account, plagiarism and cheating, and misuse of the learning resources center. Additionally, penalties and sanctions for misconduct are addressed with the current college catalog.

**Disciplinary Action**

Any infraction of the policies of the WOSC Radiologic Technology Program and/or any infraction of the policies and regulations of the hospital, in which the students are assigned, will warrant disciplinary action. The type of action taken will depend upon the seriousness of the infraction. The college will investigate the situation, decide upon the disciplinary measure to pursue, and notify the student by letter and meeting.

**Disciplinary Action falls into any of the following three categories (not necessarily in this chronological order):**

1. **WARNING**
   The program faculty will discuss the problem with the student and suggest remedial action in a letter to the student.

2. **Probation**
   The program faculty will decide upon length of probation. The problem will be discussed with the student and terms of the probation specified in a meeting with the student and in a letter to the student.

3. **Suspension**
   The student will be suspended from the WOSC Radiologic Technology Program for severe or numerous infractions of program policies. Suspension may be permanent as indicated by meeting with the student and in a letter to the student.

The student has the option of an Appeal Board organized by the Vice President of Academic Affairs. The Vice President will impanel an appeal board to hear both sides of the situation in question. The board will make a decision and, if readmission is possible, set guidelines for readmission. If a student is placed on an indefinite suspension, the student may apply for readmission into the program at a later date, provided that the student has satisfied the terms for readmission set up by the board. If a board was not impaneled, the provisions for re-admission will be set by the Radiologic Technology Program and the affiliate hospital involved (if one is involved).

**Academic Jeopardy**

In the didactic setting, if a student’s GPA drops near or below the required 2.0 GPA, the instructor will call the student in for advisement in order to receive and sign an Academic Jeopardy letter. If a student scores below a 78 on a didactic exam, they will be issued an academic jeopardy letter. This letter will be issued the next time the class meets. This letter is to advise the student of their current GPA in that course, and perhaps advise the student to receive counseling on study habits and/or test taking skills. In the clinical setting, the student must maintain a 3.0 or above GPA. Clinical mid-term evaluations with low scores will result in counseling/advisement by the clinical coordinator. Low scores on clinical competency forms will also result in a meeting with the clinical coordinator. Academic jeopardy is not a form of punishment, it merely advises the student to improve their clinical skills or study habits.

**Withdrawals and/or Dismissals**

The Program Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, scholastic abilities, or lack of aptitude for Radiologic Technology, in a specific course, make it inadvisable for the student to continue in the Program. Withdrawal proceedings will be initiated after consultation with the student and clinical coordinator with a grade of “I” or “W” being assigned or an “F” if student is failing.

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**Dismissal from the program**

**Immediate** dismissal from the program will follow with documented evidence of:

1. Willful lying or deceit
2. Verbal and/or physical abuse of patients
3. Verbal and/or physical abuse of faculty, students, or hospital staff
4. Falsification of records
5. Cheating
6. Stealing
7. Misuse of drugs and/or alcoholic beverages
8. Failure to conform to hospital, college and/or program policies and procedures
10. X-raying anyone without a doctor’s order or requisition.
11. Non-compliance of the program's Electronic Device policy. This includes all electronic devices & cell phones as discussed on page 11 in this handbook.
12. Unethical, immoral and/or unprofessional actions and/or statements.
13. Insubordination
14. Tampering with the integrity of radiation dosimeter badges
15. Violation of the Social Networking Policy

Students dismissed for any of the above stated reasons are **not eligible** for reinstatement into the Radiology Program.

**Policy for Clinical Education Leave of Absence**

A student may request, in writing from the clinical instructor of the assigned affiliate hospital and the program’s clinical coordinator, a leave of absence. The letter will contract for the following:

1. Reason for requesting the leave of absence (e.g., medical, financial, personal)
2. Time requested for the leave of absence
3. How the student will complete the clinical education hours missed during the leave of absence to include rotation clinical education hours.

**B. Policy of Didactic Leave of Absence**

A student may request, in writing, from the Program Director, a leave of absence from their didactic course of instruction. The letter will contract for the following:

1. Reason for requesting the leave of absence (e.g., medical, financial, personal)
2. Time requested for the leave of absence
3. How the student will complete the didactic courses missed during the leave of absence.

**C. Program and Clinical Readmission Policy**

Readmission to the program and clinical education will be contingent upon satisfactory completion of each of the following:

1. The student will submit a letter requesting a leave of absence in which they wish to be readmitted into the program at the appropriate time. If this letter requesting readmission is not received by the Program Director, the program is under no obligation to readmit the student.

2. At the time the leave of absence is requested, the student will make an appointment with the Program Director to complete an advisement report. During this advisement session, the Program Director and student will outline a course of study the student should follow for re-admittance. The course of study will include the courses on any pertinent steps that the student must take before re-admittance into the program.

3. The student should keep in contact with the Program Director, notifying the program of
his/her intentions for readmission. Notification of intention for re-admittance is necessary for clinical assignment to be arranged.

4. If the student receives a grade below a “C” in any of the professional (major) courses, the student must retake the course(s) according to the outline in the advisement report, before re-admission can be made. Upon a failed second attempt, the student will be dismissed from the program. If the student fails a course in the first year, first semester, they will be required to re-apply to the program. If a student fails 2 or more radiology courses in the same semester, they will be withdrawn from the program and not allowed to re-enter. If a student has already failed a course and fails another course, they will be withdrawn from the program. Students must complete the RT program within 36 months.

5. In order for a student to be re-accepted into the program, a re-evaluation of current competency retention will occur. The purpose for having clinical education evaluations is to assess the student’s competency level in all previous anatomy and positioning courses.

6. Upon successful completion of the above steps, the student will be formally readmitted into the program.

7. Students **will not be considered for admission** to the WOSC Radiology Program if they have been dismissed from any other program for ethical or moral or criminal violations (i.e. cheating, lying, theft, drug or alcohol abuse or crimes, sexual harassment, sex crimes military misconduct, etc).

8. If the student has to withdraw from the program for medical or personal reasons, and they are in good standing with the program and college, and they have filled out the appropriate paperwork, they will be considered for re-admission the following year. Students must complete the program in 36 months.

**The Classroom NO List**
- This is a tobacco free campus. No smoking or tobacco use anywhere on campus including your vehicle.
- NO food (few exceptions)
- NO cell phones or electronic devices of any kind **NO EXCEPTIONS!**
- NO pagers/beepers **NO EXCEPTIONS!**
- NO beeping alarm watches **NO EXCEPTIONS!**
- NO food or beverages in either the x-ray lab or computer lab area
- NO gum chewing
- NO sleeping in class
- No leaving the class during a test (unless approved by the instructor)
- No leaving the x-ray lab during lab class or lab test (unless approved by the instructor)
- No talking during lecture unless it pertains to course material

**Chemically Impaired Students**
The Department of Radiologic Technology faculty believes they have a professional and ethical responsibility to provide a safe teaching and learning environment to students and to patients. To fulfill this purpose, radiology students must not be chemically impaired during participation in any learning experience, including classroom, clinical laboratory, clinical settings, and other Department and/or college and/or clinical site sponsored functions.

1. The Department of Radiologic Technology follows the college’s policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college affiliated academic activity, including off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the college in conformance with college policy. (See Western Oklahoma State College current catalog.)

2. The radiology faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is abusing, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic
designer drugs, etc. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology. Remember, it is a federal offense to take other people’s prescribed medications.

3. If your drug screen tests positive, you must provide the WOSC RT Program’s clinical coordinator and/or program director AND the clinical site where tested your prescription for that drug. Positive drug screens may result in your immediate dismissal from the program.

Students are subject to random drug screens at the clinical sites, if the site so requests. The student will be responsible for the cost of the drug screen. A student cannot deny a request for a drug screen. Denial of a drug screen will result in the student’s immediate dismissal from the WOSC RT Program.

Infection Control Policies

Communicable Disease Policy
Any student who suspects he/she may have been exposed to or contracted a communicable disease* must notify the Program Director and/or Clinic Coordinator. In the event a student has been exposed, appropriate action will be taken to ensure the health and well being of hospital patients and staff and fellow students. In the event a student is barred from the clinical education center due to a communicable disease, the Program will work with the student to make up the missed clinical education with a minimum of lost time to the student. The student will incur any cost associated with said communicable disease treatment.

*Communicable diseases are defined as those diseases, which may be transmitted directly or indirectly from one individual to another. These diseases include meningitis, tuberculosis, measles, chicken pox, and all other infectious diseases.

Exposure to Blood Borne Diseases
If a student is exposed to a blood borne disease (hepatitis A, hepatitis B, hepatitis C and HIV) by way of blood or body fluids, the exposed area should be immediately washed thoroughly. The incident will be reported to the Clinical instructor, Clinical Coordinator, faculty imaging director and Program Director. An incident form, provided at the facility, will be filled out immediately. Medical evaluation should be sought as soon as possible, after the exposure. Any cost associated with the evaluation and/or treatment will be incurred by the student. The student will bring a copy of the incident report to the Program Director and Clinical Coordinator.

Standard Precautions
The purpose of this policy is to reduce the spread of infection among patients and students in the health care setting. It is aimed at reducing the rate of nosocomial infections caused by student/patient interaction.

Every patient is considered potentially infected. Isolation no longer depends on diagnosis. Students must protect themselves from exposure to all body fluids; i.e. blood, feces, urine, saliva, etc. If a student has a latex allergy, they must report this to the clinical coordinator and the clinical instructor(s) at their assigned clinical practicum site.

Wear Gloves:
· When coming in contact with any body fluids; when assisting with starting and discontinuing IV’s; when performing enemas, handling blood products, urine, feces, sputum, amniotic fluid, spinal fluid, handling newborns and when cleaning x-ray tables and equipment. (If you have a known allergy to latex, notify the Program Director, Clinical Coordinator, or Clinical Instructor and non-latex gloves will be provided.)
Wear Gloves, Gown, and Mask or Goggles:
· When the possibility of being contaminated may occur; i.e. surgery, special procedures, and the emergency room, students should adhere to the PPE policy of that institution. The program advises the student to wear gloves &/or gown and/or mask or goggles as appropriate to meet the needs of their protection per patient status.

Dispose of Needles and Sharps Properly
· **DO NOT RECAP!** Place used needles and sharps in the provided sharps container.

Resuscitation
· Use mouthpiece resuscitation bags, or other ventilator devices. Students are not encouraged to perform mouth-to-mouth breathing.

Wash Hands:
· Before and after contact with each patient, and after contamination. When gloves are used, wash hands before applying and after removing.

Clean Spills
· Any blood or body fluids spills should be cleaned up properly, using protective gloves and a disinfectant solution provided by the health care agency.

Specimens
· Any body fluids specimens should be considered **Bio-Hazardous!!** Protective gloves should be worn when handling specimens.

In Addition
· Students are expected to follow institutional guidelines of affiliated facilities.
· In the event that an incident should occur, report immediately to the Clinical Coordinator.

**Injuries and Accidents**

Students are required to fully understand the safest methods of correctly performing routine radiographic procedures before undertaking them. It is essential that students become familiar with the hospital policies regarding infection control, fire, illness, and safety procedures. Upon assignment to a clinic facility, students will be furnished with their respective hospital’s policies regarding these issues in a hospital orientation to be arranged by their clinical instructor.

All accidents that occur while on clinical assignment resulting in patient, hospital personnel or personal injury and/or damage to equipment must be reported immediately to the clinical instructor and the imaging director of the clinical site. If the injury is a medical emergency, the student will be treated in the nearest emergency room. If the injury is not life threatening, but requires medical attention the student has the option of being treated at the nearest emergency room or by their personal physician. **The student shall incur any cost for evaluation and treatment, by a physician.** An Allied Health Incident form should be filled out, as soon as possible, after the incident. The incident form will serve as documentation of the accident and/or injury. The form will also serve to document any medical treatment received and/or absences from the clinical environment due to the incident. Any absence of more than three (3) consecutive days will require a full medical release signed by a physician, in order for the student to return to the clinical setting.

Injuries that occur outside the scope of the WOSC Radiologic Technology Program should also be reported to the clinical coordinator, as soon as possible, if the injury will result in absences from the clinical setting. An incident form will be filled out to document the injury and any absences that occur due to the injury. A full medical release, signed by a physician, will be needed in order for the student to return to the clinical setting, if more than three (3) consecutive days of clinic are missed.

All medical releases will be attached to the incident form and placed in the student’s clinical folder. Copies of all forms will be sent to the Clinical Coordinator and the Program Director. The imaging director of the clinical affiliate will also receive a copy of the incident form for accidents and injuries that occur at the clinical facility.

**Due to the physical nature of the profession of Radiography, students may not be**
allowed to attend clinic if an injury requires them to have a cast, sling, crutches or any other apparatus that interferes with the student’s ability to perform radiographic procedures or puts a patient at risk. Students will be allowed to attend clinicals if they provide a full medical release, signed by a physician, and are able to meet ALL the clinical objectives.

**Pregnancy Policy**

A pregnant student has the option of whether or not to inform program officials of her pregnancy. If she chooses not to voluntarily give written disclosure she cannot be considered pregnant. Should she choose not to voluntarily give written disclosure, neither she nor the fetus is due any special legal or educational status nor should any modification of the course of study for the Radiology Program be expected.

Upon voluntary disclosure of a student’s pregnancy, the student will adhere to the following guidelines of the program’s pregnancy policy. The pregnant student may continue enrollment in the radiology program. It is the individual student’s responsibility to read and adhere to the guidelines set forth in this policy for radiation protection of the embryo-fetus.

**Guidelines:**

- The Program Director will counsel the pregnant student radiographer concerning the effects by irradiation of ionizing radiation in-utero and the additional protective measures necessary to protect the embryo-fetus.

- The pregnant student radiographer will acknowledge by signature, comprehension of the instructions received during the counseling session regarding the mutual responsibilities for protection of the embryo-fetus during her pregnancy.

- In agreement with the National Council on Radiation Protection and Measurements (NCRP) Report No. 116, the embryo-fetus is regarded as a separate entity, distinct from the woman bearing it. Thus, the embryo-fetus carried by a woman who is a radiation worker is not regarded as subject to the occupational limits, but rather to lower limits that are necessary for its adequate protection.

- In compliance with NCRP Report No. 116 and NCRP No. 105, the total dose equivalent limit (excluding medical exposure) to an embryo-fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, shall not exceed .5 rem (5 mSv). Once a pregnancy becomes known, exposure of the embryo-fetus shall be no greater than 0.05 rem (0.5 mSv) in any month (excluding medical exposure).

- In compliance with NCRP Report No. 105, the pregnant radiography student will be provided a fetal dosimeter badge to assure that the dose equivalent to the embryo-fetus does not exceed 0.05 rem (0.5 mSv) in a month. This badge should be worn at waist level while in the clinical education setting. When wearing a lead apron, the fetal dosimeter badge will be worn at waist level under the lead apron. The second monitor for the embryo-fetus should not be mixed up with the collar monitor worn by the pregnant student radiographer.

- The pregnant radiography student is advised to take precautions when performing radiographic procedures on patients receiving therapy with intra-cavity or interstitial sources of radiation.

- The pregnant radiography student is advised to take precautions if there is reason for them to enter the Nuclear Medicine Department.

- The student may be given the option to be reassigned to a smaller sized clinical site to avoid interactions with brachytherapy patients or nuclear medicine departments.
If fluoroscopy or mobile radiography procedures are performed, the pregnant Radiography Student is advised to wear one lead apron that ties in the back or wear two (2) lead aprons (one draped to the front and the second draped to the back) with a minimum of 0.5 mm lead equivalent.

The quarterly radiation monitoring exposure report, the NCRP Reports, are available for viewing in the classroom lab.

The pregnant radiography student is allowed to continue their studies in the program unless otherwise recommended by their physician. If the pregnant student’s doctor recommends the student to take a leave of absence from the program during their pregnancy due to medical reasons, the student will be issued an “Incomplete”, if passing the course, and allowed to return to the program the following academic year. The student has 36 months to successfully complete the program. The program will need written documentation from the physician stating the student needs to take a leave of absence.

When the student is no longer pregnant, she may resume her studies by re-entering the next year during the same semester in which she left. If she delivers during a semester and only misses a few days or weeks of classes, then she may resume her studies. All clinical education competencies and course requirements are expected to be accomplished. All time missed will be treated like any other illness. (See Attendance Policy)

After the pregnancy is declared, the student has the option to withdraw their pregnancy declaration in writing at any time.

The student that has declared her pregnancy will need to read and sign the following Declaration of Pregnancy.
Declaration of Pregnancy

I ________________________________ declare to the Radiology Program that
(Please Print)
I am pregnant. I understand it is my responsibility to ensure that the dose to the embryo-fetus
during the entire pregnancy due to occupational exposure does not exceed 0.5 rem (5mSv).
Therefore, in order for the Radiology Program to provide a complete record of exposure to the
embryo-fetus, I estimate that the date of conception was approximately
______________________________.

______________________________________________  ____________________________
Student’s Signature                          Date

______________________________________________  ____________________________
Program Director’s Signature                  Date

(Institution Use Only)

Baby Badge Assigned: _____ Yes    _____ No
If yes,
badge assignment date: ____________________

If no, explain:
____________________________________________________________________

Total exposure to student’s whole body badge from approximate date of conception until issuance of
baby badge _____________ rem. (This exposure information should be added to the total rem
received during the remainder of the pregnancy to the baby badge since it is the only measure of
exposure to that point.)

Date pregnancy conceded: ___________________________

Total dose to the embryo-fetus during entire gestation period _____________ rem.

The licensee or registrant shall maintain the records of dose to the embryo-fetus with the records of
dose to the declared pregnant woman. The declaration of pregnancy, including the estimated date
of conception, shall also be kept on file but may be maintained separately from those dose records.
Western Oklahoma State College
Radiologic Technology Program

Documentation of Radiation Monitoring Badge Readings over 150 mrem/quarter.

Student: _____________________________________________ Date: ___________________

Clinical Site: _____________________________________________________

Radiation Badge Reading: ________________mrem for the ________________ quarter.

If a student’s radiation dosimeter badge reading exceeds 150 mrem per quarter, as documented on the Landauer quarterly report, the following procedure will be followed and documented.

1. Discussion between the student and the program’s clinical coordinator and program director concerning reason(s) for the radiation overexposure.

2. Discussion with the program’s clinical coordinator and the facility’s clinical instructor and the student concerning possible reason(s) for overexposure.

3. Recommendations made by the clinical coordinator &/or clinical coordinator to prevent future overexposure.

Possible reason(s) and recommendations:

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Student Signature (write legibly) ___________________________ Date __________________

Facility’s Clinical Instructor ___________________________________________________________________________

Date __________________

Program’s Clinical Coordinator __________________________________________________________________________

Date __________________

Program Director __________________________________________________________________________________________

Date __________________
Clinical Policies

Students enrolled in the WOSC Radiologic Technology Program will be assigned a different clinical site each semester. Transportation to and from all clinical sites is the responsibility of the student.

Clinical Examination Record (log)

It is your responsibility to maintain a daily log of all examinations including not only ones you perform, but also ones with which you assist and observe. This log **MUST** remain intact and will be turned in periodically to the Clinical Instructor and/or the Clinical Coordinator for evaluation.

Competency Examinations Requirements *(beginning 2012; Academic yr 2011-2012)*

The following form identifies **ALL** of the examinations in which you will be required to successfully achieve competency, and identifies most of the examinations you will encounter during your clinical education period. Before you do any examination by yourself, you must demonstrate to a technologist or instructor that you can do the examination satisfactorily.

<table>
<thead>
<tr>
<th>Thorax</th>
<th>Mandatory Or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest, routine</td>
<td>M</td>
<td></td>
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<tr>
<td>Chest, AP: wheelchair or stretcher</td>
<td>M</td>
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<tr>
<td>Ribs</td>
<td>M</td>
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<tr>
<td>Upper airway (soft-tissue neck)</td>
<td>E</td>
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<tr>
<td>Chest, Lateral Decubitus</td>
<td>E</td>
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<tr>
<td>Sternum</td>
<td>E</td>
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<tr>
<td><strong>Extremities</strong></td>
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<tr>
<td>Finger or Thumb</td>
<td>M</td>
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<tr>
<td>Hand</td>
<td>M</td>
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<tr>
<td>Wrist</td>
<td>M</td>
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<tr>
<td>Forearm</td>
<td>M</td>
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<tr>
<td>Elbow</td>
<td>M</td>
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<tr>
<td>Humerus</td>
<td>M</td>
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<tr>
<td>Shoulder</td>
<td>M</td>
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<tr>
<td>Foot</td>
<td>M</td>
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<tr>
<td>Ankle</td>
<td>M</td>
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<tr>
<td>Tibia and Fibula</td>
<td>M</td>
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</tr>
<tr>
<td>Knee</td>
<td>M</td>
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<tr>
<td>Patella</td>
<td>E</td>
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<tr>
<td>Femur</td>
<td>M</td>
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<tr>
<td>Procedure</td>
<td>M/E</td>
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<tr>
<td>----------------------------------------------</td>
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<tr>
<td>Trauma Upper Extremity (Non shoulder)</td>
<td>M</td>
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<tr>
<td>Trauma: Lower Extremity</td>
<td>M</td>
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<tr>
<td>Scapula</td>
<td>E</td>
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<tr>
<td>Clavicle</td>
<td>E</td>
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<tr>
<td>Acromioclavicular (AC) Joints</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Trauma Shoulder (i.e.: Scap Y,or Transthoracic or Axillary)</td>
<td>M</td>
<td></td>
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<tr>
<td>Toe(s)</td>
<td>E</td>
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<tr>
<td>Calcaneus (Os Calcis)</td>
<td>E</td>
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<tr>
<td>(Craniun) Head - Students must select at least 1 elective procedure from this section.</td>
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<tr>
<td>Facial Bones</td>
<td>E</td>
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<tr>
<td>Nasal Bones</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Paranasal Sinuses</td>
<td>E</td>
<td></td>
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<tr>
<td>Skull</td>
<td>E</td>
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<tr>
<td>Orbits</td>
<td>E</td>
<td></td>
<td></td>
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<tr>
<td>Zygomatic Arches</td>
<td>E</td>
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<tr>
<td>Mandible</td>
<td>E</td>
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<tr>
<td>Spine and Pelvis:</td>
<td>E</td>
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<tr>
<td>Sacrum and/or Coccyx</td>
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<tr>
<td>Sacroiliac Joints</td>
<td>E</td>
<td></td>
<td></td>
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<tr>
<td>Scoliosis Series</td>
<td>E</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cervical Spine</td>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>*Trauma Cervical Spine (cross-table lateral)</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td>M</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td>M</td>
<td></td>
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</tr>
<tr>
<td>Pelvis</td>
<td>M</td>
<td></td>
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<tr>
<td>Hip</td>
<td>M</td>
<td></td>
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<tr>
<td>Cross table lateral Hip</td>
<td>M</td>
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</tbody>
</table>

*Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc. (per ARRT).
<table>
<thead>
<tr>
<th>Abdomen and GI Tract:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdomen, supine (KUB)</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Abdomen, upright</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Abdomen, decubitus</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Intravenous Urography</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

**Imaging Procedure**

Fluoroscopy Studies-Candidates must select either UGI or BE plus one other elective procedure from this section. (ARRT)

**WOSC requires 1 UGI and 1 BE**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper GI Series (Single or Double Contrast)</td>
<td>E (ARRT) M (WOSC)</td>
</tr>
<tr>
<td>Barium Enema (Single or Double Contrast)</td>
<td>E (ARRT) M (WOSC)</td>
</tr>
<tr>
<td>Small Bowel</td>
<td>E</td>
</tr>
<tr>
<td>Esophagus</td>
<td>E</td>
</tr>
<tr>
<td>Myelography</td>
<td>E</td>
</tr>
<tr>
<td>Cystography or Cystourethrography</td>
<td>E</td>
</tr>
<tr>
<td>ERCP</td>
<td>E</td>
</tr>
<tr>
<td>Arthrography</td>
<td>E</td>
</tr>
</tbody>
</table>

**Mobile and Surgical:**

<table>
<thead>
<tr>
<th>Procedure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Portable Chest</td>
<td>M</td>
</tr>
<tr>
<td>Portable Abdomen</td>
<td>M</td>
</tr>
<tr>
<td>Portable Orthopedics</td>
<td>M</td>
</tr>
<tr>
<td>C-Arm Procedure (Orthopedic)</td>
<td>M</td>
</tr>
<tr>
<td>C-Arm Procedure (Non-orthopedic)</td>
<td>E</td>
</tr>
</tbody>
</table>

**PEDIATRICS: (age 6 or younger)**

<table>
<thead>
<tr>
<th>Procedure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest Routine</td>
<td>M</td>
</tr>
<tr>
<td>Upper Extremity</td>
<td>E</td>
</tr>
<tr>
<td>Lower Extremity</td>
<td>E</td>
</tr>
<tr>
<td>Abdomen</td>
<td>E</td>
</tr>
<tr>
<td>Mobile Study</td>
<td>E</td>
</tr>
</tbody>
</table>
Demonstration of competence includes requisition evaluation, patient assessment, room prep, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing & image evaluation.

Students must demonstrate competency in all 31 procedures identified as MANDATORY (M). Procedures should be performed on patients; however, up to 8 mandatory procedures may be simulated if demonstration of patients is not feasible.

Students must demonstrate competence in 15 or the 35 elective (E) procedures. Candidates must select one elective procedure from the head section. Candidates must select either Upper GI or Barium Enema plus one other elective from the fluoroscopy section. Elective procedures should be performed on patients; however, electives may be simulated if demonstration of patients is not feasible. ARRT new requirements

HOWEVER, WOSC protocol requires students to obtain competency for one UGI AND one Barium Enema.

In addition to the Radiological Procedure competencies, the six General Patient Care competencies are mandatory. These competencies may be simulated.

All medical imaging procedures will be performed under the direct supervision of a Registered Radiologic Technologist or Radiologist until competence has been demonstrated for a particular procedure. Indirect supervision is allowed only after demonstration of competence.

Program Completion
Upon satisfactory completion of the RT program’s didactic and clinical practicum coursework and requirements, the RT student may apply for graduation. The student must meet the following eligibility requirements.

Eligibility Requirements

· No less than 22 months in the Radiologic Technology educational program and not exceeding 36 months.
· Successful completion of all required general education, support courses and college courses of the WOSC Radiologic Technology program as documented by the college registrar’s office. If a student has an impending college course he/she must submit a written formal agreement to complete said course to his/her best effort. The student will not be allowed to graduate or make application to take the national ARRT registry exam until all coursework is satisfactorily completed. The program director must verify successful completion of all RT program coursework in order for the student to challenge the ARRT national registry exam following graduation.
· Provide proof of completion of all the ARRT required clinical competencies as stated in the clinical practicum syllabi and the RT student handbook.
· In good standing with the policies of the RT program, the college admissions & registrar office, the college business office, the college financial aid department and the college learning resources center.

After fulfilling the preceding eligibility requirements, the student must follow the following procedure in order to terminate from the WOSC Radiologic Technology Program.

Professional Behavior
As a representative of Western Oklahoma State College, the Radiologic Technology Program, the assigned clinical institution and the entire profession of Radiologic Technology, it is of paramount importance that you, the student, maintain the highest standards of professionalism.

In addition, the student will adhere to the following policies while at the clinical facility:
· Eating, drinking, or chewing gum is permitted ONLY in the lounge or designated areas.
· Tobacco use of any kind is not allowed at the clinical sites. All or most of our clinical sites have established smoke-free environments. Smoke-free environments include all buildings,
hospital property, college property, and parking areas.

· Students will not leave their assigned area at any time without permission.

· Students will not remain in the Radiology Department after clinical hours except when on duty.

· When not actively engaged in radiographic work or other duties, students will remain in their rooms and not congregate in offices, halls, or other rooms or wander off.

· Personal telephone calls are not allowed. No one will be called from a working area except in an emergency. No one will leave a patient unattended to talk on the telephone. Again, if a student leaves a patient to talk on the phone, immediate disciplinary action will occur.

· Electronic devices, such as, but not limited to, cellular phones & MP3 players are not allowed at all in the classroom, lab or clinical site.

· Students will wear uniforms ONLY during assigned clinical hours.

· Students may be required to obtain a personal criminal search (state and or national), violent sexual offender search and predator registry search at the student’s expense.

· Students are not allowed to perform any of the following: double-check on medications or blood products, or begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

· Students are not permitted to accept orders from physicians or other health care professionals in person or by telephone, or call a physician or physician’s office to obtain an order.

· Students may perform duties and procedures for which he or she has been prepared academically, but not any others. (see ASRT Practice Standards)

· Students are subject to random drug screens at their expense.

· Students are responsible for copying clinical paperwork, immunizations, insurance policy, etc. at their expense. It is not the responsibility of RT program faculty to make your copies.

You are expected to treat patients with privacy, kindness, courtesy and respect. When you get your patients from the floor or waiting area, introduce yourself and establish rapport. Once the patient is in the x-ray room, keep the door closed and make sure that the patient is properly gowned or covered.

Professional behavior is not limited to contact with any single group of people. It is reflected in attitude, and in communication with physicians, supervisors, and co-workers; as well as, patients.

**Examples of NON-professional behavior are (which could result in removal from the program)**

· Gossip; back talk; insubordination

· Disclosure of patient’s private medical information with other patients or relatives

· Discussions pertaining to clinicals in public areas (e.g. elevators, cafeterias)

· Discussions of inappropriate subject matter within hearing distance of patients, visitors, etc.

· Consumption of food in patient areas (including gum)

· Excessive noise

· Dirty jokes

· Loitering
Talking on any type of phone or use of electronic devices
Flirting
Any non-professional, unethical and/or immoral behavior
Failure to perform x-rays when told by clinical/hospital RTs (even if you have already "comped" on an x-ray projection/procedure, you are still required to take these x-rays when told to do so).
Violation of Program Paperwork Policy
Violation of Program Networking Policy

Students are responsible for their own actions and must not engage in any activities considered non-professional or non-conducive to proper patient care. Failure of a student to maintain a professional attitude may result in reduction of clinical grade, course failure, and possible expulsion from the program. Don't use the excuse,"But everyone else does it."
If a student senses a problem in the clinical environment involving himself/herself, **contact the Clinical Instructor &/or Program Clinical Coordinator immediately.**

**Professional Appearance and Uniform Policy**
You are studying to become a professional health care worker. The student radiographer should maintain a clean, professional appearance at all times. Give special attention to areas of hair care, fingernail care, and personal cleanliness, mode of attire and use of make-up. Our clinical affiliate personnel, as well as patients, need to be able to identify you and distinguish you from professional team members.

**Items listed in the dress code generally include**

- Clean, pressed and clean smelling uniform (e.g., uniform **will not** smell of cigarette smoke or body odor, too much perfume or cologne or other offending odors.)
- Clean and polished white leather shoes. **NO** open toe or open heel shoes.
- Clean hands and fingernails (if fingernail polish is worn, it must be a light, neutral color. **NO** bright or unusual colors are allowed.) **NO** fake fingernails.
- Neat, clean, and conservative hairstyles. Long hair **must** be pulled up off the collar and away from the face so that it will not come in contact with the patient and/or interfere with patient care. Scarves, ribbons, head bands, caps, or other ornaments are not acceptable.
- Hair that is dyed must be in good taste and of natural color, such as, brown, black, blonde or red. No unnatural hair color is allowed, such as, but not limited to, orange, green, pink, purple, etc.
- A mustache or beard is permitted so long as it is kept neat and closely trimmed.
- Excessive make-up is not permitted.
- Jewelry must be worn in moderation and at your own risk and abide by the hospital's policies.

**Acceptable jewelry and accessories are:**
- Wrist watch
- Engagement or wedding ring or class ring
- Small gold or silver stud earrings (one per ear-lobe)
- Necklaces, if worn, must be inside the uniform

**Unacceptable jewelry and accessories are:**
- Bracelets
- Watches with beeping alarms
- Hoop earrings
- Nose rings
- Tongue rings
- Eyebrow rings
- Any other types of body adornments are not allowed.
The uniform must cover tattoos. No visible tattoos are allowed. Body piercing of any kind will not be allowed. Pierced ears are allowed as long as the one, small ear stud is worn only in the ear lobe. Ex: To be equitable for both male and female, if you choose to wear earrings, you must only wear one, small earring or one, small stud in the right and left ear lobe. You may not wear only one earring in one earlobe. Any type of ear lobe piercing larger than a small stud is not allowed. Other ear piercings are not allowed, such as, piercing of the ear auricle. No foreign objects in the ear lobe that stretch the ear lobe out.

**Specific Uniform Policy**
The uniform will consist of the following:
- Student radiographer patch must be on the left sleeve of the scrub top &/or lab jacket.
- Scrub top or tunic top, color: hunter green
- Scrub pants either cuffed or hemmed is acceptable; color: hunter green
- If you would like to wear a lab jacket, it must be hunter green or white & have the WOSC student patch sewn on the left shoulder.
- No head or sweat bands of any kind.
- Pants MUST be hemmed. The bottom of the pants CANNOT touch or drag the floor.
- If you would like to wear an undershirt, it must be a white tee-shirt (short or long sleeve); no thermal underwear. You can wear a white mock turtleneck or a regular turtleneck shirt.
- White, polished and clean, not stained leather shoes. White tennis shoes are acceptable, as long as, they are ALL leather and ALL white. NO color stripes, insets, etc. will be allowed. (Small Nike swish is OK)
- Dosimeter film badge
- Film markers (left and right with BB’s)
- Name tags in shiny brass color. (These can be purchased from Carl and Carmen’s in the Bunker Hill Shopping Center. The cost is approximately $5.50 or $6.00)
- Information must include, in this order:
  - First Name only. Do not put your last name on the name tag.
  - Student Radiographer
  - Western Oklahoma State College

Students not complying with the uniform policy, as outlined by the Program, will be sent home to remedy such infractions. The time missed by the student must be made up in accordance with the existing attendance policy. The student’s clinical grade may be affected for any dress code infractions. Student can be dismissed from the program for non-compliance of the uniform policy.

**Radiation Protection Practices**

**Statement of Policy**
The Student Radiographer and others who are habitually in the vicinity of exposure rooms, wherein radiographs are produced will be protected against the hazards of radiation. Every effort will be exercised to maintain the genetically significant dose As Low As Reasonably Achievable (ALARA).

**Working Conditions**
The Program Faculty will be responsible for the instruction of students in safe working procedures and considerations when dealing with x-radiation. He/she will be responsible for assuring safe radiation practice and the elimination of potential radiation hazards through on going instruction, elaboration, reinforcement, and evaluation. Safety rules will be developed and updated, as necessary, and maintained within this program manual. Student Radiographers should review and become familiar with the contents of this manual.

**Dosage Rate**
The occupational dose, as defined, applies to the radiation workers, such as the radiographer, radiologist, etc. A patient may receive greater doses while undergoing radiography or fluoroscopy.
studies. In performing diagnostic radiography (or fluoroscopy in the clinical setting), one should aim toward using the lowest possible dose (ALARA) to obtain the necessary clinical information.

**Radiation Protection Practices**
A dosimeter badge is a part of the professional radiographer’s uniform. The device will be furnished by the Program and must be worn on the collar of the uniform when engaging in an examination utilizing ionizing radiation. During fluoroscopic procedures the monitor should be worn on the outside of the lead apron. Students should notify the Program Director if a monitor is lost or otherwise needs to be replaced. Students should avoid holding patients for radiographic procedures.

**Operation of Mobile Radiographic Apparatus**
Technologists will stand as far as possible from the tube and patient. The technologist will never stand in the useful beam.
- In an actual clinical setting, all operators **will** wear a protective lead apron when not standing behind a protective wall.
- You must have a registered RT will you or in the vicinity of you when performing mobile rad.
- In the campus lab, all operators and observers will stand behind the permanent console booth while making any x-ray exposure.
- An operator should stand at least six feet from the tube and patient.
- Refer to National Council on Radiation Reports No. 33, 34, and 39 for further guidance.

**Operation of Radiographic Apparatus**
- The radiographic installation will be so arranged that the useful beam is directed away from occupied regions, if possible.
- A qualified operator will determine/control any radiographic exposure/settings. Students will not use the energized laboratory without supervision.
- Radiographic exposures will be produced with minimum collimation consistent with clinical requirements. **Show evidence of collimation on all radiographs.**
- Mechanical immobilization devices will be used to hold or restrain patients only when determined necessary to assure the highest quality examination and patient safety. (Patient Maintainers)
- **Absolutely, no** actual x-ray exposure will be produced on another person in the classroom laboratory or at the clinical education setting.
- Students are required to wear their dosimeter badges at all times in the energized lab and at their assigned clinical site.
- Students should not perform examinations on pregnant patients unless an R.T. is physically present.
- Students cannot hold patients or the image receptor (IR) if other immobilization methods are the norm.
- In the event of cross-table or pediatric examinations where holding of the patient might occur, the student is not allowed in the room for these exams.

**Policy regarding the Transportation of Patients**
- Do not transport a patient outside the facility; such as, do not transport or assist a patient to their car in the parking lot or to a near–by medical facility.
- Do not transport a patient within a facility unassisted. You must have a supervising radiologic technologist with you for any patient transportation.

**Operating and Safety Procedures**

**Personnel Monitoring**
- Our facility uses the standard clip-on OSL dosimeter badges. These monitoring devices are provided the program through Landauer and are exchanged quarterly.
· The dosimeter badge is to be worn on the collar and outside the lead apron, when a lead apron is worn. Only the student to whom it is assigned will wear the badge.
· Radiation dosimetry reports are posted next to the x-ray console in the campus’s energized x-ray lab. A member of the faculty will counsel any student with a quarterly dosimeter report above 150 mrem.
· If a student’s DL exceeds 150 mrem a quarter, the student will counseled and documented on the “Documentation of Radiation Monitoring” form.
· Female students are strongly encouraged to declare their pregnancy, as soon as possible, to the Program Director. The pregnancy policy will be reviewed and signed at that time.
· When a pregnancy is declared, a fetal dosimeter badge will be issued. This film badge will be worn at the level of the pelvis until the pregnancy has ended. Should the radiation dosimetry report exceed 0.05 rem (0.5 mSv) a month, the pregnant student will not be permitted to continue work in a radiation area.
· For radiology professionals the dose limit is 5,000 mrem (5 rem) per year. For the general public the dose limit is 100 mrem per year.
· In the event of an excessive radiation dose reading, 5,000 mrem/year, the program director will conduct a thorough investigation into this serious matter. A meeting will be conducted with the student in concern and the radiology faculty. If the incident is due to student negligence, such as, unprofessional use of the badge, the student will be placed on program probation or may be suspended. If the incident is determined to be an accident, the student will be issued a disciplinary letter of warning. The program director will summon the program’s medical physicist and inquire what action needs to be implemented regarding the student’s excessive reading. Also, a letter of explanation will be sent to Landauer, which, in the event the incident was determined to be accidental, the excessive reading will be removed from that student’s permanent exposure record.

MRI Safety Screening Protocol

**Important Note:** Students that are pursuing a career in Radiology must be fully aware of the magnetic fields that are used in MRI (magnetic resonance imaging) and also understand the consequences of not following safety guidelines. Students that are accepted into the radiology program will be required to undergo a safety screening by completing a MRI safety screening form.

In MRI, the magnetic field is ALWAYS on. The radiology student will comply with each clinical site’s policies and procedures pertaining to metallic objects being introduced into the MRI scanning suite. Carrying ferromagnetic articles or introducing them to the MRI scanning area is strictly **prohibited**.

*These objects can become projectiles within the scanning room causing serious injury or death and/or equipment failure.*

**Items that need to be removed before entering the MR system room include but are not limited to:**
- Purse, wallet, money clip, credit cards or other cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metallic jewelry, watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins
- Any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under-wires
- Shoes, belt buckles, safety pins

If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. Also, the magnetic field of the scanner can
damage an external hearing aid or cause a heart pacemaker to malfunction.

Examples of items or things that may create a health hazard or other problems:
- Pacemaker
- Implantable cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip
- Metallic implant
- Implanted drug infusion device
- Foreign metal objects, especially if in or near the eye
- Shrapnel or bullet
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers
- Other implants that involve magnets
- Medication patches that contain metal foil (i.e., transdermal patch)

Please let your clinical instructor and your clinical coordinator know if you have any of these above items that are deemed unsafe for the MRI suite. You may still continue on with the radiology program, but are made aware of the dangers of the MRI suites.

The following document is to be signed and returned to the Radiology Clinical Coordinator BEFORE you go to your clinical site.

This document assures you are appropriately screened for magnetic wave or radiofrequency hazards for your safety.

**Illnesses/Injuries**

Students who are unable to attend their clinical as scheduled are required to call the health care agency and the program’s clinical coordinator at least 30 minutes BEFORE the start of their clinical assignment. A full medical release signed by a physician will be required before the student will be allowed to return to the clinical setting when three consecutive days are missed.

Students who arrive at the clinic ill or become ill* while at clinic will be sent home immediately in order to prevent the spread of illness among fellow students, hospital employees and patients. Students who exhibit symptoms of illness, as defined below, will not be allowed to attend clinic.

*Ill, as defined by the Program, is any person exhibiting the following symptoms: vomiting, fever, diarrhea, and/or any other symptoms that will interfere with the student’s ability to perform radiographic procedures, or put a patient at risk.

**Assignment to Clinical Facilities**

Students enrolled in the WOSC Radiologic Technology Program will be assigned to one primary clinical affiliate each semester, unless otherwise assigned by the clinical coordinator. Students will complete rotations through various minor affiliates that may require travel to locations other than the primary facility. Transportation to and from all clinical assignments is the responsibility of the student. Assignments are the ultimate responsibility of the clinical coordinator. Students must remain at their assigned facility and shift unless otherwise approved by the clinical coordinator. Students may be required by their assigned clinical affiliate to attend an in-service prior to their clinical rotation. A drug screen may be required at these in-services as well as an OSBI (Oklahoma State Bureau of Investigation) background check at your expense.
Attendance Policy

- For radiology students to acquire the necessary clinical competencies outlined in the curriculum, it is necessary that students attend all assigned clinical hours. Time must be made up before the end of the semester. Students not completing make up time before the grades are due for the semester will receive an incomplete (I) in the clinical course, unless failing and an “F” will be issued. Students may not use “Additional time” at the end of the semester in order to fulfill their required clinical competencies.
- Students in their first and second semesters are required to attend two 8-hour clinical days a week. Students in the third (summer) semester are required to attend sixteen 8-hour clinical days during the 1st 4 weeks. Students in their fourth and fifth semesters are required to attend three 8-hour clinical days a week.
- Students are not allowed to attend clinicals during finals, unless authorized by the clinical coordinator.
- Students will be allowed to have two days, (16 hours), off during the semester as needed for personal leave. These days will have to be made up by the end of the semester (before finals). Therefore, students missing any clinical hours in excess of the two days will be required to make up double time hours before the end of the semester. Ex: a student that misses an 8-hour shift will be required to make up 16 hours.
- Six tardies equal one absence. When a student is tardy he/she will not be allowed to make up the time that day. If a student leaves clinic early for any reason, it will be counted as a tardy. The tardy time will be made up in double time. Clinical grade will be affected. This is subject to change—see course syllabus for the latest update.
- Students who miss a total of 24 hours during the fall or spring semester or 16 hours in the summer semester will have their attendance record reviewed by a department committee. Appropriate administrative action will be taken based on the review committee findings. Students are reminded that program officials have the authority to dismiss a student from the
- Excessive absences make it inadvisable for the student to continue in the Program.

Supervision of Students

The activities of a student radiographer must be monitored by a staff registered radiologic technologist. Until a student demonstrates competence in a given diagnostic procedure, all of the student’s clinical assignments must be directly supervised. The following definitions will be utilized in the supervision policy.

Direct Supervision:

The parameters of direct supervision require the staff technologist or the clinical instructor to:

- Review the procedure in relation to the student’s achievements
- Evaluate the condition of the patient in relation to the students’ knowledge
- Is present during the conduct of the procedure
- Review and approve the procedure and/or image
- Students must be directly supervised until competency is achieved
- The work of the student will be evaluated each academic semester and the results will be used for guidance of the student and the overall evaluation of the students’ progress.
- Students must work directly with technologists during all mobile and C-arm examinations.

Indirect Supervision:

A registered radiologic technologist reviews, evaluates, and approves the procedure as
indicated above and is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a registered radiologic technologist within hearing range to assist if the student calls for help. The student may not use an electronic device to call for help, this is not acceptable. This availability applies to all areas where ionizing radiation equipment is in use. A student radiographer may perform x-ray exams only in the radiology dept. under indirect supervision if the student has obtained competency in that area. A student radiographer assigned to perform any x-ray exam outside the radiology department, such as surgery, emergency room or portable x-rays, MUST be accompanied by a registered radiologic technologist even if the student has obtained competency in that area. A registered radiologic technologist must be immediately available to assist students regardless of the level of student achievement.

Repeat Clinical Competency Policy:
Any repeat clinical competency must be performed under the direct supervision of a physically present registered radiologic technologist. The student will properly identify the x-ray exam as a repeat on the clinical competency form. In the event the student fails a competency, the student must turn in the failed competency form(s). Failed competency forms must be properly filled out, signed & dated.

ALTERNATION OF PROGRAM PAPERWORK POLICY:
When changing any student document, there will be no use of White Out, Liquid Paper or any other products available of any kind accepted on the document. A single line must be drawn through the error with your initials to the side of it. The error must still be readable after one line is drawn through it. Time sheets will be on colored paper and white, corrected time-sheets will be unacceptable. Any competencies that have been altered must be cleared through the Clinical Coordinator before the competency is counted for a grade. Only the original competency sheet must be turned into the Clinical Coordinator for a grade; and copies will not be accepted.

Clinical Rotations
To afford an equitable distribution of procedures and clinical locale, students will rotate to each of the affiliated clinical sites according to a predetermined schedule. Modifications to this schedule may occur as deemed necessary with the inclusion of additional affiliates and assessment of the appropriateness of available procedures.
To provide continuing equitable learning opportunities, NO students are allowed to rotate through a mammography department. Second year students may still rotate through all other imaging modalities on an observation basis only. Students will rotate only during dayshift hours only Monday through Friday.

Student Assessment and Critique
Advisement, counseling, assessment, and critique serve the purpose of promoting, facilitating, and maintaining optimal student performance. The main purpose is to provide feedback to the student relative to his/her performance and progress as a radiologic technology student. Each semester the clinical and college faculty evaluate areas of achievement and specific needs that each student demonstrates. An advisement session is scheduled with each student to discuss the pertinent elements of these evaluations so that student academic needs may be addressed at the earliest possible convenience.

Scheduling of Students for Clinical Hours
1. Combined assigned clinical and academic hours cannot exceed forty (40) hours per week. Make-up time cannot be scheduled in a manner that would require more than forty (40)
contact hours per week unless such scheduling is voluntary on the student’s part.

2. A student may only attend clinicals when a JRCERT recognized clinical instructor is present. Ex: If the clinical instructor is there for eight hours, then the student may only be there for eight hours.

3. All clinical education shifts completed by the students will be comprised of no less than four hours per day.

4. All students will rotate Monday through Friday day shift hours only. No exceptions.

5. A student will not be required to work any holidays that are observed by the college. Consideration will be given and allowed for when the college is in session and the clinical affiliate location may not have adequate RT staffing, for student supervision. Students will be given the option to work holidays, if they so desire, in order to make-up time. Time must be made up in the area missed, if feasible. Students must turn in a make-up time form and have it approved by the clinical coordinator BEFORE make-up or additional time can be scheduled.

6. Students are NOT allowed to work clinicals during any time in which the college campus is closed and/or not holding class. E.g.: between semesters, Christmas break, intersession classes, etc. During these times, the students’ liability insurance is NOT in effect.

7. If a student is behind in clinical education hours, the following procedure will be affected.  
1. 24 hours in arrears – a written warning will be issued  
2. 32 hours in arrears – the student will be place on probation  
3. 48 hours in arrears – the student may be suspended from the program.

8. Students must have all the required clinical hours completed by the end of the semester or they will not pass the course. Incomplete grades are not issued.

9. Course grade will be adjusted according to attendance.

10. Students are required to turn in all clinical practicum paperwork one week before finals, unless otherwise notified by the clinical coordinator. Clinical paperwork that requires a signature must be signed by a registered staff radiographer, preferably the approved CI. The student is responsible for making their own copies of their paperwork.

11. “Additional time” cannot be used at the end of the semester in order to earn more competencies.

Any deviation from these scheduling guidelines must be made by a student’s request directly to the Program Director. Authorization will then be granted to the student to work the requested hours at the discretion of the Program Director.

**Student Employment**

On occasion, when a student is employed by an affiliate institution, the record of hours accumulated for clinical education must be kept distinctly separate from employment hours. Clinical education hours and employment hours cannot be accumulated concurrently. Clinical hours will not be arranged around your work schedule.
JRCERT APPROVED CLINICAL EDUCATION SETTINGS FOR WOSC PROGRAM

We have established contracts with clinical and hospital settings agreeing to serve as educational practice sites for our students wherein the student can develop competency and practice in radiographic procedures. Contract agreements are kept in the program director's office. If you have any questions about your assigned clinical/hospital site please ask the program director or clinical coordinator. You may be allowed to review the specific contract on file. These contracts outline concerns and responsibilities of the college, the facility, and the student.

Addresses and phone numbers of the designated clinical instructors and radiology dept. managers at each of our current sites are listed below.

**WOSC Radiologic Technology**

**Clinical Instructor Contact Information**

<table>
<thead>
<tr>
<th>CLINICAL SITE</th>
<th>CLINICAL INSTRUCTORS</th>
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<tbody>
<tr>
<td><strong>Jackson County Memorial Hospital</strong></td>
<td>Michelle Cryer, RT</td>
</tr>
<tr>
<td>1200 E. Pecan</td>
<td>Jami Summers, RT</td>
</tr>
<tr>
<td>Altus, OK 73521</td>
<td>Shannon Correra, MSRS, RT</td>
</tr>
<tr>
<td>(580) 482-4781 ext. 2569</td>
<td>Crystal Forster, RT</td>
</tr>
<tr>
<td>JCMH Rad. Fax# 379-5449</td>
<td>Dustin Edwards, RT</td>
</tr>
<tr>
<td></td>
<td>QC Phone # (580) 379-5456</td>
</tr>
<tr>
<td></td>
<td>Rad reception # (580) 379-5440</td>
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<tr>
<td></td>
<td>Frank Festa, RT, Supervisor of Radiology</td>
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<tr>
<td></td>
<td>379-5444</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Southwest Orthopedics</strong></td>
<td>Amanda Smith Daugherty, RT</td>
</tr>
<tr>
<td>304 S. Park Lane</td>
<td>580-482-4025 ext. 6540</td>
</tr>
<tr>
<td>Altus, OK 73521</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Comanche County Memorial Hospital</strong></td>
<td>Summer Taylor, RT</td>
</tr>
<tr>
<td>3401 W. Gore Blvd.</td>
<td>355-8699, ext. 13230</td>
</tr>
<tr>
<td>Lawton, OK 73502</td>
<td>1-800-522-0104</td>
</tr>
<tr>
<td></td>
<td>Trina Herringshaw, RT</td>
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<tr>
<td></td>
<td>Carley Hester-Morales, RT</td>
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<tr>
<td></td>
<td>Ashley Ervin, RT (OPC Ortho)</td>
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<td></td>
<td>355-8699 ext 1442</td>
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<td>CCMH Radiology Fax # (580) 510-7078</td>
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<td></td>
<td><strong>OPC # (580) 355-8699 ext. 13217 or 14305</strong></td>
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<tr>
<td><strong>Southwestern Medical Center</strong></td>
<td>Tony Downs, RT</td>
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<tr>
<td>5602 S. W. Lee Blvd.</td>
<td>Kendra Mc Mullin, RT</td>
</tr>
<tr>
<td>Lawton, OK 73505</td>
<td>Anita Parks, RT</td>
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<tr>
<td></td>
<td>Garrett Bush, RT (580) 531-4775</td>
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<tr>
<td><strong>Great Plains Regional Medical Center</strong></td>
<td>Curt Stout, RT</td>
</tr>
<tr>
<td>P. O. Box 2339</td>
<td>Branda Schones, RT</td>
</tr>
<tr>
<td>Elk City, OK 73648</td>
<td>Jennifer Bandy-Thomas, RT</td>
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<tr>
<td></td>
<td>(580) 821-5597, ext. 4</td>
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<tr>
<td><strong>Elkview General Hospital</strong></td>
<td>Ralph Anderson, RT</td>
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<tr>
<td>429 W. Elm</td>
<td>Turk Robinson, RT</td>
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<tr>
<td>Hobart, OK 73651</td>
<td>Ada Hernandez, RT</td>
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<td></td>
<td>Jill Smith, RT</td>
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<td>(580) 726-1905</td>
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<td>FAX (580) 726-6041</td>
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ADDENDUMS TO THE STUDENT HANDBOOK

Spring 2015: The following addendums pertain to radiation protection.

Page 33, Operation of Radiographic Apparatus:
· Students should not perform examinations on pregnant patients unless an R.T. is physically present.
· Students cannot hold patients or the image receptor (IR) if other immobilization methods are the norm.
· In the event of cross-table or pediatric examinations where holding of the patient might occur, the student is not allowed in the room for these exams.

Page 36, Direct Supervision:
· Students must work directly with technologists during all mobile and C-arm examinations.

Page 36, Indirect Supervision: Reworded

A registered radiologic technologist reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a registered radiologic technologist within hearing range to assist if the student calls for help. The student may not use an electronic device to call for help, this is not acceptable. This availability applies to all areas where ionizing radiation equipment is in use. A student radiographer may perform x-ray exams only in the radiology dept. under indirect supervision if the student has obtained competency in that area. A student radiographer assigned to perform any x-ray exam outside the radiology department, such as surgery, emergency room or portable x-rays, MUST be accompanied by a registered radiologic technologist even if the student has obtained competency in that area. A registered radiologic technologist must be immediately available to assist students regardless of the level of student achievement.
**Fall 2014:** MRI Safety Protocol  (see page 34)

**Spring 2014** (Page 16)
Beginning with the spring 2014 semester, the RT program has established a new didactic grade scale. All didactic coursework will use this grade scale.

New Didactic Grade Scale

100 - 92 = A, 91 - 85 = B, 84 - 78 = C, 77 - 70 = D, 69 and below = F

**FALL 2013:** P. 11, Bad weather policy and p. 32 policy regarding Transportation of Patients

**Spring 2012:** Alteration of Program Paperwork Policy

**Fall 2011:**
Cell phone policy

The following updates/revisions have been made to the 2011-2012 Student Handbook. Several of the updates/revisions have been made in order to be compliant with the 2011 JRCERT Standards.

- P. 5: The student learning outcomes were added to the program goals.
- P. 6: Updated the college’s policy regarding Americans with Disability Act.
- P. 12: A social networking policy was created. It has been added to the 2011-2012 student handbook.
- P. 17: Violation of social networking policy results in immediate dismissal from RT program.
- P. 14: Under “Dismissal from the program”, added #14, Tampering with integrity of radiation dosimeter badges.
- P. 15: Grievance Policy: Updated the number of days for each action. It is now consistence for all.
- P. 22: Under “Pregnancy Policy”, added the student has the option to withdraw her pregnancy declaration in writing.
- P. 24: Added new form: Documentation of Radiation Monitoring Badge Reading, for students whose quarterly dosimeter report reflects a reading above 150 mrem. This change is also stated on p. 32 under Personnel Monitoring.
- P. 25 -28 regarding ARRT required mandatory and elective clinical competencies. Competencies were updated to reflect the changes in the 2011 ARRT competencies. However, the WOSC RT program will still require a mandatory competency be met for an UGI and a Barium Enema. ARRT states they are electives.
- P. 36-37: JRCERT recognized Clinical Instructors. This is a work in progress. The program is waiting on a return response from the JRCERT for adding/deleting several CIs. The list is constantly being maintained throughout the academic year, with changes being made as needed. The handbook that is located on the website has the most updated list of CIs.

**Fall 2010:** p. 11: Exam Policy

**Fall 2008:** Scantron Policy page 11

**January 15, 2014:** RE: Didactic Grade Scale, page 16

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My signature below indicates that I have read and understand the contents of this handbook and the WOSC Academic Integrity Policy. I agree to abide by the policies and procedures outlined and understand that I am responsible for adhering to them. I understand that this student handbook is subject to change. I also understand, that a copy of this statement must be returned to a radiology faculty member before attending Clinical Practicum I. This form will be placed in my student file in the clinical coordinator's office.
Student Signature

Date

This student handbook is subject to change.