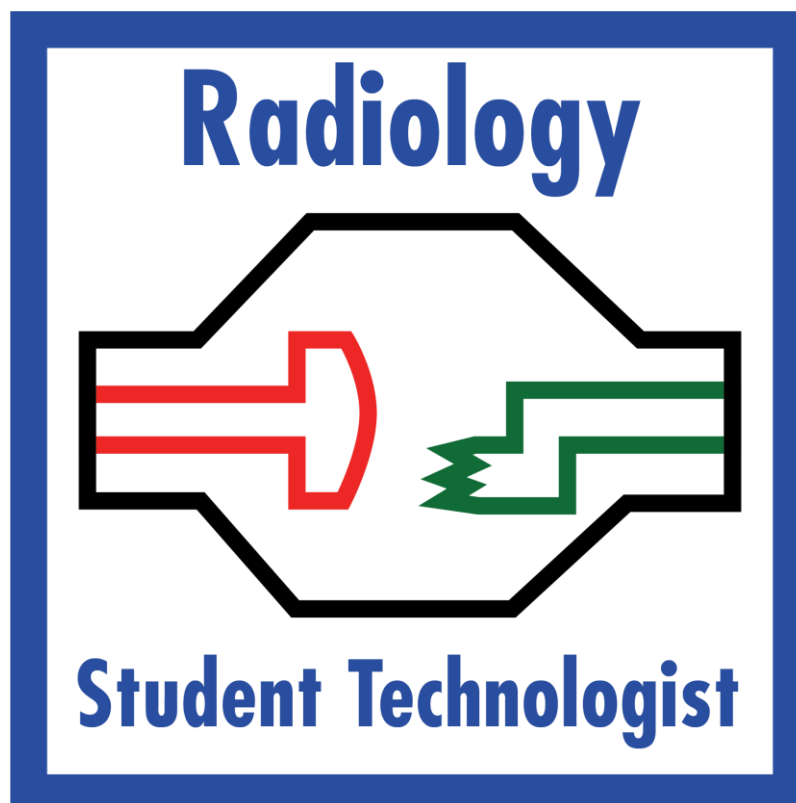


**MARIETTA MEMORIAL HOSPITAL**  
**School of Radiologic Technology**



**2024-2026**  
**Student Policy Manual**  
**Radiologic Technology Program Handbook**

Reviewed and Revised March, 2024



**SCHOOL OF RADIOLOGIC TECHNOLOGY**  
Sponsored by MARIETTA MEMORIAL HOSPITAL  
401 Matthew Street, Marietta, Ohio 45750

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Accredited by: **Joint Review Committee on Education in Radiologic Technology**  
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In Articulation with: **WASHINGTON STATE COLLEGE OF OHIO**  
710 Colegate Drive, Marietta, Ohio 45750  
740.374.8716  
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In Affiliation with: **MARIETTA MEMORIAL HOSPITAL CLINICAL SITE**  
401 Matthew Street, Marietta, Ohio 45750  
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**Revised: March, 2024**

Subject to revision/change without prior notice in order to maintain compliance with changes in A.R.R.T. requirements, J.R.C.E.R.T. STANDARDS, sponsoring institution and Clinical Sites' rules/regulations, response to course evaluations, problem solving, and opportunities for improvements as delineated by the P.D.C.A. method of process improvement.

The Policy Manual is endorsed by the Radiologic Technology Program's Advisory Committee. All changes to Policy are reviewed and approved by the Advisory Committee.

Changes will be announced and implemented as appropriate.

**Class of 2024 - 2026**  
**SCHOOL OF RADIOLOGIC TECHNOLOGY**

Sponsored by Marietta Memorial Hospital  
Marietta Memorial Hospital Radiology Department – Clinical Site  
Articulated with Washington State College of Ohio  
Affiliated with **WVU Medicine** Camden Clark Medical Center – Clinical Sites  
Memorial Health System – Clinical Sites

**Policy Manual**

TABLE of CONTENTS

A.R.R.T. Code of Ethics .....	1
Washington State College of Ohio Articulation .....	2
Sponsoring Institution’s Mission Statement .....	3
Sponsoring Institution’s Vision Statement .....	3
Program Mission Statement .....	4
Program Goals and Outcomes .....	4
Measurement of Program Effectiveness .....	5
Non-Discriminatory Statement .....	6
Physical Requirements .....	6
Program Philosophy .....	6
Instructional and Administrative Personnel .....	7
Program Requirements .....	8-9
Structure of Educational Process .....	10-11
Evaluation of Program Effectiveness .....	12
Clinical Education (Applied Radiography) Overview .....	13-14
Clinical Grading .....	14-15
Merits .....	15
Clinical Correction .....	15
Disciplinary Policy .....	16-17
Dress Code Regulation and Professional Ethics .....	17-19
Student Grievance (Dispute Resolution) Procedure .....	20-22
Allegations of Non-compliance with JRCERT STANDARDS .....	23-30
Student Records Policy .....	30
Pregnancy/Leave of Absence Policy .....	31-32
Didactic Absentee Policy .....	34
Clinical Absentee Policy .....	34-35
Course Completion Requirement .....	35
Clinical Education Requirements .....	35-39
Student Support Services .....	40-41
Student Health Services .....	42
Injuries and Illnesses .....	42
General Appearance and Efficiency .....	43-44

Lunch Periods .....	44
Student Parking Policy at Clinical Sites .....	45
Inclement Weather Policy .....	45-46
Academic Class Policy .....	46
RADT Courses Academic Course Grading .....	46-47
Method of Determining Clock Hours & Credit Hours .....	47
Certificate Award Variable Release Policy .....	48
Lost and Found .....	49
Overtime Policy .....	49
Request for Clinic Time during Breaks .....	49
Emergency Preparedness .....	50
Communicable Disease Policy .....	50
Campus Strategies for Pandemic Influenza Response .....	50
Student Employment .....	50
Tuition and Refund Policy .....	51
Fee Schedule .....	51
Refund Schedule .....	51
Community Service .....	51
Harassment .....	52
Drug Free Policy .....	53
Eligibility for Certification from A.R.R.T. ....	53
Contingency Plan for Any Catastrophic Events .....	54-55

# Code of Ethics

*The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.*

1

The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2

The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3

The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4

The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5

The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6

The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession

7

The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8

The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9

The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10

The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11

The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.







## Washington State College of Ohio Articulation

The School of Radiologic Technology, **SPONSORED** by **Marietta Memorial Hospital**, 401 Matthew Street, Marietta, Ohio 45750 Phone #:740.374.1640 offers the graduate a “**CERTIFICATE AWARD**” under the accreditation of the **Joint Review Committee on Education in Radiologic Technology**, (J.R.C.E.R.T.), 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 Phone#: 312.704.5300. The school is also accredited by the **Ohio Department of Health, Radiologic Technology Section**, Post Office Box 118, Columbus, Ohio 43266-0118 Phone #: 614.752.4319.

The School of Radiologic Technology is **ARTICULATED** with **Washington State College of Ohio**, 710 Colegate Drive, Marietta, Ohio 45750 Phone #: 740.374.8716. This articulation offers the student an opportunity to earn an Associate of Applied Science Degree from Washington State College of Ohio. There are four general education courses required for the A.A.S. degree that are **NOT** audited for the Certificate Award. The student may complete the three A.A.S. required courses prior to entering the program, during the two-year program (audited separately with no effect on the student’s standing in the program), or following achievement of the Certificate award. The Certificate award **MUST** be attained **BEFORE** the student may receive the A.A.S. degree. ***The A.A.S. degree is not available without the Certificate Award. AN ASSOCIATE DEGREE IS REQUIRED TO SIT FOR THE A.R.R.T. CERTIFICATION EXAM.*** Under the articulation agreement and approval of the JRCERT, the School of Radiologic Technology through the sponsorship of Marietta Memorial Hospital maintains accreditation, teaches some basic and all technical courses required for the Certificate Award. Laboratory and clinical activities are conducted in the Radiology departments of Marietta Memorial Hospital, WVU Medicine Camden Clark Medical Center’s Memorial Campus, WVU Medicine Camden Clark Medical Center’s Garfield Medical Complex, Selby General Hospital, and Marietta Health Systems Belpre Campus.

Anatomy and Physiology I (**BIOL 2310/BIOL 231L**) and Anatomy and Physiology II (**BIOL 2320/BIOL 232L**), Medical Terminology (**HLTH 1800**), must be completed with at least a grade of “C” by the end of the term in which they are listed in the program requirements as a prerequisite to enter the next term and remain in the program. Interpersonal Communications (**SPCH 2060**) and Technical Math (**MATH 1104** or equivalent) must be completed with a passing grade by the end of the semester in which it is listed in the program requirements. The NON-RADT coded courses required for the Certificate Award are taught at Washington State College of Ohio as “open enrollment” courses and may be completed prior to entering the program. The “technical” (RADT) courses are open to only those students enrolled in the Radiologic Technology program.

Introduction to English Composition (**ENGL 1510**) and an **elective** in **Social/Behavior Sciences** for the A.A.S. degree is **NOT** required or audited for the Certificate Award, but are required for the Associate of Applied Science degree. The student must complete the graduation requirements for the Certificate Award from the sponsoring institution before receiving the Certificate. ***Also, the Associate of Applied Science Degree cannot be awarded before or without the Certificate Award from the School of Radiologic Technology.***

**SPONSORING INSTITUTION: *Marietta Memorial Hospital***

**Mission and Vision Statements**

The Memorial Health System is a not-for-profit health system governed by a volunteer board of community members that are committed to providing comprehensive services that meet the needs of our region. We are comprised of a network of two hospitals, outpatient service sites, assisted and long-term care facilities and a retirement community. We work in innovative ways to meet the healthcare challenges of today, while preparing for the health needs of our communities in the future. Our dedicated physicians, nurses, technicians and support staff work to provide compassionate, patient-centered care with some of the most advanced technology and treatment options available in healthcare today.

**Our Mission:**

To bring a full continuum of health services, provided with excellence, to the communities within the region.

**Our Vision:**

The Memorial Health System will be an unparalleled service leader and the region's preferred provider of health services.

**Community. Health. Excellence. Life.**

For more information on how we can serve you, call 710.374.1400.

## Program Mission and Goals (revised 2018)

[JRCERT Objective 4.1 – Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public]

Program Mission and Goals (reviewed, revised 2018, Piloted Classes of 2018/2019, Adopted for FALL 2020)

*[Reviewed and approved by Advisory Committee for 2023-2025 on 5-16-2023]*

### **Mission:**

The mission of the radiologic technology program is to prepare competent, entry-level radiographers able to function within the healthcare community

#### **Goal A: STUDENTS WILL BE CLINICALLY COMPETENT**

Student Learning Outcome 1	STUDENTS WILL APPLY POSITIONING SKILLS
Student Learning Outcome 2	STUDENTS WILL SELECT TECHNICAL FACTORS
Student Learning Outcome 3	STUDENTS WILL UTILIZE RADIATION PROTECTION

#### **Goal B: STUDENTS WILL DEMONSTRATE INTERPERSONAL SKILLS**

Student Learning Outcome 4	STUDENTS WILL DEMONSTRATE WRITTEN AND ORAL COMMUNICATION SKILLS
Student Learning Outcome 5	STUDENTS WILL DEMONSTRATE “SOFT” SKILLS

#### **Goal C: STUDENTS WILL DEVELOP CRITICAL THINKING SKILLS**

Student Learning Outcome 6	STUDENTS WILL ADAPT STANDARD PROCEDURES FOR NON-ROUTINE PATIENTS
Student Learning Outcome 7	STUDENTS WILL CRITIQUE IMAGES TO DETERMINE DIAGNOSTIC QUALITY

#### **Goal D: STUDENTS WILL MODEL PROFESSIONALISM THROUGH DIVERSITY AND ETHICAL PRINCIPLES**

Student Learning Outcome 8	STUDENTS WILL DEMONSTRATE ADHERENCE TO CODE OF ETHICS AND CODE OF CONDUCT
Student Learning Outcome 9	STUDENTS WILL ADJUST PERFORMANCE AND METHODS OF OPERATION FOR CULTURAL DIFFERENCES

#### **Goal E: PROGRAM EFFECTIVENESS**

Student Learning Outcome 10	STUDENTS WILL BE SUCCESSFUL IN THE PROGRAM
Student Learning Outcome 11	GRADUATES/EMPLOYERS WILL BE SATISFIED WITH THE PROGRAM

### **Measurement of Program Effectiveness**

1. Five-year credentialing examination pass rate of not less than 75% at first attempt.
2. Five-year average job placement rate of not less than 75% within six months of graduation.
3. Annual program completion rate of not less than 75% for five-year average.
4. Graduate satisfaction rate of not less than 75% for five-year average.
5. Employer satisfaction of not less than 75% for five-year average.

## Non-Discriminatory Statement

The School of Radiologic Technology is non-discriminatory with respect to any legally protected status including race, color, religion, gender, age, disability, and national origin.

## Physical Requirements

The student must be able to perform the following requirements in clinical education:

- **READ** requisition forms, patient charts, and technique charts
- **HEAR** and **RESPOND** to patient's needs and requests
- **SPEAK CLEARLY** so patients can hear and understand
- **STAND** and **AMBULATE** for extended periods of time
- **MANIPULATE** mechanical and electrical equipment
- **LIFT** and **MOVE** patients and supplies
- **WORK** independently and **DISPLAY TEAMWORK** skills
- **CONFORM** to structured rules and policies
- **RECEIVE** and **RESPOND POSITIVELY** to constructive critique.

## Program Philosophy

The Radiologic Technology program meets its mission and goals and meets or exceeds student learning outcomes by a two-year, three-step process.

The first and second steps in the process, completed during the first year of the program, work in concert with each other, and are designed to first provide the student with the didactic knowledge (Cognitive Domain) from the class room setting and second, the competency skills (Psychomotor Domain) in the laboratory and clinical settings necessary to perform the duties of an entry level Radiologic Technologist.

The third step of the process, accomplished during the second year of the program, is designed to develop the student's Affective Domain for the successful and proficient application of the knowledge and clinical skills in order to master the physical, mental, emotional, teamwork/independent work and behavior skills and attitudes necessary to ensure future success following graduation and matriculation into the profession.

## **Instructional and Administrative Personnel**

### **School of Radiologic Technology**

**Program Director:** Aimee Phillips 740.885.5728

**Clinical Coordinator:** Erin Smith 740.374.1715

#### **Clinical Instructors:**

Marietta Memorial Hospital  
Clinical Instructors 740.374.1434

WVU Medicine Camden Clark Medical Center Memorial Campus  
Clinical Instructors 304.424.2315

WVU Medicine Camden Clark Medical Center Garfield Medical Complex  
Clinical Instructors 304.424.4853

Selby General Hospital  
Clinical Instructors 740.568.2034

Memorial Health System Belpre Campus  
Clinical Instructors 740.401.1140  
740.423.2310

Memorial Health System Wayne Street Campus  
Clinical Instructors 740.568.4504

Dean of Health & Sciences, Washington State College of Ohio:  
Dr. Heather Kincaid 740.885.5651

#### **Faculty & Staff:**

Mr. Kelly Stoneberg, B.S.	Program's Medical Advisor/RSO
Mrs. Aimee Phillips, M.S. Ed, R.T. (R)(M)(CV)(QM)	Program Director
Mrs. Erin Smith, B.A., R.T. (R)(CT)	Clinical Coordinator
Dr. Heather Kincaid, Ph.D., MT (ASCP)	WSCO Dean of Health & Sciences
Ms. Paula Johnson, M.Ed. NRCC-CHO	Student Academic (A.A.S.) Advisor

# RADIOLOGIC TECHNOLOGY

**2024-2026**

Associate of Applied Science Degree for Direct Employment

STUDENT: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE ENROLLED: \_\_\_\_\_

Rev. 1.30.2024

## GENERAL EDUCATION COURSES

CREDIT  
HOURS

SEMESTER TAKEN

GRADE

### ENGLISH / MATHEMATICS

ENGL	1510	English Composition I	3	_____	_____
MATH	1104	Technical Math (or equivalent/higher)	4	_____	_____

### SPEECH

SPCH	2060	Interpersonal Communication	3	_____	_____
------	------	-----------------------------	---	-------	-------

### SOCIAL AND BEHAVIORAL SCIENCES

-----	----	Elective – Soc. Science	3	_____	_____
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### NATURAL SCIENCES

BIOL	2310	Human Anatomy & Physiology I	3	_____	_____
BIOL	231L	Human Anatomy & Physiology I Lab	1	_____	_____

### NON-TECHNICAL/BASIC

BIOL	2320	Human Anatomy & Physiology II	3	_____	_____
BIOL	232L	Human Anatomy & Physiology II Lab	1	_____	_____
HLTH	1800	Medical Terminology	3	_____	_____
RADT	1010	Intro to Radiologic Technology and Procedures I	2	_____	_____
RADT	2170	Principles of Radiographic Physics	<u>4</u>	_____	_____
			30		

## RADIOLOGIC TECHNOLOGY MAJOR

RADT	1110	Principles of Radiographic Exposure I	3	_____	_____
RADT	1120	Principles of Radiographic Exposure II	3	_____	_____
RADT	1220	Radiographic Procedures II	3	_____	_____
RADT	1230	Radiographic Procedures III	2	_____	_____
RADT	1310	Applied Radiography I	2	_____	_____
RADT	1320	Applied Radiography II	2	_____	_____
RADT	1330	Applied Radiography III	1	_____	_____
RADT	2190	Special Procedures/Imaging	2	_____	_____
RADT	2310	Applied Radiography IV	3	_____	_____
RADT	2320	Applied Radiography V	3	_____	_____
RADT	2330	Applied Radiography VI	1.5	_____	_____
RADT	2420	Selected Topics	3	_____	_____
RADT	2510	Radiobiology/Radiation Prot./Pathology	<u>3</u>	_____	_____
			31.5		
TOTAL			<b><u>61.5</u></b>		

Required prerequisites, if applicable, must be completed before enrolling in courses.

***Effective FALL 2024***

# RADIOLOGIC TECHNOLOGY

Associate of Applied Science Degree for Direct Employment

## 2024 – 2026 CURRICULUM / SUBJECT TO CHANGE WITHOUT NOTICE

### SEMESTER I Fall 1<sup>st</sup> yr. [16 weeks] ✓

BIOL 2310	Human Anatomy and Physiology I	(3) 3 – 0	_____
BIOL 231L	Human Anatomy & Physiology I Lab	(1) 0 – 2	_____
HLTH 1800	Medical Terminology	(3) 3 – 0	_____
RADT 1010	Intro to Rad. Tech and Procedures I	(2) 2 – 0	_____
RADT 1110	Radiographic Exposure I	(3) 3 – 0	_____
RADT 1310	Applied Radiography I	(2) 0 – 14	_____

**RADT courses, BIOL 2310, BIOL 231L, AND HLTH 1800 must be completed with a min. letter grade of “C” by the end of Program Semester I**

### SEMESTER II Spring 1<sup>st</sup> yr. [16 weeks]

BIOL 2320	Human Anatomy and Physiology II	(3) 3 – 0	_____
BIOL 232L	Human Anatomy and Physiology II Lab	(1) 0 – 2	_____
RADT 1120	Radiographic Exposure II	(3) 3 – 0	_____
RADT 1220	Radiographic Procedures II	(3) 3 – 0	_____
RADT 1320	Applied Radiography II	(2) 0 – 14	_____

**RADT courses, BIOL 2320, BIOL 232L must be completed with a min. letter grade of “C” by the end of Program Semester II**

### SEMESTER III Summer 1<sup>st</sup> yr. [8 weeks]

MATH 1104	Technical Math (or equivalent/higher)	(4) 4 – 0	_____
RADT 1330	Applied Radiography III	(1) 0 – 7	_____
RADT 1230	Radiographic Procedures III	(2) 2 – 0	_____

**RADT courses must be completed with a minimum letter grade of “C”, and MATH 1104 (or equivalent/higher) must be completed with a passing grade by the end of Program Semester III**

### SEMESTER IV Fall 2<sup>nd</sup> yr. [16 weeks] ✓

ENGL 1510	English Composition I	(3) 2 – 2	_____
RADT 2170	Radiographic Physics	(4) 4 – 0	_____
RADT 2190	Special Procedures/Imaging	(2) 2 – 0	_____
RADT 2310	Applied Radiography IV	(3) 0 – 21	_____

**RADT courses must be comp. with a min. letter grade “C” by the end of Program Semester IV. (ENGL 1510 must be comp. with a passing grade by graduation for the A.A.S. degree**

### SEMESTER V Spring 2<sup>nd</sup> yr. [16 weeks]

RADT 2320	Applied Radiography V	(3) 0 – 21	_____
RADT 2510	Radiobiology/Rad. Prot./Pathology	(3) 3 – 0	_____
SPCH 2060	Interpersonal Communication	(3) 3 – 0	_____
_____	Elective – Social Sciences	(3) 3 – 0	_____

**RADT courses must be comp. with min. letter grade “C” by the end of Program Semester V. SPCH 2060 and the Social Sciences Elective courses must be comp. with a passing grade by graduation for the A.A. S. degree**

### SEMESTER VI Summer 2<sup>nd</sup> yr. [8 weeks]

RADT 2330	Applied Radiography VI	(1.5) 0–10.5	_____
RADT 2420	Selected Topics	(3) 3 – 0	_____

**RADT courses must be comp. with min. letter grade “C” by the end of Program Semester VI.**

2024/2025

(33)

2025/2026

(28.5)

61.5

**NOTE: A.R.R.T. requires a minimum of Associate Degree for eligibility to sit for the Certification Exam.**



## STRUCTURE OF THE EDUCATIONAL PROCESS

### Step I Cognitive Domain

Radiation protection procedures, patient care procedures, equipment operation, radiographic technique and exposure, and radiographic procedures are taught in the class room setting. Student learning outcomes are measured by written exams with an (82.5%) required to pass. A student who does not complete each course by the end of the semester listed in the “Program Requirements” with a final course grade of (82.5%) or better is terminated from the program.

### Step II Psychomotor Domain

During the first semester of the program, the Clinical Instructor demonstrates instrumentation objectives in the laboratory setting. The student practices all objectives, and must demonstrate competence with instrumentation skills by the end of the first semester of the program. The student may not operate equipment in the clinical setting without demonstrating competence in the laboratory setting.

The Program Director, Clinical Coordinator, or Clinical Instructors provide didactic instruction for each radiographic procedure in the curriculum following the A.S.R.T. curriculum guide, and in accordance with the A.R.R.T. Radiography Certification Exam Content Specifications.

Following the didactic instruction, the Clinical Coordinator provides a demonstration and practice laboratory session. Each student must practice the procedure on a live model and the Clinical Coordinator must initial their audit sheet to verify the cognitive knowledge of the procedure and the psychomotor skills to perform the exam before the student is allowed to perform the procedure in the clinical setting.

Once the student has completed the didactic classroom instruction on a specific procedure (**Cognitive Domain**) and has demonstrated the ability to physically perform the procedure on a live model (**Psychomotor Domain**), they may perform the procedure on a patient in the clinical setting under DIRECT SUPERVISION of an A.R.R.T. Registered Technologist (**DIRECT SUPERVISION means that an A.R.R.T. Registered Technologist MUST be physically present in the radiography room observing and correcting the students’ performance**). All procedures must be under DIRECT SUPERVISION until the student successfully completes a “Competency Evaluation”.

The student is required to do at least one exam on each procedure taught under the DIRECT SUPERVISION of an A.R.R.T. Registered Technologist before attempting a “competency evaluation” on the specific procedure. The student may do as many exams as they feel necessary to be competent and ready to do the procedures for a competency evaluation.

Once the student can perform the procedure with minimal correction from the Registered Technologist, they may request a “competency evaluation” on the specific procedure. The “competency evaluation” includes an A.R.R.T. Registered Technologists written evaluation of the student’s performance in the room with the patient and the Clinical Instructor’s evaluation of the images. The student must achieve an eighty-five percent (85%) or better on the competency evaluation to pass it. If the student fails to achieve a minimum of eighty-five percent (85%) on the “competency evaluation”, the Clinical Instructor may assign remedial didactic and/or laboratory practice and/or additional patient procedures under DIRECT SUPERVISION before attempting the procedure again.

If the student is successful in passing the competency evaluation with a grade of eighty-five percent (85%) or better, they may perform those procedures under INDIRECT SUPERVISION of an A.R.R.T. Registered Technologist. ***(INDIRECT SUPERVISION means that an A.R.R.T. Registered Technologist does not need to be physically present in the radiography room during the exam, BUT an A.R.R.T. Registered Technologist does need to be physically adjacent to the radiography room and available to render advice and assistance to the student, if needed).***

### **Step III Affective Domain**

Following successful completion of the “competency evaluation”, the student continues to perform the exams under INDIRECT SUPERVISION when appropriate, but under DIRECT SUPERVISION whenever the exam involves a patient or procedure in which “routine” positioning methods or technical setting are not possible, and the student requires R.T. assistance in making the necessary adjustments. The R.T. mentors the student and helps the student with critical thinking/problem solving techniques in order to develop the student’s Affective Domain.

As the student completes a good volume of specific exams on a good variety of patients, they will demonstrate ongoing professional development. The Affective Domain is evaluated on weekly performance evaluations, midterm grade sheets, and end of semester grade sheets. Each semester, the required performance objectives and expected outcomes of the student’s performance increases and is reflected in the elements on the evaluations, and the grading scale.

## EVALUATION OF PROGRAM'S EFFECTIVENESS

The program follows the P.D.C.A model for program assessment and quality improvement. The steps in this process are...

1. Plan a problem solving or improvement activity by identifying root causes to perceived problems or identifying opportunities for improvements. Problems may be identified, and suggestions for improvements may be obtained from the any of the program's communities of interest. Data and Input includes, but are not limited to...
  - a. Course evaluations from the students
  - b. Statistical review of program graduation, retention, attrition rates
  - c. A.R.R.T credentialing exam report summary
  - d. Graduate, Alumni, and employer satisfaction surveys
  - e. Miscellaneous data and input from communities of interest.
2. Do a problem-solving pilot project of the "best" possible solution to the problem or an improvement project of the "best" possible idea to bring about a desired improvement.

The appropriate faculty, staff, or committee reviews the data and input collected and determines the "best" pilot project to solve the problem or bring about a desired improvement. The "pilot" is implemented for a specific time period during which, the same type and method of data collection and input is collected as originally used to first identify the problem or opportunity for improvement.

3. Check the new data and input and compare it with the original data and input and determine if the original identified problem is solved or the desired improvement has been accomplished.
  - a. If the original identified problem is NOT solved or the desired improvement has NOT been accomplished, the process returns to step D for a new "pilot" project
  - b. If the original identified problem IS solved or the desired improvement HAS been accomplished, the process moves to the next step (4) ...
4. Act to make the pilot project permanent by matriculating it into Program Policy or program procedure.

The P.D.C.A. process is presented to the Program's Advisory Committee at the biannual meetings for discussion, brainstorming, determining pilot projects, and evaluation if the pilot projects results for implementation as program policy or procedure.

## CLINICAL EDUCATION (APPLIED RADIOGRAPHY) OVERVIEW

The clinical education this program provides gives the student the necessary background in instrumentation, patient care, psychomotor skills, and develops the affective domain necessary for the student to become a competent and proficient radiographer. All areas of these basic skills must be mastered before the student can complete the program and be eligible to be certified by the American Registry of Radiologic Technologists. All classroom, laboratory, and clinical activities are educational.

Students will be assigned to Marietta Memorial Hospital at 401 Matthew Street in Marietta, Ohio; WVU Medicine Camden Clark Medical Center Memorial Campus, 800 Garfield Avenue, Parkersburg, WV; WVU Medicine Camden Clark Medical Center Garfield Medical Complex, 2012 Garfield Avenue, Parkersburg, WV; Selby General Hospital, 1106 Colegate Drive, Marietta, Ohio; Memorial Health System Belpre Campus, Belpre, Ohio; and Memorial Health System Wayne Street Campus, Marietta, Ohio for their instrumentation and clinical courses the first year of the program. During the second year of the program, students will rotate to each of the other clinical sites as assigned. During the two-year training program, the student will rotate through the following clinical assignments for the length of time prescribed by the program. This is based on educational benefits to the student, and meeting the goals of the program.

1. Diagnostic radiologic procedures. This includes all exams done in Radiographic and Fluoroscopic rooms.
2. Portable radiography
3. Surgery radiography procedures
4. Trauma radiography
5. Magnetic Resonance Imaging (limited observation)
6. Ultrasound (limited observation)
7. Computed/digital radiography and PACs
8. Transport Pool
9. Front Desk (limited)
10. Special procedures radiography
11. Computed Tomography/P.E.T. CT
12. Nuclear Medicine (limited observation)
13. Radiation Therapy (oncology) (limited observation)
14. Ultrasound (limited observation)
15. Cardiac Cath (limited observation)

Satisfactory clinic evaluations must be maintained in all clinical assignments. These evaluations will be checked off for completion by staff technologists or the clinical instructor. All evaluations will be signed by staff. The student is responsible for obtaining these evaluations from the staff technologist or clinical instructor following each clinical rotation. The student must maintain a minimum of 1.5 on the 4-point system.

If the student earns less than 1.5 on a clinical evaluation, they will be placed on clinical probation. The student will be taken off clinical probation if the next three clinical evaluations are 1.5 average or above. A second clinical evaluation of less than 1.5 within the three-week period may result in dismissal from the program.

The Clinical Coordinator and Instructors have the right to recommend to the Program Director a probationary status for a student who is not performing at the satisfactory levels in the clinical area.

The Clinical Coordinator and Clinical Instructors have the right to recommend to the Program Director that a student be dismissed from the program in accordance with the disciplinary policy, if the student displays unprofessional conduct, violates hospital policy, or does not meet the clinical requirements and satisfactory performance levels required by the program.

The Hospital and/or the Radiology department administrations have the right to deny any student admission to the clinical setting because of misconduct or concerns for patient safety and confidentiality issues. This action may be in the form of probationary status, suspension, or dismissal from the program. The terms of the probationary status and suspension will be determined by the Program Director, and any clinical time missed because of suspension must be made up following the last semester of the program and following completion of all other graduation requirements.

This action may be taken for any misconduct by the student that occurs at any clinical site at any time, or concerns because of misconduct outside the hospital.

## **CLINICAL GRADING**

### **“Applied Radiography” courses**

Clinical grades are determined by five elements. The specific percentage of the course grade for each element is articulated in the course syllabus provided at the beginning of each Applied Radiography course.

#### **1. Clinical evaluations:**

- a. Weekly performance evaluations provided by staff technologists reflecting the student’s clinical performance, attitude, adherence to rules and medical ethics in a specific assigned clinical area.

The clinical evaluations will change from semester to semester to reflect the student’s professional development and progress in mastering the cognitive domain first, then the psychomotor domain, and finally, the affective domain.

#### **2. Attendance:**

Strict adherence to the absentee policy is required. See “Absentee Policy” for specifics relative to attendance.

Strict adherence to the late policy is required. See “Late Policy” for specifics relative to tardiness or leaving clinic early.

#### **3. Written Assignments:**

All written assignments must be turned in by 3:00 p.m. of the last clinical shift of the semester. The specific written assignments required will be articulated in the specific Applied Radiography course syllabus.

4. **Competency Evaluation Exams:**

The student must complete the minimum number of competency exams each semester (with a minimum grade of 85%). The minimum number required for a given semester will be articulated in the specific Applied Radiography course syllabus.

Failure to complete the required minimum number of competency exams will result in a grade reduction of the Applied Radiography Course as articulated in the specific Applied Radiography course syllabus.

5. **Ethics, Dress Code, Clinical Education Requirements:**

Violations in any of these areas will result in disciplinary procedures as articulated in this policy manual.

Each demerit in any of these areas will result in 2 points being deducted from Applied Radiography.

Each day suspension in any of these areas will result in 4 points being deducted from Applied Radiography.

## **MERITS: CLINICAL POSITIVE REINFORCEMENT**

Merits are awarded to students who perform over and beyond expectations. Merits may be suggested by staff and are awarded at the discretion of the Program Director and Clinical Coordinator. Merits are documentations of excellent performance in the Clinical area and awards 1 point to the student's Applied Radiography grade in that semester.

## **CLINICAL CORRECTION**

Clinical probation is documentation of performance below the minimum standard to be successful in this program and/or the profession. If the student is placed on clinical probation, the student will be advised of the time frame in which performance or grades must improve. The student will be offered help and suggestions for improvement of grades or performance. If the student's grade or performance does not improve in the time frame established, the student will be dismissed from the program.

**The student may be placed on Clinical Probation for the following reasons:**

1. When the student shows a consistent lack in performance in the clinical requirements of the program, and/or is performing below a "C" average in Applied Radiography
2. A single severe infraction of policy
3. Repeated infractions of policy

## DISCIPLINARY POLICY

Violations of school, department, hospital/clinic rules, and/or the professional code of ethics are disciplined by a series of steps to allow the student the opportunity to:

- a. Be made aware of the infraction
- b. Understand the necessary improvement required, and
- c. The acceptable time frame in which these improvements must be implemented

Discipline procedures are in place in order to apply progressive and positive changes in student behavior in order to give the student every opportunity to understand and correct any unsatisfactory behavior.

Depending upon the severity of the infraction, discipline will be administered by use of any, or all of the following steps.

The program director or clinical coordinator will determine at what step to begin discipline.

**THE STUDENT WILL RECEIVE A LIST OF SPECIFIC INFRACTIONS AND THE FIRST STEP IN THE DISCIPLINARY PROCESS FOR THE SPECIFIC INFRACTION.**

**1. Verbal Warning:**

Used for less severe infractions. The clinical coordinator, program director, or medical director explains the infraction to the student, and documents the counseling. This step will not result in loss of grade, or any other punitive action.

**2. Written Warning:**

Used for the second offense or the first offense of a more serious infraction. The clinical coordinator, program director, or medical director provides written documentation of the infraction to the student. This step will not result in loss of grade, but may be reflected on the student's midterm or end of semester grade sheet.

**3. Demerit:**

Used for second or third offense, or the first offense of a more serious nature (see Student Disciplinary Record). Each demerit results in a 2-point deduction off the final course grade for the semester. It may also be reflected in the student's midterm or end of semester grade sheet.

If the student accumulates a total of six (6) demerits for any reason, they will be suspended for 3 days. An accumulation of ten (10) demerits for any reason will result in dismissal.

**4. 1 Day Suspension:**

Used for second, third, or fourth offense, or the first offense of a serious nature. The clinical hours missed must be made up before the student is eligible for graduation. The student must make up a one-day suspension on the same day of the week and in the same clinical assignment as was missed. Each one-day suspension will result in a 4-point deduction off the final clinical or didactic grade for the semester. It may also be reflected in the student's midterm or end of semester grade sheet. If suspended from didactic course, student will be responsible for all material and any missed examinations per syllabus.

5. **3 Day Suspension:**

Used for second, third, fourth, or fifth offense, or the first offense of a very serious nature. The clinical hours missed must be made up on the same days of the week and in the same clinical assignment as was missed before the student is eligible for graduation. Each three-day suspension will result in an 8-point deduction off the final clinical or didactic grade for the semester. It may also be reflected in the student's midterm or end of semester grade sheet. If suspended from didactic course, student will be responsible for all material and any missed examinations per syllabus.

6. **Dismissal:**

Used for second, third, fourth, or fifth offense, or the first offense of an extremely serious nature in clinical or didactic setting.

Students have the right to appeal any of the above steps through the Dispute Resolution Procedure.

**Dress Code Regulations and Professional Ethics**

The following regulations apply whenever a student is at the clinical site:

1. Students are required to **wear blue scrub uniforms ("Sapphire")**. **The uniform must be "appropriately sized" (not tight or form fitting) to allow student to have the movement necessary to properly perform the tasks.** No "jeans" permitted. Samples of acceptable and unacceptable blue colors and styles are shown to the student on final interview. The student is responsible for purchasing their own scrub uniforms. Scrub dresses are permitted **IF** the length is to the knee or below. All uniforms are subject to approval by the Clinical Coordinator. A student wearing an inappropriate uniform will be sent home from clinic to change into an acceptable uniform and the time missed will be recorded as an **"unexcused" absence**.
2. **Uniforms** must be **freshly laundered** and **"ironed"** (non-wrinkled).
3. **The uniform** pant legs must be no higher than the top of the shoe and must not drag the floor (i.e. – Must hang between the top of the shoe and the floor).
4. **Shoes:**  
**ALL WHITE OR ALL BLACK SHOES** (no colors or writing, or the type that light up when walking). These may be nursing type duty shoes or walking shoes. The student may bring shoes in for approval prior to purchase. Shoes must be kept clean and white/black at all times. White socks or hose only with white shoes OR black socks with black shoes. No open back or open-toed shoes, or slip-on shoes permitted.
5. **Undergarments:**
  - a. Full size brief panties only (no bikini style that shows through)
  - b. Females – Brassieres with a lined cup in which no anatomy of the breast shows through
  - c. Shirts worn under the scrub tops **MUST** be plain white, sapphire blue (to match scrub top) or black **"T-Shirts"** only (no writing of designs), must not hang below the hem, may be long or short sleeves.



6. **Hair:**

The student hair must be styled in a fashion so it will not fall onto patient, interfere with exams being performed, or cause any other problems with the performance of clinical applications. When doing procedures in which a sterile/clean field is necessary (i.e. special procedures, barium procedures, I.V.P., etc.), the student will be required to affix hair back or wear a surgery type cap to assure that no contamination of a clean or sterile field occurs.

The Clinical Coordinator, Program Director, or Staff Technologist can require students to use barrettes in order to meet this requirement if, in their judgment, the student's hair is interfering with clean/sterile techniques, or interfering with proper execution of the clinical requirements.

No neon colors/radical styles (spiking, gothic, etc.). The Clinical Coordinator has discretion to prohibit a student's participation in Lab and Clinic if the hair color/style is deemed to be inappropriate for professional appearance.

If a problem is identified, the student will be informed of the problem, and what needs to be done to correct it. A second incident will result in disciplinary action beginning with the written warning step.

Beards only if present at onset of program, and neatly trimmed.

7. **Nails:**

No polish can be worn.

Nails are to be trimmed and well groomed (Nails may not extend past the tips of the fingers. Artificial fingernails, and fingernail jewelry is prohibited. (For safety and infection control reasons).

8. Jewelry will consist of an analog watch and only one ring per hand.

No necklaces or wrist bracelets permitted. Anklets ONLY IF completely concealed by pant leg.

9. Only small, conservative stud earrings may be worn. If earrings are worn, must be worn as a pair. The student has the option to wear one additional stud earring per ear.

I.E.; The student may wear:

- a. 1 matching pair
- b. 1 matching pair **PLUS** a single stud earring in one ear, or
- c. Two pair (matching pairs)

**NO HOOP or DANGLE** earrings of any size permitted.

10. A conservative amount of makeup may be worn, with only a conservative amount and **LIGHT** shade of lipstick, eye makeup, etc.... Amount and shade under the discretion of the Clinical Coordinator and/or Program Director. False eyelashes are not permitted.

11. Any tattoos must be covered by clothing, and no visible “body piercing” jewelry may be worn while on site at the clinical setting.
12. The student must abide by the A.R.R.T. Code of Ethics, all hospital and school policies and rules at all times while on hospital property. Violations of the code of ethics will result in disciplinary actions and possible dismissal from the program. If the hospital or Radiology department administration limits or prohibits the student from any required area, the student will be terminated from the program.
13. Glue on False eyelashes are not permitted. (11.28.2018 Advisory Committee)

## **STUDENT GRIEVANCE (DISPUTE RESOLUTION) PROCEDURE**

It is the policy of The School of Radiologic Technology to provide students with a formal method to voice their dissatisfaction when they feel they have been treated unfairly and their disputes cannot be resolved through normal channels. The dispute resolution policy also assures timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT STANDARDS. The dispute resolution procedure assures the student of two things.

1. The right to be heard by the program director
2. The right to appeal the dispute through proper channels

Sometimes it is impossible to solve disputes to the satisfaction of everyone concerned, but an honest attempt will be made to understand and consider all sides of a problem. Following the dispute resolution process will not prejudice your standing with the school, Program Director, or Clinical Coordinator.

## **GRIEVANCE (DISPUTE RESOLUTION) PROCEDURE**

### **PART 1: Didactic Grades Dispute**

If a student feels their grade in any RADT didactic course is wrong, unfair, or otherwise incorrect, they may initiate the Washington State College of Ohio "Academic Appeal Process". This process is articulated in the WSCO Handbook.

### **PART 2: Clinical Grades Dispute, or Policy / Procedures Dispute**

If a student feels their Applied Radiography (clinic) grade in any semester is wrong, unfair, or otherwise incorrect; or if any student feels the program's policies/procedures are unfair, or they have been treated unfairly, they may initiate the "Dispute Resolution Procedure".

This procedure is intended to provide the student with due process in a fair and timely manner. Initiation of the Dispute Resolution Procedure will not prejudice the student's standing with the school, Medical Advisor, Program Director, or Clinical Coordinator.

Definition: "school days" = Monday-Friday, excluding National Holidays, inclement weather days. Also includes days during breaks between semesters.

#### **STEP 1:**

Discuss the dispute individually (no groups) with the Program Director or their delegate within five school days after the problem occurs. The Program Director will give you a written response within five school days of the meeting.

**STEP 2:**

If you are not satisfied with the results of step one, your dispute may be submitted in writing within five school days from the date of the Program Director's answer, to the Medical Advisor or their delegate. The letter must include a detailed description of the dispute and any changes you believe should be made. The Medical Advisor (or delegate) will meet with you within five school days following receipt of the request and review the dispute with you. They will give you a written response within five school days of the meeting.

**STEP 3:**

If your dispute is not solved to your satisfaction in step two, you may submit a written dispute in detail, including any change you believe should be made, along with a request for the dispute to be appealed to the Dispute Resolution Committee. Submit this request to the Program Director or delegate within five school days of the date of the Medical Advisor's answer. The Program Director will coordinate the formation of a dispute resolution committee within five school days of receipt of the request to investigate the dispute. This committee will consist of five members selected by the student from the following list.

**From Washington State College of Ohio:**

(pending each individual's agreement to/and availability to on the committee)

- Director, Respiratory Therapy Technology Program
- Director, Medical Laboratory Technology Program
- Director, Nursing Programs
- Director, Nursing Advancement
- Director, Physical Therapist Assistant Technology Program
- Coordinator, Massage Therapy
- Professor and Radiologic Technology Advisor

**From Marietta Memorial Hospital:**

(pending each individual's agreement to/and availability to on the committee)

- Any Staff Development Specialist
- Director, Memorial Cancer Center
- Any Radiation Therapist
- Director, Volunteer Services

**From WVU Medicine Camden Clark Medical Center Memorial Campus:**

(pending each individual's agreement to/and availability to on the committee)

- Chief Radiation Therapist
- Radiation Oncology Technologist
- Specialty Services – Cardiac Cath Lab

The dispute resolution committee will investigate the dispute, including the possibility of hearings, and render a written answer to the student within ten school days (Monday – Friday, excluding national holidays) of forming.

If the student is still unsatisfied with the decision, they may appeal to the Washington State College of Ohio Academic Appeals Process at level two. (See the Academic Appeals Process in the Washington State College of Ohio Handbook.)

The process ends and the decision is final when the final step of the Washington State College of Ohio Academic Appeals Process has been completed.

In the special circumstance that the clinical site's radiology department or hospital prohibits the student from being in any clinical assignment for any reason, the student will be terminated from the program because the student will NOT be able meet the Applied Radiography requirements). The student may appeal this decision through the same process as outlined above. If the student goes through the process and is denied reinstatement, the process ends when the Washington State College of Ohio academic appeals process ends and that decision is final.

If, at any stage of the appeals process, the student is given a "conditional" reinstatement into the program (conditional on the hospital allowing the student to be readmitted to the clinical setting), they must then appeal through the sponsoring institution's (Marietta Memorial Hospital) administrative process for re-admittance.

**This process includes the following steps:**

1. Appeal in writing to the Vice President of Marietta Memorial Hospital, Clinical Services or their delegate within five school days of the "conditional reinstatement", who will provide a written answer within ten school days.

***If the student is not satisfied with this answer:***

2. They may appeal in writing to the President of the sponsoring Institution within five school days of the Vice President's answer, who will provide a written answer within ten school days.

**This decision is final.**

In the case of a suspension or termination from the program for cause, (violation of program, department, hospital rules, violation of the Code of Ethics, or any other situation that the hospital deems necessary to prohibit the student from being in the clinical setting), the student will not be allowed to attend clinical assignments during the appeal process. If the student is reinstated, they must make up the time missed according to the "Clinical Make up Policy".

The student may continue in didactic classes during the appeal process. If the student does not attend didactic classes during the appeals process, and is reinstated, they would follow the didactic make up policy.

Documentation of all dispute resolution processes will be maintained in the student's file.

## **Allegations of Non-Compliance with J.R.C.E.R.T. STANDARDS**

It is the policy of the School of Radiologic Technology to operate within compliance of the Joint Review Committee on Education in Radiologic Technology. This is available at

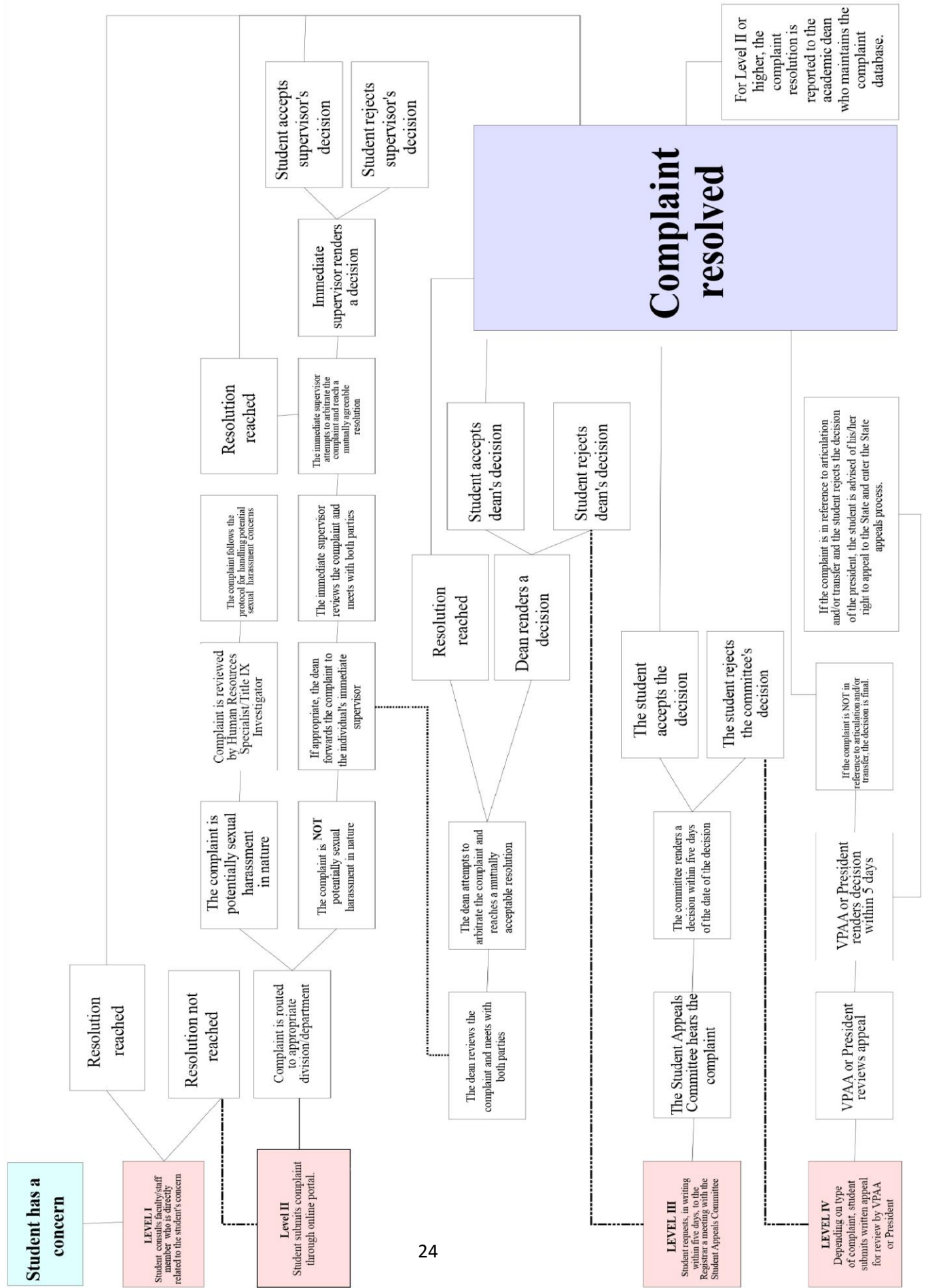
<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

It is the policy of the School of Radiologic Technology to assure timely and appropriate resolution of complaints regarding allegations of non-compliance with J.R.C.E.R.T. STANDARDS and maintain record of such complaints and their resolution.

The JRCERT Reporting Process for Allegations against a Program is found at the following hyperlink on the JRCERT Website:

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

# Complaint Resolution Procedure









Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300  
[www.jrcert.org](http://www.jrcert.org)

## Joint Review Committee on Education in Radiologic Technology (JRCERT) Process for Reporting Allegations

### I. Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through the legal process.

### II. Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook (Standard One, Objective 1.1).
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
PH: (312) 704 – 5300  
Fax: (312) 704 – 5304  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Allegations Reporting Process

Revised 01/2022

*The 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.*



Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300  
[www.jrcert.org](http://www.jrcert.org)

**Joint Review Committee on Education in Radiologic Technology (JRCERT)**  
**Allegations Reporting Form**

I. General Information	
Name of Complainant	
Address	
Signature	
Date	
II. Institution Sponsoring the Program	
Name	
City and State	
Type of Program	<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry
III. Required Information	
<ol style="list-style-type: none"><li>1. Attach a copy of the program's publication that includes the due process or grievance procedure.</li><li>2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure, copies of materials you submitted as part of your appeal, and copies of correspondence you received in response to your appeal.</li><li>3. List the specific objective(s) from the accreditation standards (available at <a href="http://www.jrcert.org/jrcert-standards">www.jrcert.org/jrcert-standards</a>) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).</li></ol> <p style="margin-top: 10px;">Example</p> <p style="margin-left: 40px;"><u>Objective:</u> 5.4 direct supervision pre-competency</p> <p style="margin-left: 40px;"><u>Allegation:</u> Students often do patient exams without supervision before they have completed a competency check-off.</p>	

**IV. Identify what was done at each step of the due process or grievance procedure (remember to attach copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal).**

V. List the specific objective(s) from the accreditation standards (available at [www.jrcert.org/jrcert-standards](http://www.jrcert.org/jrcert-standards)) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

The ***Allegations of Non-Compliance with J.R.C.E.R.T. Standards*** policy assures the student of two things:

1. The right to be heard by the program director
2. The right to appeal the resolution through proper channels, which is the **“Dispute Resolution Procedure”**

If a student feels the program is not in compliance with J.R.C.E.R.T. STANDARDS, they may initiate the “Dispute Resolution Procedure”, in regard to non-compliance with J.R.C.E.R.T. STANDARDS.

If the resolution is appealed past step one of the “Dispute Resolution Procedure”, any and all individuals involved in the dispute resolution process will be provided with a copy of the STANDARD in question, along with the Guide for Program Analysis to use as a reference.

A record of allegations of non-compliance with JRCERT STANDARDS and their resolution will be maintained by the Program Director, reported to the advisory committee, and be available for review by any community of interest on request.

If the individual is unable to resolve the complaint through the Dispute Resolution procedure, they may submit allegations of non-compliance to J.R.C.E.R.T. at [www.jrcert.org](http://www.jrcert.org). The JRCERT Reporting Process for Allegations against a Program is found at the following hyperlink on the JRCERT website: <https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/>

The Allegations Reporting Form and instructions are available upon request from the Program Director.

### **Student Records Policy**

Student records are kept in strictest confidence, and maintained in accordance with the Family Education Rights and Privacy Act (Buckley Amendment). All Certificate Award records are maintained by the Program Director. Academic grades are on file at the School of Radiologic Technology and at Washington State College of Ohio. The School of Radiologic Technology keeps the student’s Certificate Award Records, which includes:

- a) Course audit sheet kept indefinitely in master file
- b) Transcripts kept indefinitely in master file
- c) Disciplinary records kept indefinitely in master file
- d) Documented clinical competencies
- e) A detailed file on each student during the program and 6 years post-graduation will include all documentation and paperwork for the program. At the beginning of year 7 post-graduation, the student file will be paired down to the documents listed above.

Student transcripts are available to the student on request. Transcripts will be sent to any institution or any individual for which the student files a signed “permission to release transcripts” form. “Directory Information” may be released by the school without specific student permission. The school may refuse to release transcripts without the written permission of the student. Directory information is considered public information and includes confirmation of student as enrolled, graduated or withdrawn and dates of attendance.

## **Pregnancy/Long Term Illness/Leave of Absence/Catastrophic /Event Policy**

The intent of the school of Radiologic Technology is to provide a non-discriminatory policy toward the pregnant student/student with EXCUSED long-term absence and at the same time provide a nonrestrictive policy toward all program students.

The dangers of radiation to the developing fetus are well documented and the NCRP, NRC, and ASRT have established radiation exposure limits and specific guidelines for the pregnant worker and student. This information is covered in the orientation session prior to the first day of classes, and is available to any student on request. The Pregnancy Policy allows VOLUNTARY declaration. The student has the option as to whether or not to inform program officials of her pregnancy. If the student chooses to VOLUNTARILY inform school officials of her pregnancy, it must be in writing on the "declaration of pregnancy" form. The student has the option of Written Withdrawal of declaration of pregnancy at any time.

In the absence of this voluntary written declaration, a student cannot be considered pregnant, and may continue the educational program without modification.

If the student files a declaration of pregnancy, the Program Director and Medical Advisor will make her aware of the dangers involved, and the radiation exposure levels that are deemed to be within safety limits and will review radiation safety procedures.

The student must weigh the risk factors and decide for herself which options listed below to choose. The student takes sole responsibility for her decision.

If the student becomes pregnant or requires an EXCUSED long term leave of absence BEFORE BEGINNING THE PROGRAM, and files a voluntary declaration of pregnancy/proof of excusable leave of absence, they have the following options:

1. The student may withdraw from the program without prejudice.
2. The student may defer entering the program for a year. The position will be guaranteed by the school of Radiologic Technology to the student for the following year's class. Once the student chooses the option to defer, they forfeit their seat in the class until the next year.
3. The student may begin the program and adhere to the same policy that is in place for students who become pregnant during the program.
4. The student has the option of written withdraw of declaration, and may continue the educational program from that point on without modification.

If a student is pregnant when she begins the program, or becomes pregnant during the program, and files a voluntary declaration of pregnancy (ALSO applies to excused Leave of Absence) they have the following options:

1. The student may withdraw without prejudice.
2. The student may immediately begin a leave of absence from the program, and will begin upon notification to the Program Director that this is the option of choice. The student will be readmitted to the program at the beginning of the **FIRST** semester in the next **AVAILABLE** year. **ALL RADT** courses **MUST** be retaken **unless** the student can achieve an **(82.5%) or higher** on an evaluation exam in each course.

3. The student may immediately begin a leave of absence from clinical classes and continue to attend didactic classes. The student will attend classes as long as possible, and return for classes as soon as possible after delivery.

If this option is taken, A doctor's release to resume classes and clinical activities may be required. All clinical education time must be made up before the student may graduate. The student will be responsible for all material missed when not in class. The student must make up all tests missed according to the **Exam Make-up Policy**.

4. The student may opt to continue in the program without modification, but with the following benefits. If the student takes this option, she will be advised by the Program Director, and Medical Advisor of the school as to the guidelines concerning prenatal radiation exposure, and safety precautions. The student may fill out a declaration of pregnancy form, and the monthly exposure will be reviewed by the student, Program Director, and Medical Advisor. The exposure limits as set by the aforementioned regulatory agencies requires the exposure for the entire pregnancy not to exceed .5 REM; 50 mrem for any one month on Landauer Report. The student will be issued a "Fetal Badge" upon declaration of pregnancy. The student will accept the responsibility of practicing proper radiation safety measures and monitoring during the pregnancy.

The student may continue in clinical education as long as the radiation levels on the monitoring device is within the accepted limits. No change in schedule will be made for the student. She may continue as long as she is able to fulfill the requirements and elements of the program. When the student is no longer able to fulfill the requirements and elements of the clinical area, as determined by the student, the Clinical Instructor, the Program Director, or the Medical Advisor, the student may immediately begin her leave of absence from clinical education in accordance with the absentee/make-up policy.

The student, if able, may (and is encouraged to) continue to attend classes as long as she is able. The student should begin attending classes after delivery as soon as possible, and resume the clinical schedule as soon as possible. (A doctor's release to resume classes and clinical activities may be required.) All clinical education time must be made up before the student may graduate. The student will be responsible for all material missed when not in class.





## Absentee and Class Make Up Policy

No profession places a higher premium on attendance and punctuality than the medical profession. Your colleagues depend on you, and more importantly, your patients depend on you. In preparing you for the profession, it is the intent of the program to provide the student with incentive (positive and negative reinforcement) to develop and/or maintain proper attendance ethics.

Regular and punctual attendance at all classes is required of each student. The student is responsible for all work missed when absent and should make the necessary arrangements with the instructor to complete that work. Should a student be absent beyond the instructor's minimum attendance requirements, irrespective of the reason for the absences, the instructor can recommend to the appropriate dean that the student be dismissed from the course and program.

Student absences are designated as **"EXCUSED"** or **"UNEXCUSED"**.

An **"EXCUSED"** absence is designated **IF** the student provides:

1. a physician's excuse
2. clinical site's health nurse excuse
3. jury duty documentation
4. family funeral
  - a) 3 days EXCUSED absence for immediate family [father, mother, brother, sister]
  - b) 1 day EXCUSED absence for extended family [grandparents, uncles, aunts, cousins]
5. inclement weather (see this policy)
6. other situations that the Program Director or Clinical Coordinator deem as **"EXCUSED"** absence.

An **"UNEXCUSED"** absence is defined as missing a class without an acceptable documented excuse.

The specific ramifications of the **"excused"** or **"unexcused"** absence will be articulated in the Didactic and Clinical Absence Policy that follows:

### 1. RADT (technical) Courses Didactic Absentee Policy

- The absentee/makeup policy for each course will be articulated in the course syllabus.
- There will be a two-point deduction in the course grade for each **"unexcused absence"** from class.
- There will be a one-point deduction for each **"tardy"** from the course grade.
- The student is responsible for all material missed in class, and must make arrangements to make up exams missed according to the specific course syllabus.

### 2. RADT (technical) Clinical Courses Absentee/Make up Policy

- The specific policies may vary from course to course and semester to semester due to different number of class sessions during different semesters, and to reflect the student's progression through the various stages of training.
- **If WSCO closes** for inclement weather, all didactic and clinical classes are cancelled.
- **If WSCO is on a "2-hour delay", DIDACTIC CLASSES** with a start time before 10:00 am are cancelled and classes with a start time of 10:00 am and after are held. (clarification added 1.27.2014)
- **If WSCO is on a "2-hour delay", CLINICAL CLASSES** will begin at 10:00 am at the assigned clinical site. (See "Inclement Weather Policy" for more information. (clarification added 1.27.2014)

- ***In general***, in the Applied Radiography (clinical) courses, ***points will be deducted*** from the “base grade” in proportion to the percentage or number of hours or days absent from class. **The student must “call off” from clinic.**
- An **“EXCUSED”** absence in clinic means that the points are still deducted from the base grade, **BUT**, as an **“excused”** absence, the student **MAY** make the hours up and have the points reinstated. ***“Make-up” days, times, and room assignments must correspond to those missed.***
- Make up times **MUST** be approved in advance by the Program Director and Clinical Coordinator.

### Course Completion Requirement

The didactic courses are taught in sequence, and each didactic course is the prerequisite for a future course, and each course is taught only **ONCE** during the student’s two-year program. Because of this, if the student is unable to complete a didactic course due to accident, illness, etc., in time to meet the prerequisite for a subsequent course, they may necessarily be required to withdraw or defer as articulated in the “pregnancy policy” options, which will apply.

### Clinical Education Requirements

1. Prompt attendance in all clinical assignments must be maintained. Specific attendance requirements will be articulated in each semester’s Applied Radiography syllabus.
2. The student must be able to perform the physical requirements of clinical education. These physical requirements include, but may not be limited to:
  - a) Read technique charts
  - b) Hear and respond to patient’s needs and requests
  - c) Speak clearly so patients understand
  - d) Stand
  - e) Ambulate for extended periods of time
  - f) Manipulate mechanical and electrical equipment
  - g) Lift and move patients and supplies

If the student is unable to perform these requirements because of injury, illness, pregnancy, or other reasons (requires physician’s documentation), they must begin a leave of absence from clinical education. The hours missed must be made up before the student can graduate (if the student misses over 40 clinical hours in the year). The student may continue to attend classes as long as physically possible. A Doctor’s release may be required for the student to begin clinic time following an extended absence.

3. The student must rotate through **all** clinical assignments and gain working knowledge of the equipment and procedures done. The rotation schedule will be predicated on the educational advantage that can be achieved in each of the rotation areas. This is subject to review during the course of the training program and the number of rotations and the areas of rotation may be adjusted as deemed necessary by the Program Director and Clinical Coordinator in order to meet this educational goal. The student's knowledge of equipment will be documented by Clinical Objectives sheets, Patient Procedure sheets, and Weekly Evaluations. If the student fails to turn in **all** *clinical objective sheets, patient procedure sheets*, and proper number of *weekly evaluations*, they will be dropped two points in Applied Radiography for each of the above items. Assignment rotations are articulated to the student in the Applied Radiography course syllabus. If the student is absent for an entire rotation, they must make up the time in accordance with the "absentee policy".
4. The student must satisfactorily complete **all** clinic room objectives, competency and performance evaluations on or before the required deadline set each term. The student must maintain a "C" average. There will be required point deductions if required elements are not filed by the appropriate date. Also, be aware that **ALL** audited required elements must be completed, filed, and documented before the student is eligible for graduation.
5. The student must satisfactorily handle emergency room patients and produce satisfactory images within a reasonable time frame as dictated by the level of ability according to the semester involved. This will be monitored by the clinic (weekly) evaluations.
6. The student must communicate properly with patients and with other students, technologists, and visitors. The student must also demonstrate compassion, professional, and ethical conduct toward the patients. **Every patient deserves and must receive compassionate, professional care with dignity and privacy.** Students displaying unprofessional conduct and inappropriate communications to or in front of patients, or to any other individual in or out of the hospital setting will be disciplined according to the "disciplinary policy".
7. The student will adhere strictly to the dress code at all times during both clinical and didactic education activities. Deviation from dress code will be disciplined according to "disciplinary policy".
8. The student must be able to cope with, and function under stressful situations. This may include personality conflicts with other students, or staff. The student is expected to try to resolve any problems with other students or staff in a timely manner and a positive manner. The student is **NOT** to complain, gossip, or discuss personal problems with other students or staff. Problems should be handled in a positive, discrete manner. If a problem between two students or between a student and a member of the staff cannot be resolved by the parties involved, the student is to fill out a "*problem solving form*", describing the nature of the dispute, and steps taken to resolve it, and turn it in to the Clinical Coordinator. The Program Director will begin the steps to resolve the dispute according to the "dispute resolution policy".

9. Students will not be permitted in the clinical areas when not scheduled without special permission. Students coming to the clinical setting during “off hours” will be disciplined according to the “disciplinary policy”.
10. Students are permitted a 15 minute break during the A.M. clinical schedule, and one 15 minute break during the P.M. clinical schedule. This break is scheduled by the Clinical Instructor or their delegate. The break is predicated on patient flow. Occasionally, because of extreme patient flow, the break may not be available. The student is required to be in their clinical area at all other times unless changed by the Program Director or Clinical Coordinator. Being late off break will result in discipline according to the “disciplinary policy”.
11. **All** terminal competencies must be filed by the end of the sixth (final) semester. Failure to complete all objectives by the prescribed time will result in a grade of “Incomplete”. The student cannot graduate until the final competencies are completed. The student may continue in clinical education past graduation, if necessary to complete these final competencies.
12. Eating and drinking in the clinical area is forbidden. Any student who eats or drinks in the clinical area will be disciplined according to the “disciplinary policy”.
13. The clinical sites are smoke free institutions. **Smoking is not permitted inside the building.** Any student who smokes inside the building will be disciplined according to the “disciplinary policy”.
14. **Image (lead) I.D. markers –**
  - Students must have their ID markers with them **at all times** while in the clinical area. Failure to have the markers can result in dismissal from the clinical area for the day or until the student obtains the proper markers from the Clinical Coordinator.
  - The program will provide the first set of markers for the student. If either or both markers are misplaced or lost, the student may use a loaner pair from the Clinical Coordinator until a new pair is purchased. Students are required to pay for additional markers. The cost is approximately \$22.00.
  - Self-made markers may not be used. Using self-made markers or not using markers will result in discipline according to the “disciplinary policy”.
  - It is expressly forbidden for students to use other people’s markers, or loan markers for other people to use. Discipline for this will be administered according to the “disciplinary policy”.
  - The student will not be allowed in the clinical area if they do not have **a Right and a Left marker** with their **assigned I.D. number**. An absence from clinical for this reason is recorded as an “unexcused” absence and those hours may not be made up and reinstated.

#### 15. Radiation Protection –

- The student is required to adhere to **all** accepted radiation protection procedures as they apply to themselves, patients, and guests.
- Patient shielding, collimation, and instrumentation as taught in class (RADT 1010) **MUST** be adhered to.
- The student **MUST** utilize the cardinal rules of time, distance, and shielding to protect themselves.
- The student will receive all necessary didactic (cognitive) instruction as it relates to radiation protection prior to the first lab and/or clinical assignment.
- Radiation monitors are provided to the students by the sponsoring institution (Marietta Memorial Hospital) and reviewed by the R.S.O. (Radiation Safety Officer) of the sponsoring institution.
- **Students MUST wear the Radiation Monitor appropriately** (as taught in class) **AT ALL TIMES while in clinic**. Students will not be permitted in clinic without the monitor.
- Students **MUST NOT** hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure.
- The Program identifies a **“Threshold Dose”** of **ALARA I** (10% of D.E.L. [Dose Equivalent Limit] which is 125 MREM/calendar quarter). Any student who exceeds ALARA 1 (10% of D.E.L. [Dose Equivalent Limit] which is 125 MREM/calendar quarter) will be notified, and will be required to meet with the program’s (sponsoring institution’s) R.S.O. (Radiation Safety Officer) to be informed of protocol, and will be required to follow the protocol prescribed by the R.S.O.
  - Any clinical assignments delayed due to this protocol must be made up within protocol as a requirement for graduation.
- **M.R.I. Safety Screening Protocol for Students with access to M.R.I.**
- **JRCERT Objective 4.3:** Assures that students employ proper radiation safety practices. (added to policy manual 9.2.2015)
- Students will be rotated through M.R.I. one time to observe.
- Students must be screened for magnetic wave or radiofrequency hazards prior to this rotation. Students must complete and file the screening questionnaire which will be reviewed by a registered M.R.I. Technologist, who will verify the student’s permission to rotate in the M.R.I. area. The student will complete the questionnaire in the presence of, and under the supervision of the Program Director, the Clinical Coordinator, or the Registered M.R.I. Technologist.

#### 16. Safe and Appropriate use of Energized Laboratories -

- Student use of energized laboratories (clinical sites’ radiology rooms) **must be** under the direct supervision of a qualified radiographer.
- Students are **not permitted** to use the energized labs without a readily available qualified radiographer.
- **Disciplinary action** for unauthorized use of an energized lab will begin at the written warning step. (Fall 2011, approved by Advisory Committee).

17. The program will provide educational instruction and laboratory demonstration of safety procedures relative to workplace hazards during orientation week and during the Introduction to Radiologic Technology course taught the first semester of the program, in advance of the first clinical assignment. The program provides mandatory education completed through the Learning Management System provided by the sponsoring institution and is completed at orientation prior to attending clinic, again at the first of each calendar year which means the students completes it 3 time during the program. This includes but is not limited to back safety, fire safety, electrical safety, HAZCOM, workplace violence, ergonomics, infection control, bloodborne pathogens, TB, hazardous drug safety, and radiation safety.

For more information on WSCO safety and campus procedures, please refer to the WSCO Student Handbook on the website.

[https://www.wSCO.edu/wp-content/uploads/2024/01/20240126\\_handbook2023.pdf](https://www.wSCO.edu/wp-content/uploads/2024/01/20240126_handbook2023.pdf)

## **Student Support Services**

### **A. Provided by Clinical Sites**

(Note: Not ALL services offered by ALL clinical sites.)

(The Clinical Coordinator can advise the student of the specific support services provided by that site.)

1. Emergency Room services
  - 24 hours; 7 days a week
  - The student is responsible for costs incurred.
2. Employee Health services (inoculations, triage, in-services)
3. Food services (cafeteria and snack bar)
4. Health Information Services (physician referral) (by phone)
5. Infection Control (in-services, advisement)
6. Laboratory services (screening)
7. Laundry services
8. Library services
  - Book collection
  - Research services
  - Internet education and basic training
9. Security services
  - 24 hours; 7 days a week
10. Staff development services (in-services) on request
11. Advising services (on request)
  - Program Director
  - Clinical Coordinator
  - Medical Advisor

**B. Provided by Washington State College of Ohio**

1. Financial Aid
2. Business Office services (tuition, refunds)
3. Records Office services
4. Academic Advising
5. Career Planning services
6. Job Placement services
7. Tutoring services
8. Make up testing and Math & Writing labs
9. Job lab (interview and resume skills)
10. Computer Application Learning Center
11. Library Services
12. Placement Testing (by appointment)



## **Student Health Services**

### **Injuries and Illnesses**

If the student sustains an injury of any kind while in clinic or class, they may be required to go to the E.D., or Out-Patient Services for treatment. This determination may be made by the Clinical Coordinator, Radiologist, or Staff Technologist.

The student is responsible for all costs for medical treatment and procedures. It is the student's responsibility to secure insurance coverage.

If the student refuses treatment, they must sign a waiver declaring their refusal of treatment, and therefore takes all responsibility for any resulting treatment or problems.

In either case, the student must, if required, file an incident report. Refusal to do so will be considered insubordination.

If a student reports to class or clinic and it is determined by the Clinical Coordinator, Radiologist, or Staff Technologist (if evening or weekend) that the student is ill, they may be required to leave. If the student becomes ill during the course of the day, they must report to the Clinical Coordinator, Radiologist, or Staff Technologist (if evening or weekend) that they are ill, and leave.

All first-year students are required to have a two-step Mantoux skin test prior to patient contact. All first-year students will be tested for Rubella Immunity. If lab results show no immunity, the student will be referred to the emergency department for the Rubella vaccine. Students cannot have patient contact unless they are immune or vaccinated for Rubella.

Students will be given an opportunity to receive the hepatitis B vaccine. This is not mandatory, but highly recommended.

The Mantoux skin test (chest x-ray if required) and hepatitis B vaccine will be scheduled for the student by the hospital health care nurse, at no cost to the student.

Covid vaccination as required by clinical sites

## General Appearance and Efficiency

1. Hands must be kept cleaned and washed after each patient.
2. Breath should be free of any offensive odors.
3. Cologne and perfume should be used in minimal amounts.
4. Uniforms must be freshly laundered and “pressed” (wrinkle free).
  - Pant legs must be no higher than the top of the shoe, and may NOT drag the floor. The student is responsible for adjusting length, if necessary.
5. Identification badge must be worn at all times.
  - The badge is to be worn above the waist on the left front part of the student’s uniform, clipped to the collar or pinned to the uniform.
  - Nothing is to be affixed to the front of the badge.
  - If the photo I.D. badge is lost, or if there is a name change, it is the student’s responsibility to purchase a new one from human resources immediately.
6. The radiation monitor will be worn at all times. The monitor will be worn at the collar on the outside of the lead apron. The student will not be permitted in the clinical area without the monitor. If the student misses clinical time for this reason, the time missed will be considered “Unexcused Absence”.

If the student declares a pregnancy and wishes to continue in the program, she will be issued a “Fetal Monitor” as soon as possible.

7. Hospital policies will be adhered to while in clinical areas.
8. Radiographic rooms will be kept clean and stocked with adequate linens and supplies. Failure to do so will be reflected on weekly, midterm, and end of term evaluations. Continued failure to do so will result in discipline beginning with the written warning stage.
9. Professional conduct, courtesy, and co-operation will be exercised at all times to patients, visitors, fellow students, and technologists. Failure to display professional conduct, courtesy, and co-operation will result in discipline beginning with demerit step.
10. No gum chewing allowed in clinic or class. Discipline for gum chewing will begin at the written warning stage.
11. The student must never attempt to diagnose an exam, and must never give a report to a patient, or the patient’s family unless given a direct order to do so by the attending physician or radiologist. Discipline for this will begin at the demerit stage. If it is determined that the student breeched patient confidentiality, the student will be dismissed from the program.

12. The student must never discuss a patient's condition, radiography report, or diagnosis with the patient, the patient's family, or anyone outside the department unless instructed to do so by a physician. Discussion of any given radiographic procedure, results, or prognosis will be limited to the purpose of education, and will not include personal information about a specific patient. ***If it is determined that the student breeched patient confidentiality, the student will be dismissed from the program.***
13. Visits by friends or relatives during clinical education is not permitted. Discipline for this will begin at the written warning stage.
14. Hobbies and recreational reading material are not permitted in the clinical area at any time. Discipline for this will begin at the demerit stage.
15. No sitting on counter tops, wheelchairs, patient waiting area, on tables (stationary or portable), or in the hallways or any area open to patients, visitors, or staff. Discipline for this will begin at the verbal warning stage.
16. Students are not permitted to loiter in the secretarial area, or the radiologist's areas.
17. The department's telephones are for professional and business use. Students should instruct relatives and friends not to contact them by phone except in the case of emergency. Use of department telephones for personal use is prohibited. The student may use cell phones on lunch break or morning or afternoon breaks.

Use of Personal Electronic Devices (P.E.D.) (i.e. cell phones, smart watches, personal computers) are not permitted in class, lab, or clinic. These devices may be used ONLY in the Institution's "designated areas" on lunch break or morning or afternoon breaks.

Discipline for unauthorized use of department telephones, or P.E D.'s will begin at the demerit step of the disciplinary policy.

**18. Lunch periods:**

On days the student is in clinic, the lunch period is 30 minutes. The students may use the hospital cafeteria to purchase their lunches or to use if they bring their lunch. Students are not permitted to eat in the department or patient or public areas of the hospital. Students who wish to leave the hospital premises during lunch must get approval from the Clinical Instructor. The student must be back and check in by the end of the allotted lunch period time. Discipline for exceeding the lunch period time and reporting back late will begin at the verbal warning step if not over ten minutes late. If over ten minutes late returning the first time, discipline will begin at the demerit step.

## **Radiology Student Clinical Site Parking Policy**

The specific parking policy for the assigned clinical site will be articulated with the student at clinical orientation. The parking procedure for the specific clinical site must be followed and will be strictly enforced.

If a student receives a parking ticket from the security department for a parking violation, discipline will begin at the demerit step.

## **Inclement Weather Policy**

The School of Radiologic Technology will close due to inclement weather whenever WSCO closes for inclement weather. If WSCO is closed, the School of Radiologic Technology is closed. There will NOT be a separate announcement for the School of Radiologic Technology.

If WSCO holds classes, the school of Radiologic Technology will hold didactic and clinical classes.

However, the staff of the school is concerned with the student's safety, and does not want the student to attempt to come to school if they do not believe it is safe to do so. It is, therefore, the student's responsibility to assess the road conditions they face, and make a decision as to whether or not to come to school. It is the student's responsibility to use good judgment in deciding whether or not to come to school. The school assumes no responsibility, and cannot be held responsible in the event the student has an accident.

If a student is unable to attend school due to inclement weather, but classes are held, the student will be given the following options.

1. The student may choose to charge the clinic day to their 40 hours of sick time, if available.
2. The student may opt to make up the clinic hours missed by volunteering to come in on non-clinic days if prescheduled through the program manager or clinical instructor.
3. The day will be considered an "incident" ("excused absence" – missed hours accrue in clinic and didactic classes)
4. With any option, the student will be responsible for any material missed in class, and any exams missed must be made up according to the "makeup policy".

If the student cannot make it to school because of inclement weather on a day classes are held, or on a shift when school dismissals are not announced, they are required to call off for inclement weather by the hour they are due to report if on day shift. Failure to report off by the appropriate time will result in the absence being considered as "Unexcused".

This may be waived by the Program Director if it is determined the phone lines were out of order at the time.

If the student calls off for inclement weather on a day when school closings aren't announced, it will be the Program Director or Clinical Coordinator's option to declare that day a "snow day" or not.

If WSCO closes for inclement weather, all didactic and clinical classes are cancelled. If WSCO is on a “2-hour delay”, DIDACTIC CLASSES with a start time before 10:00am are cancelled and classes with a start time of 10:00am and after are held. (clarification added 1.27.2014)

If WSCO is on a “2-hour delay”, CLINICAL CLASSES will begin at 10:00am at the assigned Clinical Site. (see “Inclement Weather Policy, for more information. (clarification added 1.27.2014)

### Academic Class Policy

Any student that has a grade average of **less than “C” (82.5%)** in **ANY** RADT course at midterm, or **less than “C”** in **ANY** of the following NON-RADT courses that is required for the **Certificate Award** (BIOL 2310, BIOL 2320, HLTH 1800), **will be placed on Academic Probation**, identified by receipt of an **“Interim Report”**.

A FINAL COURSE GRADE of **less than “C” (82.5%)** in **ANY** RADT course during any academic semester, or **less than “C”** on any of the following NON- RADT courses (BIOL 2310, BIOL 231L, BIOL 2320, BIOL 232L, HLTH 1800, MATH 1104 or equivalent/higher), by the beginning of the semester immediately following the (revised 12.5.2013) semester in which it is listed on the **Certificate Award curriculum**, will result in **Academic Dismissal from the program**.

\* Revision approved by Advisory Committee 12.5.2013)

Individual course policies will be explained on the course syllabus given to the students at the beginning of each academic course.

Beginning with the second semester, the prerequisites for **ALL RADT** courses is successful completion of all previous program courses required for the certificate award. ***Failure to complete all previous term courses required for the certificate will result in academic dismissal from the program.***

If the student fails to achieve a passing grade in the following NON-RADT course (SPCH 2060) at the end of the last program semester, they would receive a **“temporary” grade of “F”** on the **Certificate Award transcript** and **not be eligible** for graduation. **If the student retakes this course and passes it with a “C” or better**, the transcript grade **will be changed**, made permanent, and the student would be eligible for graduation **IF** all other graduation requirements have been met. **REMINDER:** The A.A. S. degree **may NOT** be awarded **until** the Certificate Award is awarded.

ALL Certificate Award courses must be successfully completed according to program policies and curriculum for the student to be eligible for graduation in accordance with JCERT STANDARDS.

### ACADEMIC COURSE GRADING SCALE FOR ALL RADT COURSES

A = 94.5% - 100.0%

B = 88.5% - 94.4%

C = 82.5% - 88.4%

F = Below 82.5%

Academic grading scale for NON-RADT courses are set by the college/instructor. The program accepts the letter grade for transfer to the Certificate Award transcript.

BIOL 2310, BIOL 231L, BIOL 2320, BIOL 232L, HLTH 1800 and MATH 1104 must be completed with a grade of “C” or higher by the end of the semester in which it is listed on the Certificate Award curriculum to maintain a seat in the program.

SPCH 2060 must be completed with a passing grade by the end of the semester requirements for the Certificate Award.

**Method of Determining Clock Hours and Credit Hours for Didactic and Clinical Courses  
(added to policy manual Summer 2020)**

- Credit hours in didactic courses are based on number of clock hours the student is present in the classroom per week.
- Credit hours in clinic/lab are awarded on a formula of 7 clock hours = 1 credit hour, which is consistent with the Ohio Board of Regents requirements for Associate Degrees, and other Health Programs in the college articulated institution
- Example: RADT 1120 is a 3-credit hour didactic course. The student is in the classroom for 3 hours per week (1.5 hours on Monday and 1.5 hours on Friday) for the semester
- Example: RADT 1320 is a 2-credit hour clinical/lab course. The students are at the clinical site for 7 hours per day for 2 days a week during the semester

**Graduation Requirements: Variable Release  
Certificate from the School of Radiologic Technology**

A student may be released after the end of the 6<sup>th</sup> clinical semester if they have successfully completed all didactic courses in accordance with the program's policies and curriculum, completed the 6<sup>th</sup> clinical semester, and meets the following criteria.

1. Completed all room/assignment objectives.
2. Completed all required assignment rotations.
3. Completed all performance competency objectives (check offs and rechecks) with at least an 85%. This will be monitored by the clinical instructor's sign off sheet.
4. Completed all makeup time in clinic through the end of the 6<sup>th</sup> didactic semester.
5. Completed all "terminal objectives".
6. Completed all competency "finals".
7. Made application to sit for the A.R.R.T. Registry Exam.
8. Returned all library books.
9. Paid all fees, dues, or other charges owed.

The student will receive their certificate at the formal graduation program on the announced date.

If a student has not completed all of the above graduation requirements by the end of the 6<sup>th</sup> clinical semester, but is still enrolled in the program under policy, they may continue on the clinical schedule until all requirements are met within a reasonable time frame as set by the Program Director. The student must continue on a normal 40 hour per week clinical schedule until all requirements are met. The student is reminded that they must complete the program in time to be eligible for the A.R.R.T. Certification Exam.

The student will be allowed to participate with their class in the graduation program. The student will receive an unsigned certificate at the program and will receive the official, signed certificate upon completion of graduation requirements.

After the student has completed all of Washington State College of Ohio requirements, and presents the certificate from the School of Radiologic Technology to WSCO, the student is eligible for the Associate of Applied Science degree. This will be presented by WSCO according to their graduation policy. The associate degree may not be earned in advance of the certificate.

### Lost and Found

- If a student finds an article, item, etc. in the Radiology department, they are to turn it over to the technologist in charge. The technologist in charge will return it to the Lost and Found area.
- If a student loses an article, they should report it to the program director or clinical instructor. The student may be required to report it to security.

### Overtime

Periodically, the department becomes extremely busy with an overload of patients. Allied health professionals are expected to assist in patient care when needed. Occasionally, this occurs at a time the individual is scheduled to leave.

- The student, like the registered technologists, may be requested to stay and assist until the patient load is handled.
- If the student stays beyond the schedule time frame to assist with patient care, they will be compensated with corresponding time off.
- Comp time will be scheduled with the Clinical Coordinator. It is the responsibility of the student to get written, signed verification of overtime from a staff technologist and inform the Program Director at first convenience.
- Comp time will be scheduled within ten school days of the day it is accumulated. This is exclusive of Holidays, Weekend shifts, and Evening shifts. If the student schedules comp time with the Clinical Coordinator, but patient flow conditions prohibit the student from taking the comp time at the preapproved time, the student will recycle another ten-day time frame to use it.
- Comp time may not be held for the purpose of accumulating a large amount of time before using it, however, if there are multiple incidents of overtime during the ten-day time frame, the time may be added together and used at once.
- Overtime must be approved in advance by the Clinical Coordinator if either are present, and preapproved by the Senior Technologist in the department if on a shift that neither the Program Director or Clinical Coordinator are present.

### Request for Clinic Time during Breaks

The school academic calendar has some built-in long breaks between certain semesters (such as Fall and Spring). Because of this, students may want to come in a few times to maintain skills and receive some one-on-one experience with the technologists.

If the student chooses to **“volunteer”** to spend some time in clinic during the breaks, they **WILL** be able to complete competency evaluations as they present. There will be no weekly performance evaluations, but the student will need to adhere to **ALL program rules** as if on a scheduled shift. The student may **NOT “bank”** time to use for compensatory time later.

Requests must be pre-approved by the Clinical Coordinator. They will schedule the volunteer hours in accordance with current policies.



## Emergency Preparedness

Emergency preparedness is completed through the Learning Management System provided by the Sponsoring Institution, and is completed at orientation prior to attending clinic, again at the first of each calendar year which means the students completes it 3 times during the program.

## Communicable Disease Policy

In consideration of the current environment and serious implications for the welfare of the student, patients, and personnel, it is the responsibility of the student to notify the Program Director when they are diagnosed as having a communicable disease. This notification must be immediate after diagnosis is made. Failure to immediately notify the Program Director may put students, patients, and personnel at risk. This could result in dismissal from the program.

## Campus Strategies for Pandemic Influenza Response

College Executive Director of Marketing and Public Relations will work in conjunction with the President and Emergency Response Team Coordinators to maintain effective, timely communication with the local community via E-mail, internet, web sites, voice mail and our TV channel. Internet links to relevant resources include:

- [www.pandemicflu.gov/](http://www.pandemicflu.gov/)
- [www.cdc.gov](http://www.cdc.gov).
- [www.who.int/csr/disease/en/](http://www.who.int/csr/disease/en/)
- <https://www.wSCO.edu/stay-safe/>
- [COVID-19 Notification Form](#).

## Student Employment

- Employment in a clinical education setting affiliated with the program is a relationship between the student and the employer. The program will ***not*** act as an intermediary between the student and the employer.
- Students may choose to be employed at times other than their regularly scheduled clinical experience hours. Clinical hours will not be adjusted to accommodate work hours.
- Students may *not* receive credit for clinical experience and pay simultaneously under any circumstance.
- Students may *not* complete any clinical requirements during hours of paid employment.
- Students are prohibited from wearing their program assigned dosimeter and using their student assigned R/L markers while employed in any capacity.
- **Students who choose to work long and late hours may hinder their ability to study and concentrate in classes, labs, and clinicals.** All students are encouraged to maintain a balance between work and school to assure adequate time is devoted to completion of the program.

## **Tuition and Refund Policy**

Tuition will be paid at the **Washington State College of Ohio Business Office** by the dates designated in the schedule for each semester. The student will be ineligible to participate in didactic or clinical courses if tuition is not prepaid according to the WSCO schedule. This will be treated as an unexcused absence. The student is reminded that three unexcused absences in a row results in termination from the program. Refunds are in accordance with WSCO policy.

## **Fee Schedule**

See current WSCO catalogue for current fee schedules.

## **Refund Schedule**

See current WSCO catalogue for current fee schedules.

## **Community Service**

This policy is included in order to promote community service, and provide a positive reinforcement for helping to educate the public about this profession and protect the public from misinformation.

If a student volunteers to work at a Clinical Site Hospital sponsored event that is preapproved by the program manager or clinical instructor (preapproval will be predicated on the educational benefit to the student, or education of the public or provides an in-service that is preapproved by the program manager or clinical instructor to a school or civic organization providing education to the public about the profession or school, they will be....

1. Awarded a merit to be used to supplement the Applied Radiography grade (1 merit awarded for each 2 hours of volunteer service, and each merit will receive 1 added point to Applied Radiography grade)

*Or (student choice)*

2. Amount of time spent in the volunteer service will be considered comp time to be used to (1) subtract from make-up time owed or (2) used as comp time as defined by policy if the student does not owe any make-up time.

The student may earn only 1 merit per semester in this manner, may only apply 2 hours of comp time in this manner, and the activity must be approved in advance. The student must provide written documentation to the program manager or clinical instructor showing the student's name, name or description of activity, amount of time, and description of what the student did.

## Harassment

Harassment is defined as unwelcomed advances and inappropriate verbal and/or physical conduct (sexual and otherwise).

Students who feel victimized or who have witnessed harassment should report the incident to the Clinical Coordinator. If the Clinical Coordinator is the source of the alleged harassment, the student should report the problem to the Program Director. In their absence, or if the Program Director is the source of the alleged harassment, the student should report the incident to the Medical Advisor to the program.

All students are assured that they will be free from any and all reprisal or retaliation from filing such a report.

Reports of harassment will be recorded and signed by the student, then carefully and promptly investigated. Such investigations will include interviews with all relevant persons including the complainant, the accused, and other potential witnesses.

Students are assured that the privacy of the complaint and the person accused of harassment will be kept strictly confidential.

If the alleged incident involves an employee of the hospital, the Radiology Director or their delegate will co-chair the investigation and decision on validity and action. The Program Director, Medical Advisor, and Radiology Department Director reserve the right to include anyone they deem necessary to consult with during this process.

If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action will be initiated. Either party (the complainant or the accused) may appeal this decision through the Dispute Resolution policy.

If the validity of the complaint cannot be determined, both parties will be reacquainted with the harassment policy, and may receive advisement as deemed appropriate by the Program Director, Medical Advisor, and Radiology Department Director.

Depending on the nature of the allegation and the result of the investigation, there may be no action necessary or sanctions up to and including dismissal of a student from the program or termination of an employee from the hospital. Appropriate consultation with the Dean of Health & Sciences (if ONLY students are involved) and/or the Radiology Department Director (if Radiology employees are involved) and/or the Vice President of Clinical Services (if non-radiology hospital employees are involved) will precede any corrective actions.

## **Drug Free Policy**

### **Substance Abuse**

The school/program expressly forbids the use, possession, or sale of alcoholic beverages on the didactic or any clinical campus by any individuals, whether they be employees or students. Likewise, the school/program does not condone or permit the use or sale of any illegal drugs on the didactic or any clinical campus.

STAYING SAFE under the law, the College is required to report on the availability of any special programs and services for students or employees.

- See WSCO Student Handbook: ***Staying Safe***

### **Eligibility for Certification from A.R.R.T.**

*The following is provided for informational purposes only. Washington State College of Ohio is not responsible for the criteria or decisions of ARRT and the criteria are subject to change at any time.*

Graduates of accredited programs are eligible for registration by examination sponsored by the American Registry of Radiologic Technologists upon completion of all academic and clinical requirements of the program. The successful passing of the ARRT certification examination allows the graduate to place the professional credentials R.T. (R) (ARRT).

Applicants for the ARRT are required to comply with state and federal laws. Conviction of a crime (with the exception of speeding and parking violations) must be investigated by the ARRT in order to determine eligibility. A pre-application may be made to the ARRT in order to obtain a ruling regarding eligibility for the examination.

Applicants for certification by the American Registry of Radiologic Technologists (ARRT) must at the time of application and on subsequent occasions when the registration is renewed, agree to abide by the ARRT Code of Ethics.

**Marietta Memorial Hospital School of Radiologic Technology**  
**Contingency Plan for ANY Catastrophic Events**  
**Approved 5-16-2023 by RADT Advisory Board**

**Purpose:**

The contingency plan is designed to cover everything possible while continuing to provide students with the highest quality didactic and clinical education possible while maintaining the prescribed schedule as much as possible in the event of catastrophic events that cause interruption of the planned educational program.

While all possible catastrophic events cannot be anticipated and/or planned for, the following guidelines may be adapted to any specific event.

***The program will follow the lead of the college, clinical sites, emergency preparedness facilities to tailor the specifics of the plan to the specific event in question.***

**The basic outline for contingency planning includes the following guidelines.**

1. College closes for period of time in response to the event
  - a. Didactic courses delivered at sponsoring institution OR delivered remotely via ZOOM.
    - I. Lectures delivered face to face at sponsoring institution OR remotely via ZOOM
    - II. Exams will be administered during face to face instruction OR through the college LMS, with monitoring via ZOOM feed during exam.
    - III. Program director office will re-locate to sponsoring institution site. Contact information will remain the same.
    - IV. Student computer/internet access will be available at the sponsoring institution.
    - V. All FERPA guidelines will be followed based on required staff training at WSCO.
    - VI. Program Director and Clinical Coordinator will communicate with communities of interest with updates as needed.
2. Clinical Sites shut down in response to the event
  - a. ALL sites close
    - I. Lab delayed until site reopens
    - II. C.C. will schedule and deliver make-up lab session following opening
    - III. Clinical rotations delayed until site reopens
    - IV. C.C. will schedule students for make-up clinical rotations until all requirements are met.
    - V. Student will receive grade of "I" (Incomplete) until all Lab and Clinical Requirements are met.
    - VI. Next semester may be delayed, if necessary, until previous semester's requirements are met.
    - VII. Program Director and Clinical Coordinator will communicate with communities of interest with updates as needed.

- b. Selected sites close but other sites remain open and operating.
    - I. The C.C. will reassign the student to an equivalent location for the time the selected site is down.
    - II. The Clinical Coordinator will conduct lab sessions at any available location.
    - III. Program Director and Clinical Coordinator will communicate with communities of interest with updates as needed.
- 3. Program Director leaves unexpectedly (temporarily or permanently)
  - a. C.C. will take over program administration and didactic education.
  - b. All courses located in the Master Plan, lesson outline complete and exams ready to deliver.
  - c. Director of MMH Diagnostic Radiology will designate a Clinical Preceptor to take over the duties of the clinical coordinator.
  - d. Clinical Preceptor will have access to all Clinical Coordinator educational material.
  - e. Contact information for program will transfer to Clinical Coordinator
  - f. Clinical Coordinator will communicate with communities of interest with updates as needed.
- 4. Clinical Coordinator leaves unexpectedly (temporarily or permanently)
  - a. Director of MMH Diagnostic Radiology will designate a Clinical Preceptor to take over the duties of the Clinical Coordinator.
  - b. P.D. would take over Clinical Coordinator didactic course load.
  - c. Clinical Preceptor will have access to all Clinical Coordinator educational material.
  - d. Contact information for Program Director would remain the same.
  - e. Assigned Clinical Preceptor will assume office of Clinical Coordinator and contact information will be updated.
  - f. Program Director will communicate with communities of interest with updates as needed.
- 5. Sponsoring Institution Closes permanently
  - a. The program will transfer sponsorship to the college with which the program is articulated. P.D and C.C. will become employees of the college.
- 6. Articulated college closes permanently
  - a. The program will seek articulation with another local college for the A.A.S. award OR program would change pre-requisite requirement to include an associate degree.