

**WASHINGTON ADVENTIST UNIVERSITY
DEPARTMENT OF MEDICAL IMAGING
RADIOLOGIC TECHNOLOGY**

ASSOCIATE OF APPLIED SCIENCE

STUDENT POLICY MANUAL

Revised: August 2021

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INTRODUCTION

Welcome! We are pleased to have you as a student of the Washington Adventist University Department of Medical Imaging. We are proud of our program and the success of its graduates.

Our goal is to assist you in becoming the best Radiographer you can be. At the end of this two-year period you will have acquired the knowledge and experience to be a qualified Radiographer. You are the key to your success in this program. With your determination and our guidance you are sure to succeed.

This handbook is provided to help you. In it are all the regulations by which the school is operated. You will want to keep it and refer to it when necessary.

Again, welcome to our school. We are looking forward to working with you.

Sincerely,

Kristin Mitas, M.S., R.T.(R)
Chair/ Program Director

CALENDAR OF EVENTS

2021-2022

(Please refer to the WAU Academic Calendar for campus dates and deadlines)

July 26	Summer Session Ends
August 30	Fall Session I Begins
August 31	First day of program, Orientation Week
September 6	No School – Labor Day
October 6	Service Day
October 21-25	No School – Midterm Break (Th/F/M)
October 22	Fall Session I Ends
October 26 –29	Fall Didactic Break - No class, clinical only
November 1	Fall Session II begins
November 24 - 26	No School Thanksgiving
December 13	Study Day
December 16	Fall Session II Ends
December 17 – January 7	No School – Christmas/New Year’s Break
January 10 - 28	Spring Semester Begins - Clinical Only
January 17	No School - Martin Luther King Jr. Day
January 31	Classes Begin
February 21	No School – Presidents day
March 4-13	Spring Break (Fri-Sun)
April 6	Service Day
April 15	No School – Good Friday
April 25	Study day
April 28	Spring Academic Semester Ends
May 1	Graduation
May 9-27	Summer Session I – Clinicals Only (M-F)
May 30	No School – Memorial Day
June 6 - July 1	Summer Session II - Class Only
July 4	No School – Independence Day
July 5	Summer Session III – Clinicals only (M-TH)s
August 1	Summer Session III Ends
August 4 -August 27	No School - Summer Break

DESCRIPTION

Washington Adventist University Department of Medical Imaging is an Associate of Applied Science degree granting program. It is accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT). Washington Adventist University Department of Medical Imaging is also approved by the Maryland Higher Education Commission and licensed by the Montgomery County Government.

The Department of Medical Imaging is wholly owned and operated by Washington Adventist University.

WAU HISTORY

Washington Adventist University is a private liberal arts institution located in scenic Takoma Park, MD. Founded in 1904, it is owned by the Seventh-day Adventist Church and offers a Christian education to nearly 1,500 students of all faiths, through eight graduate and 32 undergraduate programs. Its vision is to produce graduates who bring competence and moral leadership to their communities. The 2011 edition of U.S. News & World Report ranked the University among the best regional colleges in the northern region and as one of the most diverse.

UNIVERSITY MISSION

Washington Adventist University is a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. This cosmopolitan institution challenges students to seize the opportunities for learning in the nation's capital in order to become moral leaders in communities throughout the world.

DEPARTMENT OF MEDICAL IMAGING MISSION

The mission of the Department of Medical Imaging is to educate professionals as radiologic technologists who are able to safely deliver clinical excellence and quality service to the community.

PROGRAM GOALS

1. To produce competent, entry level graduates.
2. The student will develop problem solving and critical thinking skills.
3. The student demonstrates appropriate skills in communication and ethics.
4. The student will demonstrate professionalism.

UNIVERSITY OFFICIALS

Dr. Weymouth Spence, RT(R)(ARRT)
Dr. Cheryl Kisunzu

President of Washington Adventist University
Provost of Washington Adventist University

DEPARTMENT of MEDICAL IMAGING OFFICIALS

Kristin Mitas, MS, RT(R)(ARRT)
Patricia Olwan, B.S., RT(R)(ARRT)
Matthew Oh, BS, RT(R)(ARRT)
Kailee Blakard BS, RT ®(ARRT)

Chair/ Program Director
Clinical Coordinator
Adjunct Professor
Adjunct Professor

CLINICAL AFFILIATE OFFICIALS

Shady Grove Adventist Hospital

Allyson Morris, RT(R)(ARRT)
Nancy Deen, RT(R)(ARRT)
Wilton Hackett, RT(R)(ARRT)

Day Shift Supervisor
Staff Technologist, CI
Staff Technologist, CI

Shady Grove Emergency Department

Candice Melott, RT(R)
Eric Martin, RT(R)

Staff Technologist, CI
Staff Technologist, CI

White Oak Medical Center

Kevin Brown, RT(R)(ARRT)
Richard Balthazar, RT(R)(ARRT)
Stephen Parsad, RT(R)(MR)(ARRT)
Frank Sines, RT(R)(CT)(ARRT)

Day Shift Supervisor
Evening Shift Supervisor
MRI Lead Technologist
CT Lead Technologist
Mammography Supervisor
Heart Catheterization Supervisor

Geoff Pisarra, RT(R)(CV)(ARRT)
Beulah Harris, RT(R)(ARRT)
Pamela Kramer, RT(R)(ARRT)

Staff Technologist, CI
Staff Technologist, CI

GENERAL INFORMATION

Entrance Requirements – listed in WAU Academic Bulletin

Technical Standards

To be considered for admission into the program, each applicant must be able to:

- A. Visually distinguish gray shades on a radiographic image.
- B. Immediately comprehend and respond to auditory instructions or requests.
- C. Push and operate portable imaging equipment.
- D. Lift and carry 20 pounds (5 image receptors) for a minimum of 50 feet.

Application Process

1. Apply to the University through the Admissions Office. Applications may be obtained by calling (301) 891-4502 or online at www.wau.edu. **Please note: Acceptance to the University does not guarantee acceptance into the Radiologic Technology Program.** The Admissions Office will inform the student of what must be submitted along with the application to the University.
2. After acceptance to Washington Adventist University and payment of the application fee has been made, previous college credits (if applicable) will be evaluated by the Registrar's Office. (Note: Official transcripts must be submitted to the Registrar's Office in order for the official evaluation to be completed). This process may take up to eight weeks and must be completed **before** applying to the radiologic technology program. International transfer students wishing to transfer credits must submit official international transcripts, as well as an official WES transcript.
3. Once the student has been accepted to Washington Adventist University and the official transcript evaluation has been completed, the student will contact the Department of Medical Imaging for an appointment with the department Chair.
4. The student will meet with the Chair of the Department of Medical Imaging, who will answer questions about the radiologic technology program and will set up an individualized degree plan. The student **must** be accepted to Washington Adventist University and have the official transcript evaluation completed before an individual degree plan can be created.
5. The **semester before** the student plans on entering the core radiology program, a radiologic technology application must be submitted to the department by the appropriate deadline.
6. Along with the radiologic technology application it is a requirement that the department is supplied with three completed recommendation forms. These forms should be completed by individuals who are able to assess your performance in an academic or work setting. **(Please do not have peers or family members complete these forms).**
7. An observation day must be scheduled by each prospective student before the application deadline. The observation day can be scheduled Monday through Thursday from 8:00 am to 12:00 pm. Please contact the program Chair to select a date.

TRANSFER STUDENTS

Transfer students are considered for this program on the basis of the following:

- A. The student left their previous program in good standing and has a recommendation from the director.
- B. The student has all records from the previous program that are pertinent to his / her education in this program.
- C. The student attends a personal interview with the admissions committee.
- D. The student meets all of the admission requirements of the program (see Entrance and Admission Requirements).
- E. Students will only be considered if the school's enrollment is not at maximum.
- F. Each student's eligibility will be reviewed and considered by the Admissions Committee. The decision of this committee is final.

FACILITIES

The Department of Medical Imaging is located on the first floor of the Health & Science Building on the Washington Adventist University Campus.

Facilities include:

- A. One large classroom with a seating capacity of sixteen students and library (see list of Reference Material).
- B. Three offices, one occupied by the Clinical Coordinator. One occupied by an adjunct Professor. One occupied by the Program Chair, all on the same floor as the classroom.
- C. Audiovisuals, projectors, overhead projector with transparencies, VCR, two complete articulated skeletons, one complete disarticulated skeleton, one partial disarticulated skeleton, phantom skull, foot, knee, elbow, and hand, learning and text audiovisual equipment are available for the programs' use (see list of Educational Equipment).

Other Facilities include:

- E. Three multipurpose X-ray rooms in the department of Radiology at WOMC. Additional x-ray equipment is located in the Operating Room, and the Emergency Room. Radiation Oncology, Ultrasound, Heart Catheterization Labs, Computed Tomography, Nuclear Medicine, Special Procedures, Mammography, Clinical Radiologists, and MRI provide additional clinical experiences.
- F. Clinical rotations are completed at Adventist Medical Faculty Associates, LLC, Shady Grove Medical Center, in Rockville, MD and the Germantown Emergency Department, a Shady Grove Medical Center affiliate, located in Germantown, MD, RadNet, Inc in Rockville, MD and White Oak Medical Center located in Silver Spring, MD, Patient First in Beltsville, MD, Patient First in Silver Spring, MD and Patient First in Rockville, MD.

ENROLLMENT LIMITATIONS

The Joint Review Committee on Education in Radiologic Technology has established a student capacity at the Washington Adventist Hospital Department of Medical Imaging of 10 students per year. This means there are potentially a maximum of 20 students in the Radiology departments of SGMC and WOMC, per year (ten first year students and ten second year students). The student to instructor ratio will not exceed 15 students per instructor for any didactic course.

PROGRAM EVALUATION

The Department of Medical Imaging undergoes consistent and continuing program evaluation. Throughout the course of the program, students participate in evaluating the courses, instructors and the program in general. After graduation, the graduates will complete a survey for evaluation of the program's effectiveness. It is very important for the alumni to be a part of this follow-up process and they will be encouraged to participate in it. The employers of graduates in the area hospitals, offices, clinics, and other institutions will also be asked to complete a survey that measures the quality of performance of the entry-level radiographers graduated from this program.

TUITION AND FEES

Refer to Washington Adventist University Academic Bulletin regarding:

- Tuition
- Special fees and charges
- Bookstore
- Collection Policy
- Family Discount
- Finance Charge
- Financial Clearance Agent
- Graduation
- Housing and Meal Plan
- Payment Plan
- Refund Policy
- Financial Aid

WITHDRAWAL

A student who wishes to withdraw from the Radiologic Technology program is recommended to have an exit interview with the Program Chair and Clinical Coordinator. It is recommended that the student attempt to withdraw from the program on good terms; this may facilitate readmission at a later time at WAU's Radiologic Technology program or at another institution.

COUNSELING

Counseling is available to all students through the Department of Medical Imaging faculty for school related items and through the Chaplain's Office for personal matters.

STUDENT CONDUCT

The relationship between WAU and our clinical affiliates is very important. Clinical affiliate's Employee Handbook, and Radiology Policy and Procedure Manual will be made available to each student while onsite. Students will be responsible for reading and complying with these various policies. These important documents are also discussed during the orientation process upon entry in the Radiologic Technology program. Student behavior, which deviates from these policies, is not welcome and the student may subject himself/herself to disciplinary action up to and including discharge from the program. See the Disciplinary Procedure section in this handbook for the procedures governing poor conduct. Each student is encouraged and expected to act in a professional and mature fashion, and is asked to indicate their intention to do so by signing the student agreement form which is found on the last page of this handbook. The student agreement form is required to be signed before a WAU student is allowed to begin clinical rotations and is added to the student's permanent file.

GRADES

Grades are submitted to the Program Chair from the instructors at the completion of their course. The grades are given to and reviewed with each student at the end of each session. The grades are then placed into the student's permanent file, which is maintained indefinitely by the Department of Medical Imaging faculty and WAU Records Department.

Instructors are required to supply the student with a list of course objectives, outline, and grading procedure at the beginning of each course.

Students are evaluated and counseled at the end of each session in both the academic and clinical areas. All students are on probation until the end of the first session.

During this probationary period the students will be counseled and required to maintain an 86% average or above in both the didactic and clinical areas. Those above an 86.00% at the end of probationary period will be removed from probation. Those students below an 86.00% GPA will be counseled and given a one session extension of probation with assistance from faculty. If at the end of the subsequent session sufficient progress is seen, probation will be removed. If insufficient progress is seen at the end of the subsequent session, the student may be dismissed from the Radiologic Technology program. Additionally, any student who fails a course in the first session will be dismissed from the program.

If at any time a student drops below an 86.00% after having been removed from probation, they will be immediately placed back on probation with counseling. If sufficient time passes with no improvement the student will be dismissed from the Radiologic Technology Program.

The grading system is as follows:

92 - 100	A	Excellent
86 - 91	B	Above average
80 - 85	C	Average
75 - 79	D	Below average

An "F" course must be retaken (with the exception of a first session course).

- At the end of each session, a permanent record will be issued to the student, as well as, kept on permanent file.

GRADING POLICIES

The following are grading policies held by WAU's Department of Medical Imaging:

1. The student must maintain an academic and clinical average of 86% in order to continue in the program. If at any time the student does not achieve an 86% clinical average, the academic disciplinary procedure will be put into effect.
2. A student failing two or more core courses is subject to probation or dismissal.
3. A student receiving a final course grade below 75% will be required to repeat the course.
4. A student receiving a grade of less than 75% on a final exam may be eligible for a single repeat. In order to be eligible, the student must have maintained an 86% or better throughout the course prior to taking the final exam. The student will be permitted only one retake per session and no more than one per subject. It is the student's responsibility to contact the instructor to request a retake. The student must request the retake within 24 hours after the initial final is complete. The retake must be completed by the end of finals week of the session the retake was requested. Makeup of a final exam due to absence will be granted at the instructor's discretion. Students who do not score a 75% on a repeat will be required to retake the course.
5. The student may be reassigned to a lower class or academic education may be extended.
6. If clinical objectives are NOT met in the final six(6) months of the program, the student's clinical experience will be extended and graduation will be delayed beyond the original date.
7. Students may review their grades at any time by making an appointment with the Program Chair.
8. Students must maintain a passing clinical grade throughout the entire program. If, at any time, a student receives a failing clinical grade, which is considered anything below a 75%, they will be dismissed from the program.

ACADEMIC DISCIPLINARY PROCEDURE

This program of education in Radiologic Technology, is designed to ensure that within reason, any student who satisfactorily completes this program of study will have acquired the knowledge and experience to pass the registry examination sponsored by the American Registry of Radiologic

Technologists, and will be able to perform as a competent radiographer. In order to meet these high standards, and to insure fairness, the following Academic Disciplinary Procedure will be followed if a student does not meet the minimum academic standard as outlined above:

- A. The student will be placed on academic probation and will be given a written warning which will state that he/she has the subsequent session to bring the class average up to a minimum of 86%.
- B. If the student brings his/her grades to 86% or above they will be taken off probation.
- C. If the student does not improve, he/she will be dismissed from the Radiologic Technology program at the end of the session.
- D. Students dismissed from the program for unsatisfactory progress may reapply to the Radiologic Technology program as a new applicant.

DISCIPLINARY POOR CONDUCT PROCEDURE

Any disciplinary action taken is recorded and kept in the student's permanent file. There are four disciplinary actions, which may be taken. They are:

- 1) verbal counseling
- 2) written warning with counseling
- 3) written warning with three day suspension
- 4) dismissal.

If a student receives a total of three (3) written warnings, regardless of the nature of the infractions, the student will be dismissed from the program for poor conduct.

- 1) A **verbal** counseling is a verbal admonition to the student to correct a deficiency. An immediate change is expected.
- 2) A **written warning** with counseling is given to a student if the verbal counseling has been unsuccessful in reminding the student to make a correction.
 - The student will be asked to indicate his/her knowledge of this action and the warning will be placed in the student's permanent file.
- 3) If no progress is seen, the student will be given a **written warning with three-day suspension**. During this absence, the student will be responsible for obtaining any class materials or notes and will be required to make up any missed quiz or test the first day of his/her return. The time away will be deducted from his/her leave bank.
- 4) **Dismissal** is complete removal from the Radiologic Technology program. This response will be necessary when the above steps have not corrected the situation. If a student is dismissed he/she is required to return their hospital I.D. card and dosimeter to WAU's Department of Medical Imaging.

Documentation of all the steps described above will be placed into the student's permanent file. Department of Medical Imaging faculty reserves the right to modify the disciplinary process to best fit each student's circumstances.

If the student feels that he/she was treated unfairly, they may put the student complaint procedure into effect. (see the Due Process portion of this handbook)

REMEDIAL POLICY

Any student not passing a given course will be required to retake that course the next time it is offered. This may lead to a delay in the student's original graduation and/or National Registry exam date.

Refer to each course syllabus for all make-up work policies. Any quiz or test not taken because of an excused absence must be taken within one day of returning to class. If a student misses a quiz or test because of an unexcused absence from class, it will not be administered at any other date and the student will have a score of 00 % entered into the grade book. As outlined in the syllabus, some classes will not have quiz retakes; instead the lowest quiz grade will be dropped. This will be at the discretion of the instructor.

RECORD CONFIDENTIALITY

In accordance with the Family Educational Rights and Privacy Act of 1974 the school maintains the confidentiality of the student's educational records.

With the exception of faculty who have a legitimate educational interest in the academic progress of students and need to use the records, (certain other exceptions are permitted under the "Act") no information will be given to a third-party without the written consent of the student.

Records of student performance including grade reports will be released to parents/guardians of dependent students only with prior written consent of the students as prescribed by the FERPA of 1974.

Students have the right to inspect and review information contained in their records kept by the Department of Medical Imaging. Students wishing to review their education records must make written requests to the Program Chair responsible for the record. Records covered by the Act will be made available within 45 days of the request

VA BENEFITS

This program is approved for Veterans Administration benefits through the Maryland Higher Education Commission.

Credit for previous training or experience will be granted in accordance with the Advance Placement and Transfer Student policy. The school will obtain written records on a VA beneficiary's previous education and experience, complete an evaluation, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.

If at any time a veteran student does not abide by the Radiologic Technology program attendance policy and is placed on probation, suspended, or terminated, the Veterans Administration will be immediately notified. If a veteran student is reinstated following termination, the VA will also be notified.

AFFECTIVE DOMAIN OBJECTIVES

After the two years of instruction in the Radiologic Technology program the student should be both competent and compassionate. The following are objectives, which should be attained through the student's course of study to demonstrate professional values and behavior.

After successful completion of the program the student will be able to:

- 1) Follow and respect all WAU, Radiologic Technology program and hospital policies.
- 2) Consistently use good judgment in the clinical area.
- 3) Accept challenges and not avoid difficult or unusual situations.
- 4) Use clinical time appropriately.
- 5) Show initiative within his or her assigned area.
- 6) Demonstrate caring, compassion and respect for all patients.
- 7) Respect the rights of the patient and maintain patient confidentiality.
- 8) Be punctual and stay within his or her assigned area.
- 9) Be attentive to the needs of the patient, physicians, staff and fellow students.
- 10) Act professionally at all times.
- 11) Be self-motivated and demonstrate the desire to learn new skills.
- 12) Serve as a role model for patients and fellow students.
- 13) Make appropriate progress in the clinical area.
- 14) Respond positively to faculty or staff suggestions and/or criticism.
- 15) Demonstrate maturity.
- 16) Demonstrate leadership abilities.
- 17) Demonstrate the desire to pursue knowledge outside the classroom including involvement with professional societies.
- 18) Demonstrate critical thinking skills

GRADUATION REQUIREMENTS

Before attending graduating and receiving a degree, the student must meet the following requirements:

1. The student must have passed all of the didactic courses with a minimum grade of 75%.

2. The student must have achieved a minimum academic GPA of 86%.
 3. The student must have completed all of the required clinical competencies including final competencies and an exit interview.
 4. The student must have achieved a minimum clinical GPA of 86%.
 5. The student must have met attendance standards as outlined in the Attendance portion of this handbook.
 6. The student must have paid in full all of the applicable tuition and fees.
 7. The student must have met or exceeded all of the academic and clinical standards as outlined in the Student Handbook and the Clinical Handbook.
- Failure to meet the above graduation requirements may result in delay of graduation date and omission from commencement ceremonies.

TERMINAL COMPETENCIES

The following are a list of terminal competencies felt to be necessary to graduate from the Radiologic Technology program, and become a qualified radiographer.

1. Effectively use oral and written medical language;
2. Demonstrate knowledge of human structure, function and pathology;
3. Anticipate and provide basic patient care and comfort;
4. Apply principles of body mechanics;
5. Perform basic mathematical functions;
6. Operate radiographic imaging equipment and accessory devices;
7. Position the patient and imaging system to perform radiographic examination and procedures;
8. Modify standard procedures to accommodate for patient condition and other variables;
9. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure;
10. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality;
11. Practice radiation protection for the patient, self and others;
12. Recognize emergency patient conditions and initiate first aid and basic life-support procedures;
13. Evaluate radiographic images for appropriate positioning and image quality;

14. Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority;
15. Demonstrate knowledge and skills relating to quality assurance;
16. Exercise independent judgment and discretion in the technical performance of medical imaging procedures;
17. Demonstrate general knowledge of body section anatomy and radiography methods;
18. Demonstrate general knowledge of basic computer operation and capabilities;
19. Demonstrate expected ethical and professional behavior;
20. Recognize the need for further professional education.

PROGRAM STRUCTURE

The program is 23 months long consisting of a sophomore year (first year program students) and a junior year (second year program students). Each year is subdivided into four sessions according to didactic and clinical training so that the breakdown is:

First Year

Fall Session:	Didactic and clinical training	(8 weeks)
Fall Session:	Didactic and clinical training	(8 weeks)
Spring Session:	Didactic and clinical training	(16 weeks)
Summer Session:	Didactic and clinical training	(12 weeks)

Second Year

Fall Session:	Didactic and clinical training	(8 weeks)
Fall Session:	Didactic and clinical training	(8 weeks)
Spring Session:	Didactic and clinical training	(16 weeks)
Summer Session:	Didactic and clinical training	(4 weeks)

A Didactic Assessment Exam will be given immediately following the summer session. Students are expected to score a minimum (passing) grade of 75% on this examination. Students failing to achieve a passing grade on this test are subject to disciplinary action not excluding dismissal from the program. Students may be given the option to repeat the first year courses thereby extending their program time commitment or to withdraw from the program.

The 23-month training program begins a new class every fall session. At the completion of the two-year program the student is eligible to take the ARRT National Registry Exam.

Program Curriculum: (tentative breakdown of the courses in each session.)

FIRST YEAR COURSES

FALL SESSION I

RADT 101 Positioning & Procedures I

RADT 203 Patient Care

RADT 102 Physics I

FALL SESSION II

RADT 112 Physics II I

RADT 111 Positioning & Procedures I

RADC 110 Clinical Experience II

SPRING SESSION III

RADT 230 Exposure I

RADT 121 Positioning & Procedures III

RADT 202 Medical Terminology

RADC 120 Clinical Experience III

SUMMER SESSION

RADT 131 Positioning & Procedures IV

RADC 130 Clinical Experience IV

SECOND YEAR COURSES

FALL SESSION V

RADT 2-04 BioMedical Ethics
RADT 307 Imaging Equipment & QA
RADC 300 Clinical Experience V

FALL SESSION IV

RADT 324 Image Production
RADC 310 Clinical Experience IV

SPRING SESSION IIV

RADT 305 Radiation Protection & Biology
RADT 329 Digital Equipment
RADC 320 Clinical Experience VII

SUMMER SESSION VIII

RADT 309 General Review
RADC 330 Clinical Experience VIII

Course Descriptions for each course can be located in the Course Information section of the current edition of the Academic Bulletin.

PROGRAM TIME COMMITMENT

It is the policy of WAU's Radiologic Technology program to assure each student that the program time commitment will not exceed 40 hours per week. This includes clinical and academic. There are no exceptions.

CLINICAL EDUCATION

The clinical education portion of your experience at WAU's Radiologic Technology program is under the direct supervision of the Clinical Coordinator, Clinical Instructors and/or qualified staff technologists. All questions or problems regarding the clinical area must first be brought to the attention of the Clinical Coordinator.

Your clinical education will start after orientation. Clinical education is very different from traditional classroom instruction because it involves the care of real patients and the use of ionizing radiation, which is dangerous to humans if used improperly. Together these factors constitute a very different situation than found in a classroom and mandate a structured setting with rules and regulations in order to ensure a smooth and effective clinical experience.

The student's part in ensuring the effectiveness of the clinical portion of the program is to acquire a thorough understanding of the educational philosophy and rules of the clinical training, and to energetically pursue and support this clinical learning experience.

The following sections of the handbook represent the regulations and policies for the clinical education of students in WAU's Radiologic Technology program. The regulations and policies will apply to all students in this program.

CLINICAL EDUCATION STRUCTURE

The clinical education is structured to take an individual with no previous knowledge in the area of radiologic technology and train them in a systematic way, to be able to produce quality radiographs and minimize the discomfort and anxiety of the patient. The steps outlined below must be followed in order to become competent in the clinical application of radiologic technology.

1. Listen to a lecture and pass a written test on the anatomy and terminology related to the specific body part being positioned.
2. Listen to a lecture including demonstrations and visual aids on the proper positioning of routine and non-routine positions for the specific anatomical part to be radiographed.
3. Utilize the non-energized lab in a small group with an instructor present to demonstrate and practice the positions that were taught in the previous steps.
4. Pass a simulated competency to insure understanding before performing a radiographic procedure on a patient.
5. Train with clinical instructors and qualified radiographers on patients to obtain proficiency and acquire all required competency examinations. First, students will assist CI's and qualified radiographers performing procedures. Students receive signatures during this step. After the minimum number of signatures has been met for a procedure, the student may request to perform a non-energized lab on the particular procedure. Non-energized labs shall be graded by CI's or program faculty. Once a student successfully completes a non-energized lab on a procedure they may attempt a procedure competency under direct supervision of a qualified radiographer. If the student passes the competency checkoff, he/she is considered competent to do the exam under indirect supervision. However, if the student fails the exam, he/she must return to a previous step. **Program faculty may require a student to perform and pass an exam that has been checked off as a completed clinical competency at any time. This is a system to insure continued competency. If a passing grade is not obtained, the student will be required to repeat the exam for a passing grade.**
6. Final Junior and Senior Competencies will be conducted at the end of each year. If a student fails a final competency exam he/she will be required to go through the process of

acquiring a clinical competency again on that exam. All senior students must complete their final competencies before graduation.

7. Further information concerning the clinical education portion of this program is available in the Clinical Handbook.

Periodically students will be scheduled on a 1:00 – 9:00 pm rotation.

Students must complete rotations in the following areas:

Computed Tomography (CT)

1:00 – 9:00 pm shift

Students may choose to complete rotations in two of the following:

Heart Catheterization Lab

MRI

Mammography

Radiation Oncology

Nuclear Medicine

Ultrasound

EXPOSURE MONITORING AND SAFETY PRACTICES

WAU's Radiologic Technology program Clinical Affiliates provide exposure monitoring dosimeters for all Radiologic Technology students. The purpose of this policy is to ensure personnel external exposure monitoring program as published in COMAR 26.12.01.01. The students are required to wear their dosimeter while in clinical areas. It is to be worn at the collar level at all times. No student will be allowed to be in clinical areas without their dosimeter. If a student loses their dosimeter, he/she must request a replacement and provide a written explanation immediately.

Exposure monitoring dosimeters must be left on the board provided in the radiology department. This assures the most accurate reading possible.

Dosimeters are changed around the 5th of every month, and it is the responsibility of each student to see that their dosimeter is changed every month. Failure to adhere to this policy will result in an inaccurate radiation exposure reading. A printout from the vendor who provides the monitoring dosimeter will be posted each month. Each student must initial beside their name to show that they have identified their exposure reading for that month. A copy of the initialed read out will be placed along with the individual Exposure Monitoring and Safety yearly report in the student's permanent file.

The student shall wear a 0.5-mm lead body apron during performance of duties in direct exposure areas. Thyroid shields are also available to all Radiology Technology students.

External and internal exposure will be monitored for personnel likely to receive, in 1 year; the threshold dose is a radiation dose in excess of 10% of the following limits:

- Adult = 5 rem
- Minors = 0.5 rem
- Embryo/Fetus of Declared Pregnant Women = 0.5 rem

The RSO will review Form NRC-5, "Current Occupational External Radiation Exposures," or an equivalent form (e.g., dosimeter processor's report,) results of personnel monitoring at least quarterly.

Employees will be instructed as to the location of the personal dosimetry monitoring program reports, and will have access to these reports.

Deliberate exposure of monitoring devices to deceptively indicate a dose delivered to an individual is prohibited.

Monitoring devices shall be maintained in designated areas when not in use.

Administrative assignments will be made as necessary based on an individual's exposure history.

The Maryland Department of Environment's memorandum entitled "Weighting Factor Policy Requirements for the Use of the Alternative Effective Dose Methodologies" will be followed at this institution when deemed necessary by the RSO and approved by the RSC.

ALARA Investigations:

We hereby establish investigational levels for occupational external radiation doses, which, when exceeded, will initiate review or investigation by the RSO. The investigational levels that we have adopted are listed below. These levels apply to the exposure of individual workers.

INVESTIGATIONAL LEVELS			Annual Limit
Participants External Dose	LEVEL I	LEVEL II	
		mrem/quarter	
Deep dose equivalent (DDE)	125	375	5,000
Eye dose equivalent (LDE)	375	1,125	15,000
Shallow dose equivalent to skin (SDE)	1,250	3,750	50,000
Shallow dose equivalent to extremity (SDE)	1,250	3,750	50,000

INVESTIGATIONAL LEVELS			Annual Limit
Interventional Radiology Participants External Dose	LEVEL I	LEVEL II	
		mrem/quarter	
Deep dose equivalent (DDE) collar badge	125	940	5,000
Eye dose equivalent (LDE) collar badge	375	1,125	15,000
Shallow dose equivalent to skin (SDE)	1,250	6,250	50,000
Shallow dose equivalent to extremity (SDE)	1,250	6,250	50,000

The following actions will be taken when investigational levels are exceeded:

- Participant dose less than Investigational Level I.

Except when deemed appropriate by the RSO or the RSO's designee, no further action will be taken in those cases where an individual's dose is less than the Investigational Level 1 values.

- Participant dose equal to or greater than Investigational Level I but less than Investigational Level

The RSO or the RSO's designee will review the dose of each individual whose quarterly dose equals or exceeds Investigational Level I and will report the results of the reviews to the radiation safety committee following the quarter when the dose was recorded. If the dose does not equal or exceed Investigational Level II, no action related specifically to the exposure is required unless deemed appropriate by the RSO.

- Participant dose equal to or greater than Investigational Level II.

The RSO will investigate in a timely manner the causes of all personnel doses equaling or exceeding Investigational Level II and, if warranted, will take action. A consideration of actions should be taken by the RSO to reduce the probability of occurrence, and a report of the actions should be reviewed by the Radiation Safety Committee at its first meeting following completion of the investigation.

- Re-establishment of investigational levels.

The above guidelines have been provided by the Radiation Safety Officer at AdventistHealthCare.

The dose limits that an individual may receive in a year shall be reduced by the occupational dose received by that individual while employed by any other institution.

STUDENT IDENTIFICATION

Each student is given a photo I.D. badge by the hospital. This identification **must be worn at all times** with the picture side out while in the hospital.

MARKERS

Students will use their **own** initialed right and left lead markers to properly identify patient anatomy. Under no circumstances will a student lend their markers to anyone or borrow anyone else's marker. If a student should lose these markers, he or she must notify the Clinical Coordinator and order a new set immediately.

PERSONAL APPEARANCE

WAU's Radiologic Technology program policy on personal appearance is built upon the principles set forth by our clinical affiliates Personnel Policy Manual and Radiology Department dress codes.

The personal appearance and demeanor of WAU Radiologic Technology students reflect the standards of the profession, the radiology department, the clinical affiliate and WAU. Each student shall reflect interest and pride in themselves and the medical imaging profession.

Uniforms will be clean and pressed. Shoes will be clean and appropriate at all times.

Any student reporting to school in improper uniform or attire or in a soiled or untidy uniform will be sent home. **This time will be deducted from the student's leave bank.** WAU's Radiologic Technology faculty and/or CI's will have the final decision when judging the personal appearance of the student.

UNIFORMS

Females: Ceil blue scrubs with program embroidering. White or black professional shoes with hose or calf length socks. It is unacceptable to have bare leg showing.

Males: Ceil blue scrubs with program embroidering. White or black professional shoes with calf length socks. It is unacceptable to have bare leg showing.

Any shirts worn under the scrubs top must be dark blue, black or white and must be tucked in.

HAIR

Females: Hair must be clean and neatly combed.

Males: Moustache, beard, and hair must be neatly trimmed, clean, and manageable.

Hair must be worn so that it does not fall onto the patient, into sterile areas or in the wearer's face so that it obstructs vision. If long, it must be worn up or pulled back at all times.

ACCESSORIES

Use of cosmetics should be discreet and kept to a minimum. Perfume and cologne should be avoided. Fingernails should be kept at a reasonable length, neat and clean. Jewelry should be kept to a minimum. Jewelry that may be worn with a uniform include: Watches, wedding bands, engagement rings, school rings, school pins and small earrings that are in good taste. **Items that are unacceptable include but are not limited to: pendulous accessories, colored fingernail polish, large gaudy jewelry, and political accessories.** Any visible tattoos must be covered up at all times in the clinical setting.

PERSONAL PHONE CALLS

Personal phone calls are not allowed. Students can receive only emergency calls. Messages will be taken for other calls.

PERSONAL PROPERTY

Students are asked not to bring personal property of excessive value to the clinical setting. The student is responsible for any missing personal items.

CELL PHONE / MOBILE DEVICES USE

During clinical rotations, students are to keep their cell phones with their personal belongings, not on their person. Use in the clinical area will result in disciplinary action.

During class, students must keep their phones away and should not be audible nor visible during class instruction. Use in the classroom will result in disciplinary action.

CLINICAL SUPERVISION OF STUDENTS

A student's clinical rotation will not be substituted for, or take the place of full time staff. Students will perform exams under direct supervision until completing the competency for each exam. After demonstrating competency, the student will be allowed to perform procedures with indirect supervision. No more than one student per qualified technologist will be assigned to a clinical rotation. Under no circumstances will a student be allowed to hold a patient.

Direct supervision is conducted by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure.

Indirect supervision is provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed.

CLINICAL STANDARDS

1. Students must maintain the clinical standard as established by WAU Radiologic Technology program faculty and/or CI's based on the level of the student's clinical education.
2. Students may be placed on probation for poor clinical performance. This progress is established after each rotation through evaluation by the clinical coordinator and the qualified radiographer assigned to the students rotation.

UNSATISFACTORY RADIOGRAPHS (Repeats)

The policy of the WAU's Radiologic Technology program states that any unsatisfactory radiograph **must be repeated in the presence of a qualified radiographer**. There are no exceptions. Repeats must be documented on the daily log sheet and initialed by the radiographer that performed the direct supervision of the repeat.

RADIOLOGIC TECHNOLOGY PROGRAM POLICIES

CODE OF CONDUCT

Rules and regulations concerning conduct are to be observed by all students. Students are expected to behave in a professional and ethical manner at all times.

ALL STUDENTS SHALL:

1. Treat all patients with kindness and respect.
2. Never leave a patient unattended.
3. Be punctual and honest in their use of time.
4. Respect all patient information and keep it confidential.
5. Show respect for faculty, patients, hospital staff and visitors.
6. Handle all machinery with care, reporting damaged or improperly functioning machines to a CI.
7. Leave the clinical area only for classes and occasions approved by the Clinical Coordinator and/or Program Chair.
8. Report all accidents or injury involving students, patients, other hospital employees, or visitors to the appropriate supervisor.
9. Eat or drink **ONLY** in designated areas. Eating is not allowed in the classroom unless authorized by the faculty.
10. Immediately report any inappropriate behavior e.g. sexual harassment or improper language to the Program Chair or Clinical Coordinator.
11. Obey all hospital regulations as outlined in each clinical affiliate's Employee Handbook.

DISMISSAL

The following are some of the infractions, which could result in or lead to an immediate suspension or permanent dismissal:

1. Insubordination
2. Falsification of any records or exams
3. Unlawful possession, use of distribution of illicit drugs or alcohol.
4. Theft
5. Malicious gossip
6. Felony Conviction
7. Repeated display of poor attitude.
8. Clinical grade below 75%

9. Other infractions of the rules of conduct as noted in the WAU's Academic Bulletin, WAU's Student Handbook, WAU's Radiologic Technology Student Policy Manual, WAU's Radiologic Technology program Clinical Policy Manual and all clinical affiliate's Employee Handbook.

ATTENDANCE

All students will have accounts in WAU's Radiologic Technology program automated clinical attendance google form. It is the student's responsibility to clock in and out at the beginning and end of the day. The rules for attendance are as follows:

1. School hours are **7:30 am to 4:00 pm Monday-Friday**. Outpatient facilities are **8:30am-4pm**. Students are also required to fulfill 1-9 rotations. Each student must clock in and out under the above time constraints.
2. Time deducted from the leave bank will be rounded up to the nearest quarter of an hour (15mins). Poor attendance affects the student's grades as well as the leave bank. Refer to the course syllabus for detailed deductions.
3. **If a student's time bank drops below 0, the student will not have met the minimum required clinicals hours for the course credit and will fail the course. Failing a clinical course would result in dismissal from the program.** Make-up hours are allowed under extenuating circumstances.
4. Failure to clock in or out will result in an automatic **two (2) hour deduction** from the student's leave bank
5. Students must take responsibility for their own attendance. If there is a dispute of the deduction of time bank hours tracked, it must occur within 3 days.
6. No other student may clock in or out for another student. *A violation of this would be cause for immediate dismissal.*
7. Anytime a student leaves the clinical affiliates, for any reason, they must clock in and out, including traveling to and from campus.

ATTENDANCE GUIDELINES

The student should become familiar with the following guidelines:

1. Attendance is critical in any educational program, therefore unexcused absences are unacceptable. It is expected that each student will be prompt and professional.
2. Certain situations will be recognized as ***excused absences***(no deduction in time bank or reduction of grade). These *may* include required court appearances (with proper documentation and prior notice), death in the immediate family (parents, grandparents, spouses, children, or siblings) or military obligations. Justification of the excused absence in the form of legitimate documentation must be submitted when appropriate.

[Also see the section entitled "remedial policy" regarding missed quizzes or tests because of an unexcused absence(s)].

3. **The student must call before 7:30 am to notify the Clinical Coordinator or Program Chair, as well as their immediate supervisor in their assigned clinical rotation, if for any reason the student will be absent or late.** If the above mentioned faculty are unavailable, a message should be left on their voicemail. If the student does not call in by 7:30 am, time will be deducted from their leave bank at **double** the total time absent.
4. Leave bank hours are granted per session and should be conserved and used wisely. This time is added to the student's bank of hours at the beginning of each session. Only 10 hours may rollover from the previous session to maximize clinical experience.
5. Attendance is monitored and documented by program faculty and updated records of an individual's usage is accessible by the student via automated clinical attendance shared google document.
6. Repeated or habitual absences (3 tardies and 2 absences per 8 week session) will result in a reduction in the final grade for the clinical course. After the third tardy per 8 week session , 3 points will be deducted from the clinical attendance grade. After the second absence per 8 weeks session , 6 points will be deducted from the clinical attendance grade.
7. Students must take a half-hour lunch each day between 11:30am-1pm. Every student is allowed one 15 min. break depending on patient volume (15 min. break is not guaranteed and may not be added to the required lunch break). Students shall ask their technologist before leaving rotation for any break. Break times shall be dictated by technologists/ CI's or program faculty.

SICK TIME

Time that is taken off because of illness will be deducted from the student's leave bank.

Any time missed due to illness should be accompanied by a doctor's certificate. Absence of more than 3 days may be made up if a doctor's note for the duration of the illness.

Excessive and/or abusive use of sick time will result in the student being placed on probation or dismissal of the student from the program.

Students are held responsible for all time lost from class.

LEAVE BANK TIME

The student receives a designated amount of leave time at the beginning of each session of their junior and senior year. This time is intended to be used only when necessary, ie. fever, nausea, doctors appointments, car issues, issues with childcare.

Session	Leave Bank
Junior Fall Session II	24 hrs

Junior Spring Session III	40 hrs
Junior Summer Session IV	24 hrs
Senior Fall Session V	24 hrs
Senior Fall Session VI	24 hrs
Senior Spring VII	24 hrs
Senior Spring VIII	16 hrs

This time should be used when necessary, it should not be used when:

- 1) Class or classes are in session
- 2) The time off would cause time bank hours to drop below 0.

MAKE UP TIME

Students may make up clinical hours in only extenuating circumstances (ie, illness w/ documentation) Policies regarding make-up time are as follows.

- a) Time must be made up the week after finals. 7:30am -4pm, Monday thru Friday of that week.
- b) Make-up time will not be approved if reasons for absence are not properly communicated when it occurred.
- c) Location of make-up will be selected by faculty upon approval.

ILLNESS/INJURY WHILE IN CLINICAL ROTATION

If a student becomes ill while in assigned clinical rotation, access to the facilities at WAH and SGAH are available, at the cost customarily charged to the general public.

If a student is injured while in assigned clinical rotation, an incident report must be completed immediately with the clinical affiliate. A detailed written report of the incident must be submitted to WAU's Radiologic Technology program faculty no later than 24 hours after the event. A maximum of 16 hours off may be granted. A physician's note stating specific time off due to injury must be provided for time off without deduction from the leave bank. Any additional hours/days missed will be deducted from the students' leave bank.

If an incident report is not filled out within the allotted time frame points and hours will be deducted from the students' leave bank per the Program's absentee policy.

LEAVE OF ABSENCE

Students must submit requests in writing. The request must include: reason for leave, last date of attendance, and specified date of return. Failure of the student to return on or before the specified date of return may be dismissed from the program. Upon return to the program, the student will be responsible for making up work and may be required to remain in the program after graduation to complete clinical time missed.

Eligibility to take the National Registry may be delayed until program requirements are met.

Leave of absence **may be** approved for a **maximum** of 45 days and a **minimum** of 10 consecutive school days.

All students on leave will be held responsible for the material covered in class.

The student must make up time missed under the approved leave of absence if the student wishes to meet the original graduation date. Otherwise, the student must stay after graduation date as long as is needed to complete the program. If the student opts for this decision, the registry will be delayed until the time is made up.

PREGNANCY POLICY

PURPOSE

To provide for the continued education, notification to the Radiologic Technology program, and protection of the fetus/expectant mother who becomes pregnant while a student in the Radiologic Technology program at WAU.

POLICY

The program has established the following policy directed toward the protection of the declared pregnant student and the unborn fetus from the harmful effects of ionizing radiation.

It is the policy of Washington Adventist University, Department of Medical Imaging to take all practicable measures to ensure that the permissible dose of 500 mrem from ionizing radiation to the embryo/fetus is not exceeded during the entire period of gestation. Further, it is the policy of Washington Adventist University, Department of Medical Imaging to inform female Radiologic Technology students of the risks associated with exposure to ionizing radiation involved during pregnancy and of their options for continuing their educational program.

PROCEDURE

Background:

It is well established that the most critical period for potential biological detriment is the first trimester of pregnancy (i.e. the first three (3) months).

Proposed changes to 10 CFR part 20 of the Nuclear Regulatory Commission, recent EPA draft guidance on radiation protection standards, and recommendations of the National Council on Radiation Protection all suggest the following standard. "The dose equivalent to an embryo/fetus as a result of occupational exposure of a woman declared to be pregnant should not exceed 500 mrem for the entire gestation period of a declared pregnancy."

In addition, the National Council on Radiation Protection recommends that once a pregnancy become known exposure to an embryo/fetus shall not be greater than 50 mrem in any one month (excluding medical exposures).

These policy guidelines are directed primarily toward the protection and preservation of the health and welfare of an employee and the unborn fetus. Specifically, the policy promotes disclosure of a pregnancy at the earliest possible moment. In addition, the policy should assist the employee by preventing unnecessary conflict or pressure.

STUDENT'S RESPONSIBILITIES:

The Radiologic Technology student may elect to voluntarily declare the pregnancy to the Program Chair. The declaration must be in writing. This voluntary declaration should be given at the earliest possible time to minimize the possibility of fetal exposure. The declared pregnant Radiologic Technology student has the option to withdraw the declaration of pregnancy at any time. Withdrawal of the declaration must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

SCHOOL RESPONSIBILITIES:

1. The female Radiologic Technology student will, when she is accepted as a student, be made aware of the risk of radiation exposure to the embryo/fetus through an in-service program and/or through the departmental procedure manual. This shall be mandatory and shall be documented.
2. If the Program Chair receives a declaration of the student's pregnancy, a pregnancy file will be started. The Radiation Safety Office, along with the individual, will review the historical radiation records of the pregnant Radiologic Technology student. If the student has been in school less than 24 months, records of a cohort with similar duties will be reviewed. Unless that review is extraordinary the student will be expected to maintain normal duties. However, the student may be removed from any "direct exposure" areas until the conclusion of the pregnancy unless the student requests to remain in such area with a written statement of her intentions and acknowledgment of the risks.

All pregnant Radiologic Technology students who inform the Program Chair and are assigned to perform routine radiographs will be subject to the following:

- a. The student shall wear a 0.5-mm Pb wrap-type lead apron during performance of duties in direct exposure areas.
 - b. In addition to her regular exposure monitoring badge, the student will be issued a fetal monitoring dosimeter to be worn at all times, at waist level, underneath the lead apron, during duties performed in direct exposure areas.
3. The Radiation Safety Officer and the Program Chair will closely monitor the monthly radiation exposure records for the pregnant student radiographer to insure that they are minimal and that the cumulative exposure stays below 125 mrem during the gestation period.

STUDENT OPTIONS

With consideration to the above, the pregnant student will be responsible for making the decision of one of the following options:

1. Student remains in WAU's Radiologic Technology program and assumes normal duties. These duties are subject to the above conditions.
2. Student may request to have her rotations altered.
3. Student may apply for a Leave of Absence. Maternity leave will be treated like any other medical leave and re-entry into the program will be allowed with credit for past experience applied at the discretion of the instructional staff. All time

missed in the clinical and didactic areas must be made up prior to graduation and the taking of the ARRT National Registry.

The Program Chair must be notified immediately, in writing, of the students decision from the options above.

INCLEMENT WEATHER

WAU's Department of Medical Imaging will use the university closing system due to hazardous road conditions as a guide during severe weather conditions.

HOLIDAYS

WAU's Department of Medical Imaging will observe the following holidays:

Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
New Year's Day	Independence Day
President's Day	Labor Day
Martin Luther King Jr. Day	

DUE PROCESS

STUDENT APPEAL PROCESS

WAU's Department of Medical Imaging policies are designed for the benefit of the student. These policies set forth the obligations of the university to the student and the responsibilities of the student to the university. It is the intent of WAU's Department of Medical Imaging to apply these policies consistently and fairly to all students.

In order to ensure that the intent of the Radiologic Technology program policies is carried out in practice, the following complaint procedure has been established. When students believe that they have received unfair treatment, or that a program policy has been incorrectly applied, the complaint procedure provides a method for them to seek corrective action. Students are encouraged to use this procedure. WAU's Radiologic Technology program assures that no student will be discriminated against for filing a complaint or making an appeal in accordance with the complaint procedures herein established.

This procedure parallels the one academic grievance procedure in the WAU Student Handbook. Some students may be concurrently employed by a clinical affiliate during the duration of the program. Complaints regarding clinical affiliate employment should be addressed through their employee complaint procedures.

If at any time, any person(s) feels that the WAU Radiologic Technology program is not in compliance with the standards set forth by the JRCERT, they may address their concerns by following the steps of the Due Process as outlined in this handbook.

DEFINITIONS

- 1) **Complaint:** A "complaint" shall mean an allegation by a student that there has been a violation, misinterpretation, or inequitable application of any provisions of the Radiologic Technology program policies.
- 2) **Timeliness:** In order to ensure the effective functioning of the complaint procedure, a student desiring to file a complaint must follow time limits set forth within each step of the complaint procedure. Complaints **must be filed within five school days** after the event occurred which is alleged to have given rise to the problem. Complaints must be filed and appealed within the time limit established in each step of the procedure or they will be considered settled on the basis of the last answer given.

REVIEW PROCEDURES

Step one: Before filing a formal complaint, a student shall first discuss with the instructor involved (within five school days from its occurrence) to discuss the matter. The instructor may be any person who is a clinical instructor, qualified staff technologist, guest lecturer or program faculty. The instructor is obligated to answer the informal complaint within five school days.

Step two: If the informal discussion with the instructor does not resolve the problem to the mutual satisfaction of the student and the instructor, or if the instructor does not answer, the student shall prepare a written complaint and file it with the program chair. If the complaint is against the program chair, the chair must appoint another faculty member in the Department of Medical Imaging. The written complaint must be filed within five school days from the date the instructor gave the student, or should have given the student, his or her decision. The student must state the problem, giving complete details, and what corrective action the student would like taken. Then, upon receipt of the complaint, the program chair shall schedule a meeting with the complainant to be held within five school days to discuss the complaint. Within five school days after the discussion, the program chair shall issue the decision to the complainant both in writing and orally.

Step three: If the complainant is dissatisfied with the decision of the program chair, he or she may, within five school days from the time he or she received the written and/or oral decision, appeal this decision in writing to the Dean (of School of Health Professions, Science and Wellness). The Dean shall investigate the complaint. The Dean then has five days from receipt of the appeal to conduct a thorough investigation. Within this time, he or she may call a meeting of the grievance committee. This committee shall consist of the Program Chair, the Clinical Coordinator, the Dean, and one qualified technologist from a clinical affiliate to be selected by the complainant. The committee will hear pertinent testimony regarding the complaint from the complainant and any other individuals whose testimony is deemed necessary.

The committee is chaired by the Program Chair who is a non-voting member of the grievance committee.

Step four: The complaint will be thoroughly discussed by the grievance committee and a decision will be made at the time of the meeting. The complainant will be informed of this decision within 24 hours following the meeting adjournment. If the complainant is

dissatisfied with the decision, the Provost will review the grievance. This review will be conducted and completed within no more than five days upon receipt of appeal. The Provost decision will be final.

A student may contact the JRCERT at any time if they are concerned about non-compliance of the program.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
Telephone: (312) 704-5300 Fax: (312) 704-5304
Email: mail@jrcert.org

The student has the right to obtain information regarding program performance from the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations.

Maryland Higher Education Commission
839 Bestgate Rd
Suite 400
Annapolis, MD 21401-3013
410-260-4500
www.mhec.state.md.us

MISCELLANEOUS INFORMATION

STUDENT SERVICES

Refer to WAU's Academic Bulletin & Student Handbook.

PROFESSIONAL ACTIVITIES and ORGANIZATIONS

The Department of Medical Imaging faculty encourages student participation in professional activities and organizations. These experiences enhance the learning process and provide the student with valuable knowledge regarding the future of their chosen profession. In view of this, it is recommended that each student support their professional societies during their two years in the program by becoming members.

Professional organizations in Radiologic Technology promote student participation by offering special membership fees. The following organizations are recommended to the student for consideration:

- American Society of Radiologic Technologists
- Maryland Society of Radiologic Technologists

EDUCATIONAL RESOURCES

Betty Howard Center is a resource available to all WAU students for successful academic advancement and progress. It is located on the first floor of Wilkinson Hall.

DRUG PREVENTION POLICIES

POLICY

In harmony with the Hospital's policy on Substance Abuse, WAU and its Department of Medical Imaging prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol by students or employees on the property or as part of any of its activities. For more detailed information, see the substance abuse policy in WAU's Academic Bulletin and Student Handbook.

Disciplinary actions are covered under the dismissal policy of the school found in this handbook.

NOTIFICATION OF CONVICTION

A student enrolled in a WAU Department of Medical Imaging program must notify the program chair, in writing, of his/her conviction for a workplace violation of a criminal drug statute within five calendar days of such conviction. The program chair will, in turn, notify the United States Department of Education within ten calendar days after learning of the conviction. Upon learning of the conviction, the WAU Department of Medical Imaging program will either take disciplinary action up to and including discharge against the student or require him/her to participate satisfactorily in a substance abuse program, within thirty days after learning of the conviction. A clinical affiliate may deny a convicted student to perform clinical rotations. This would lead to a student being dismissed from a WAU Department of Medical Imaging program.

COUNSELING AND REHABILITATION

It is recommended that individuals that find the need for drug or alcohol counseling, treatment, or rehabilitation seek assistance from their personal physician. If a student has a substance abuse problem, please notify the campus counselor, VP for Student Life, VP for Ministry or a residence hall dean.

ANNUAL REVIEW

There is an annual review of the drug prevention policy at Washington Adventist University Department of Medical Imaging. This is to determine the effectiveness of the policy, to make changes if necessary, and to ensure that the disciplinary procedures are consistently enforced. Students will receive a hardcopy of any changes to this policy.

STANDARDS

The following pages contain the Joint Review Committee on Education in Radiologic Technology's STANDARDS AND GUIDELINES that are set up for the operation of a radiography program. These guidelines govern the school's accreditation. For more information please view www.jrcert.org.

Standards for an Accredited Educational Program in Radiography

EFFECTIVE JANUARY 1, 2014

Adopted by:
**The Joint Review Committee on Education
in Radiologic Technology - October 2013**



*Joint Review Committee on Education in Radiologic
Technology
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The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.

Standards for an Accredited Educational Program in Radiography

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Standard One *Integrity*

- Standard One:** **The program demonstrates integrity in the following:**
- **Representations to communities of interest and the public,**
 - **Pursuit of fair and equitable academic practices, and**
 - **Treatment of, and respect for, students, faculty, and staff.**

Objectives:

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.
- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.

Standard Two:

Resources

Standard Two: The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives:

In support of **Standard Two**, the program:

Administrative Structure

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

2.5 Assures JRCERT recognition of all clinical settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

Fiscal Support

2.9 Has sufficient ongoing financial resources to support the program's mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of

Education (USDE) policies and procedures.

Standard Three
Curriculum and Academic Practices

Standard Three: The program's curriculum and academic practices prepare students for professional practice.

Objectives:

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical instructor performance and shares evaluation results regularly to assure instructional responsibilities are performed.

Standard Four
Health and Safety

Standard Four: The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Objectives:

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
 - Written notice of voluntary declaration,
 - Option for student continuance in the program without modification, and
 - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution's policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.

Standard Five
Assessment

Standard Five: The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives:

In support of **Standard Five**, the program:

Student Learning

- 5.1 Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

- 6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

Glossary

Affiliation Agreement - A formal written understanding between an institution sponsoring the program and an independent clinical education setting.

American Registry of Radiologic Technologists Certification or Equivalent - Certification by the American Registry of Radiologic Technologists or unrestricted state license to operate radiation producing equipment.

Assessment - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

Assessment Plan - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

Clinical Coordinator - Required if the program has 6 or more clinical education settings or more than 30 students enrolled in the clinical component. The clinical coordinator may not serve as Program Chair. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

Clinical Instructor(s) - In radiography one full-time equivalent clinical instructor for every 10 students involved in the competency achievement process.

Clinical Supervisor(s) - In radiation therapy, one clinical supervisor for each clinical education setting.

Clinical Education Setting - A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical instructor/supervisor is designated at each site.

Clinical Observation Site - An observation site is used for student observation of the operation of equipment and/or procedures.

Clinical Staff - For radiography, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1. For radiation therapy, the ratio of students to staff shall always be 1:1.

Communities of Interest - Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

Competency Based - Student attainment of a specified level of proficiency.

Credentialing Examination Pass Rate - The number of graduates who pass the American Registry of Radiologic Technologists Credentialing examination or an unrestricted state licensing examination compared with the number of graduates who take the examination.

Direct Supervision - Student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Due Process - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

Gatekeeper - An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

Goals - Ends or results the program wants to achieve.

Indirect Supervision - For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Job Placement Rate - The number of students employed in the radiologic sciences compared to the number of students actively seeking employment in the radiologic sciences.

Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical education settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Mission Statement - A means to communicate an educational vision and purpose.

Mixed Accreditor - An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

Qualified Practitioner - A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Recognized and Accepted Curriculum - 1) The latest American Society of Radiologic Technologists professional curriculum and/or 2) other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Title IV Financial Aid- Monies for education loaned or granted by the Federal government, e.g. Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs.

**Washington Adventist University
Department of Medical Imaging
Radiologic Technology**

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received my copy of the student handbook, which discusses my privileges and obligations as a student in this program. I have read, understand and agree to abide by all of the policies and procedures outlined in this handbook. The policies contained in the handbook may be modified or eliminated by the Program Chair or Administration of this University. I understand that I will be governed by these changes.

DATE _____

NAME _____
(Please Print)

SIGNATURE _____

