

2023-24

**RADIOGRAPHY PROGRAM**

**Western Technical College**

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Program  
Handbook

## **Radiography Program Mission Statement:**

To provide a solid foundation of knowledge and skills that produce high-quality, entry-level radiographers who will positively impact the profession of radiologic science.

## **Joint Review Committee on Education in Radiologic Technology (JRCERT):**

Western Technical College is accredited by the JRCERT which ensures the educational program provides students and graduates an assurance that they will be provided with the necessary knowledge, skills, and values to competently perform the professional responsibilities expected by employers nationwide. It also assures that graduates will be eligible for certification and licensure in each of the 50 states.

Programmatic accreditation requires programs to teach the entire curriculum developed by the American Society of Radiologic Technologists (ASRT), in addition to, recognizing the content specifications of the American Registry of Radiologic Technologists (ARRT)

**Value of Accreditation:** Accreditation is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. Active for over 100 years, this reliable, private, and voluntary system has been central to the creation of the United States higher education enterprise that is outstanding in many respects. It is also based on self-examination and peer review and has been a well-tested system of quality assurance and quality improvement processes that demonstrates an effective public-private partnership.

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of the JRCERT should not be a step in the formal institutional/program grievance procedure. The individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT.

Students with complaints of program non-compliance with the JRCERT Standards may contact the JRCERT using the information below. The program will respond to the allegations within 30 days of being contacted by the JRCERT.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

## Goal Outcome Overview:

The Radiography program has Program Goals and Student Learning Outcomes stated in behavioral terms. Students are assessed in terms of how well they have mastered these activities that are integrated throughout the curriculum through data collection, analysis, and action plans.

### Program Goals:

1. Graduates will use effective communication skills.
2. Graduates will demonstrate the ability to think critically.
3. Graduates will be clinically competent.
4. Graduates will model professional and ethical behavior

## Student Learning Outcomes:

In accordance with the program mission, the program has the following Student Learning Outcomes associated with the Program Goals:

- Goal 1: Graduates will use effective communication skills.
  - a. Students will demonstrate effective communication skills with patients.
  - b. Students will demonstrate effective communication skills with faculty and fellow classmates.
- Goal 2: Graduates will demonstrate the ability to think critically.
  - a. Students will apply critical thinking and problem-solving skills in the practice of diagnostic radiography.
  - b. Students will produce and evaluate radiographic images for acceptable quality.
- Goal 3: Graduates will be clinically competent.
  - a. Graduates will meet the needs of employers
  - b. Students will practice radiation safety principles.
- Goal 4: Graduates will model professional and ethical behavior.
  - a. Students will model behavior consistent with ARRT Code of Ethics.
  - b. Students will demonstrate professional growth.

## SuccessAbilities

Western believes in every student's potential to positively influence our community. Through extensive research, wide stakeholder involvement, and the stated expectations of the community, the College has refined its focus on student growth and success. To accomplish this, Western has incorporated aspects of soft-skills, employability skills, and college and career readiness skills in the creation of our SuccessAbilities. These SuccessAbilities are integrated throughout the curriculum with student assessment occurring as appropriate to the technical program.

**Western prepares students for success in a free-enterprise society through human experiences that integrate:**

## Living Responsibly

Challenges you to adapt to change, respect yourself and others, value the environment, accept ownership of your actions, and grow your community.

*Students will find success as they learn to:*

- **Develop Resilience:** anticipate, prepare for, respond to and recover from disruptive change.
- **Embrace Sustainability:** the act of building, through our daily practices and educational programming, a thriving, resilient, and just community now and in the future.

- **Foster Accountability:** a personal choice to rise above one’s circumstances and demonstrate the ownership necessary for achieving desired results.

## Refining Professionalism

Challenges you to think and communicate as a professional, value collaboration and diversity, and behave ethically.

*Students will find success as they learn to:*

- **Improve Critical Thinking:** connect ideas and evaluate information logically.
- **Practice Effective Communication:** actively listen to others and share complex ideas through appropriate interactions.
- **Participate Collaboratively:** contribute as a team member while acknowledging and respecting the diversity of other perspectives.
- **Act Ethically:** behave in a way that reinforces the principles of honesty, equity, empathy and trust.

## Cultivating Passion

Challenges you to find your purpose and be curious, practice self-reflection, and genuinely connect with others.

*Students will find success as they learn to:*

- **Expand a Growth Mindset:** accept imperfections and seek opportunities for perpetual self-improvement.
- **Increase Self-Awareness:** understand personal strengths, weaknesses, traits, and behaviors to better understand yourself and other people.
- **Enhance Personal Connections:** relate to others through kindness and concern.

## The American Registry of Radiologic Technologists (ARRT) Code of Ethics

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interest of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. It provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The Code of Ethics is intended to serve as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. It also is intended to assist Certificate holders and Candidates in maintaining a high level of ethical conduct extends to 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 sex, race, creed, religion, or socio-economic status.
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 patients, 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.

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## The Key to Success

You will spend the next year and a half completing the core courses of the Radiography program. True, the courses are rigorous, but the perception of *intensity* has to do with the amount of time you will spend with your instructors and fellow students and with studying the information. It will be important to collaborate with those around you as you work daily to learn and use the information in the program.

You may be familiar with a traditional educational format where you come to class to sit take notes, just to cram your short-term memory in order to take a written exam. This will NOT work in the Radiography program! You will still have to absorb a lot of information, but how you *use* the information is what will make you a successful radiographer. You will be required to think and build upon information from past terms and courses and to create solutions to unique and individualized patient scenarios. You are being taught a skill in which every patient, every situation is different. Welcome to the world of being a radiographer. That is how it is in the workplace.

Another major difference in the program is that you will be educated in and held accountable for your professional behaviors. What are professional behaviors? They are the qualities – over and beyond the knowledge you gain and the skills you perform – which are essential for your success in all learning environments. In broad terms, you are expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional and it is what employers are looking for in future employees. Treat your classmates, instructors, patients, and coworkers, as you would like to be treated.

Behaviors displayed in the classroom correlate to behaviors demonstrated in the workplace. Picture the prospective employer inquiring about a recent graduate whose memorable behaviors were consistent tardiness, inability to work with others, and complaining at every opportunity. That is not someone an employer wants to hire. That is not someone you want taking care of your loved one in the hospital. That is not even the person you want to stand in line with at the grocery store.

Those who make the most of the program learn early on that the classroom instructors, clinical instructors and staff, tutors, counselors, and other college staff are working extremely hard to provide you with an education that will allow you to realize your dreams. You, in turn, must do your part with the same dedication. You need to make the most of the assistance available from the program, from the College and from your classmates.





## So where in all this is the Key to Success?

First, acknowledge what it will take to become a quality radiographer. Second, understand that the program, just like the profession and your patients, has high expectations for you. Third, recognize that the education you are about to undergo will most likely be different from anything you have experienced before.

- ✓ You will be held accountable for material from every class and expected to use this knowledge throughout the program to demonstrate ethical behaviors and your professional growth.
- ✓ You will problem-solve and use critical-thinking in practical situations; therefore, comprehension and the application of knowledge is emphasized.
- ✓ You are responsible for your behaviors, the cornerstones of professional attributes and indicators of your clinical competence as a coworker and health care giver.
- ✓ You have to be willing to trust, communicate, and become involved in your own improvements. Abundant assistance is available but it must start with you.

You are entering a new situation with demands tailored to promote the best in you both professionally and personally. Make the most of it. You will find that becoming a cooperative learning partner with us is much more rewarding than simply showing up. Use the key, and open the gate to a great opportunity in education and a rewarding career

**This program handbook contains all of the key information, policies and procedures necessary to complete the program successfully. Read it thoroughly and refer to it often!**

# Contacts & Resources

## Emergency Contacts

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If someone needs to reach you in an emergency (for example; day care, parent, spouse, kids, etc.), make sure they have a copy of your schedule and some way to contact you. The program assistant is an additional point of contact. She can access your schedule and try to get a message to you during the school day if needed.

- **608-785-9233** for Kat Anderson, Program Assistant

## Program Faculty / Instructors / Liaison

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All instructors have voicemail and email for convenient contact.

Please ensure ongoing communication with your instructors. While you are welcome to drop by the faculty offices at any time, you are encouraged to schedule appointments with your instructor. Each instructor posts a class schedule and/or “office hours” which are hours set aside for appointments. If you must cancel a scheduled appointment -- let the instructor know in advance and ask the instructor if you may meet at another time.

<b>Instructor</b>	<b>Office</b>	<b>Phone</b>	<b>E-mail</b>
Katie Scriver, BS R.T. (R)(CT) Acting Program Chair	HSC 4082	(608) 785-9256	<a href="mailto:scriverk@westerntc.edu">scriverk@westerntc.edu</a>
Katie Steele, BS R.T.(R)(CT) Clinical Coordinator	HSC 4080	(608) 789-4738	<a href="mailto:steelek@westerntc.edu">steelek@westerntc.edu</a>
Adjunct faculty and Instructional Liaisons vary by term			

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## Faculty Advisor

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Each student will be assigned a faculty advisor for the duration of the 5-term program. Students will meet with their advisor at the beginning of the program. Additionally, faculty will meet with and provide academic support and guidance to advisees on an “as needed” basis. Students are encouraged to contact their course instructor directly for course specific concerns.

## Clinical Instructors (CIs) & Staff Radiographers within the Clinical Affiliation

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Clinical Instructors (CIs) are points of contacts within the program clinical affiliations/sites, not only for the Program, but for Radiography students as well. They, along with other departmental radiographers supervise Radiography students who are completing clinical assignments. These individuals give freely of their time and abilities because of their belief in their importance of clinical education. A Radiography student’s clinical instruction may fall under the supervision of more than one CI, depending on the site. The student may be assigned to work with a specific CI/staff radiographer at larger clinical sites, as this is who will be supervising them on that day. In smaller imaging departments, students will work with whomever is scheduled to work in that department that day. Note: This might not be the same technologist each day. Additionally, students should always work in areas where there are patient exams being performed.

## Clinical Affiliations and Contact Persons

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Below is a list of all clinical affiliations, addresses, phone numbers and contact people. This is also available to students on all Clinical Practice Blackboard sites.

Black River Memorial Hospital 711 West Adams St. Black River Falls, WI 54615	Mileage from HSC: 45.7 miles Drive Time from HSC: 1 hr., 1 min.	(715) 284-5361 Mary Jo Ewing
Winona Healthcare 855 Mankato Ave. Winona, MN 55987	Mileage from HSC: 28.9 miles Drive Time from HSC: 33 mins.	(507) 454-3650 Kim Cramblit
Mayo Clinic Health Systems, La Crosse 800 West Avenue S. La Crosse, WI 54601	Mileage from HSC: 1.0 mile Drive Time from HSC: 4 mins.	(608)392-2495 Lora Burke
Krohn Clinic 610 West Adams St. Black River Falls, WI 54615	Mileage from HSC: 45.7 miles Drive Time from HSC: 1 hr., 1 min.	(715) 284-1815 Frances Lauper
Mayo Clinic Health System - Sparta Hospital 310 West Main St. Sparta, WI 54656	Mileage from HSC: 25.8 miles Drive Time from HSC: 37 mins.	(608) 269-2132 Kurt Bauman
Gundersen Health System 1836 South Avenue La Crosse, WI 54601	Mileage from HSC: 2.0 miles Drive Time from HSC: 7 mins.	(608) 775-2503 Dawn Lamers
Gundersen Health System - Onalaska Clinic Urgent Care and Sports Medicine 3100 S. Kinney Coulee Rd. Onalaska, WI 54650	Mileage from HSC: 5.9 miles Drive Time from HSC: 13 mins.	(608) 775-8923 Tim Miller
Mile Bluff Medical Center 1050 Division St. Mauston, WI 53948	Mileage from HSC: 71.3 miles Drive Time from HSC: 1 hr., 9 mins.	(608) 847-6161 Julie Zierer
Tomah Health 501 Gopher Ave Tomah, WI 54660	Mileage from HSC :42.6 miles Drive Time from HSC: 43 mins.	(608) 372-2181 Jessica Kennedy
Mayo Clinic Health System - Tomah Clinic 325 Butts Ave. Tomah, WI 54660	Mileage from HSC: 44.4 miles Drive Time from HSC: 47 mins.	(608) 374-1531 Diana Messer
Vernon Memorial Hospital 507 S. Main St. Viroqua, WI 54665	Mileage from HSC: 31.9 miles Drive Time from HSC: 47 mins.	(608) 637-4350 Barb Webb
Veterans Administration Medical Center - Tomah VA 500 E. Veterans St, Tomah, WI 54660	Mileage from HSC: 49.4 miles Drive Time from HSC: 51 mins.	(608) 372 3971 Lisa Bemis
Mayo Clinic Health System - Onalaska Clinic 191 Theater Rd. Onalaska, WI 54650	Mileage from HSC: 5.7 miles Drive Time from HSC: 13 mins.	(608) 392-5768 Cathy Taylor
Gundersen Health System - Sparta Clinic 1111 W. Wisconsin St. Sparta, WI 54656	Mileage from HSC: 27.1 miles Drive Time from HSC: 31 mins.	(608) 269-6731 Vicki Meyer Toni Richards

Gundersen Health System -pre Prairie du Chien Clinic 610 East Taylor St. Prairie du Chien, WI 53821	Mileage from HSC: 65.8 miles Drive Time from HSC: 1 hr., 30 mins.	(608) 326-6646 Jill Lamborn
Gundersen Health System - Tomah Clinic 505 Gopher Avenue Tomah, WI 54660	Mileage from HSC: 42.6 miles Drive Time from HSC: 43 mins.	(608) 372-4111 Tiffany Hall
Tri-County Memorial Hospital/ Gundersen Health System 18601 Lincoln St Whitehall, WI 54773	Mileage from HSC: 48.0 miles Drive Time from HSC: 56 mins.	(715) 538-4361 Lindsey Schlessler

## Program Administrative Assistant

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**Kat Anderson HSC 4031 Phone: (608) 785-9233 Fax: (608) 785-9299**  
**andersonkathy@westerntc.edu**

Kat Anderson is the Program Assistant. You will want to know her number if, for some reason, you cannot reach an instructor. She can direct you to other persons who may be able to help you with your issue or she can give you an idea of when the instructor may be available. As mentioned already, she is a contact for emergency needs. It is an expectation that you treat her politely and with respect with any issue that you may have. Additionally, if you have items to fax, it will be received by her.

## Counseling

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**Student Success Center, Phone: (608) 785-9553**

If you have a problem not directly related to course material, or a personal problem affecting your ability to be successful in college, the counselors at the Welcome Center can help. If you are concerned about something but cannot put your finger on it, they are also the ones to see. A number of students establish a working relationship with one or more of the counselors at Western. Counselors can also help you with interest surveys and career planning if you should decide the Radiography program is not a good fit for you. Take advantage of this resource if needed!

## Classmates

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During the first week of the program, students are encouraged to share their contact information with their Radiography classmates. Contact information could include phone number and e-mail address – and may include street address, and/or social media connection (your choice). We recommend that you use the contact information to arrange mutual study times, group work, shared rides, etc. This is a great way for you to work towards a common goal with your peers.

## Peer Tutors

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Second year students have the opportunity to serve as peer tutors. The tutor(s) will be able to assist you with learning and practicing patient care techniques. Peer tutors are available within individual program courses based on need. If you feel that scheduled assistance would help you succeed, please contact the course instructor to request this service. Program faculty will identify peer tutors at the beginning of term 1 and 2, and subsequent terms on an as needed basis.

## Learning Commons

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**Student Success Center, Room 201 Phone: (608) 785-9198**

The Learning Commons provides free, individualized guidance from instructors and peer tutors. Further information is available at [www.westerntc.edu/learning-commons](http://www.westerntc.edu/learning-commons). Communications assistance, the Math and Writing Centers, along with Peer tutoring is available to all Western students.

## Request for Accommodations for a Disability

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Please carefully review the syllabus for each course and consider the requirements expected of you in the classroom and labs. See the instructor for clarification if needed. If you find that you are in need of support services or reasonable accommodations for a disability, the Radiography program asks that you maximize our ability to work together by taking the following steps *prior to classes starting or within the first week of class*:

1. Any students who requires reasonable accommodations for a disability must make an appointment with the Manager of Access Services by going to <https://www.westerntc.edu/access-services> or calling 608-785-9524.
2. In turn, appropriate communication with program faculty will be made by Access Services to ensure proper accommodations will be made for the students.

Disabilities need to be documented by test results or evaluations by medical doctors, psychiatrists, psychologists, and/or school counselors (high school or college). See the documentation guidelines listed in the College handbook. If you intend to use your accommodations for an exam, a plan must be established with the instructor(s) prior to the exam date.

## Program Resources: Textbooks

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**Radiography Program Textbooks**- Textbooks selected for each course have been evaluated and are considered current and relevant to the practice of the radiologic sciences. Before changing textbooks, instructors review new books and consider student feedback about books currently in use. Course textbooks assist the student in learning course material and are valuable reference material during subsequent courses and all clinical rotations. Students need to demonstrate an ability to read critically and use textbooks to support and enhance classroom, lab, and clinical experience. Many of the required textbooks are used for multiple terms and will be an asset when graduates are preparing to take the national certification exam. Renting textbooks is highly discouraged.

All required course textbooks are available for purchase via eCampus. If the student chooses to purchase elsewhere, it is the student's responsibility to ensure they are purchasing the correct version of each required textbook and access codes prior to the start of the term.

It is strongly recommended that each student purchase a Western Student Planner. These are also available at the Western Spirit Shop.

## Additional College Resources

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### College Wide Services:

Western is committed to serving students. There are a number of resources available on campus to assist current and future students. The following is a list of some possible services that may be helpful to you as you work through the program. These are also listed in the "Contact" tab of all Blackboard courses.

- **"Paying for College"** – Go to <https://www.westerntc.edu/paying-for-college> for help with financial aid, scholarships, military connected students, and tuition.
- **"Student Life"**- Go to <https://www.westerntc.edu/student-life> for information on athletics, government clubs and organizations, dining services, and the wellness center.
- **"Welcome Center"**- Go to <https://www.westerntc.edu/student-services> for help with Career Services, Child Care, Counseling, Access and Language Services, Military Connected Services, Health and Wellness, and Diversity, Equity and Inclusion Services.

- **“Western’s Library”**- Go to <https://www.westernnc.edu/western-library> to learn about the help and resources available at the campus library.
- **“Western eCampus Bookstore”**- Go to [Western Technical College Online Bookstore \(ecampus.com\)](http://Western Technical College Online Bookstore (ecampus.com)) to shop for new and used textbooks.
- **“Student Housing”**-Go to <https://www.westernnc.edu/Housing> to learn about Western’s residence hall.

## Student Employment Services:

Western is committed to helping you find employment. From the main Western website, you can connect to job placement notifications such as **Handshake** and **Part-Time Job Board**. These sites offer you many opportunities to see what employment opportunities are “out there”. While most of these are targeting the graduates from Western, some of the job postings target students looking for on-call hours or summer employment. Check it out!

## Health Services:

- **Student Health Center**- The Student Health Center, located in the Health Science Center, 1300 Badger Street, provides comprehensive primary care services for Western students with a valid student ID. Services include primary care for illness or injury, care for chronic health problems, minor surgical procedures, medical management of mental health concerns, obstetric (limited) exams and gynecological services, immunization and TB testing, physical exams, reproductive services, basic lab services, allergy injections, HIV testing and counseling, physical therapy services, consultation and referral. Cost of this service is provided by student activity money with the exception of a \$10 per visit co-pay. Students may be responsible for the cost of additional services such as, but not limited to, ongoing therapy, medications, and comprehensive tests. These services are billed directly to the students. Eligibility guidelines for Student Health Center Services follow:

### Fall and Spring Term

Enroll for six credits or more OR enroll for at least one credit and pay a \$100 fee

### Summer Term

Enroll for six credits or more OR enroll for at least one credit and pay a \$50 fee; OR enroll for spring term and fall term, but not summer term and pay \$50 fee.

\*Appointments are recommended; please call (608) 785-8558 or visit [www.uwlax.edu/StudentHealth](http://www.uwlax.edu/StudentHealth) for more information.

- **Student Accident Insurance**- Students enrolled in degree classes will be automatically enrolled in the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. This coverage is secondary to any other insurance coverage students may already have. This Accident Only Insurance Plan covers the student when an accident occurs while on campus, attending a practicum program, or attending a recognized student group activity approved by Western Technical College. Coverage is in place while on school premises when school is in session and during College-approved activities. Coverage is in place to and from a Western Technical College sponsored event within the state of Wisconsin, and up to 2 hours from the Wisconsin state border.

Students are responsible for processing their own claims.

## To Create an Account and Print an Insurance ID Card

1. Go to <https://www.gallagherstudent.com/students/> and select “Wisconsin Technical Colleges – Western Technical College” from the dropdown menu.
2. On the left hand side of the page, you will find the link to Account Home

3. Scroll down to “Create Account” information. Your Student ID is the last 7 digits of your Student ID number and your email address is your student email address.
4. Select “Authorize Account” located to the left of your screen under Account Information and enter your Student ID number along with your date of birth.
5. Once your account has been authorized, select “Account Home” and click on “Generate ID Card”.

**To Access Student Accident Only Insurance Plan Information:**

1. Go to <https://www.gallagherstudent.com/students/> and select “Wisconsin Technical Colleges – Western Technical College” from the dropdown menu.
2. On the left hand side of the page you will have the following links to choose from:
  - a. My Benefits and Plan Information – includes a Schedule of Benefits and [FAQ](#)
  - b. Other insurance products
  - c. Discount and wellness
  - d. Claims company
  - e. Resources and links

**Any questions regarding the Student Accident Insurance can be referred to the Student Life Office (Kumm Center, Room 100 or 608-785-9445).**

- **Student Health Insurance-** Western Technical College DOES NOT carry health insurance to cover students while attending classes at the College. This means that each student is responsible for his/her own coverage in case of an illness that might require medical attention. Students who are not covered under a parent’s policy, an employer, or a personal policy are urged to arrange for coverage to be compliant with the Affordable Care Act. Comprehensive student health insurance, covering illness, is available at a group rate through a private firm. Premiums are paid by the student and forms can be picked up at the Student Development Office, Kumm Center, Room 100 or in the Welcome Center. Other coverage options are available at [www.healthcare.gov](http://www.healthcare.gov).

# Radiography Program Admission and Graduation Requirements

## Radiography Program Curriculum

		Lecture Hours	Lab Hours	Clinical Hours	Term Credits
<b>First term (Fall)</b>					
10806177	Gen Anatomy & Physiology (Pre-requisite)	-	-	-	4
10526149	Radiographic Procedures 1	3	4	0	5
10526158	Intro to Radiography	2	2	0	3
10526159	Radiographic Imaging	2	2	0	3
10526168	Radiography Clinical Practice 1	0	0	(120 term total)	2
<b>Total hours/week:</b>		<b>7</b>	<b>8</b>	<b>8</b>	<b>17 credits</b>
<b>Second term (Spring)</b>					
10526230	Advanced Radiographic Imaging	1	2	0	2
10526191	Radiographic Procedures 2	3	4	0	5
10526192	Radiography Clinical Practice 2	0	0	(180 term total)	3
10801136	English Composition	3	0	0	3
<b>Total hours/week:</b>		<b>7</b>	<b>6</b>	<b>12</b>	<b>13 credits</b>
<b>Third term (Summer)</b>					
10526193	Radiography Clinical Practice 3 (7 weeks)	0	0	(180 term total)	3
10526189	Radiographic Pathology (7 weeks)	1	0	0	1
10809172	Introduction to Diversity Studies	3	0	0	3
10809198	Introduction to Psychology	3	0	0	3
<b>Total hours/week:</b>		<b>7</b>	<b>0</b>	<b>22.5</b>	<b>10 Credits</b>
<b>Fourth term (Fall)</b>					
10526194	Imaging Equipment Operation	3	0	0	3
10526195	Radiographic Image Analysis	1	2	0	2
10526231	Imaging Modalities	2	0	0	2
10526199	Radiography Clinical Practice 4	0	0	(180 term total)	3
10801198	Speech	3	0	0	3
<b>Total hours/week:</b>		<b>9</b>	<b>2</b>	<b>12</b>	<b>13 Credits</b>
<b>Spring term (Second Year)</b>					
10526197	Radiation Protection and Biology	3	0	0	3
10526190	Radiography Clinical Practice 5 (10 weeks)	0	0	(240 term total)	2
10809196	Intro to Sociology	3	0	0	3
10526174	ARRT Certification Seminar	2	0	0	2
10526198	Radiography Clinical Practice 6 (5 weeks)	0	0	(120 term total)	2
<b>Total hours/week::</b>		<b>9</b>	<b>0</b>	<b>24</b>	<b>12 credits</b>
<b>Program Total:</b>					<b>65 Credits</b>



## Graduation Requirements

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An Associate Degree in Applied Sciences will be awarded to all students who have completed the 5-term technical program and have met program requirements for the Radiography Program.

1. The student must have completed a minimum of 65 term credits and completed all of the requirements of the program with cumulative grade point average of 2.0 or above.
2. A minimum cumulative grade point average of 2.0 or above in technical core Radiography courses.
3. Completion of all mandatory and elective radiographic exam competencies (the same requirements for American Registry of Radiologic Technologists, ARRT, certification eligibility).

## Admission Procedure- General

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In accordance with the Admission Policy for Western (E0200), admission to the Radiography program is as follows:

- 1) Students must apply to and be accepted to the college. (Application details and requirements are outlined at <https://www.westernc.edu/apply> )
- 2) Students must meet the following requirements to be admitted to the Radiography Program:
  - a) After admission to the College, read the program's Technical Standards and complete a background check. You can find links to these documents below.
    - o [Radiography Technical Standards](#)
    - o [Radiography Background Check Instructions](#)
  - b) Complete General Anatomy and Physiology (10806177) with a grade of "C" or better.

**Note: General Anatomy and Physiology Prerequisites:**

    - One year of High School Biology or one term of Developmental or College Biology
    - One year of High School Chemistry or one term of Developmental or College Chemistry
  - c) The last step for admission to the program, complete the Intent to Enroll process. Please see the details below.
    - o Contact the Welcome Center to make an appointment with a Health & Public Safety [College Advisor](#) to complete the Intent to Enroll process.
- 3) Students who complete the program admission requirements are placed on a waitlist. It is considered a "first come first serve" process. Exceptions would apply to students admitted after July 1<sup>st</sup> for the upcoming fall start. Due to the short timeline to meet clinical eligibility, only students with CPR and Immunizations completed will be able to enroll.
- 4) If the entering cohort is not filled with students who have General Anatomy and Physiology complete, students who do not have General Anatomy and Physiology completed will be offered a spot according to the date they identified Radiography as their program of choice.
- 5) All students are required to attend mandatory College and New Program Orientations in the spring of their designated fall start date. Students will receive information about the program expectations, program rigors, class schedule, building information, and will meet with program faculty to discuss any personal concerns or answer any questions. Students cannot register for classes until the program orientation is complete.

## **Admission Procedure- transfer from another Radiography Program**

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Students may apply to the Radiography program at Western after completing core course work in a Radiography program at another school. All admission requirements for the College and program must be completed (see Admission procedure-general).

In addition, the following is also required:

- 1) If the program that the student is NOT part of the Wisconsin Technical College System, a syllabus from each course completed with a “C” or better that outlines the competencies covered in each course. The program chair will compare the completed course work to the curriculum content of the Radiography program at Western to determine what courses will transfer.
- 2) If transfer to Western’s Radiography program results in a discontinuous completion of the Radiography curriculum (one semester or more without being enrolled in core Radiography courses), the student may be required to audit previously taken program courses in order to be prepared to successfully complete subsequent program courses. Additionally, a transfer student must complete a minimum of 25% of all professional courses at Western Technical College in order to obtain their Associate Degree of Applied Science in Radiography.

**\*\*Admission to the program is contingent upon space and clinical site availability even if all admission criteria and course audits have been completed.**

## **External Complaints**

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Any enrolled student of Western Technical College, or any member of the community at large, may file a complaint that a violation of College policy has been committed. Such a complaint may be submitted in writing to the Dean of Health and Public Safety:

Kevin Dean, Dean of Health and Public Safety, Western Technical College  
400 7th Street North  
P.O. Box C-0908  
La Crosse, WI 54601-0908  
(608) 785-9539

\*All formal complaints will be investigated within thirty (30) days. All records of complaints will be confidentially maintained in the office of Health and Public Safety Division for a time of five years.

## **Student Grievance Procedure**

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When a student believes he or she has been subjected to unfair and improper action or denied his/her rights by a member of the Western community (as defined by any person employed by the district), he or she may utilize the Student Grievance Procedure to address the concerns. Students initiating a Student Grievance Procedure shall be free of any retaliation from any faculty or staff person.

In situations where the concern is related to grading, the student must utilize the Grade Appeal Procedure for resolution. In situations where the concern is related to harassment, sexual harassment or misconduct, or discrimination based on gender, the student should immediately contact the Dean of Students/Title IX Coordinator to initiate the process.

For details regarding the procedures, please see the Western Student Handbook, located on the Western Technical College website.

# Radiography Program Policies and Procedures

## Professional Behaviors in the Radiography Program

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Appropriate professional behaviors are expected of all members of the learning community. Respect, demonstrated by how one interacts with others, is hard won but easily lost. Experience shows that behaviors demonstrated in the classroom do carry over into clinical practice.

## Development of Professionalism - Sample Student Behaviors

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### Accountability

- Seeks and responds to feedback
- Acknowledges and accepts consequences for actions
- Meets deadlines, including on time for class
- Attends classes/labs for expected times
- Adheres to code of ethics and policies/procedures
- Contacts instructor (phone, E-mail, or in person) in advance of scheduled activities when unable to attend. In cases of unexpected emergency, contacts instructor as soon as possible

### Continuing Competence

- Actively involved in group work – scheduling, attending, participating
- Takes full advantage of time available by staying on task and involved
- Initiates study and review activities with peers and instructors
- Accepts limits to own knowledge on subject matter
- Seeks opportunities to enhance knowledge including critical thinking skills
- Takes initiative to learn and seek out additional information

### Compassion/Caring

- Demonstrates understanding of socio-cultural influences on patient care
- Considers individual differences when interacting with others (is non-judgmental about others)
- Advocates for needs of others
- Demonstrates mature communication skills (maintains calm tone in conversation; avoids use of offensive statements)

### Duty

- Completes all work with effort to meet quality requirements
- Utilizes resources responsibly in completion of work
- Acknowledges and accepts responsibility for meeting expectations and attempts to make corrections when feedback is given
- Dresses appropriately (appropriate lab attire)
- Uses correct terminology and expression in verbal and written communication
- Integrates concepts from other courses
- Demonstrates a tolerance for situations of uncertainty

### Integrity

- Maintains academic honesty
- Is trustworthy
- Recognizes own limits and acts accordingly
- Contributes to a positive academic environment

- Maintains appropriate and effective professional relationships

### **Radiographer Collaboration**

- Considers role of the radiographer in all situations
- Resolves dilemmas and/or problems in a respectful manner
- Responds during interactions using appropriate verbal and nonverbal style
- Communicates concerns and/or questions for the Radiologic Technologist with respect

### **Responsibility**

- Acts in accordance with the ARRT Standards of Ethics
- Demonstrates safe practice and maintains confidentiality (HIPAA)
- Shows commitment to learning
- Demonstrates flexibility and is adaptable to change
- Schedules and keeps appointments
- States the component parts of a problem clearly
- Identifies resources needed to develop solutions for identified problems
- Analyzes possible solutions to problem
- Determines which solutions are realistic, likely to succeed, and effective choices
- Considers the consequence of each possible solutions

### **Self-Assessment**

- Recognizes problem or need; Actively seeks feedback and help
- Develops plan of action in response to feedback
- Demonstrates improvement based on self-assessment or feedback
- Critiques own performance and will share that self-assessment
- Maintains open line of communication with individual offering critique

## **Professional Communication Expectations**

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Professional and respectful communication is an expectation of the program and the healthcare field. The following guidelines are to be used with phone and e-mail communication with your course and clinical instructors. Violation of these guidelines is a breach of appropriate professional behaviors.

### **Phone Etiquette**

- State who you are (if calling someone new, state you are a student radiographer).
- State reason for the call.
- Leave a call back number(s) and/or E-mail.
- State times that you are available for a call back.
- Speak clearly and professionally.

### **Electronic Communication**

- Check Western student e-mail daily and respond promptly for requests for information from instructors. E-mail will be our primary means of offsite communication with you.
- Use complete sentences.
- Use proper spelling, grammar, and punctuation. If you need to, type out in Microsoft Word, use spell and grammar check then copy to e-mail.
- Send attachments in Word only unless told to use a different program.
- Maintain confidentiality of patients, fellow students, and faculty.
- Use a title in the subject line.
- Use please, thank you, your welcome, etc.

## **Cell phone Etiquette**

- **All phones will be stored during class, laboratory and clinical hours.** You may check your phone during breaks only. Occasionally faculty will allow the use of phones in the classrooms for activities or assignments.
- If there is an emergency that requires you to have your phone on, please speak to the instructor before class starts.

**\*Failure to meet the standard of professionalism and respect is a direct violation of professional behaviors and will result in the implementation of “Procedures for Conflict Resolution & Breach of Professional Behaviors.” See program policy later in the handbook.**

## **Professional Development in the Radiography Program**

In addition to refining your professional behaviors, your participation through **professional development activities** is important both now and once you embark on your career. Therefore, in the Radiography program, you are required to start participating in professional development opportunities with the intent that you will develop an attitude of life-long learning. The Radiography program can only help you get started; it is up to each of you to continue to grow and improve in your professional and personal life after school ends.

## **Radiation Safety**

The Radiography Program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low As Reasonably Achievable). This principal of employing proper safety procedures benefits both the patient and the radiation worker. Carelessness in radiation protection for yourself, other healthcare professionals or patients will not be tolerated and offenses will result in disciplinary action with the potential for dismissal from the program.

### **Radiation Monitoring Badges (Dosimetry Badge/Landauer Badge)**

Students are required to pay for their radiation monitoring service and is included in Radiologic Science course fees. Students will always wear the radiation monitoring badge in the school laboratory and when assigned to the clinical facilities. They will be responsible for its security and safety. If the student reports to the clinical without the badge he/she will be sent from the site to retrieve their badge and will be required to make up the missed hours for travel. If the student reports to the laboratory without the badge the student will not be allowed to participate in radiation experiments or activities. Badges should be worn outside the lead apron at the collar level. Lost badges must be reported to faculty immediately. Each student is responsible for exchanging radiation badges quarterly.

### **Radiation Exposure Reports (Landauer Reports)**

Radiation monitor reports are posted quarterly in the campus radiography laboratory with no confidential student information included. The student will initial the badge report to confirm reviewing the document. Program faculty will review the quarterly reports as they are provided and if there are any doses that exceed the minimum program requirements a meeting with that student will be scheduled.

### **Dose Limit Protocol**

The radiation monitor reports are reviewed quarterly by the Program Director. If a student's dose level is equal to or greater than 200 mrem/quarter, the Program Director will review and discuss with the student and faculty. Students are expected to maintain a yearly dose equivalent of less than 500 mrem/year. This is the maximum allowance for the general public and it is the expectation that students will not exceed this amount and this amount is significantly less than the occupational dose requirements for radiographers.

### **Energized Lab Policy**

Student utilization of energized laboratories **MUST** be under the direct supervision of a program faculty member during normal utilization of the energized labs. At any time in which students wish to use the

energized lab during non-class/lab time, without the presence of a program faculty, the unit's ability to make a radiographic exposure must be disengaged and no radiation may be used. This is to meet compliance with the JRCERT.

Students are responsible for following all HSC policies and program policies while utilizing the lab space.

### **Radiation Practice: Student**

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The student, as a radiation worker, will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.

1. Students will be behind the lead lined control area when making an exposure.
2. All doors or lead lined curtains must be closed in each radiographic room for all examinations.
3. When assisting for fluoroscopic procedures, the student must wear a lead apron and should remain at least two feet away from the table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses and portable lead shields, are available and should be utilized whenever applicable.
4. When performing portable examinations, the student must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.
5. No student will perform a radiographic exposure on any person that has not been ordered by a physician.
6. Students MUST NOT hold patients OR imaging receptors during any radiographic procedure.

### **Radiation Practice: Patient**

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Prior to any radiographic examination being performed, a licensed practitioner must provide a proper prescription/order for the needed procedure/exam. This must include the patient's name, ordering physician, examination to be performed and indications. Any questions about the order should be directed to a staff radiologist.

Prior to the patient being radiographed, the student, under the guidance of a staff technologist or instructor, will follow the steps for informed consent:

1. Verify the identity of the patient.
2. Explain the procedure requested to the patient.
3. Obtain and document accurate patient history.
4. Check for patient pregnancy.
5. If the information and history correlates, the examination may be performed.

If any information does not correspond, check with the ordering physician, nursing floor, or a radiologist.

1. Female patients of childbearing age are to be asked if there is any possibility of pregnancy. This information may be correlated by use of the ten-day rule. In the event of possible pregnancy, the patient's physician will

be consulted.

2. The radiation field is to be collimated only large enough to include the anatomical part being imaged. Radiation field size must never exceed image receptor size. Exposure factors must produce the minimum amount of exposure needed to obtain a diagnostic radiographic image.
3. Gonadal shielding will be used in accordance to the clinical site policy.

If a radiographic image needs to be repeated, under no circumstances is any student to perform the repeat exposure without the direct supervision of a staff technologist. There is no exception to this policy. \*Please see Direct/Indirect Supervision Policy.

## **Pregnancy Statement/Policy**

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It is strongly recommended that students voluntarily inform their instructor if they are pregnant. Our primary concern is the safety of you and your baby. There may be potential risks you should be aware of and may want to discuss with your healthcare provider to determine if you should continue in the radiography program at this time.

If you choose to discuss your pregnancy with your instructor, some adjustments (if any) might be made in class activities to promote your comfort and safety. The choice of continuing in the radiography program is yours; however, we want to ensure that your choice is fully informed, and that you know we are here to support you during your pregnancy.

If the student chooses to voluntarily declare their pregnancy, a declaration of pregnancy must be submitted in writing to the program director. The student will meet with the program director to discuss radiation protection practices during the pregnancy. The student is also encouraged to meet with Western Technical College's Title IX Coordinator.

**If the student chooses to voluntarily declare the pregnancy, they will follow one of the following options:**

### **Option #1: Withdraw from Enrolled Radiography Program Courses**

- a) The student will submit their voluntary declaration of pregnancy in written form to the program director.
- b) The student will withdraw from all their program courses, following the procedures outlined in the Western Technical College Program/Course Withdrawal Policy.
- c) The student may return to program courses in the next academic cycle (i.e., start of the same term, but in the following year).
- d) The student should be aware that the ability to return to program courses is determined by space availability.

### **Option #2: Complete Currently Enrolled Radiography Courses**

- a) The student will submit their voluntary declaration of pregnancy in written form to the program director.
- b) The student will complete the presently enrolled radiography science courses before stepping out of course sequence.
- c) The student will be required to wear two radiation monitoring badges; one at waist level and one at collar level while enrolled in the program courses.
- d) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.

- e) At any time during their pregnancy the student may choose to withdraw from enrolled radiography program courses following the procedure outlined in Option #1 above.
- f) Availability of re-entry into the program will be determined by space availability.
- g) The student may withdraw their declaration of pregnancy at any time. A written withdrawal of their declaration must be provided to the program director.

### **Option #3: Continue in Radiography Program without Program Modifications**

- a) The student will submit their voluntary declaration of pregnancy in written form to the program director.
- b) The student may continue in the radiography program with no program modifications.
- c) The student will be required to wear two radiation monitoring badges; one at waist level and one at collar level while enrolled in the program courses.
- d) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.
- e) After delivery and convalescence, the student may return to classes.
- f) The student will contact course instructors to make arrangements to make up instructional hours and material missed due to delivery and convalescence to ensure completion of the course competencies and requirements.
- g) At any time during their pregnancy or after their delivery and convalescence the student may choose to withdraw from enrolled radiography program courses following the procedure outlined in Option #1 above.
- h) The student may withdraw their declaration of pregnancy at any time. A written withdrawal of their declaration must be provided to the program director.

Fetal monitoring badge readings shall not exceed the limit of 500 mrem (5 mSv) for the length of the declared pregnancy (per NRC standards). If the quarterly fetal monitoring badge readings are disproportionately high, the student will meet with the Program Director to discuss appropriate actions.

### **Direct / Indirect Supervision and Image Repeat Policy**

All images taken by students will have their images checked for quality control purposes by a registered or registry eligible radiographer.

In accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to radiographic image repeats is as follows:

#### **1. Direct Supervision**

Direct supervision exists when a technologist is working with a student in the radiographic room or is observing the student perform a radiographic exam from the control panel area. A qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is physically present during the performance of the procedure, and reviews and approves the procedure and/or image for acceptability.

Direct supervision is utilized whenever:

- a. The student has not yet successfully achieved competency testing on that particular exam.



- b. The student is repeating the radiographic image/projection.

## 2. Indirect Supervision

Indirect supervision exists when a staff technologist is adjacent to the room or location where a radiographic exam is being performed and is immediately available to assist students regardless of the level of student achievement. The availability applies to all areas where ionizing radiation equipment is used. Students may perform examinations under indirect supervision only after successfully completing clinical competency testing on that particular exam.

## 3. Repeat Radiographic Image Projection

All images performed of radiographic exams will be checked and evaluated by a Registered Radiographer. The Registered Radiographer will evaluate the student's images as satisfactory or unsatisfactory. The Registered Radiographer will discuss the reason causing the unsatisfactory image and the corrective measures that will be taken to obtain acceptable image quality. Repeat images will be obtained under direct supervision.

## Ionizing Radiation Agreement

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The Radiography Program complies with the Wisconsin Administrative Code for Radiation Protection, section DHS 157.01. The Radiography program includes up-to-date curriculum in relation to radiation risks and protective measures. When ionizing radiation is produced, the As Low As Reasonably Achievable (ALARA) concept will be applied.

Radiography students using or working in an environment where ionizing radiation is produced shall comply with the following:

1. Students will sign the ionizing radiation policy acknowledgment form indicating that they have been made aware of the harmful effects of radiation and will practice protective care measures when observing or using radiographic equipment.
2. Students will wear radiation monitoring devices when working in on-campus laboratories where ionizing radiation is produced and during off-campus clinical assignment where ionizing radiation is produced.
3. Students shall take exposures using the Western radiographic lab equipment only when an instructor or other responsible person is present.
4. In the event of pregnancy, it is strongly recommended that the students voluntarily inform their instructor of the pregnancy via written documentation. The primary concern is the safety of the student and the baby. Because of the potential risks involved when using or working in an environment where ionizing radiation is produced, a discussion with the instructor is encouraged. See the *Pregnancy Statement/Policy* for complete details.
5. While at clinical, students will adhere to the *Direct and Indirect Supervision and Image Repeat Policies* when taking and/or repeating exposures on patients.
6. While at clinical, students will follow the exam protocols of the assigned clinical site.

Having been informed that sources of ionizing radiation can produce biological changes in living tissue, I will take all the protective measures possible to minimize exposure to co-workers, patients, and myself by utilizing the As Low As Reasonably Achievable (ALARA) concept.

## Standard Precautions Statement

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Because many people who carry highly infectious pathogens (e.g., AIDS virus, hepatitis A & B, etc.) are not aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

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1. Wear gloves at all times when working with patients where blood/body fluids are evident or likely; i.e., open wound trauma, barium enema tip insertion, IV injection.
2. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
3. Wash hands after handling any blood and body fluids.
4. Use proper hand hygiene before and after all patient care activities.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not clip needles or recap needles.
7. All injuries and splashes must be reported to faculty immediately. If faculty is not available, report incident to the department floor supervisor.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the faculty. If occurrence at school, student will be referred to the Student Health Center. WESTERN incident report will be filled out.

If occurrence at clinical site, student will be sent to the Occupational Health Services or appropriate treatment facility for evaluation and treatment. WESTERN incident report and the respective clinical site incident report will be filled out. The student will pay for cost of any treatment.

## **Radiography Program Grading Policy**

### **Grading Policy**

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Your final course grade is determined by a compilation of scores from written exams, practical testing, projects, and assessment of professional abilities. Grading throughout the Radiography program is done on a uniform scale. If your final composite score falls between letter grades, percentages will NOT be rounded up, but rather you will be awarded the actual percentage score earned. The grading scale is shown below.

A= 95.0-100%	C= 78-82.9%
A/B= 92.0-94.9%	D= 70-77.9%
B=86-91.9%	F= <70%
B/C= 83-85.9%	

## **Radiography Lecture and Lab Course Information**

### **Lecture and Lab Expectations**

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Lecture is a method used to present content that is essential to the understanding of all aspects of the profession of radiography.

Lab is a method used to provide students a hands-on environment to learn and demonstrate the necessary skills used in the profession of radiography.

Students are expected to attend all lecture and lab meetings. Course material taught in these settings will contain subject matter that may be difficult to understand if the student elects not to attend lecture or lab sessions. The courses move very quickly and there is not time to repeat course material in the classroom setting.

The following guidelines are used in all Radiography core courses.

### **Grading**

- Grading Scale: Shown above.
- Students must receive a final grade of C (78.0%) or better in order to continue in the program.
- Grades are not rounded up to the next whole number percentage for grade improvement. The exact whole percentage earned will be the grade that is recorded.

### **Assignments**

1. All assignments/projects are due at specified times. While late work will be accepted, you may not receive feedback in the same timeframe as work that is submitted on time.
2. All lab activities/assignments must be completed in person. Students may attend another lab session due to absence only if approved by instructor. Students who miss a lab session may make it up within one week of the missed lab if they wish to receive credit. Note: Lab activities that use ionizing radiation will require the presence of program faculty for the make-up.
3. Completion of in-class assignments will only be offered in-class. These assignments cannot be taken home, completed, and returned. Students absent from class will not receive points for these assignments.
4. Assignments must be written on a college level for terminology, spelling, grammar and overall appearance. All typed assignments must be in "Word" format.
5. All assignments should look professional with no wrinkles, spills, large scratched out areas, doodling etc.
6. It is up to the discretion of the instructor to assign alternative learning activities if a significant classroom activity was missed.

### **Exams**

1. Exam dates will be clearly communicated in the course schedule.
  - If the student is absent for an exam (first occurrence), they must contact the instructor with alternate test arrangements within 24 hours of absence. Exam must be taken within 3 days of absence for full credit of achieved grade. A 10% deduction from the achieved grade will be incurred if this policy is not followed.
  - If a student is absent for an exam (second occurrence and after), they must contact the instructor with alternate test arrangements within 24 hours of absence, must take exam within 3 days of the absence, and will incur an automatic 10% deduction from achieved grade.
2. Relearn and Repeat Exam Opportunity
  - The opportunity to demonstrate relearning and repeat an exam will be offered for unit exams. It is not an option for demonstrations or midterm or final exams.
  - If student wishes to relearn course material and retake an exam, they must let faculty know within 24 hours of review of exam.
    - All assignments and activities (lecture and lab) assigned during the exam unit must be completed in order to start the Relearning process
    - The Relearning process will vary with each course and exam unit but will include a minimum of 4 various sources that will increase the student's understanding of the material. This could include online modules, written assignment, PowerPoint, etc.

- The student and the course instructor will collaborate to make a Relearning Plan. If successful in the completion of the Relearning Plan, the student may repeat the exam. Note: Faculty may give a different version of the exam, covering the same material.
  - The Relearning Plan and the Repeat Exam must be completed within one week.
  - The higher of the 2 exam scores will be put into the grade book.
- **Each student can complete a maximum of 2 relearning plans per course and 5 in the program.**
    - **If a student begins a relearning plan (has the activities and deadlines established with faculty) but does not complete it, this will still count as one of the 2 per allowed per course.**

### Professionalism in the Classroom

1. SuccessAbilities points: Three (3) SuccessAbilities points are awarded for each course each week. Point values for lecture only courses will be based on that individual class meeting. Courses that have a lecture and lab component will reflect both course meetings. SuccessAbilities Points will reflect students' achievement of *Living Responsibly*, *Refining Professionalism* and *Cultivating Passion*.

A rubric will be utilized in blackboard to grade students in each section of Western's SuccessAbilities. Attendance, communication, participation, collaboration and timeliness are all minimum expectation that are established within Western's SuccessAbilities criteria.

2. Communication:
  - a. The primary means of communication with students will be e-mail and Blackboard. Information sent to students via e-mail or blackboard are considered formal contact and students are responsible for this information.
  - b. If you are going to miss a class or be late for a **class you must notify the course instructor as soon as you are aware that you will not be there for the start of class**, by call or e-mail. See specific absence policy for clinical courses.
3. You are expected to be in class, seated and ready to learn at the designated start time.

### Cell phones and other personal electronic devices

1. Cell phones must be turned off or put away prior to class (talk to instructor for emergency cases).
2. Cell phones may be used during classroom and lab breaks only unless faculty request that you use them for an assignment or in-class activity.
3. Other devices, including smart watches, will be stowed away during exams or when requested by faculty.

### Minimum Grade Policy on Written Examinations

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\*\* In some courses, students are required to maintain a 78% **average** or better grade on the course exam portion of the gradebook. **Students, who do not meet this requirement, will receive the achieved grade for the exam portion of the course grade book.** This means that students will NOT be allowed to continue in the program as they have not maintained the required minimum "C" grade.

### Skill Acquisition & Approval Ladder

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You must become proficient in the performance of **many** skills. The chart below illustrates the steps the program uses for accomplishing this. You are expected to participate in all of the steps in order to give yourself plenty of opportunity to learn, make mistakes, and correct them.

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STEP	Description
<b>Read</b>	Read assignments & review notes. Attempt to come into the lab prepared with a general understanding of what will be covered that day.
<b>Demonstration</b>	The instructor will demonstrate the skill in the lab.
<b>Lab Practice</b>	You will practice the skill in lab in groups. Groups will change each week to offer a different experience.
<b>Practice with Partner</b>	During available times, practice the same skill with a partner. This is a good time to develop questions for clarification with the instructor.
<i>Peer Check</i>	Have a partner Peer Check you as you perform the skill. <b>Message to the Peer: Be meticulous in your assessment!</b> Offer constructive criticism so that the student learns the correct method.
<i>Demonstration Exam</i>	You will complete a Demonstration Exam on selected skills with the course instructor. <b>Please be fully prepared!</b> The instructor will provide feedback on your performance that will include areas of the demonstration that was missed and ideas for improvement.
<b>Clinical Practice</b>	Clinical experiences will provide you opportunities to practice and perfect your skills under the supervision of a Clinical Instructor (CI). These clinic staff will provide you a wealth of knowledge and experiences and direction that will be essential in your success. You will receive feedback on your performance while working with them on a variety of clinical tasks.

## Unsupervised Laboratory Setting

There will be opportunity for Radiography students to practice in an unsupervised laboratory setting in order to develop proficiency in program skills. It is important to note that each of the energized labs have a disable setting which will be implemented by the program faculty when the lab is unsupervised. This setting prohibits the use of ionizing radiation when program faculty is not present. It is the responsibility of the student to use the equipment and resources safely and to report any misuse or problems with any of the equipment or resources. Program faculty will investigate any reported damage to equipment and misuse of unsupervised laboratory time (rough housing, napping, etc...) will result in the loss of access to the unsupervised laboratory setting.

*All students are expected to follow the rules/guidelines for use of the Health Science Center as outlined in the HSC Student Guide.*

## Laboratory Equipment Safety and Inspection

All electrical equipment owned and used by the Radiography program will be annually inspected and the Wisconsin State Certificate be displayed outside each of the energized labs.

Wheelchairs and transport carts are inspected at a minimum annually (in May) by faculty. Repairs are made or arranged for as needed.

Any real or potential safety concerns discovered by a student should be immediately reported to a Radiography faculty member and the equipment should be labeled and taken out of use until deemed safe.

## Clinical Policies and Procedures

### The Meaning & Purpose of the Clinical Affiliation

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The students and faculty of the Radiography program are invited guests with the clinical sites. Relationships between the program and the medical facilities have been established and nurtured with considerable time and effort. Any breach of conduct that would potentially jeopardize this relationship is considered extremely serious. Upon review, if the student is found to be at fault in such a breach, disciplinary action will occur. Breaches of conduct include and/or are not limited to:

- Consistent tardiness or absenteeism
- Poor or unprofessional attitude toward clinical instructor/staff
- Being uninvolved with any patient exam opportunities
- Inappropriate interactions with patients or clinical instructors/staff in the presence of patients
- Jeopardizing safety of patients, families, staff or self
- Breach of patient confidentiality (HIPAA)
- Use of electronic devices such as cell phone, computer, iPad, etc. in any work area (unless expressed permission has been given by faculty)
- Extended breaks and/or lunches
- Being under the influence of drugs and/or alcohol
- Being asked to leave the clinical setting due to clinical performance

Clinical education is an integral part of the curriculum of the Radiography program at Western Technical College. It is during the clinical education component of the program that the student is given the opportunity to apply knowledge and skills learned in the classroom/laboratory settings to actual patients. This is done under the supervision of a clinical instructor (CI) who is a registered radiologic technologist employed by the clinical site. Through clinical rotations, students will be given an opportunity to work in a variety of imaging departments with a variety of patient types. These affiliations are approved by the JRCERT, which indicates they meet the essential components for student training. These components include but are not limited to:

- A variety and volume of radiological procedures providing learning experiences
- Qualified personnel

The CIs and other clinical personnel agree to the directives set forth by Western Technical College's Radiography Program. These include but not limited to:

- Professional atmosphere
- Fulfill the expectations set forth by the program while following the procedures of the medical facility
- Periodic meetings
- Accept student scheduling as made by program's Clinical Coordinator
- Compliance with Direct/Indirect Supervision and Image Repeat Policies

- Not substitute students for salaried technologists with inappropriate level of supervision

Students shall abide by all clinical policies per location during all clinical rotations. These include but are not limited to:

- Following policies outlined in the Health and Safety training and/or other facility specific requirements.
- Maintaining all required immunizations and CPR certification.
- Parking in designated employee lots
- Reading and following all of the imaging procedural policies as set forth at each facility
- Use “down-time” to practice positioning skills, review radiographic images, and/or study Radiography program materials.

## School Approved Clinical Uniform

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The personal appearance and demeanor of Radiography Program students at Western Technical College reflect both the school and program standards and are indicative of the student’s interest and pride in his/her profession. Students must arrive to each clinical rotation;

1. Dressed in an approved school uniform (cardinal red scrub top, black scrub pants, and/or cardinal red or black scrub jacket as needed)
2. School emblem patch sewn to left sleeve of outermost top
3. Nametag issued by Western Technical College, visible at all times
4. Name badge issued by specific clinical affiliation (depending on clinical assignment), visible at all times
5. Radiation monitoring badge
6. Personal identification markers
7. Shoes: Clean and of a neutral color, Crocs with no holes are permitted
8. Hair: If long, must be secured in such a way to prevent falling in front of face or other manner that may be offensive to patients and could compromise sterile fields. Men must be clean-shaven with beard and/or mustaches neatly trimmed.
9. Attire must be clean and unwrinkled. Uniform pants and tops must fit properly. The uniform will appropriately cover the student’s body/skin when bending, reaching, or changing positions during the performance of patient exams.
10. Pants: School uniform scrub pants should be of a length that they do not drag on the floor.
11. Socks: Plain basic colors only
12. T-shirts may be worn under the uniform top. It must be black or white and not contain logos or writing. It also must either, not show below the uniform sleeve OR the must reach the wrist

School uniform and/or expectation of presentation does NOT allow for:

- The wearing of artificial fingernails
- Bright colored/potentially offensive and/or chipping fingernail polish
- The displaying of body art (see Body Art and Piercing policy)
- Non-traditional piercings (see Body Art and Piercing policy)

- Perfume or cologne
- Smoking while in uniform. Smell of smoke is not allowed on student's breath or clothing due to it being offensive to some patients

Safety and patient care concerns are the primary issue in the follow-through of these policies.

Students arriving to clinical not following any portion of uniform policy or are missing any item of, will be dismissed from the clinical site to correct the deficiency. Any missed clinical time must be made-up.

## Clinical Schedules

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The Clinical Coordinator has the responsibility of assigning students to their clinical rotations. During the two-year program, each student will be assigned to numerous clinical sites and various shifts, which may include evening and weekend hours that allow for experiences in a variety of patient situations. Students will receive their clinical schedule prior to the subsequent semester. This will give the students ample time to make the necessary personal arrangements to ensure their attendance during their assigned rotations. Students must arrange their work/personal schedule around their clinical schedule. Changes to individual clinical scheduled will not be allowed after the term begins (except in extenuating circumstances).

Students should be aware that the Radiography program utilizes clinical sites that are greater than 60 miles from the Western Technical College Lacrosse campus. While effort is made to minimize the frequency of clinical assignments that require this long of a commute, students must be prepared to travel outside of the Lacrosse area for clinical. Per the JRCERT, clinical assignments for students will not be more than 10 hours per day and the total didactic and clinical involvement will not exceed 40 hours per week. Additionally, a student's clinical clock hours spent in evening and/or weekend assignments will not exceed 25% of the total clinical clock hours.

## Clinical Attendance Policy

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Students are required to attend all clinical assignments as scheduled. Clinical hours and days will vary each term. Students must present on time and stay through the completion of the assigned hours.

Students are allowed one (1) clinical absence at no penalty *per program year* (Fall-Spring-Summer term). All other assigned clinical hours are needed to fulfill the course requirements.

A maximum of two additional absences are allowed per clinical course and must be made up. Failure to complete missed clinical hours will result in a failing grade "F" for the Radiography Clinical Practice course. Make-up day options will vary each term but will be clearly communicated in blackboard.

- Except in extenuating circumstances, if a student misses more hours than can be made up in the established timeframe, they will not meet the requirements of the course.

If students present to clinical and are sent home, as it is apparent that they are too ill to be participating in their clinical activities, this will count as an absence. The student must make up an entire day of clinical.

### If a student cannot attend their clinical rotation the student **MUST**:

1. Call or email Katie Steele, Clinical Coordinator, and leave a message in regard to the absence prior to their assigned clinical start time.
2. Call the clinical site at which they are assigned to report their absence prior to their assigned clinical start time. Some form of a message must be left for clinical staff. This may include a voicemail or leaving a message with staff. Contact information for all clinical sites can be found on the Radiography Clinical Blackboard courses.



**NOTE: Failure to notify both the Clinical Coordinator and the assigned clinical site of any absence will result in a twelve (12%) percent deduction from their final achieved grade for their clinical course. A second occurrence to this nature will not be tolerated and this will result in dismissal from the program.**

Following any clinical absence, students must e-mail Katie Steele, Clinical Coordinator, within one week to discuss a make-up date. Students are expected to complete these clinical hours at the location in which they had been assigned. If this is not possible, additional make-up options will be considered. Once the make-up day(s) have been arranged with the clinical site, Katie Steele, will communicate with the student the details of the final arrangements.

Arrangements can be made for any extenuating circumstances that arise (weddings, vacations, surgery, etc.) in which students know in advance of their absence. All details must be presented to Katie Steele, Clinical Coordinator, prior to the beginning of the clinical term. The request must include the date(s) of the conflict and the proposed date(s) that the student would like to make up the missed clinical hours. All clinical schedule changes will be reviewed on an individual basis by the program faculty. Students will be contacted regarding their request directly from Katie Steele, Clinical Coordinator, in a timely manner.

Students who have missed clinical days and have failed to make the necessary arrangements to make up missed clinical days within 1 week of the end of the clinical course, will receive a failing grade “F” for the Radiography Clinical Practice course.

Tardiness in unprofessional and is not tolerated. Habitual tardiness (more than 3 occurrences in one term) will initiate the Procedure for Conflict Resolution and Breach of Professionalism process.

If a student presents to clinical late or must leave early for any reason, communication with the clinical coordinator is required immediately.

## **Malpractice Insurance**

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Students are required to carry malpractice insurance during all terms that they are enrolled in a Radiography Clinical Practice course. This is included in the Clinical Practice course fees.

## **Immunization Tracking Requirement**

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Viewpoint is a secure online management platform that tracks a student’s Background Information Disclosure (BID), CPR certification and immunization records. The fees for these services are as follows:

- Initial National Background Information Disclosure: \$40.00
- National Background Information Disclosure Recheck (every 4 years): \$25.00
- Immunization tracking: \$20.00

Students are required to have their Viewpoint (formerly completed in CastleBranch) account created to complete a BID prior to program start. Records of current immunization and CPR certification must be uploaded to Viewpoint once a student has been admitted to start the program and must be completed prior to the deadline date given the student at their New Program Orientation session. Once this initial information is uploaded, Viewpoint will automatically notify the student when an item is nearing renewal or expiration. Students must not let any of these records lapse or they will not be allowed to participate in their clinical activities.

The Health and Public Safety Division is in cooperation with affiliate clinical sites, it is a requirement of students to meet the following obligations PRIOR to the start of the academic program and maintain compliance throughout the 5-term program. **As this is a professional requirement as well as a clinical requirement, a student who is**

**non-compliant (expired or in “pending” status) will be ineligible to participate in their clinical practice courses and they will incur a 10% deduction from their final achieved clinical practice grade.**

Required immunizations/records for Radiography are:

- Immunizations
  - **Covid-19 (uploaded before admission to the program)**
  - Measles, Mumps, Rubella (MMR)
  - Varicella (Chicken Pox)
  - Hepatitis B
  - Tb skin test: with a two-step (2 separate shots/readings 1-3 weeks apart) OR BOTH current and past years records no more than 12 months apart)
  - Tetanus
  
- CPR Certification (American Heart Association Healthcare Provider OR American Red Cross CPR/AED for Professional Rescuers and Healthcare Professionals)
  
- Influenza Documentation (separate due date given during Flu Season)
  - Documentation of recent immunization or declination is uploaded to Viewpoint during Flu Season
  - Several clinical sites require the flu shot to participate in clinical or may require a mask if not compliant
  
- If additional immunizations are needed based on clinical site requirements, students will be given ample time to meet the additional requirements and provide documentation.

## **Mandatory Health and Safety Training and Site-Specific Clinical Affiliation Requirements**

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The Radiography programs two largest clinical affiliations, Gundersen Health System and Mayo Clinic Health System require students to complete facility specific Health and Safety Training, in order to participate in their clinical activities. This training must be completed every calendar year and is administered to students online. Students also must complete any additional clinical affiliation site-specific requirements (ex. Winona Health and Rural Wisconsin Health Cooperative) as requested and may include a minimal fee (\$10.00).

## **Preparing for the Clinical Experience**

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1. Students are required to carry malpractice insurance during all semesters that they are involved with clinical work. This is automatically added to the registration bill each semester.
2. Students should keep a copy of all health information for their records. Students are required to have a Mantoux TB test on a yearly basis and are responsible for making sure that the test is done and the results are recorded by the deadlines established. **Failure to have yearly updates submitted and approved by designated times will result in the student being withheld from clinical.**
3. Students must maintain current CPR certification for healthcare providers. Students may renew their CPR through public or private agencies or place of employment. **Failure to maintain current status of CPR training will result in the student being withheld from the clinical.**
4. Students will be required to complete Health and Safety training to participate in clinical practice. These may be required by any of our clinical affiliates and may include those sponsored by Western, Gundersen Health System, or

Mayo Clinic Health System Hospitals. These training cover topics such as OSHA, HIPAA and other safety practices. **A student will be withheld from clinical for failure to complete this training.**

5. Students will be required to have information regarding their completed criminal background check on file. A positive background check will be handled according to the Health and Public Safety Division Background Check Policy and Procedure and may result in a ban from participating in the clinical setting. **A student will be withheld from clinical if their background check expires until it is renewed.**
6. **Students will be required to fund all of their travel expenses including transportation and lodging while on clinical rotations.** Students must have reliable transportation to clinical sites. Because clinical sites are set up locally and in distance locations, relying on city bus travel only will not fulfill this requirement.

**NOTE: A student will not be allowed to attend their clinical rotation if these required preparations are not completed as requested. Failure to submit listed items will result in an inability to allow the student to participate in clinical, will result in a 10% clinical grade deduction for the course and may impact their ability complete this program.**

## Assessment of Student Performance in Clinical

### Student Clinical Evaluation

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Clinical instructors will be providing feedback to students on a regular basis through the use of the Student Clinical Evaluation Form. Student performance evaluation is based upon specific levels of technical and professional competency and provides an opportunity for guidance and assistance when student performance is deemed necessary. The student and program faculty review all Student Clinical Evaluations on an individual basis and areas not meeting the “Acceptable” rating will be discussed and that particular area will be monitored more closely on subsequent evaluations. Additionally, if a consistent negative pattern of behavior is recognized, program faculty will draft a Student Success/Intervention Plan outlining very specific expectations for future evaluations. Lastly, any issues that arise while working with a student will be presented with the information from the clinical instructor and will receive it in a very open, receptive, and respectful manner.

### Radiographic Exam Competencies

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Students must achieve competence in a total of 51 imaging procedures (36 mandatory and 15 electives). See list of required procedures below as outlined by the American Registry of Radiologic Technologists. Demonstration of exam competence must include the following items:

- Patient identity verification
- Examination order verification
- Patient assessment
- Room preparation
- Patient management
- Equipment operation
- Technique selection
- Patient positioning
- Radiation safety
- Imaging processing; and
- Image evaluation

The procedural competency process is as follows:

1. The student will inform the clinical instructor or other registered radiographer of a competency attempt and provide the proper competency form PRIOR to the start of the procedure.
2. The clinical instructor or registered radiographer will evaluate the competency attempt from start to finish and document the student performance by completing the appropriate competency form. The competency will be granted if the student satisfactorily completes all of the competency criteria.
3. Competencies will be denied if the skills do not meet the expected level. Students scoring a zero in any of the evaluation criteria will also be denied the competency. Clinical instructor and/or the registered radiographer will complete the competency form even upon denial. This form is given to the program faculty via the technologist or mailed in a provided self-addressed stamped envelope, so patterns of denial can be identified. There is no consequence in the student grade for denied competency attempts.
4. For granted competencies, a faculty member or instructional liaison will evaluate the images and competency criteria with the student when visiting the clinical sites. Students must be prepared to discuss the exam and the images at a proficient level. This included details of patient history, exposure factors, projection, positioning, CR placement, and specific evaluation criteria used in determining the acceptability of the image(s). This must be completed in a timely manner. If the student is not fluent in discussing any part of the competency process the competency will be denied.
5. This procedure will be strictly followed, and the student's competency progress will be evaluated at the end of each term. Additionally, students are expected to maintain a high level of competency as they move on to subsequent terms. At any point in the program if it becomes apparent that the student has not maintained an acceptable level of competence, the competency will be withdrawn.
6. Clinical competencies can only be obtained during assigned clinical rotations and those obtained outside the hours of program assignment will not be accepted.

## Clinical Radiographic Exam Competencies

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As a part of this educational program, candidates must demonstrate competence in the clinical activities as identified in this document. Demonstration of clinical competence means that the program faculty or supervising RT(R) has observed the candidate performing the procedure. **The candidate must have performed the procedure independently, consistently, and effectively.** Candidates must demonstrate competence in the areas listed below.

- All thirty-six (36) mandatory radiographic procedures/competencies (Single asterisk \*)
- Fifteen (15) elective radiographic procedures/competencies (Double asterisk \*\*)
  - One elective imaging procedure from head section
  - Two elective imaging procedures from the fluoroscopy studies
- Minimum of Fifty-one (51) procedures/competencies outlined in the above criteria must be completed to meet graduation requirements from the program and eligibility requirement for ARRT certification.

**The numbers following the procedure/exams designate the minimum number of views required for competency.**

<b>Upper Extremity</b>	<b>Spine/Pelvis/Hip</b>	<b>Fluoroscopic/Contrast (Must complete 2 ** Exams from this section)</b>
*Thumb/Finger (3)	*AP pelvis or pelvis for hips (1)	**Upper GI (single or double contrast)
Thumb/Finger (3)	*Hip AP and X- table lateral (2)	**Barium Enema (single or double contrast)
*Hand (3)	*Hip AP and Frog lateral (2)	**Small Bowel Series (2)
*Wrist (3)	*Cervical Spine (3)	**IVU with or without tomos
*Forearm (2)	*Thoracic spine (2/3)	**Esophogram
*Elbow (2)	*Lumbar spine (3)	**ERCP
*Humerus (2)	*X-table Lateral Spine (1)	**Cystography/cystourethrography
*Shoulder – Non-Trauma (2)	**Sacrum and/or Coccyx (2)	**Arthrography
*Trauma Extremity (non-shoulder)	**S-I joints (2-3)	**Hysterosalpingogram
*Trauma Shoulder (2) to include Scapular Y, Transthoracic or Axillary (must be different than non-trauma positions) Projections done: _____	**Scoliosis Series (2)	**Myelography
	Oblique Cervical (2)	Injection (for pain)
	Oblique Thoracic (2)	PICC line placement
	Oblique Lumbar (2)	
*Clavicle (2)	Flexion / Extension spine (2)	<b>Abdomen</b>
**Scapula (2)		*KUB or supine abdomen (1)
**A-C joints (2)		*Supine and Upright abdomen (2)
Wrist Exam to include Scaphoid views (4)	<b>Chest and Thorax</b>	**Decubitus abdomen
Elbow Exam to include Obliques (3-4)	*Chest (2) routine (non-auto unit)	
Elbow Exam to include Radial Head (3)	Chest (2) routine (auto-tracking unit)	<b>Mobile Radiographic Studies</b>
	*Chest AP/Lat (2) (wheelchair/stretchers)	*Portable chest
<b>Lower Extremity</b>	*Ribs (2-4)	*Portable abdomen
** Toes (2/3)	**Decubitus Chest	*Portable upper or lower extremity (2)
*Foot (3)	**Soft Tissue Neck/Upper airway (2)	Additional mobile exam
*Ankle (3)	**Sternum (2)	
*Lower Leg (2)	**S.C. Joints (2)	<b>Mobile C-Arm Studies</b>
*Knee (2)	Apical Lordotic chest (1)	*C-arm Procedure in OR (2+ Projections)
*Femur (2/4)		*C-arm Procedure in OR (Sterile Field)
*Trauma Lower Extremity (2)	<b>Geriatric Exam (65+ with physical or cognitive impairment due to aging)</b>	Retrograde Pyelogram (ERCP)
**Patella- Sunrise/Tangential (1)		C-Arm (non-sterile)
**Os calcis (2)	*Chest (2)	
Knee Exam- Standing AP plus Lateral (2)	*Upper or Lower Extremity (2)	
Knee Exam to include Obliques (4)	**Hip or Spine (2)	<b>Head Work (At least 1 from section)</b>
Knee Exam to include Tunnel View (3)		**Skull (2/4)
Knee Exam to include Bilat Rosenberg (3)	<b>Pediatric Exams (age 6 or under)</b>	**Sinus Series (2/4)
Weight bearing foot (3)	* Chest (2) routine	**Facial Bones (2)
	**Upper or Lower Extremity (2)	**Orbits (2)
<b>Miscellaneous</b>	**Abdomen	**Mandible (3)
Bone Length Study	**Mobile Study	**Nasal Bones (2)
<i>Out of ordinary view or exams not listed on this sheet may be used to meet or exceed the academic term requirement but don't count toward ARRT requirements</i>	<i>Pediatric aged patients cannot be used for non-pediatric competencies</i>  Updated 8/2023	<i>If you have the opportunity to comp on 1 view, you may pair it with another view that is comped on at a later date for head work only.</i>

## Re-Verification Process

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The re-verification process is a learning experience directed to the second year Radiography student to confirm that a student has retained a high level of skills and knowledge for earned competencies and is a component of professional development. Students must continue to develop and refine psychomotor skills and apply radiographic exam knowledge in a variety of patient care situations. This process also assists the student in continuous learning and positive re-enforcement of their skill and knowledge base.

The Re-verification process is as follows:

1. Exam re-verification can be performed on only those exams where the initial competency process has been attained no sooner than one calendar month prior to the re-verification.
2. Review of the radiographic exam re-verification with a program faculty or instructional liaison in a timely manner is required.
3. No more than 1 re-verification on any 1 exam can be completed during the duration of the program.
4. Students must complete the “Student Evaluation” portion of the form prior to the discussion with program faculty or instructional liaison.

### Competency & Re-Verification Requirements Per Term

Term	Minimum Competency Cumulative Total	Re-verification Requirements
1 <sup>st</sup> Term (Fall) Radiography Clinical Practice 1 (10526168)	3	0
2 <sup>nd</sup> Term (Spring) Radiography Clinical Practice 2 (10526192)	13	0
3 <sup>rd</sup> Term (Summer) Radiography Clinical Practice 3 (10526193)	23	0
4 <sup>th</sup> Term (Fall, 2 <sup>nd</sup> year) Radiography Clinical Practice 4 (10526199)	35	4-9
5 <sup>th</sup> Term, Weeks 1-10 (Spring, 2 <sup>nd</sup> year) Radiography Clinical Practice 5 (10526190)	47	5-10
5 <sup>th</sup> Term, Weeks 11-15 (Spring, 2 <sup>nd</sup> year) Radiography Clinical Practice 6 (10526198)	51	Any combination of Competencies or Re-verifications 5

### Clinical Documentation

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Falsification of clinical documents is considered academic dishonesty and/or cheating and is a violation of the student code of conduct. This will result in dismissal from the program to all parties involved in accordance with Western’s Student Code of Conduct.

## **Additional Clinical Assignments and Skill Demonstrations**

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**Skill Demonstrations:** There are a number of additional skill demonstrations student must achieve while participating in their clinical experiences. These vary by term and are based on what skills are being taught in the classroom. Failure to complete the assigned skill demonstrations under the supervision of a registered technologist will result in point deductions from the student's clinical grade. See Course syllabus for specific course requirements.

**Portfolio:** Students will be creating a Portfolio throughout their 2 years in the program. Each clinical term, students will be assigned to complete research relating to their profession and/or reflections of their clinical experiences and growth as a future radiographer.

It is mandatory that the Portfolio include the following items:

- 1/2" or 1" binder with clear sleeve to create front cover
- Sheet protectors (this avoids the need for a 3-hole punch)
- Section dividers

Each entry in the Portfolio must include:

- Title of assignment or writing
- Student name
- Date
- Course in which entry was required

## **JRCERT Requirements**

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The Radiography program follows the requirements set for by the JRCERT and presents pertinent and related information regarding the following topics PRIOR to the students attending any clinical rotations without the supervision of program faculty. And refresher demonstration/hands-on

- Radiation safety (pre-clinical orientation Term 1)
- Mobile Imaging (equipment function and radiation protection, pre-clinical orientation Term 1)
- Fluoroscopy (equipment function and radiation protection, pre-clinical orientation Term 1)
- C-Arm (equipment function and radiation protection orientation, Mock Surgery Demo Term 2)
- Modalities (Introduction to Radiography Term 1, Advanced Modalities Course Term 4 and clinical rotations Term 5)

## **Expectations of Clinical Instructors & Instructional Liaisons**

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It is the expertise of not only the program faculty, but also the clinical instructors, staff radiologic technologists, and instructional liaisons that assist the student radiographers in building a strong foundation in the radiologic sciences. Since much of the supervision of a student's performance is under the direct and indirect supervision of the clinical instructors and staff radiologic technologists, providing ongoing feedback to all students will assist them in becoming a successful radiographer. They are considered mentors and there are key characteristics must be established by the program faculty to ensure a positive educational experience. All clinical instructors must;

1. Establish and maintain an open line of communications.
2. Establish and communicate expectations with all students.
3. Be cognizant of knowledge and skill differences of first year versus second year students.

4. Provide constructive feedback, both documented and undocumented that encourages ongoing improvement.
5. Be an active resource for all students.
6. Promote and encourage active participation and quality work.
7. Hold students accountable for all aspects of professionalism.
8. Have an understanding that students are adult learners with diverse backgrounds, life experiences, and have a variety of learning styles.
9. Share the wealth of knowledge and professional experiences.

## Procedure for Resolving Breaches of Professional Behaviors

Students who enter the Radiography program are held accountable to the policies set forth by the College, the program, and its instructors. Every attempt will be made to ensure that students understand these policies, however, it is the student's responsibility to ask questions if additional clarification is necessary.

A key to student success in the Radiography program is the ability to demonstrate professional behaviors (reference pages where they are described). Consistent and effective display of these behaviors is expected at all times in the classroom, labs, and clinical setting. Behaviors that do not conform to these expectations will be considered a breach of professional behaviors. When a breach of professional behaviors occurs, it will be brought to the student's attention and addressed appropriately (see below). A display of any unprofessional behavior outlined in this handbook that compromises the educational or clinical experience of the student and/or their peers will be handled as described below. In addition, behaviors that violate the Health and Public Safety Division's Program Dismissal policy, (e.g. violation of the Student Code of Conduct, endangering patient safety, breaching patient confidentiality, jeopardizing relationships with clinical partners, or violating specific program or faculty policies) may result in immediate dismissal from the program.

The procedure for handling breaches of program policy and professional behavior is described below:

**First offense:** The first breach of a program policy or professional behavior will be documented using any written or verbal form (e-mail, grade book, handout, verbal discussion). A copy of the documentation will be shared with the student and the student will be encouraged to discuss the consequences of the current behavior, consequences of future behaviors, and attempt to remediate the issue with the course instructor.

- Other program faculty may be consulted to determine if the problem requires monitoring across the program or can be identified as an isolated circumstance.

**Second offense:** Repeated or additional breaches in program policy or professional behavior requires development of a formal Student Success/Intervention Plan to help the student take the necessary steps to demonstrate change. In addition, the second offense will directly impact the student's grade.

- Grade deduction will be as follows:
  - A breach relating to and/or occurring in the **classroom or lab** setting will result a reduction of the student's final course grade by one full letter grade. Example: An A will drop to a B; an AB will drop to a BC.
  - A breach relating to and/or occurring in the **clinical** setting will result a reduction of the student's final course grade by 15%. Example: A 90% will drop to a 75%.
- The student and course instructor will develop a plan of action that must be taken to resolve the concern. There is an expectation that there will not be further occurrences. The plan will be identified in a Student Success/Intervention Plan which is entered into the student record.



- The student may be required to meet periodically with one or more of the following individuals: program instructor, program director, or program counselor to address and document progress related to professional behaviors.
- Failure to remedy the actions as detailed in the Students Success/Intervention plan or further breaches in program policies or professional behaviors will result in a recommendation for a change in program status.

*A method of tracking concerns across all program settings (class/lab/clinical) is initiated to ensure that the problem is addressed and corrected by the student in all program settings.*

### **Third offense: Recommendation for a change in program status**

Students with ongoing behavioral issues that have not been resolved or significantly improved after the first and second attempts will be recommended for a change in program status.

- Faculty will recommend the student be dismissed from or modify participation in the program and establish a plan guiding this change. Participants in this step may include the student, program director, program counselor, Associate Dean, and/or Dean.
- An additional grade deduction will be incurred as stated above.
- Following dismissal from the program, a student is free to request re-entry to the Radiography program. This petition must follow the Health and Public Safety Division's Program Re-Entry Process.

## **Key Health and Public Safety Division Policies and Procedures**

### **Program Dismissal Policy: Health and Public Safety Division**

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Students may be dismissed from a program for:

- Violation for the Western Student Code of Conduct
- Actions that significantly endanger patient safety (including, but not limited to, alcohol/drug use or sexual misconduct) will result in immediate dismissal from the course, clinical/internship site and/or program
- Breaching patient confidentiality-
- Jeopardizing clinical/fieldwork or internship relationships
- Violation of program- or facility-specific policies
- Receiving a total of three or more non-passing grades ("D", "F", or "W") in program core and/or science courses

Students may appeal their dismissal to the Dean of Health and Public Safety for program re-entry. Please refer to the Program Re-Entry Appeal Process listed in the Western Student Planner and Handbook. The planner can be purchased at Western's Campus Shop or found on Western's website at [www.westernnc.edu](http://www.westernnc.edu).

### **Procedure for Program/Course Withdrawal: Radiography Program**

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Students are encouraged to contact their program instructor or college advisor when considering withdrawing from a program. Since there many career pathways within Radiography, program faculty feel it is important that the student be given all of the necessary information on this chosen profession prior to the student completing the withdrawal process. A student must drop a program or courses in which the student has chosen not to continue. This decision may be the result of:

1. An unforeseen life circumstances, financial difficulties, or the recognition by the student that he/she is not interested in becoming a Radiographer.
2. Excessive absences from scheduled activities (lecture, lab, required meetings).

3. Poor academic achievement (receiving a failing grade in any Radiography program course (core program, clinical, and/or general education coursework).

### **Withdrawal Procedure:**

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If withdrawal from the Radiography program becomes necessary, the student is advised to consider the circumstances carefully. Thought should be given to the period for reimbursement of fees from the College. The program faculty, academic advisor, and counselors will assist the student in understanding the intent and procedures for withdrawal. Any of these individuals will also have input into possible future plans for the student. The student is encouraged to meet with program faculty before withdrawing from the program.

### **Program Course Repeat Policy: Health and Public Safety Division**

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Each course drop, withdrawal or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student success plan with program faculty prior to enrollment. Enrollment in a course for a second time is on a space-available basis. Students will not be allowed to enroll in a course more than twice without appealing to the Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

#### General Procedure:

1. The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
2. The faculty member provides the associate dean a copy of the student success plan.
3. If the student is enrolled in a program course for the second time, but has not developed a success plan, the associate dean will direct admissions to drop student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a “C” or better prior to re-enrollment in a course.

### **Procedure for Re-entry into the Program: Health and Public Safety Division Policy**

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Students failing or dismissed from a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety for re-entry. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

#### Process:

Students requesting program re-entry are required to initiate the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
  - The student’s professional goals.
  - An examination of the student’s choices and behaviors that prevented successful completion of courses/program.
  - The student’s plan for change and improvement for program success.
  - Contact information, including name, program, student ID number, address, phone and email.
2. Mail letter of intent to: Dean of Health and Public Safety, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI, 54602-0908.
3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
4. The student will be notified of the Dean’s decision by letter (email or USPS).

Program re-entry is always on a space-available basis. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include, but is not limited to, the following:

1. Additional courses for remediation
2. Competency demonstration
3. Required meetings with Western faculty or staff

## **Immune System Status Impact on Clinical Experiences Policy: Health and Public Safety Division**

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### **Immunization and Vaccination Policy**

The Health and Public Safety Division has clinical agreements with outside agencies which require students to demonstrate evidence of immunity or vaccination to specific diseases (e.g., Influenza, varicella, tuberculosis, etc.). If a student does not comply with this requirement, they may be denied clinical placements. It is the prerogative of a clinical site to deny students who are unable to demonstrate their immunity or vaccination status. Being denied a clinical rotation will result in the inability to complete the program or failure of the course.

Some sites may allow a student to participate in a clinical experience without an influenza vaccination. At these sites, the student may be required to wear a mask at all times when at the agency. Should an Influenza outbreak occur, students without verification of Influenza vaccination may be immediately denied access by the placement site, which will result in the inability to complete the program or failure of the course.

### **Procedure:**

1. Students will demonstrate their immunity and vaccination status by uploading verification documents to their online medical document manager.
2. If a student cannot submit evidence of immunity or vaccination (due to medical circumstances), the clinical coordinator or the authorized school representative will contact sites used by the program (up to two per rotation) inquiring as to the student's eligibility for clinical placement. *Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.*
3. If after two sites are contacted and are not able to accept the student for placement, the student will be unable to complete the clinical portion of the class/program and will fail the course or not be able to complete the program. The student cannot enroll in subsequent courses in which clinical education is a pre/co-requisite.

\*For clarification purposes, the term "clinical" can be used interchangeably with the terms "internship", "practicum" or "fieldwork".

## **Background Check Policy and Procedure**

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Students applying to Health and Public Safety Division programs are required to complete a Background Check process. Students with an arrest (with charge pending) and/or a conviction as noted in the Background Check record may be barred from engaging in the required clinical placements. Failure to disclose an arrest (with charge pending) and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical rotations to students with an arrest (with charge pending) and/or a conviction.

It is the policy of the Health and Public Safety Division to notify a student with an arrest (with charge pending) and/or a conviction that s/he may not be able to complete the required clinical experiences to earn a degree. The student shall be required to read and sign the *Disclosure of Possible Bar from Clinical Experiences* waiver. If the student chooses to begin/continue his/her education, the student with a conviction is not guaranteed a clinical site or ability to find employment.

Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements.

**Arrests or Charges after Background Check Completed.** If a student is arrested or has new charges following the completion of the Background Check, the student must report them to the Associate Dean of the program within five (5) working days. Failure to do so may result in dismissal from the program.

### **PROCEDURE:**

1. If a student has a positive Background Check, the authorized school representative will contact two clinical sites used by the program (or potential clinical sites if rotations occur later in the program).
2. The Associate Dean (for the program the student has applied for admission) or designee will meet with the student to discuss the results of the clinical site(s) decision. The student will be advised as to his/her options.
3. It will be the student's decision whether or not he/she will begin/continue in the program.
4. If the student chooses to continue, or if the program cannot contact at least two clinical sites at the time of program admission, the student and Associate Dean will sign the [\*Disclosure of Possible Bar from Clinical Experiences Waiver\*](#).
5. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. If the site(s) deny the student for clinical education based upon the results of the background check, the student cannot continue with the clinical education portion of the program or subsequent courses in which clinical education is a prerequisite.

If the student chooses to begin/continue his/her education, the student is not guaranteed a clinical site can be obtained. Additionally, the JRCERT requires "equitable learning for all students", which means the Program must provide learning/clinical experiences that are the same. Not being able to participate in clinical activities at many of the clinical affiliations means that Western is not providing equitable learning. Thus, there is no way the student will be able to successfully complete their current and subsequent clinical practice courses.

### **Body Art or Piercing Policy: Health and Public Safety Division Policy**

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In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting. The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty. Education programs (Early Childhood Ed, Instructional Assist), or Human Services Associate programs may allow additional wearing of jewelry as outlined within the program's practicum handbook or guidelines.

If a Western student has significant visible body art and/or piercings, we are unable to guarantee that the student will be able to be placed for the multiple clinical/practicum/fieldwork experiences that most programs require. You may be asked to cover the body art with clothing or dressings or remove the piercings in order to complete your rotation. The Radiography program has a more restrictive policy on body art or piercings, as outlined below, and it will be enforced. It is your decision whether or not to enter the program based on the uncertainty of being accepted at those sites.

- Only ear lobe piercings are allowed. No more than 2 stud earrings per lobe are allowed. Gauges are prohibited. Nose, eyebrow, tongue, lip and any other non-traditional piercings are prohibited.
- All body art must be covered during clinical rotations.

## **Confidentiality Policy: Health and Public Safety Division**

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The clinical/practicum/internship or fieldwork experience requires students to read and use health or educational records of clients, patients or children. All Western Technical College students should hold information concerning the identity, diagnosis, prognosis, condition, family situations, care or treatment of their clients, patients or children in confidence. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

This obligation of professional confidentiality must be carefully fulfilled not only regarding the information in the person's charts and records, but also with regard to your activities and behavior outside of your Western course. Do not discuss such information with others unless it is required directly for the treatment or care of the client, patient or child. Discuss the above information within the following parameters:

1. Only in appropriate places (i.e., out of earshot of other clients or staff not caring for the client). Places that are inappropriate are public areas such as the cafeteria, parking ramp, elevators, stairwells, break room, community and your home.
2. Only discuss names, diagnosis, etc., with people directly caring for the client, patient, or child. Examples of inappropriate people would include client family members, facility staff not directly caring for the client, neighbors, your family members, friends, classmates and news reporters.
3. Information transmission must be kept within the facility. Client information may not be copied by you or staff and taken out of any facility. Information should not be transmitted to or from, or stored within, any form of personal technology (e.g., personal computers, laptops, cell phones, cameras, tablets, iPods, Smartwatch, etc.). Use of any social media (e.g., Facebook, YouTube, Twitter, Snapchat, Instagram, etc.) which mentions, depicts or photographs clients or clinical sites by name or care/treatment given to any persons will not be tolerated.

Any intentional or accidental violation of these confidentiality provisions, by you or others, must be reported to the faculty member instructing the class or to Health and Public Safety Division administration, Kumm 211, La Crosse campus. Any violation of this confidentiality policy may result in clinical/practicum or fieldwork disciplinary probation, dismissal from the course and/or program or college discipline related to a Student Code of Conduct violation. It may also bring about legal consequences for the student by parties involved.

## **Social Media Policy: Health and Public Safety Division**

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Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's [Computer Use Policy](#), [Student Code of Conduct](#) and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregard of these standards will be considered a violation of the [Student Code of Conduct](#).

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

### **Guidelines for Individual Use of Social Media**

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These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

In addition, The Radiography program does not allow the use of social media that demonstrates a lack of professional judgement. Examples of this include:

- Disrespecting of College, college administrators, program faculty, clinical liaisons, or individual clinical instructors or staff, regardless of it representing the student's own views.
- Ill reference to any clinical affiliation associated with the College and/or Radiography program.

### **Latex Exposure Policy: Health & Public Safety Division**

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Western Technical College cannot provide a latex-free environment within classrooms, labs, or clinical settings. Since students may be exposed to various amounts of latex products, students who have a latex sensitivity or latex allergy will be required to provide the instructor with a doctor's written statement stating they are safe to continue in the program with varying exposure to latex products. As a result, a latex sensitivity or latex allergy may prevent a student from continuing in a Health and Public Safety Division program.

# Key College Policies and Procedures

## Release of Liability

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### ACCEPTANCE OF RISKS AND RESPONSIBILITY AGREEMENT AND RELEASE OF LIABILITY

This Acceptance of Risks and Responsibility Agreement and Release of Liability (“Agreement and Release”) is executed by: \_\_\_\_\_ (Printed name of student) (“Participant”) and is issued to WESTERN TECHNICAL COLLEGE (“COLLEGE”).

Participant is participating in a COLLEGE affiliated Program/Course/Practicum/ Training/Activity (“Activity”). This Activity is more fully described in the Radiography Student Handbook and Radiography Clinical Practice syllabi (1-6), which has been provided to Participant.

Participant understands that there are certain dangers, hazards, and risks inherent in the Activity. These include, but are not limited to, information provide in the College and Program Student Handbooks, program courses (including syllabi and presented course materials). In certain circumstances, these dangers can include damage/destruction to property, severe bodily injury, and even death.

Participant agrees to exercise reasonable care at all times with respect to Participant’s own safety and with respect to the safety of others. Participant agrees to abide by all rules, policies and procedures of the COLLEGE that are set forth in the Code of Conduct found in the COLLEGE’s Student Handbook, as well as any additional rules, policies and procedures of the location of the Activity. Participant has no health-related issues that would preclude or restrict participation in the Activity.

*Accordingly, Participant, on behalf of him/herself, the Participant’s spouse (if applicable), the Participant’s heirs, assigns, related individuals and related entities, does hereby WAIVE, RELEASE, AND DISCHARGE the COLLEGE, including its Board of Trustees/Directors, administrators, officers, employees, teachers, agents and insurers, from any and all claims, causes of action, suits, damages, or liabilities sounding in negligence, which the Participant has, shall have, or may have in the future against the COLLEGE arising out of, based on, related to, or connected with, the Participant’s enrollment and participation in the Activity. This release of liability does not, however, apply to any intentional or reckless acts or conduct by the COLLEGE.*

This Agreement and Release shall be governed by the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under, or incident to, this Agreement and Release.

By signing this document, Participant acknowledges that s/he is fully informed of the contents of this Agreement and Release, and represents that s/he understands it. Participant is not relying on any oral or written representations, statements or inducements, apart from those made in this Agreement and Release.

Participant is at least eighteen (18) years of age, and is competent to sign this document. If Participant is a minor under the age of eighteen (18), the parent and/or guardian acknowledges they are competent to sign this document on behalf of the Participant.

# Key College Wide Policies and Procedures

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All college wide policies listed in the Western Student Handbook are also in effect. For emphasis, a few important college policies are repeated here.

## Student Drug and Alcohol Use Policy

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As per the Western Technical College Alcohol and Drug Policy for Employees and Students (C0105), Western is committed to maintaining a drug-free learning and work environment.

To ensure a safe and effective learning and work environment, and to provide a tool for faculty and staff to use in identifying and responding to situations where student drug and/or alcohol use is suspected, a drug/alcohol testing policy has been created.

### Student Drug/Alcohol Testing Policy

Any student at Western who appears to be impaired or under the influence of alcohol or a controlled substance may be required to submit to drug and/or alcohol testing (paid for by the College) under the following circumstances:

1. If a faculty or staff member has *reasonable cause* to believe that the student is impaired or under the influence of a controlled substance(s), abused prescription drug(s), alcohol, or other mind-altering substance(s).
2. If a student is involved in an accident or incident where safety precautions were violated by a careless act resulting in injury to a person or damage to equipment.

### Student Drug/Alcohol Parental Notification Policy

Western reserves the right to notify parents or guardians of students when the students have committed serious or repeated violations of College policies, local, state and/or federal laws related to the drug and alcohol codes of conduct. Parental notification may be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

## Smoking Policy

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Western Technical College campuses are completely tobacco-free.

Western has joined other area businesses, health care providers, and educational institutions in promoting a tobacco-free environment. This program is designed to create a healthier environment for everyone who comes to Western Technical College to study, work, or visit.

### A Tobacco-Free Campus

- Provides a healthier environment for students, staff, and visitors.
- Assists students and staff in improving their own health.
- Enhances the health of the communities we serve.

### Tobacco-Free Policy

- Tobacco-Free Campus prohibits the use of all tobacco products, including electronic cigarettes, on all properties owned, leased or operated by Western, including College vehicles.
- Only exclusion will be private vehicles.
- The sidewalks on 7th Street between Badger Street and Vine Street have been designated as a “Courtesy Zone.” A Courtesy Zone is a section of city property where individuals are asked to refrain from using



tobacco out of respect and courtesy for the high volume of Western students, staff, and visitors who use the walkways.

- Ash receptacles are located throughout the perimeter of campus. It is expected of all individuals to be respectful when using tobacco off of Western property and ensure waste gets in the proper containers.
- Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be handled through already established judicial/discipline procedures for both students and staff.

## Academic Integrity Policy

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Western Technical College is committed to upholding academic integrity in all modes of learning. Faculty, students and staff are all responsible for ensuring the integrity, fairness, and honesty of the intellectual environment. Academic integrity violations include, but are not limited to, cheating, plagiarism, falsification and other forms of dishonest or unethical behavior, and are considered a violation of the Student Code of Conduct.

### Academic Dishonesty Definitions:

Violations of academic integrity include, but is not limited to, the following behaviors:

- **Cheating** – using or attempting to use materials, information or communications without permission of the instructor. Examples include, but are not limited to:
  - Copying or allowing another person to copy a test paper, assignment, report or any other graded material
  - Using external aids of any kind (e.g. notes, books, electronic devices, and information from others) or a test, quiz or other graded assessment without permission of instructor.
  - Taking a test for someone else or having someone else complete a test or graded assessment in one's place
  - Using, buying, selling, stealing, soliciting or copying any contents of an examination, quiz or other graded assessment without authorization of instructor
- **Plagiarism** – intentionally or unintentionally representing another person's work as one's own. Examples include, but are not limited to:
  - Quoting, paraphrasing or summarizing another's work or ideas without properly acknowledging or citing the source of the work
  - Submitting another person's work as one's own, including purchasing another's work to submit as one's own
- **Unauthorized Collaboration** – sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor
- **Fabrication** – using invented, altered, forged or falsified information in academic work or documentation whether in hard copy or electronic format
- **Multiple Submission** – the submission of the same work or substantially the same work to more than one class, and/or submission of prior academic work submitted for credit at a different institution
- **Academic Misconduct** – other forms of dishonesty or inappropriate conduct. Examples included, but are not limited to:
  - Requesting an academic benefit such as requesting an extension, excused absence, or other benefit based on false information or deception
  - Knowingly and willingly damaging the efforts or work of other students
  - Accessing student or faculty records or files without authorization
  - Misrepresenting oneself as a student or faculty member to obtain protected information or other academic or personal benefit

## Student Code of Conduct

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Western Technical College is committed to fostering a learning environment that values student success, accountability, diversity, learning, teamwork, integrity and respect; and encourages positive behaviors in support of academic and personal development of all students. As such, students are expected to conduct themselves in a manner that supports civil, criminal and federal laws and College policies and procedures; does not interfere with the educational process of the College in any manner; or endanger the safety or well-being of other students, staff or faculty.

The Student Code of Conduct and procedures apply to the conduct of individual students as well as all Western recognized student organizations or clubs. For the purpose of this policy, a student is defined as any person who attends and/or is enrolled in any credit or non-credit classes or program at the College.

The Student Code of Conduct applies to behaviors that take place on any Western campus or controlled property, at Western sponsored events, and may apply off-campus when a student's conduct may present a danger or threat to the health or safety of any person, or is detrimental to the educational mission, programs and/or interest of the College. The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium where the behavior is not protected by freedom of expression.

## Publication Release

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I, \_\_\_\_\_ do hereby release Western Technical College  
Student Printed Name  
and the Wisconsin Technical College System from any claims by myself, my spouse, or any heirs, for use of the  
photographs, moving picture film or television likenesses taken of me as a student associated with Western  
Technical College; and for use of written and Web material related thereto, and that the aforementioned entities  
may use such reproduced likenesses of me or related article, for any purpose required in promotional publications,  
advertising, educational presentations or any purpose sponsored by the college, by its District Board, the Wisconsin  
Technical College System, or the State Board.

## **Radiography Student Handbook Acknowledgement**

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I have read and understand the entire Radiography Student Handbook. This includes ALL policies (College, Division, and Program) outlined and further recognize I must adhere to them throughout the 5-terms I am in the Radiography program and I will accept any incurred penalties due to my non-compliance.

If at any time a policy and/or procedure is added or modified, the student will be made aware of this change and will need to acknowledge the change.

Student Name: (Please Print): \_\_\_\_\_

Student ID number \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Graduation Date: \_\_\_\_\_



# Thriving...Not Just Surviving

Making the decision to enter the Radiography Program took much thought and consideration. Many of you waited years for your opportunity to enter the program. The next 5-terms will be filled with challenges, laughter, tears, new friends, stress, and feelings of accomplishment. Our hope is that years from now you will look back at your experience at Western and realize that these were some of the best years of your life.

Our experience has shown that you are more likely to succeed if you:

- ◆ ***Remain open to new experiences.*** College courses, if done right, will challenge you to expand your horizons.
- ◆ ***Have a positive attitude.*** It's been proven that the ability to learn is improved with a positive attitude. Having a positive attitude will make it easier for you and your peers/instructors to work together.
- ◆ ***Practice good time management.*** Get in the habit now of using your time wisely and efficiently. Waiting until the night before the test to study is a good way to fail an exam. You will be asked to do many papers and projects during your ...take that project and break it down into small chunks and work on it slowly but surely. The radiography skills that you learn will require practice on your part so that you can gain a level of proficiency sufficient to treat patients. Work to balance your time, many of you are juggling not only school but work and family as well. Make time to play, you are more likely to retain the information that you are studying if your stress level is lower. Never underestimate the power of a good laugh.
- ◆ ***As best you can, keep stress to a minimum.*** Eat...get adequate sleep...take time to play...practice relaxation skills...practice good time management. Have a support system in place and don't forget about exercising. The Wellness Center is available for student use...or even a walk around the block is helpful. Take time to smell the roses.
- ◆ ***Study Wisely.*** Use good time management. Identify your learning style (something we'll do in class). Choose your study partners carefully (just because you really like your classmates doesn't mean you are compatible study partners). If your studying doesn't seem to be paying off...be willing to seek assistance of others (faculty/academic success center) for ideas of changes to make.
- ◆ ***Take ownership for your behavior and performance.*** It is our job as faculty to provide information to you and guide you in the application of the new information. How you choose to receive, study, and practice with the information will be totally up to you. As faculty, we won't take responsibility for the grade you get...but will take responsibility for assisting you in any way we can...provided you are open and responsive.
- ◆ ***Communicate.*** The more the better. As instructors, we'll strive to let you know what is expected in the course. You should at all times know where you stand as far as how you are doing in the course. If you aren't sure...ask! Share with instructor's information that you think is relevant.
- ◆ ***Seek help before it is too late!*** The time to seek help is before you reach the crisis mode. Many people on campus are committed to assisting you in successfully completing the program. Use the Learning Commons and remember that counselors are available free of charge for assistance with personal issues. Don't be afraid to seek help!