



RADIOGRAPHY PROGRAM - ASSOCIATE DEGREE
ORIENTATION HANDBOOK

CVTC'S Mission Statement

Chippewa Valley Technical College delivers innovative and applied education that supports the workforce needs of the region, improves the lives of students, and adds value to our communities.

CVTC'S Vision Statement

Chippewa Valley Technical College is a dynamic partner for students, employers, and communities to learn, train, and succeed.

CVTC'S Institutional Values

Commitment	We value all students and their diverse backgrounds. We are committed to their learning and success in a global society.
Collaboration	We value partnerships with business, government, educational systems, and our communities.
Trust	We act with honesty, integrity, and fairness.
Respect	We value a safe and cooperative work environment where individuals care for each other and grow through open communication.
Excellence	We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.
Accountability	We value the resources entrusted to us and will use them responsibly.

CVTC'S Core Abilities

In keeping with our institutional mission and vision, CVTC promotes the development of four key core abilities. These core abilities address the broad-based skills that will prepare a student to become a productive member of the work forces, a civic-minded citizen of the community, and a life-long learner ready to grow with her/his chosen profession.

- Model Integrity
- Think Critically
- Communicate Effectively
- Value Diversity

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Radiography Program

ASSOCIATE OF APPLIED SCIENCE DEGREE

WELCOME

The faculty of the Radiography program welcomes you. This program is divided into three major areas of learning: classroom theory, laboratory practice, and clinical application, all of which will prepare you for employment as a radiographer and make you eligible to write the American Registry of Radiologic Technologists Examination for Radiographers.

Your program is sequenced so that simple concepts presented will gradually advance into more complex concepts. This will ultimately prepare you to become a competent radiographer and safe health care professional.

This booklet has been compiled to orientate you to this program's operation and to identify your responsibilities to the program. The effort you put into your program's requirements is directly related to your competence as a radiographer. The faculty is willing to assist you to achieve your goal. We wish you every success as you progress toward the privileged role of a certified radiographer.

INTRODUCTION

The Radiography program is an integral part of the health division at Chippewa Valley Technical College (CVTC) and subscribes to the basic philosophy of CVTC. A Student Handbook to familiarize you with your responsibilities and the various activities on the campus is provided at the College orientation session conducted by Student Services. You will be held accountable for information in:

- A. The Student Handbook
- B. This Orientation Handbook
- C. Course Syllabi
- D. Course Outlines
- E. Support material provided by faculty throughout program



MISSION STATEMENT

The mission of the Radiography Program is to provide quality education in Radiologic Sciences, graduating entry-level radiographers to meet the workforce needs of the community.

PROGRAM GOALS

Goal 1: Students will be clinically competent.

Student Learning Outcomes:

Students will carry out the production of radiographic images. Students will apply computer skills in the radiographic clinical setting. Students will practice radiation safety principles.

Goal 2: Students will be able to communicate effectively.

Student Learning Outcomes:

Students will provide quality patient care.

Students will demonstrate written communication skills. Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate professionalism.

Student Learning Outcomes:

Students will model professional and ethical behavior consistent with the ARRT Code of Ethics.

Students will demonstrate professional values in the clinical setting.

Goal 4: Students will demonstrate critical thinking and problem-solving skills.

Student Learning Outcomes:

Students will apply critical thinking and problem-solving skills in the practice of diagnostic radiography.

Students will evaluate radiographic images to determine diagnostic quality.

ACCREDITATION



The Chippewa Valley Technical College Radiography Program is accredited by the Joint Review Committee of Education in Radiologic Technology and upholds the professional standards required of all Radiologic Technology programs nationwide. The Radiography Program sponsored by Chippewa Valley Technical College is fully accredited, with an award of 8 years accreditation by the JRCERT.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The JRCERT is recognized by both the United States Department of Education (UDSE) and the Council for Higher Education Accreditation (CHEA). The JRCERT Standards incorporate many of the regulations required by the USDE to assure quality of education offered by higher education programs. Accountability for performance and transparency are reflected in the Standards for CHEA recognition.

The JRCERT Standards offers a way to provide assurance to the public that a program meets specific quality standards. There are six standards listed below or can be found at www.jrcert.org.

Standards for an Accredited Educational Program in Radiography

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Students have the right to submit allegations against a JRCERT accredited program if there is reason to believe 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.

Any allegations of non-compliance of JRCERT standards should be reported to the Program Director per the Accreditation Compliance policy found in the Radiography Orientation Handbook. Students may contact the JRCERT at: Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or www.jrcert.org.



Chippewa Valley Technical College is accredited
by the Higher Learning Commission.

SCOPE OF PRACTICE

Radiographers are an integral part of the medical imaging team. Radiography integrates scientific knowledge and technical skills with effective patient care to provide quality, diagnostic information. The complete scope of practice will be discussed in greater detail within the curriculum of the program.

PROGRAM CURRICULUM

The curriculum is based on philosophy, purpose, and objectives of the Radiography program. The American Society of Radiologic Technologists has defined the standards of the curriculum. CVTC has designed the program to help the student develop his/her potential as a person and professional worker while following the ASRT content specifications.

The student is provided with course descriptions, content outlines and specific behavioral objectives to be met for successful completion of each course/unit of study. Each instructor familiarizes the student with individual course/unit policies and procedures. Students are expected to seek clarification if directions or procedures are not understood.

The program is sequenced so that the technical course units expand upon previously taught concepts. Therefore, it is essential that concepts and principles taught in each unit are understood and retained as they form the base for the next set of concepts and principles that will be introduced in the following units.

The student must take responsibility for his or her own learning. The faculty will introduce several units and the remainder of the learning will be independent. The faculty will be available for assistance, but the student and his/her "team" will be responsible to search out the references and learn on their own.

Radiography Curriculum

The ASRT Radiography curriculum can be viewed at: <https://www.asrt.org/educators/asrt-curricula/radiography/radiography-curriculum>

STUDENT EVALUATION

Health Student Grading Standards

Chippewa Valley Technical College Health students will adhere to all CVTC's grading policies and procedures as described in the Student Handbook. Grading criteria will be described in each course syllabi. In addition, the following standards have been adopted to assure both safe clinical practice and success on licensure exams for all health students.

1. Students must achieve a minimum of a C in all courses required in the curriculum, including general education courses.
2. Students who fail to achieve a C in any course that is required in the curriculum must see the program director or Academic Advisor to determine how that grade affects the student's ability to proceed in the program.
3. If a student is unable to proceed in the program, the student must see an Academic Advisor and apply to the "Re-entry List" (R-List) through the Academic Advisor. Re-entry into a course will be on a space-available basis only.
4. A student will receive a dismissal letter from a health program if:
 - a. the student receives a total of three unsuccessful grades (C-, D, F) in their program classes including general education courses OR
 - b. the student has enrolled and not successfully completed (C-, D, F, W, I, or audit) any program class twice including general education courses. No student will be allowed to enroll in a core curriculum course more than twice.
5. Students who receive three failing grades will be dismissed from the program.
6. Students may appeal their program dismissal through the program director.

Radiography Program Addendum to Health Students Grading Policy

Students are required to maintain at least a "C" in all courses. Sequential program courses must have a C or better to progress to the next sequenced course of study. That unit/course is incomplete until the unit/course objectives have been achieved satisfactorily.

Instructors maintain progress reports. Written examinations, laboratory competency, anecdotal records, self-evaluation, and clinical application competency determine successful completion of the unit of study. It is the option of the instructor to identify the emphasis in the grading used for the specific course/unit. Eight-week conferences are held at which time the student is informed of his/her progress; however, it is the responsibility of the student to stay aware of his/her progress on an ongoing basis and seek guidance from the instructor if he/she is not making satisfactory progress (80% = minimum). The grading scale for radiography courses (526-xxx) is:

Percentage	Grade	Percentage	Grade	Percentage	Grade
95-100	A	87-90	B	80-82	C
93-94	A-	85-86	B-	60-79	D
91-92	B+	83-84	C+	59 & Below	F

Grade Appeal/Due Process

A student who disagrees with a final grade must follow the college policy outlined in the Student Handbook.

Behavioral Expectations

If a student has a misdemeanor or felony charge on his or her criminal background check, it is recommended that the student apply to the ARRT for an Ethics Pre-Application Review.

If a violation has occurred, it must be reported to the ARRT within 30 days. Should a candidate fail to disclose information involving a misdemeanor or felony charge the ARRT may withhold registry eligibility. Please visit www.arrt.org for more information.

Integrity

Honesty is very important--most especially for the health care professionals. It encompasses action as well as interpersonal relationships. If a student is caught cheating, the individual will receive a "zero" for that assignment with no option for make-up. Infringements in the clinical area will be dealt with on an individual basis. This will be left to the discretion of the program faculty.

Student Withdrawal

A student wishing to withdraw from the program is expected to have a conference with the program director and follow the appropriate withdrawal process. Financial aid may be impacted as well as future enrollment. Meeting with an Academic Advisor and/or program director will ensure that the individual is making educated decisions.

HEALTH AND PHYSICAL REQUIREMENTS

Each student is required to have completed physical examination forms and immunization record in their personal file prior to the first week of classes. Clinical sites will not allow students in the Clinical Education Sites without the completed forms. Students are required to have the following physical examinations, tests, and immunizations:

1. Physical examination within 1 year of starting the radiography program.
2. Tuberculosis (TB) testing:
 - a. Two-step TB skin test within 1 year of the start of the program; the second test should be performed within 1-3 weeks after the first test, but a second test up to one year after the first test is acceptable.
 - b. Students who have an annual TB skin test need only one TB skin test within 45 days of starting the program.
 - c. The date of the TB skin tests, results in millimeters (i.e. “negative “is not acceptable), and name of the provider must be documented on the report form.
 - d. A student who has previously tested positive must have documentation from a physician indicating that the student does not have TB. A chest x-ray is required for confirmation.
 - e. All students are required to have an annual TB skin test while in the program, however those students who have previously tested positive for TB are required to fill out a questionnaire regarding current symptom status, and must report symptoms (chronic cough, hemoptysis, weight loss, unexplained fever, or night sweats) promptly to the Radiography Program Director.
3. Tetanus/diphtheria immunization within the last ten years; the date administered, and the name of the provider must be documented.
4. Rubella, rubella and varicella testing- one of the following three is required:
 - a. Proof of immunity- laboratory report documenting proof of immunity. Revaccination if not immune.
 - b. Proof of vaccination*- the signature, facility and address of the primary care provider and date are required. (Rubella (measles) and Mumps’ vaccination- two doses (MMR), Varicella vaccination).
 - c. Evidence of having the disease*- written documentation including the signature, facility and address of the health care provider verifying the disease history.
5. Hepatitis B vaccination is required; student refusal of this vaccination requires a signed statement of waiver.
6. Tdap (Tetanus and Pertussis) booster is required 2012 or later.
7. Any accidents or illness during assigned hours must be reported to faculty or clinical instructor. If injury occurs, an incident report must be filled out and kept on file at the school and/or affiliate site.
8. Students are not expected to report to class/clinical assignments when experiencing contagious illness.
9. Radiography faculty will evaluate extended illness absences.

** Self-reported doses or parental history of vaccination or having the disease are not considered adequate documentation by the CDC. Health care workers should not provide an immunization record for a patient unless that health care worker has administered the vaccine or has seen a record that documents vaccination.*

GUIDELINES FOR PROTECTING THE HEALTH OF SELF AND OTHERS

Radiography students are expected to adhere to the following guidelines to protect themselves, clients, and other health care team members from injury, infection, and harm. A student who does not follow the standards of safe practice or college behavioral standards will be dismissed from the learning site in accordance with the policies and procedures outlined in the Student Handbook. Reinstatement will be determined through college and clinical agency policies and procedures.

1. Follow Standard Precautions and Blood-borne Pathogen Exposure Plan.
2. Use appropriate body mechanics when moving, lifting, and bending; seek assistance for lifts/moves when additional help is needed.
3. Follow principles of clean and sterile techniques.
4. Maintain a clean, orderly work environment, free of safety hazards.
5. Do not expose patients, families, and/or clinical site staff to possible infectious agents.
6. Communicate changes in patient's status in timely manner.
7. Familiarize self with clinical sites safety policies in cases of fire, tornado, or other emergencies. The college and/or clinical site are not responsible for any accidents or injuries to the students.



Blood Borne Pathogen Exposure Prevention and Response

Chippewa Valley Technical College -- Student Blood Borne Pathogen Exposure Response Policy

Policy Revised: April 24, 2009; updated 5/14/19

Student Information

If a student is exposed to blood or other potentially infectious body fluids, the following procedure is to be followed:

First Aid:

1. If a needle puncture, laceration (scratch), or other broken skin occurs IMMEDIATELY:
 - a. Cleanse the wound thoroughly with soap and water. Squeeze the wound to encourage bleeding. The wound may be further cleansed with 10% povidone- iodine (betadine solution).
2. If a mucous membrane or conjunctival exposure occurs:
 - a. Irrigate the affected area immediately with copious amounts of water or normal saline.

Reporting:

- Immediately report exposure incident to your clinical instructor and clinical supervisory staff.
- Obtain exposure Source data. (Patient name, BD, and ID#)
- Complete an incident report form for the facility and provide a copy to your program director.
- Arrange post exposure follow up within 24-48 hours. If the source is a known positive schedule an appointment within 2 hours.
- Students may schedule an appointment with Prevea Health. After an injury call as soon as possible to schedule an appointment.
- Students may schedule an appointment with their provider of choice.
- Source lab results will be made available to student. The student is responsible to provide the source information to the provider.

Follow Up Care:

- Laboratory tests indicated for significant exposure include:
 - HIV
 - HBV
 - HCV

Follow up testing to occur at three- and six-months post exposure. Costs of laboratory test and follow up visits are the responsibility of the student. Further information can be found at www.cdc.gov

Clinical Preceptor/Instructor Information

Statutory Definition of Significant Exposure (s.252.15(1)(em), Wis. Stats)

“Significantly exposed” means sustained a contact which carries a potential for a transmission of HIV, by one or more of the following:

- Transmission, into a body orifice or onto mucous membrane, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood. *
- Exchange, during the accidental or intentional infliction of a penetrating wound, including a needle puncture, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood. *
- Exchange, into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood.*
- Other routes of exposure, defined as significant in rules promulgated by the department (the Department of Health and Social Services). The department in promulgating the rules shall consider all potential routes of transmission of HIV identified by the centers for disease control of the federal public health service.

** Breast milk has also been documented to transmit HIV from mother to baby.*

Assisting with First Aid

1. The student is instructed on the following:
 - a. If a needle puncture, laceration (scratch), or other broken skin occurs:
 - i. Cleanse the wound thoroughly with soap and water. Squeeze the wound to encourage bleeding. The wound may be further cleansed with 10% povidone-iodine (betadine solution).
 - b. If a mucous membrane or conjunctival exposure occurs:
2. Irrigate the affected area immediately with copious amounts of water or normal saline.

Assisting with Reporting

- Assist the student in obtaining the exposure Source data. (Patient name, BD, and ID#)
- If the source is known, assist with getting the source person tested.
- The bill for this testing should be sent to Chippewa Valley Technical College, 620 W Clairemont Ave, Eau Claire, WI 54701.
- The student should get a copy of the source person's results (e.g. HIV, HBV, HCV).
- Assist the student to complete the agency's incident report. The student must get a copy of the incident report form to give to the CVTC instructor.
- Encourage the student to contact the CVTC instructor.
- Encourage the student to arrange immediate post exposure follow-up.
- If the student was injured with a needle, please assist the student with the size and type of needle. This information may be needed during the post exposure follow-up visit.

CVTC Instructor Information

If exposure occurs at a clinical agency:

1. Ensure the student has completed the First Aid and reporting steps. Encourage the student to seek immediate post exposure follow-up.
 - a. If the student has the student insurance from CVTC, the cost of the follow-up is covered.

2. Email the program director and Dr. Shelly Olson, Executive Dean of Health and Emergency Services or Gina Petrie, MSN, RN Dean of Nursing regarding the exposure.
3. Give the copy of the agency's incident report to the program director to be filed in the student's file.

If exposure occurs at CVTC:

- Assist student with the first aid
- Complete the CVTC incident report form found on MyCVTC > Student Portal > Forms > Safety and Security <Injury Report Form>
- Submit form electronically
- Make a copy of the form and send it to the Program Director to be filed in the student's file
- Assist the source to be tested at Prevea Health.
- The bill should be sent to CVTC for the source person's testing.
- The student should be given the results of the source testing for future follow-up.
- Encourage the student to seek immediate post exposure follow-up.
- If the student is a dental student and working in the dental clinic and she/he has the student insurance from CVTC, the cost of the follow-up is covered.
- For all other student exposures at CVTC, the cost of the follow-up care is the students.
- Email the program director and Dr. Shelly Olson, Executive Dean of Health and Emergency Services or Gina Petrie, MSN, RN Dean of Nursing regarding the exposure.

CVTC's Blood Borne Pathogen Exposure Prevention and Response

For health care workers (HCWs) to protect their own health and the health of patients and co-workers, the Centers for Disease Control (CDC) recommends Standard Precautions for the care of all patients, regardless of their diagnosis or presumed infection status.

- Standard precautions apply to 1) blood; 2) all body fluids, secretions, and excretions, except sweat, regardless of whether they contain visible blood; 3) non-intact skin; and 4) mucous membranes.
- Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.
- Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients' body fluids is anticipated.

Proper application of principles of standard precautions will assist in minimizing the risk of transmission of blood borne pathogens from patient to Health Care Worker, Health Care Worker to patient, and/or patient to patient. Health care workers who have draining wounds or weeping rashes should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves.

When protecting the health of self and other, principles of asepsis also apply. Whenever the sterility of an object is questionable, assume the article is unsterile. If ever there is any possibility that a break in technique has occurred and someone is at risk for exposure to blood borne pathogens, the HCW must take appropriate steps to protect everyone involved. The possible or known break in procedure must be acknowledged and proper actions taken.

A significant exposure incident means someone (patient or HCW) has sustained a contact which carries a potential for transmission of a blood borne pathogen (e.g. AIDS, hepatitis B). Contact and possible transmission can occur through the

eye, mouth, other mucous membrane, non-intact skin, or parenteral routes (e.g. needle sticks, bites, cuts, abrasions) and may involve blood or other body fluids.

The following procedures outline the steps that students must take to prevent exposure incidents and the steps that must be taken by students and faculty following an exposure incident.

Student Responsibilities to Prevent Potential Exposure

1. Comply with **Standard Precautions**. Assume all blood and body fluids contain blood borne pathogens. If you are not confident in your knowledge, understanding, or skills related to standard precautions; seek further information from your textbooks, the Centers for Disease Control, or from a program instructor. **It is your responsibility to know, understand, and comply with Standard Precautions.**
2. Review the steps of exposure-prone procedures prior to performing these skills. Pay attention to those steps designed to prevent exposures.
3. If a break in procedure occurs that places someone at risk for exposure, tell the instructor and/or agency staff **IMMEDIATELY** so that you can be assisted in taking appropriate actions. **It is your responsibility to protect your health and the health of patients and other health care workers.** It is the responsibility of your instructor and the agency staff to assist you in doing so.

CLINICAL EDUCATION

Clinical experiences are those activities outside of the classroom and laboratory setting that involve direct patient examination and/or observation. These experiences take place in selected health care facilities, which enable the student to acquire and develop technical skills pertaining to the role and function of the radiographer. The student is assigned to clinical area by a rotational schedule. Students are to follow this assignment unless otherwise reassigned by program faculty.

Radiation and Monitoring

It is a known fact that ionizing radiation produce biological changes in living tissue. All faculty and students will be monitored with radiation dosimeters monthly during the educational process. All incoming students will sign a waiver/consent form stating they understand the risks and wish to continue in the program. Program faculty will be responsible to read and evaluate readings and forward problematic situations to medical advisor, radiation physicist, and/or area radiation safety officer. Quarterly monitoring reports will be provided to student within 30 days of receiving dose report. Each dosimeter report will be initialed by all individuals.

- In the revised 10 CFR Part 20, "Standards for Protection against Radiation," 10 CFR 20.1201 establishes radiation dose limits for occupationally exposed adults. These limits apply to the sum of the dose received from external exposure and the dose from internally deposited radioactive material.
- In 10 CFR 20.1201(a)(1), the annual limit for adults is (i) 5 rems (0.05 Sv) total effective dose equivalent or (ii) 50 rems (0.5 Sv) total organ dose equivalent to any single organ or tissue (other than the lens of the eye), whichever is more limiting.
- The occupational dose limits for minors in 10 CFR 20.1207 are 10% of the dose limit for adults and 10 CFR 20.1208 establishes a dose limit for the embryo/fetus of 0.5 rem (0.005 Sv) during the entire pregnancy.
- Under no circumstances are students to hold patients during radiographic exposures.

Breaks

One break is permitted during each four-hour assignment, limited to ten minutes each. Omission of breaks does not shorten clinical day. Students must get permission from supervising radiographer or clinical instructor prior to leaving assignment. Attempt to take breaks at a time that does not take away from patient experiences.

Students are responsible for their own meals. For every eight-hour shift, a 30-minute lunch period is allowed. Students will communicate break and lunch time with the technologist that they are working with. Patient workload will dictate break and lunch time relief.

Work Stoppage

For some reason should there be a work stoppage at an affiliated health care facility, the program instructors will arrange for the student's continued learning either by placing the student at another affiliated health care facility or scheduling classroom and/or laboratory activities until such time when the department resumes normal operation.

Student Responsibilities

1. Come prepared (through study of assigned material) to class and lab sessions.
2. Participate in learning experience activities (class discussion, etc.).
3. Apply theoretical knowledge to clinical application.
4. Apply information learned in laboratory assignments to clinical application.
5. Submit assignments on time, legible, and neat.
6. Follow program policies.
7. Demonstrate good attendance, punctuality, neat grooming, and ethical conduct.
8. Participate in pre- and post-clinical conference.
9. Maintain clinical and personal records.
10. Submit evaluation form to clinical instructor/preceptor for performance assessment of clinical competence.

CLINICAL AFFILIATIONS:

Chippewa Valley Technical College Radiography Program maintains affiliate agreements with 30 clinical settings approved by the JRCERT. Of the 30 clinical sites, 25 are utilized as clinical rotations with the remaining 5 identified as sites reserved for the final semester or Radiography Clinical 6. Students may be required to travel for clinical assignments and may choose to relocate for the Radiography Clinical 6 scheduled during the final semester.

- Amery Hospital & Clinic, Amery, WI
- Aspirus Howard Young Medical Center, Woodruff, WI
- Aspirus Stanley Hospital, Stanley, WI
- Aspirus St. Michael's Hospital, Stevens Point, WI
- Chippewa Valley Orthopedics & Sports Medicine, Chippewa Falls, WI
- Chippewa Valley Orthopedics & Sports Medicine, Altoona, WI
- Cumberland Healthcare, Cumberland, WI
- Gundersen St. Elizabeth's Hospital, Wabasha, MN
- Hayward Area Memorial Hospital, Hayward, WI
- Hennepin Healthcare, Minneapolis, MN
- HSHS Sacred Heart Hospital, Eau Claire, WI
- HSHS St. Joseph's Hospital, Chippewa Falls, WI
- Hudson Hospital, Hudson, WI
- Marshfield Medical Center - Chippewa Falls, Chippewa Falls, WI
- Marshfield Medical Center - Eau Claire, Eau Claire, WI
- Marshfield Medical Center – Ladysmith, Ladysmith, WI
- Marshfield Medical Center – Neillsville, Neillsville, WI
- Marshfield Medical Center - Rice Lake, Rice Lake, WI
- Mayo Clinic Health System Chippewa Valley Bloomer, Bloomer, WI
- Mayo Clinic Health System Eau Claire Clinic, Inc., Eau Claire, WI
- Mayo Clinic Health System Eau Claire Hospital, Inc., Eau Claire, WI
- Mayo Clinic Health System Northland, Barron, WI
- Mayo Clinic Health System Oakridge, Osseo, WI
- Mayo Clinic Health System Red Cedar Medical, Menomonie, WI
- Memorial Medical Center, Ashland, WI
- Oakleaf Surgical Hospital, Eau Claire, WI
- River Falls Area Hospital, River Falls, WI
- St. Croix Regional Medical Center, St. Croix Falls, WI
- Western Wisconsin Health, Baldwin, WI
- Westfields Hospital, New Richmond, WI

All clinical settings are recognized by the JRCERT. Clinical settings must be recognized prior to student assignment. Ancillary medical facilities and imaging centers that are owned, operated, and on the same campus of a recognized setting do not require JRCERT recognition. A minimum of one (1) clinical preceptor must be identified for each recognized clinical setting.

CLINICAL PASSPORT

What is a Clinical Passport?

The Clinical Passport is a set of established health and safety standards required of all students and faculty caring for patients in the healthcare setting. It serves as a record of immunity status for vaccine-preventable diseases. The record should show all pertinent information about that vaccine and when it was administered.

Students must have access to Passport while at the clinical site via iPad or computer. The web-based portal includes the following requirements:

- CPR (renews every 2 years)
- WI Background recheck and BID form (renews annually)
- Student Accidental Insurance (renews each semester)
- CVTC Physical Form
- Varicella (titer or two immunizations)
- Flu record (seasonal)*
- Hep B (titer or 3 immunizations)
- TB (QuantIFERON, two negative TB skin tests within 1 year, or TSpot Blood Test)
- MMR (titer or 2 immunizations)
- Tdap or td booster (renews every 10 years)
- COVID-19 vaccination (including boosters)*

***Compliance with each clinical site's COVID-19 vaccination (including booster shots) guidelines is required to successfully complete clinical course requirements. Radiography program clinical sites require an annual Flu vaccination.**

Students will be notified of expiration dates from the record keeping Clinical Passport. If any of these requirements become out-of-date, the student will not be allowed at the clinical site until the requirement is met.

- The CPR certification needs to be "American Red Cross BLS Provider".
- TB skin testing needs to be performed every year.
- Criminal Background Checks need to be repeated every 4 years in Wisconsin and every year in Minnesota. Criminal Background checks must be done within 60 days of beginning a clinical rotation within any Mayo Clinic Health Care System facilities.

CPR Certification

Students are required to be certified in cardiopulmonary resuscitation prior to the beginning of the first radiography clinical course, and to always maintain current certification. It is the responsibility of the student to arrange for this training and certification.

Employment

Taking on an outside job is the decision made by the student. At NO time is the job schedule to take priority to the training schedule/assignments.

Any student employed by a health care facility outside the scheduled clinical assignment is not covered by student liability insurance. The student is encouraged to investigate another insurance coverage

Personal Student Accident Insurance

Chippewa Valley Technical College automatically enrolls all students enrolled in a clinical course in the Student Accident Only Insurance Plan until proof of comparable coverage is received. If your current health insurance plan is comparable, you are not required to purchase the Student Accident Only Insurance Plan. Please carefully review your current health insurance plan as many students arrive on campus with insurance that is inadequate due to restrictive provider networks, high deductibles, or limited coverage.

The Student Accident Only Insurance Plan is underwritten by Arthur J. Gallagher & Co. The cost of the 2021-2022 Student Accident Only Insurance Plan is \$6.00 per semester. This fee is included in the course fee. Each student must create a login at www.gallagherstudent.com.

This is insurance that each student has, connected to Clinical courses in the semesters which clinical courses occur. They will be:

- 526-168 Radiography Clinical 1
- 526-192 Radiography Clinical 2
- 526-193 Radiography Clinical 3
- 526-199 Radiography Clinical 4
- 526-190 Radiography Clinical 5
- 526-198 Radiography Clinical 6

For information on coverage and/or claims go to www.gallagherstudent.com, click on Academic Programs > “College and University Students”>Student Health Insurance select “Wisconsin Technical Colleges – Chippewa Valley Technical College”

Student Accident Insurance

- This insurance covers injuries that you would incur on the way to and from any clinical experiences, and any injury that you might sustain in the clinical site. This includes needle sticks, and any other injury that you might sustain while performing your clinical duties as a CVTC student. This insurance ONLY covers you for injuries related to clinical experiences; your choice of insurance for other portions of your life remains your responsibility. This insurance is considered a secondary insurance and would cover the portion of your insurance needs. There is no deductible for this coverage currently.

If you sustain an injury at a Clinical site, you will need to follow the following procedure:

- Complete any Incident/Accident Report paperwork for the facility as directed by the site manager
- Obtain a Claim Form online from the insurance carrier
- Bring the form to the Program Director to sign and the Program Director will make a copy for their records
- Complete a college form provided to you by the Program Director

<ul style="list-style-type: none">• Student Accident Only Insurance Plan• Arthur J. Gallagher and Co. 1-800-457-5599• https://www.gallagherstudent.com/• You must log onto the website and go through the process of creating an account.	<ul style="list-style-type: none">• To submit a claim• www.gallagherstudent.com• It is your responsibility to let the medical facility know you have this coverage and show them your card
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<ul style="list-style-type: none"> • Click on the “Find your school” box, then type in “Wisconsin Technical Colleges- Chippewa Valley Technical College” and click on that choice when it appears in the drop-down menu. • Follow instructions from there. • You cannot use this insurance until you have created an account and printed your card, however you still do have coverage as the fee is attached to your clinical courses each semester. If you have an accident at your clinical site or while commuting to or from your clinical site, you will use this Accident Only Insurance Plan. The doctor or medical facility should call the number listed above. 	<p>so the claim can be submitted electronically. Please print your card once you have registered.</p> <ul style="list-style-type: none"> • PRINT YOUR CARD AT THE BEGINNING OF THE SEMESTER AND KEEP WITH YOU! • The earliest the card is available to be printed is the Wednesday or Thursday of Week Two of the semester.
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CLINICAL HOURS/ROTATIONS

Semester	Hours per Week	Total Hours per Week	Credits per Course	Configuration of Hours
First Semester	8	8 x 8 Weeks= 64 Hours	2	Two 4-Hour Days
Second Semester	12	12 x 16 Weeks = 192	3	One 8-Hour Day + One 4-Hour Day
Third Semester	16	16 x 8 Weeks = 128	3	Two 8-Hour Days
Fourth Semester	16	16 x 16 Weeks =256	2	Two 8-Hour Days
Fifth Semester	16	16 x 16 Weeks = 256	2	One 8-Hour Day + Two 4-Hour Days
Sixth Semester	32	32 x 8 Weeks =256	2	Four 8- Hour Days or at the Discretion of the Intern Site
		Total Clinical Hours 1, 152		



JRCERT Clinical Placement Directives

The Radiography Program assures timely, appropriate, and educationally valid clinical experiences to all enrolled students. A meaningful clinical education plan assures that activities are equitable, as well as prevents the use of

students as replacements for employees. Students have sufficient access to clinical settings that provide a wide range of procedures for competency achievement, including mobile, surgical, and trauma examinations. The number of students assigned to the clinical setting is determined by the number of assigned clinical staff. The student to clinical staff ratio is 1:1 as per JRCERT directives. Clinical placement is nondiscriminatory in nature and solely determined by the program. Students must be cognizant of clinical policies and procedures including emergency preparedness and medical emergencies. Students are limited to not more than ten (10) hours per day as per the JRCERT. Evening and/or weekend assignments, are also equitable and consist of less than 25% of total clinical hours. Students are not assigned to clinical settings on holidays that are observed by the sponsoring institution or when CVTC campus is closed. The Radiography Program sponsored by CVTC may permit students to make up clinical time during the term or scheduled breaks; with appropriate supervision maintained. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. The program assures liability insurance covers students during these makeup assignments.

Record of Procedures

Each student will keep a record of procedures completed in Trajecsys Clinical Tracking Portal. This record will be checked every eight weeks by the clinical coordinator to ensure that the student is receiving exposure to a variety of exams. Failure to submit the procedures in Trajecsys will result in a failing clinical grade.

The Clinical Coordinator ensures equality in the clinical education component of the program by placing students in a variety of clinical settings, considering the size of the medical facility and patient procedures performed. Each student is scheduled four or five times in the two larger medical facilities, which are CVTC's major clinical affiliate sites, along with at least one or two rotations in a smaller rural hospital and two rotations within a clinic setting. Most of the clinic settings perform general diagnostic procedures with two clinics specializing in orthopedic radiography. Students can experience a diverse clinical education at the various medical facilities, and with the patient population, each organization serves.

Image Markers

Students will be issued personal image identification markers during the first semester in the program. The cost of the image markers is part of the activity fee and attached to tuition in the first semester. These right and left markers will have the student's initials. Markers are used **only** on images that the student produces. Markers will not be loaned to anyone.

Personal Radiation Dosimeter

During clinical rotations students will wear a personal radiation dosimeter.

Students are responsible for the safety and security of the dosimeter. Analysis reports are monitored and maintained by CVTC faculty. Students will review the quarterly analysis reports as provided by CVTC faculty. Exposure reports must be initialed by students and faculty within 30 days of receiving report. **Students will not be allowed to participate in clinical without their radiation dosimeter.**

Students who report to the clinical site without their personal radiation exposure badge will be sent home and one unexcused absence will be issued.

ARRT CLINICAL REQUIREMENTS

Clinical Competency Requirements

Students must demonstrate competency in all 36 procedures identified as mandatory (M). Procedures should be performed on patients. Students must demonstrate competence in 15 of the 35 electives (E). In addition to the above requirements, one elective imaging procedure from the 15 must be from the head section. Candidates must select two of elective imaging procedures from the fluoroscopy studies section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, up to 10 procedures may be simulated.

Demonstration of competence must include:

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

General Patient Care Procedures

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

CPR/BLS Certified
Vital Signs – Blood Pressure
Vital Signs - Temperature
Vital Signs - Pulse
Vital Signs - Respiration
Vital Signs – Pulse Oximetry
Sterile and Medical Aseptic Technique
Venipuncture*
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)
Care of Patient Medical Equipment (e.g Oxygen Tank, IV Tubing)

* Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting needle into an artificial forearm or suitable device.

See ARRT Didactic and Clinical Competency Content Requirements for a list of the mandatory and elective competencies on the ARRT website @ www.arrt.org.

EVALUATION OF CLINICAL SKILLS

The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Your clinical portion of the program is an integral part of the overall learning process. You must be able to grasp the basic concepts and apply them to actual patients. Keep in mind that you must transfer what you've learned from one semester to the next and keep progressing thereafter. All clinical rotations use a scaled scored evaluation. You are responsible for one faculty evaluation and one clinical instructor evaluation every four weeks. Evaluations will be from your CVTC Clinical Instructor and Clinical Instructor/Preceptor evaluations from the technologist that you are working with during that rotation. Failure to meet minimum competencies will result in a 10% deduction for each one that is missing.

YOUR CLINICAL GRADE WILL BE DETERMINED AS FOLLOWS:

Clinical Course	Semester	Clinical Evaluations by CVTC Faculty	Clinical Evaluations by Clinical Instructors	Minimum Competencies	Surveys on Clinical Instructors
526-168 Radiographic Clinical 1	First Week 9-16	2 80% of Grade	0	20% of Grade 3: Chest Abdomen One Additional	2
526-192 Radiographic Clinical 2	Second 16 Weeks	4 70% of Grade	4 20% of Grade	10% of Grade 10 New 2 Previous	4- 2 per each 8-week rotation
526-193 Radiographic Clinical 3	Third 8 Weeks	2 70% of Grade	2 20% of Grade	10% of Grade 10 New 2 Previous	2
526-199 Radiographic Clinical 4	Fourth 16 Weeks	4 70% of Grade	4 20% of Grade	10% of Grade 10 New 2 Previous	4- 2 per each 8-week rotation
526-190 Radiographic Clinical 5	Fifth 16 Weeks	4 70% of Grade	4 20% of Grade	10% of Grade 10 New 2 Previous	4- 2 per each 8-week rotation
526-198 Radiographic Clinical 6	Sixth 8 Weeks	0	3 90% Grade	10% of Grade Any 10	2

Evaluation Forms

Direct feedback is a vital part of clinical education. Evaluation will be performed on Trajecsyst by Clinical Instructors at the affiliate site and program faculty. Students are responsible for two completed forms every four weeks from clinical instructors at the affiliate clinical site. Faculty will provide two evaluations, one every four weeks or two per each eight-week rotation.

JRCERT Directives for Competency Testing

In accordance with JRCERT Standards for an Accredited Program in the Radiography:



Standard Five: **The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.**

Objective 5.3 Program assures that students employ proper safety practices.

- Students must not hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Programs must develop policies regarding safe and appropriate use of energized laboratories by students. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

Objective 5.4: The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

Students must be directly supervised until competency is achieved. Once a student has achieved competency, he/she may work under indirect supervision for that exam. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement.
- evaluates the condition of the patient in relation to the student's knowledge.
- is present during the conduct of the examination.
- reviews and approves the procedure and/or image.

Repeat radiographs must be completed under the direct supervision regardless of student competency level. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Responsibilities of Registered Radiographer and Student During Competency Testing

Registered Radiographers

1. The student initiates the competency form in Trajecsys.
2. The student performs the entire exam independently. The registered radiographer monitors the examination and checks off the listed items as the student performs them.

3. Should there be an obvious error made which involves incorrect positioning, selection of exposure factors, or omission of examination requirement, the registered radiographer steps in to assist the student so that the patient is not compromised in any way.
4. Radiograph evaluation is then carried out by the registered radiographer with the student.

*After demonstrating competency, the student may perform that exam with indirect supervision (the registered radiographer must be immediately available to assist the student).

Student Radiographers

1. The student should only attempt competency on exams in which she/he feels very capable of performing independently. After demonstrating competency during a lab check off, it is necessary that the student perform that specific exam with registered radiographers several times before attempting to demonstrate competence.
2. The student initiates the competency for a specific examination to a registered radiographer. Competency requirements for each examination are listed in Trajecsys.
3. The registered radiographer must be present while the student is attempting to comp out. Should the student make an error at any time during the procedure, the registered radiographer must step in and correct the error, so that the patient is not compromised in any way.
4. Successful performance is concluded after the student and registered radiographer evaluate the image, identifying anatomical structures visualized for a quality image.
5. Should the student fail the initial attempt at competency testing, further practice is required before the student attempts another competency in that examination.

Computer Usage at the Clinical Site

Most clinical sites will allow students computer access to complete tasks within the facility's RIS or PACs. The Internet and Intranet resources of the sites are to be used primarily for business purposes or professional development. The sites also allow internet access for appropriate activities, such as accessing the CVTC website and Trajecsys website.

Prohibited activities may include, but are not limited to the following:

- A. Accessing, downloading, sending, displaying or storing materials that are sexually explicit, obscene, threatening, discriminatory, harassing, or illegal
- B. Downloading large files, prolonged and/or continuous access to streaming media (e.g., Internet radio, video, etc.), sending mass mailings or chain letters, playing Internet games, engaging in Internet chat groups
- C. Engaging in on-line game playing, gambling, chat rooms, or accessing social networking sites.

Internet usage and computer activity is tracked and monitored. Violation of a clinical site's computer usage policies may result in dismissal from the clinical site and/or radiography program.

GRADUATION/PROGRAM COMPLETION REQUIREMENTS FOR RADIOGRAPHY PROGRAM

The Registrar's Office reviews individual student records to determine program completion, candidacy for graduation, certification for graduation, and/or certification of attendance at CVTC. The student is eligible for program completion/graduation when the individual fulfills the following:

- Attain required grades in all courses and electives to meet the approved curriculum for Radiography Program.
- Successfully complete all didactic and clinical competency requirements as identified by the ARRT Didactic and Clinical Competency Requirements as found on the arrt.org website RAD Competency Requirements 2022 at time of program completion.
- Complete program courses with a program grade point average of 2.0 or better, “C” letter grade average.
- Fulfill all financial obligations to CVTC.
- Earn a minimum number of credits at CVTC since establishment of degree.
- ARRT Program Completion Verification signed by Program Director prior to students granted eligibility to take the ARRT Certification Examination.
- Satisfy all college graduation requirements needed to graduate as outlined in Student Handbook.

ARRT REGISTRY EXAMINATION



Upon completion of the Radiography Program, you will be awarded an Associate Degree in Applied Science (AAS). This in turn qualifies you to write the American Registry of Radiologic Technologists Examination for Radiographers. The ARRT is the certifying agency for radiographers. Successful completion of this exam allows the radiographer to practice in all states and territorial possessions of the USA and use the initials RT(R).

The ARRT requires that candidates for certification must be of good moral character. Certain crimes and offenses may indicate a lack of good moral character and prevent a person from becoming eligible for certification. Should there be a question as to an individual's eligibility, that individual should contact the Program Director for further clarification and pre-application to obtain a ruling.

In some instances, individual states have licensure requirements including Wisconsin, but recognize those who are certified by the ARRT.

STUDENT ACTIVITIES

Student Association Organization

It is the philosophy of the CVTC Student Association (SA) to promote academic achievement, community service, leadership development, student participation in worthwhile activities, and to serve as a liaison among administration, faculty, and students. Student Association is the voice of the students.

Involvement in Student Association is encouraged. Elections for Executive Cabinet positions typically take place at the end of the spring semester and beginning of fall semester. Club Representative Positions are also available through the recognized CVTC clubs. SA information is located online in My CVTC.

Radiography Imagers Club

All students enrolled in the Radiography program are eligible for membership. The members elect officers at the beginning of each school term. Bylaws direct the activities of this club and make it eligible for on-campus financial assistance. Its purposes: (1) academic, (2) vocational, and (3) social. A Radiography faculty member is the club advisor and directs the club in its activities.

Membership dues for the Radiography Imager's Club for the two-year program are \$40.00. To be considered an active member of the Radiography Imager's Club, the student must also contribute to the club by participating in at least one community service project and one fundraising event over the duration of two years enrolled in the program.

Scholarship Opportunities

Scholarships are funds that normally do not need to be repaid. Scholarships can be based on merit, financial need, or other criteria.

CVTC Foundation Scholarships

CVTC Foundation scholarship program plays a critical role in acknowledging academic excellence and student need at CVTC. Thanks to the generosity of numerous donors, more than 300 scholarships are awarded to CVTC students each year. CVTC students apply for these scholarships using an online application. Students complete a general application, and the system automatically applies students to the relevant scholarship opportunities they are eligible for.

Field Trips

Field trips made while enrolled in the program are planned activities for either educational or professional growth. (WSRT/WAERT Student Symposium, seminars, etc.) Consumption of alcoholic beverages or drugs while attending the educational experience is forbidden.

POLICIES AND PROCEDURES

Policy No 1: Accreditation Compliance

Date: 7/5/07

Accreditation Compliance

Chippewa Valley Technical College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Students may access the standards that are posted in the Radiography Lab, HEC Room 126. Students may contact the JRCERT at: Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or www.jrcert.org

Students who have a complaint concerning compliance of the standards may file a complaint to the Radiography Program Director. The Program director will consult with faculty and administration as to the nature of the complaint and the resolution of such complaint. A record of the complaint as well as the resolution will be held in the Program Director's office in a locked cabinet.

Procedure for student with non-compliance allegation:

- File complaint in writing to the program director.
- Program Director, faculty member and administration review complaint and form resolution to allegation.
- Student is notified in writing of the program finding.
- Program Director maintains file of complaints and resolutions in secure location.

Policy No 2: Advanced Standing

Reviewed: July 12, 2014

Advanced Standing (reentry) Student Agreement

In the case of students entering the Radiography program in Advanced Standing, certain requirements must be met prior to entry. These requirements are based on:

1. Length of time since student's last educational experience.
 - a. There is a one-year limitation from completion of course to reentry start date of ALL core course in the Radiography Program.
2. The student's status at end of last educational experience.
3. Availability of faculty for demonstration/evaluation.

To assure competence and safety in the laboratory and clinical settings, students will be required to demonstrate basic radiographic and positioning skills prior to reporting for entry into the program. The student:

- will be given demonstration check-off sheets to study from.
- must demonstrate skills in the laboratory with no more than 5 "repeats".
- will schedule these demonstrations with faculty during regular office hours.
- will complete all required demonstration prior to the first day of clinical.
- will take and pass a comprehensive written exam based on the previous courses completed.
- will have to meet the clinical competencies requirement by demonstration.

Should the student fail to complete above requirements in the necessary period, the student will have to apply for re-entry the next time the course is offered.

Policy No 3: Attendance

Date: 12-13-93 Revised: 8/98, 5/05, 7/17

Attendance

Due to the accelerated format of the Radiography Program, classroom and clinical rotation, attendance is mandatory. Students are expected to attend all classes, laboratories, and clinical assignments. These experiences are all an integral and necessary part of the program. The following policy will be adhered to:

1. Each student will be allowed two sick days per calendar semester in both fall and spring semesters. No days are allowed during summer clinical sessions without a deduction in clinical grade.
2. Sick days may not be carried over from one semester to the next.
3. If the sick day involves clinical, these hours cannot be made-up.
4. If the sick day involves classroom or lab, the student is responsible for obtaining the missed material that was presented. (lecture notes, etc.). Faculty is not responsible for re-teaching the material to anyone who misses class. Students who miss an exam must make up the exam at the discretion of the faculty member. The make-up exam, in any format, will be given to the student at the convenience of the faculty member.
5. In the event illness, all clinical absences will be reported to the clinical facility and faculty at least one hour prior to the start of the student's scheduled hours. Failure to notify the program faculty and clinical site of an absence due to illness will be considered an un-excused absence.
6. In the event of emergency or other unforeseen circumstances, students are REQUIRED to contact the program faculty and clinical site as soon as it becomes obvious that a clinical rotation will be missed.
7. All absences from the clinical site other than illness are considered un-excused.
8. Un-excuse clinical Absences will affect the final grade by the following:
 - a. 1 clinical absence will reduce grade by 5%.
 - b. 2 clinical absences will reduce grade by 10%.
 - c. 3 clinical absences will reduce grade by 15%
9. Should the student have more than three or more clinical absences during any one semester, the student is required to provide physician signed medical documentation for the additional absences.
10. If a student has been placed on any restrictions following an injury or surgery by their physician, he/she will be required to submit to the Program Director documentation from the physician the type of restrictions and the length of time the restrictions will be in place. Depending on the extent of the restrictions the student may be able to attend class sessions but will not be allowed to participate in any clinical rotations until all restrictions have been lifted. All missed clinical time will be required to be made up prior to advancing to the next clinical course.
11. Planned vacations or elective medical procedures during clinical rotations will not be permitted, so plan these activities during the time off between semesters.
12. Three tardies shall count as one absence.

This policy is a set of guidelines. There are always extenuating circumstances, which require judgment calls. The decision of the faculty in these instances will be respected.

Policy No 4: Inclement Weather

Date: 08-28-14

Inclement Weather

It is the intention of the college that all classes will be held as scheduled. In the event extreme weather conditions force the closing of the College, an official announcement will be provided through local television and radio stations and to district and regional stations. School closing notification will also be posted on Facebook, Twitter, and on the CVTC public website. If no announcement is made, it should be assumed that the College will be open.

If inclement weather occurs during the night, every effort will be made to make the announcement between 5-6 a.m. and no later than 7 a.m. If inclement weather occurs during the day, the announcement will be made to the media and a general announcement made to each College campus. In the case of clinical education held at an off-site campus location, the student should not attend clinicals and follow the inclement weather policy as it pertains to the College campus.

Students and staff are advised to use their own judgment regarding local road and weather conditions in any weather emergency.

Policy No 5: Confidentiality Policy

Date: 3/18/02 Revised: 08/14

Confidentiality Policy

As a student in the Radiography Program you will have access to information not generally available to the public. Students must hold confidential all protected health information. The failure to do so has legal and academic consequences for the student. The following policy specifies the radiography student's accountability for holding protected health information confidential and the consequences for failure to do so.

1. I agree that information regarding the patient's care and condition is confidential information and belongs to the facility in which the patient is receiving his/her care. Confidential information includes, but is not limited to: patient data, facility policies, physician, financial or proprietary information regardless of verbal or written origin. I agree that information developed by me, independently or with others, is considered confidential information belonging to the facility in which I have a clinical rotation.
2. I will hold confidential information in strict confidence and will not disclose or use it except as authorized by the facility or Chippewa Valley Technical College faculty for use of instruction and learning.
3. I will not access confidential information that I have no legitimate business or learning need to know. Only designated instruction from confidential information shall be delegated by the facilities representatives or Chippewa Valley Technical College faculty.
4. Students must sign the confidentiality agreement of any health care facility to which they have been assigned. Students will be subject to, and agree to abide by, the same rules, regulations, policies, procedures, and standards established for the agency's employees.
5. I understand that if I breach the terms of the Confidentiality Policy, I may be dismissed from the facility and/or the Radiography Program.

Examples of Behaviors that Breach Confidentiality

The student:

- Fails to adhere to behaviors specified under examples of behavior that uphold confidentiality listed above in this document
- Talks about the patient in public areas such as elevators, cafeterias, residences, and hallways
- Leaves clinical information in public view
- Leaves patient information unattended in a location that is accessible to anyone not directly involved in the patient's care
- Leaves the clinical facility with any information that can be linked to the identify of a patient
- Engages in any behavior deemed by administration at the clinical site jeopardizes a patient's right to privacy and confidentiality

Policy No 6: Dismissal from Program

Date: 6/07 Revised: 7/19

Dismissal from Program

The following incidents may result in dismissal from the clinical portion of the Radiography Program:

- Failure to abide by dress code regulations
- Insubordination
- Poor clinical attendance
- Any breach of personnel rules and regulations of the hospital and/or medical organization
- Reporting to the clinical affiliate under the influence of un-prescribed drugs and/or alcohol
- Failure to meet clinical objectives
- Unsafe radiation practices
- Sleeping while on clinical assignment
- Jeopardizing patient safety in any way
- Time punch fraud
- Engaging in inappropriate computer usage at the clinical site
- Breach in confidentiality
- Inappropriate behaviors and/or language which violate the CVTC Student Code of Conduct listed in the CVTC Student Handbook
- Sexual Misconduct

The following may result in dismissal from academic courses in the Radiography Program:

- Stealing lab supplies
- Cheating during un-cooperative learning activities such as tests
- Lying
- Plagiarism in written work

Policy No 7: Dress Code

Date: 2/12/00 Rev. 5/05, 6/07, 6/10, 8/13, 5/17

Dress Code

The personal appearance and demeanor of CVTC radiography program students reflect both the school and program standards as well as personal pride. All CVTC Radiography students are required to present an image which is clean, safe, neat, professional, and well groomed. Overall appearance will promote excellent hygiene habits.

The following policy will be adhered to:

1. All uniforms will be cleaned and pressed. Acceptable uniforms will include:
 - a. Ceil blue tops, lab coats, and pants. Appropriate undergarments required.
 - b. Uniforms must look professional in appearance with appropriate fit, which includes:
 - i. Loose fitting
 - ii. Total coverage of torso by uniform top
 - iii. Properly hemmed so uniform pants not dragging on ground
 - iv. Free of wrinkles
 - c. ONLY white, navy, black, gray or ceil blue T-shirt (Short or Long Sleeves) under scrub top
 - d. NO Street clothes allowed including stretch or stirrup pants, hooded sweatshirts or sweaters
2. Jewelry should be kept to a minimum.
 - a. Watches, wedding, or engagement rings/bands are acceptable. Small, post earrings are acceptable
 - b. If the clinical instructor feels that the student is wearing excessive jewelry, the student will be asked to remove the article(s). Body piercings including the nose, eyebrow, tongue must be covered according to the clinical site's policy. Visible tattoos must not be offensive and abide by the clinical site's policy.
3. Shoes may be of the either the professional or athletic type. Shoes must be white, gray, black or navy blue with minimal color markings or may match the color of the scrubs. Shoes must be clean. NO open-toe shoes allowed.
4. Hair will be neat and clean, always combed away from the eyes/face. Shoulder length hair or longer MUST be tied back. Hair must be naturally occurring colors. Mustaches and beards must be neat and trimmed to allow for fit of respiratory isolation protection masks.
5. Fingernails will be trimmed (no greater than 1/8th inch beyond the nail bed) and clean. No artificial nails or tips are permitted.
6. Perfumes and after-shaves will not be worn.

** Failure to abide by the dress code will result in dismissal from the site. The student will be given one unexcused absence.*

Policy No 8: Radiography Program Grievance Procedure

Date: 2/2005, Revised 2/19

Radiography Program Grievance Procedure/Policy

Chippewa Valley Technical College believes that a student has the right to grieve or complain. The student has the right to pursue and follow the due process procedure as outlined below.

- Submit a written statement to the Program Director. The statement must include the reason for the grievance, the date of occurrence and the request of the student. This written statement is due to the program director 10 school days from the date of the occurrence. The Program Director will meet with the student within 10 school days of statement's date.
- If the student and program director are unable to resolve the complaint, the Dean of Health will review the written statement and respond to the student's request within 10 school days of the Program Director's meeting with the student.
- If the student feels the Dean of Health's decision is unfair, the student has the right to appeal to the Dean of Students within 10 school days of the Dean of Health's recommendation. The Dean of Students will contact and schedule a meeting with the student within 10 days of notification. The Dean of Students may refer the matter on to the Vice President of Education within 10 days of the prior decision.

Policy No 9: Criminal Background Check

Date: 08-28-14

Criminal Background Check

To comply with state laws and regulations, a background check of every radiology student will be conducted through the designated records management company as selected by Chippewa Valley Technical College. A Wisconsin Criminal Background Check and Background Information Disclosure Form through Castlebranch.com must be completed prior to being placed on the radiography waiting list.

An additional Wisconsin Criminal Background Check will also be required for some agencies within 60 days of performing the clinical portion of the program within that organization. The timeline for completing additional background checks will be communicated to students by the Program Director.

Placement in clinical agencies is not guaranteed. Clinical agencies reserve the right to refuse admittance of any student to their facility based on the information obtained in the background check or due to non-disclosure of charges. All new charges acquired after completing a background check must be reported to the Program Director immediately.

If a student cannot attend clinical, he/she cannot meet course requirements and therefore cannot progress or complete the program.

Policy No 10: Energized Laboratory Policy

Date: 08-28-14

Energized Laboratory Policy

To facilitate "hands on" instruction in preparation and as an adjunct to the clinical experience, the use of an energized laboratory will be utilized. To assure good radiation and general safety practices are strictly adhered to, the following policy will be enforced:

- All State of Wisconsin statutes regarding the operation of radiographic equipment and the Administrative Code (HSS 157) addressing safety matters will be enforced.
- Equipment will have periodic Quality Assurance monitoring tests done and documented. Program Director will be responsible for these tests.
- The energized units will be padlocked when not in use and the exposure mechanism disabled.
- Radiography program faculty is identified for all scheduled lab times.
- Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.
- Students will be given an orientation and demonstration of equipment operation and usage.
- Students must demonstrate competency in the safe use of equipment.
- Students must wear radiation monitoring badges whenever lab is in use.
- Students must report any malfunction of equipment to Radiography faculty as soon as noticed.
- Energized unit is to be used only on phantom instructional aids. No experimentation on humans will be allowed.
- Students using the energized unit are responsible for cleaning up of lab and proper lock up of unit.

Policy No 11: Technical Standards

Date: 6/8/07, 08/19

Non-Discrimination and Technical Standards

"Technical Standards" have been established as a guidance tool for use in realistically informing the student of some of the essential functions in the radiography profession. Technical standards are nonacademic admissions criteria that are essential to participation in the program. The technical standards listed below must be met with or without reasonable accommodations.

The Americans with Disabilities Act prohibits discrimination of persons with disabilities, and in abiding with this law, CVTC makes every effort to ensure a quality education for all students. It is our obligation to inform students of the technical standards demanded by this program and in this profession. Students requiring accommodation or special services to meet the physical performance standard of the program should contact the Disability Resources Specialist.

A person needs:

- To monitor the patient beyond 20 feet away and the control panel within 20 inches.
- To detect and monitor vital signs and receive communication from patient and members of the health care team.
- To relay instructions and/or needs promptly and efficiently to patient and healthcare workers.
- To manipulate equipment by seizing, grasping, and turning knobs, dials, etc.
- To lift a minimum of fifty pounds
- To transfer or move patients from wheelchair or stretcher to x-ray table or patient bed
- To stand or walk at least 80 % of clinical time.
- To calculate and select proper exposure factors
- To review and evaluate finished radiographs for recognized standards,
- To utilize independent judgment and discretion in the safe technical performance of medical imaging procedures.
- To adapt to changing environments such as flexible schedules and emergency conditions.

The work of a radiologic technologist involves risks and discomforts that require special safety precautions, additional safety education, and health risk monitoring (i.e., ionizing radiation, and darkroom chemicals). It also may involve working with latex, sharps, chemicals, infectious disease, and debilitating illnesses. Technologists may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons.

Technical Standards for CVTC Radiography Program		
Area	Standard The student should demonstrate:	Examples (not exhaustive)
Physical Skills	<p>fine motor ability for data collection/assessment and to promote a safe care environment</p> <p>gross motor ability for data collection/assessment and to promote a safe care environment</p> <p>stamina sufficient to maintain physical activity for a period of a typical clinical shift</p>	<p>examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment</p> <p>examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head; and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another</p> <p>additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of cane, walker, crutches, wheelchair, or the assistance of another person</p>
Sensory Skills	<p>tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment</p> <p>ability to tolerate exposure to odors and common allergens</p>	<p>tactile examples include ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment).</p> <p>olfactory examples include ability to detect differences in body and environmental odors</p> <p>auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual</p> <p>placement in a latex or allergen free environment cannot be guaranteed</p>
Communication Skills	<p>effective communication with clients, client families, and other members of the health care team</p> <p>ability to understand text</p> <p>ability to understand charts, graphs, and worksheets</p> <p>ability to read and understand digital and computer displays, as well as enter data in a computerized client record</p> <p>emotional stability</p> <p>interpersonal skills</p>	<p>ability to interact and support clients during times of stress and emotional upset</p> <p>ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm</p> <p>ability to focus attention on client needs despite interruptions and multiple demands</p> <p>ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families, and coworkers</p> <p>ability to interact as a member of the health care team</p> <p>ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status, and abilities/disabilities.</p>

<p>Critical Thinking Skills</p>	<p>ability to count and understand the meaning of numbers problem solve and make decisions apply knowledge, skills, and experience</p>	<p>addition, subtraction, multiplication, and division with or without the use of a calculator measure length by reading a tape measure or ruler, and the ability to tell time on a clock. recognize the need to consult with healthcare professionals prioritize patient care duties problem solve complex situations while maintaining a professional demeanor</p>
<p>Professionalism</p>	<p>ability to accept constructive feedback accept responsibility for own actions ability to adapt to changing situations and emergency conditions while maintaining emotional control</p>	<p>exhibit positive interpersonal skills maintain confidentiality demonstrate ability to work as a team member adhere to attendance, dress code, and personal hygiene policies respond to challenging situations while maintaining composure and professionalism</p>
<p>Safety Skills</p>	<p>The student must: apply knowledge, skills, and experience to provide a safe work environment</p>	<p>demonstrate adherence to safety guidelines and regulations recognize potentially hazardous conditions and take appropriate actions operate equipment, adhering to safety standards identify and resolve unsafe situations be familiar with and follow emergency procedures</p>

Policy No 12: Pregnancy

Date: 9-5-94

Revised: 8/1998, 2/00,6/07.4/08, 6/10, 8/13, 3/16, 8/19

Chippewa Valley Technical College does not discriminate against any student based on pregnancy or related conditions and will fully comply with Title IX regulations. Absences due to medical conditions relating to pregnancy and maternity leave will be excused for as long as deemed medically necessary by a student's medical provider. Students will be given the opportunity to make up missed work. Some courses may include a level of interaction with hazardous materials or situations. In such cases it is up to the students' medical provider to determine whether the student can participate due to pregnancy or related conditions. Students are encouraged to contact Diversity resources at 715-833-6234 or diversity@cvtc.edu to set up an appointment as soon as the pregnancy is known.

Declaration of Pregnancy is voluntary and must be done so in writing that includes the month/year of conception. Students have the option of continuing in the program without modifications or accommodations.

Student will be advised of risks in accordance with:

1. The United States Nuclear Regulatory Commission Guide 8.13 Instruction concerning Prenatal Radiation Exposure.
2. The National Council of Radiation Protection and Measurements (NCRP) Report No. 116 (1993)
3. The State of Wisconsin Administrative Code Chapter HFS 157- Radiation Protection Regulatory Guide 8.29, Risks from Occupational Radiation Exposure.
4. The State of Wisconsin Administrative Code Chapter HFS 157- Radiation Protection Regulatory Guide 8.13, Instruction Concerning Prenatal Exposure.

CVTC must take measures to limit your exposure to radiation to your embryo/fetus to 5 millisievert (500 mrem) during the entire pregnancy per state and federal laws. This may mean that you may not have the ability to attend perform certain competencies, which may impact the date of your graduation.

Students are also encouraged to create an accommodation plan with Diversity Resources as soon as the pregnancy is known to consider possible accommodations, which may include:

- Being provided with a second personal radiation monitor to be worn under protective apparel at the waist level.
- Being assigned to a minimal exposure area of a clinical for the first trimester
- Postponing a clinical for the semester, or scheduling a clinical at a different time of the semester, without losing academic standing
- Excused absences
- Other accommodations as appropriate
- After delivery, student will be readmitted to class on physician recommendation.
- Student will be required to make up hours missed to assure that all required competencies are completed.

Should students decide to not pursue accommodations to minimize exposure to radiation they are doing so at the risk of their own health and that of their fetus. Students have the option to withdrawal their declaration of pregnancy and can do so in writing.

Policy No 12: Pregnancy

I, _____, have on this date, _____ received instruction of the possible health risks of radiation. I understand the risk is the greatest to occupationally exposed women who are pregnant, because exposure to the abdomen from ionizing radiation would involve exposure of the embryo or fetus. I have received a copy of Appendix B of the U.S. Nuclear Regulatory Commission's Guide 8.13. I have read and understand the above policy and will comply with all directives. I understand the risks involved with ionizing radiation and wish to continue in the Radiography Program. I realize I am responsible for all appropriate radiation protection practices, and that graduation date cannot be guaranteed. I understand that I have the option of being assigned to a minimal exposure area during the first trimester. I understand that I may continue my clinical rotation schedule without modification.

_____ I wish to continue without modification to my clinical schedule

_____ I wish to be assigned to minimal exposure area during my first trimester.

_____ I wish to submit a written withdrawal of my declaration of pregnancy.

Signature: _____

Date: _____

Witness: _____

Date: _____

Policy No 13: Radiation and Monitoring

Date: 8/1993

Revised: 2/2000, 10/2000, 08/2007, 03/2016, 08/2019

Radiation and Monitoring

It is a known fact that ionizing radiation produce biological changes in living tissue. All faculty and students will be monitored with radiation monitoring badges monthly during the educational process. All incoming students will sign a waiver/consent form stating they understand the risks and wish to continue in the program. Program faculty will be responsible to read and evaluate readings and forward problematic situations to medical advisor, radiation physicist, and/or area radiation safety officer. Quarterly monitoring reports will be provided to each student within 30 school days of receipt of data. Students and faculty will initial dose report after reviewing personal exposure for that period. Should the monitor report show a reading of greater than 20mRem in a single monitoring period the student will be counseled by the program director or clinical coordinator as to the radiations practices that must be implemented. Students receiving radiation readings greater than 20mRem will be referred to the radiation physicist at the clinical education setting for consultation.

In the revised 10 CFR Part 20, "Standards for Protection against Radiation,"

- 10 CFR 20.1201 establishes radiation dose limits for occupationally exposed adults. These limits apply to the sum of the dose received from external exposure and the dose from internally deposited radioactive material.
- In 10 CFR 20.1201(a)(1), the annual limits for adults is (i) 5 rems (0.05 Sv) total effective dose equivalent or (ii) 50 rems (0.5 Sv) total organ dose equivalent to any single organ or tissue (other than the lens of the eye), whichever is more limiting. The occupational dose limits for minors in 10 CFR 20.1207 are 10% of the dose limit for adults
- 10 CFR 20.1208 establishes a dose limit for the embryo/fetus of 0.5 rem (0.005 Sv) during the entire pregnancy.
- Under no circumstances are students to routinely hold patients during radiographic exposures when an immobilization method is the appropriate standard of care.
- Students must not hold image receptors during any radiographic procedures.

Policy No 14: ALARA

Date: 10-4-12

ALARA Policy

Chippewa Valley Technical College is committed to an effective radiation protection program to eliminate unnecessary exposures to radiation and to reduce all exposures to levels that are As Low As Reasonably Achievable (ALARA). The ALARA principle is a formal requirement of the

U.S. Nuclear Regulatory Commission and all State of Wisconsin statutes regarding the operation or radiographic equipment and the Administrative Code (HSS 157).

The ALARA principle is implemented by a comprehensive radiation protection program that includes specific requirements and procedures for:

- Training of all radiation users
- Safety evaluations of energized laboratories utilizing radiation
- Regular surveys of work areas for exposure rates
- Monitoring of radiation exposures to students and faculty
- Investigations of all exposures that exceed predetermined levels
- Reviews of the program by Program Director and Clinical Coordinator with recommendations and guidance from radiation safety officer at affiliate clinical educational settings
- Any medical imaging radiographic equipment is mandated to use as low as is reasonably achievable radiation dose to provide the highest quality radiographic image.
- Any unsafe exposure beyond the ALARA principle is considered unnecessary excess exposure.

Policy No 15: Testing and Failure to Progress

Date: 8-31-94; Revised: 2/97, 6/05, 8/13

Testing and Failure to Progress Policy

All students must achieve a score of 80% or better to pass all written and performance evaluations. In the event a score of less than 80% is achieved, the student will receive a failing grade for that evaluation. The following retest policy will be adhered to:

- The average of all evaluations for a particular unit/course will be averaged to determine the final grade.
- Students who pass the initial evaluation will not be allowed to retest to raise a grade.
- Students, who are not meeting course objectives, will be placed on a remediation plan.
- Should the student fail to meet the remediation plan criteria, in the scheduled time frame, the student will fail the course.
- Should a student fail a first semester course (526-159 Radiographic Imaging I, 526-158 Introduction to Radiography, or 526-149 Radiographic Procedures I, and 526-168 Radiographic Clinical 1) they will have to reapply to the program.
- Any student who fails a course specific to Radiography (clinical or core theory/lab) will not be able to progress in the program. The student will have to apply to the "R" (reentry) list and see an Academic Advisor.
- A student who has failed a Core or Technical Support course may repeat the course when it is offered again if there is available space. The student must see an Academic Advisor and may have to apply for the "R" (reentry) list. A second failure will result in failure to progress in the program.

Policy No 16: Non-ionizing Radiation Safety Monitoring

Date: 06/30/15

This policy ensures that the students enrolled in the Chippewa Valley Technical Radiography Program comply with proper non-ionizing radiation safety monitoring procedures. Every student who chooses to participate in a Magnetic Resonance Imaging (MRI) clinical rotation must receive proper education regarding MRI safety and be screened for ferromagnetic objects prior to engaging in this modality. In addition, no student is to be left unattended during the actual patient procedure.

Prior to participating in an MRI clinical rotation, the radiography student will attend an educational safety session prepared and delivered by faculty during the 526-196 Modalities Course during the summer of the first year of the radiography program. No student will be allowed to observe or be present during an MRI procedure before attending this safety session.

Following the safety session but prior to access to an MRI Imaging Department, the student radiographer will be properly screened for any potential ferromagnetic objects which include, but not limited to:

1. Implanted Cochlear Implants
2. Neurostimulator
3. Bladder Stimulator
4. Heart Stents
5. Heart Valves
6. Penile Implants
7. Pain Pump
8. Loop Recorders
9. Aneurysm Clips
10. Pacemaker, Pacemaker Wires, or Defibrillator
11. Artificial/Prosthetic Limbs
12. Internal Fixative Devices
 - a. Metal Rods
 - b. Plates or Screws
13. Shrapnel
14. Metal Shavings to the Eye
15. Body Piercings

In the event of any indicators that could prevent the student from entering the MRI Imaging Department, the MRI staff will immediately notify the program faculty.

If it is unclear as to whether a student does or does not have a ferromagnetic device that could prevent the student from entering the MRI environment (i.e. possible non-compatible implant device), the MRI staff will immediately notify the program faculty and provisions will be made to investigate MRI compatibility.

If a student radiographer is not able to enter the MRI Imaging environment, he or she will still be able to actively participate in the clinical rotation with modifications.

Modifications include:

- Assisting with acquiring patient history and completing Pre-MRI questionnaire
- Observing proper protocol set-up and scanning

A signed form will be placed in the student's file that acknowledges proper screening has been performed prior to completing the MRI Modality rotation.

A copy of the completed MRI Imaging questionnaire for Student Radiographers will be placed in the student's file before completing an MRI Modality rotation at any of the affiliate clinical sites.

Student Signature: _____

Date: _____

Program Director Signature: _____

Date: _____

Policy No 17: Social Media Policy

Date: 06/15/13; Revised: 05/04/17

Social Media Policy

CVTC Program Faculty and Administration welcomes and encourages the responsible and professional use of emerging technologies and social media. This includes, but is not limited to, personal Web pages, blogs, message boards, Backboard, email, and social media such as Facebook, YouTube, LinkedIn, Twitter, Flickr, and other similar methods of communication.

Students are expected to abide by the provisions of the CVTC Student Handbook and the CVTC Radiography Orientation Handbook regarding internet use, and all students are subject to the Acceptable Use Policy for Information Technology Resources, as well as existing federal and other laws regarding libel, copyright and fair use of information, photographs and other images. Students must also abide by Family Educational Rights and Privacy Act (FERPA) restrictions, Discrimination and Anti-Harassment Policy within CVTC Policies.

Recognizing the rapidly changing nature of electronic communication, the following guidelines are to be followed when using social media. In general, CVTC encourages all users to take personal and professional responsibility for their own personal sites and posts, to obey all applicable laws and CVTC policies and to always be professional and courteous in their use of electronic media.

How to Avoid Problems

It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, program students can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, program students must recognize that they always have an ethical and legal obligation to maintain patient privacy and confidentiality.
- Program students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the program student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not identify clinical sites or clinical site employees by name or post or publish information that may lead to the identification of the clinical site or clinical site employee. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not identify CVTC faculty or administration by name or post or publish information that may lead to the identification of CVTC faculty or administration. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.

- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Do not share, post, or otherwise disseminate any information to express concerns, frustrations, or issues with CVTC faculty or administration. Social media is not an appropriate forum for such comments. Program concerns, frustrations, or issues with CVTC faculty or administration must be directly brought to program faculty or administration for resolution.
- Do not identify fellow classmates by name or post or publish information that may lead to the identification of fellow classmates. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy
- Do not make disparaging remarks about fellow classmates, staff at the clinical site or faculty. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Promptly report any identified breach of confidentiality or privacy.

Given the changing nature of electronic communication, this policy will be updated on a regular basis, in an ongoing fashion.

Consequences

Improper use of social media by healthcare employee or students may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties, including fines and possible jail time. A healthcare employee or student may face personal liability. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation.

If the healthcare employee or student's conduct violates the policies of the employer, the healthcare employee or student may face employment consequences, including termination. Additionally, the actions of the healthcare employee or student may damage the reputation of the health care organization or subject the organization to a lawsuit or regulatory consequences.

Policy No 18: Latex Policy

Date: 06/15/12

Latex Policy

Latex sensitivity is becoming a significant problem in the workplace with potentially serious health problems for workers. High risk groups are individuals with repeated exposure to latex such as healthcare workers and dental employees.

Latex, a milky fluid found in milkweeds, poppies, and plants yielding rubber, is made from the conversion of the natural liquid latex into a finished rubber product, i.e. surgical gloves, balloons, and glues, and requires the addition of multiple chemicals to create the desired physical properties. Antibodies to a series of natural rubber proteins have been detected in people sensitive to latex.

It is the intention of CVTC to provide a safe environment for all students, including those with significant health concerns. All reasonable accommodations will be made to provide a safe environment for students with a severe latex sensitivity, although CVTC cannot guarantee a latex-free environment. High-exposure latex areas will be designated by signs on doors and/or in the labs. Bring latex items, such as balloons, to any campus facility is discouraged as this could pose a health risk to latex-sensitive individuals.

Reactions:

Reactions can be mild with rash, itching, blisters and swelling of the hands or arms or more severe with hives, wheezing, shortness of breath, hypotension, or cardiac arrest. An individual with a mild sensitivity can develop a more severe reaction with repeated exposures.

Those at Risk:

The majority of latex sensitivity is seen in healthcare workers who wear latex gloves. In addition, people with chronic conditions that allow high exposure to latex (those born with spina bifida necessitating repeated invasive procedures, & individuals with more than nine surgeries in the past). Latex allergies have also been linked to allergies to certain foods including bananas, avocados, chestnuts, kiwi fruit, and tomatoes.

Policy

All students and staff will be provided with education regarding latex safety.

All reasonable accommodations will be made to provide latex-sensitive individuals with a safe environment. A reduced latex environment will be our goal since a totally latex-free environment is not possible with our current state of technology.

All students and staff will be assessed via a latex sensitivity questionnaire to determine a potential or known allergy or sensitivity to latex. This form will be kept in the student's file.

Latex Sensitivity Risk Factor Questionnaire

Name: _____

1. Has your physician ever told you that you have rubber or latex allergies? Yes No

2. Have you ever been tested for a latex allergy? Yes No

3. Do you have a history of:
 - a. Multiple surgeries (five or more)? Yes No
 - b. Spina bifida? Yes No

4. Have you ever experienced itching, swelling or hives?
 - a. After blowing up a balloon? Yes No
 - b. Following a dental exam? Yes No
 - c. While wearing clothes containing elastic? Yes No
 - d. After wearing rubber gloves? Yes No
 - e. After being examined by someone wearing rubber gloves? Yes No
 - f. After contact with Band-Aids, rubber balls, or condoms? Yes No

5. The tendency to develop allergies is inherited. Most people with sensitivity to latex are also allergic to many foods. Have you ever experienced an allergic response to any of the following items? If yes, please explain the type of reaction that occurred.
 - a. Banana Yes No
 - b. Avocado Yes No
 - c. Chestnut Yes No
 - d. Glues Yes No

6. Do you have a history of unexplained nasal congestion; itchy, watery eyes; or chest congestion when in a health care setting? Yes No If yes, please explain:

7. When you wear, or are around others wearing latex gloves, have you noted any of the following:
 - a. Itchy, red eyes; sneezing episodes; runny or stuffed nose; itching of nose or palate? Yes No
 - b. Shortness of breath, wheezing, chest tightness, or difficulty breathing? Yes No
 - c. Other acute reaction, including generalized or severe swelling or shock? Yes No

If yes, please explain:

Note: If you answer yes to one or more of these questions, please speak with your physician about the potential of allergy/sensitivity to latex.

MRI Imaging Questionnaire for Student Radiographers

Magnetic Resonance Imaging requires student radiographers to work in an environment that uses magnetic energy which could cause potential harm to anyone possessing a ferromagnetic device that comes in close proximity to the magnet. Only people who have been properly screened for any ferromagnetic devices will be able to enter Zone IV of the MRI department.

	YES	NO
1. Do you have a pacemaker, pacemaker wires, or defibrillator?	<input type="checkbox"/>	<input type="checkbox"/>

2. Have you ever had any of the following brain surgeries:	YES	NO
<input type="checkbox"/> Tumor <input type="checkbox"/> Aneurysm <input type="checkbox"/> Shunt <input type="checkbox"/> VP programmable shunt <input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

If yes, date, and name of facility surgery performed at: _____

	YES	NO
3. Do you have any implanted devices?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cochlear implant <input type="checkbox"/> Neurostimulator <input type="checkbox"/> Bladder stimulator <input type="checkbox"/> Vagal stimulator <input type="checkbox"/> Heart stents <input type="checkbox"/> Heart valves <input type="checkbox"/> Penile implant <input type="checkbox"/> Pain pump <input type="checkbox"/> Loop recorder <input type="checkbox"/> Aneurysm clips <input type="checkbox"/> Other: _____		

If yes, date, and name of facility surgery performed at: _____

	YES	NO
4. Do you have:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Artificial/prosthetic limbs <input type="checkbox"/> Metal Rods <input type="checkbox"/> Plates <input type="checkbox"/> Screws in your body		

If yes, location in body: _____

Name of facility surgery performed at: _____

	YES	NO
5. Have you ever had any metal in your eye that required medical treatment? (Example: Metal fragment, shaving, sliver, or work/grinding injury).	<input type="checkbox"/>	<input type="checkbox"/>

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| 6. Have you ever had a war injury or gunshot wound? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, location in body: _____

- | | | |
|------------------------------------|--------------------------|--------------------------|
| 7. Do you have any body piercings? | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------|--------------------------|--------------------------|

If yes, location in body: Ear piercing _____

- | | | |
|----------------------------------|--------------------------|--------------------------|
| 8. Are you wearing hearing aids? | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------------------|--------------------------|--------------------------|

MRI checklist completed by: _____

MRI checklist reviewed by: _____

Prior to entering the MRI Department, I have been properly instructed on MRI safety and screened for ferromagnetic devices. I have removed all jewelry, watches, bobby pins, hair clips, or any other metallic items.

Student signature	Date
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Instructor signature	Date
----------------------	------

Direct and Indirect Supervision Policy

Staci Zwiefelhofer, B.S., R.T.(R)(M), Program Director
Melissa Henderson, M.S., R.T.(R)(M)(CT), Clinical Coordinator

In accordance with JRCERT Standards for an Accredited Program in the Radiography:

Standard Five: The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objective 5.3 The program assures that students employ proper radiation safety practices.

- Students must not hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Programs must develop policies regarding safe and appropriate use of energized laboratories by students. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism must be disabled.

Objective 5.4: The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

The Parameters of Direct Supervision are:

Until a student achieves and documents competency in any given procedures, all clinical assignments shall be carried out under the direct supervision of qualified radiographers.

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is physically present during the conduct of the examination.
4. A qualified radiographer reviews and approves the radiographs.

The Parameters of Indirect Supervision are:

After demonstrating competency, students may perform procedures with indirect supervision.

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

This availability applies to all areas where ionizing radiation equipment is in use.

Repeat Radiographs

Regardless of student competency level, ALL repeat radiographs will be under the DIRECT supervision of a registered radiographer.

Surgical and Mobile Procedures

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

I, _____, have received, read and understand JRCERT Standard Five, Objective 5.3 and Objective 5.4. For safe radiation practices pertaining to students, patients, and the general public, I agree to the above stated objectives for compliance in the JRCERT Accredited Radiography Program sponsored by Chippewa Valley Technical College.

Student Signature

Date

Program Director Signature

Date

STATEMENT OF ACKNOWLEDGEMENT/AGREEMENT/UNDERSTANDING

After reading the handbook, please initial before each statement if you agree with it.

(initials) I have read and agree to abide by the terms of the CVTC policy regarding confidentiality

(initials) I acknowledge receipt of the Chippewa Valley Technical College Radiography Program Student Handbook. I understand and will abide by the policies and procedures there in.

(initials) I have read, understand, and agree to abide by the guidelines outlined in the CVTC's Student Handbook.

(initials) I acknowledge that I will be in an environment that contains latex products. I can function around equipment/supplies that contain latex and do not have an allergy to latex.

(initials) I have read the Chippewa Valley Technical College's Policies and Procedures regarding Standard Precautions and Blood borne Pathogen Exposure. I understand my responsibilities and agree to abide by the terms of the policy and procedure.

(initials) I have read and understand that upon learning of a pregnancy, **it is the student's option** to volunteer declaration of pregnancy in writing to the program. Should I decide to disclose I will meet with the program director and/or clinical coordinator to discuss options for the clinical and program settings. If restrictions or modifications be put into place, and I don't wish to abide with them, I can submit a written withdrawal of the declaration of pregnancy.

(initials) I read and understand the implications and damaging effects of ionizing radiation on living tissue and hereby accept the responsibility for radiation protection.

(initials) I have read, understand, and have agreed to abide by the Student Responsibilities Following Significant Exposure.

(initials) I have read and agree to comply with proper non-ionizing radiation safety monitoring procedures at affiliate clinical sites. Prior to participating in an MRI clinical rotation, I will attend an educational safety session.

Print Student's Full Name

Date

Student's Signature

Date

Instructor's Signature

Date

**** Student Copy ****

STATEMENT OF ACKNOWLEDGEMENT/AGREEMENT/UNDERSTANDING

After reading the handbook, please initial before each statement if you agree with it.

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Print Student's Full Name

Date

Student's Signature

Date

Instructor's Signature

Date

**** Program Copy ****

STATEMENT OF UNDERSTANDING OF FUNCTIONAL ABILITIES NON-DISCRIMINATION AND TECHNICAL STANDARDS

To Be Completed at Program Entry

The Americans with Disabilities Act prohibits discrimination of persons with disabilities, and, in keeping with this law, colleges of the Wisconsin Technical College System make every effort to ensure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation. Students requiring accommodation or special services to meet the Functional Ability standards of the Radiography Programs should contact the Disability Resources for assistance.

_____ I have read and I understand Functional Abilities distinct to the occupation of radiography.
(initials/date)

_____ I can meet the Functional Ability standards as presented, with or without (circle one)
(initials/date) accommodations.

_____ I was provided with information concerning accommodations or special services if needed at
(initials/date) this time.

I require the following reasonable accommodation(s) to meet the Functional Ability standard as specified.

Printed Name of Student: _____

Student's Signature: _____

Date: _____

RADIOGRAPHY PROGRAM PROFESSIONAL BEHAVIORS CONTRACT

As a CVTC radiography student you enter a very important profession. By signing this document, you are agreeing to abide by the following professional behaviors to help ensure your success in the radiography program at CVTC and a future career in radiography. Failure to comply with the following behaviors will lead to the development of a remediation plan and possible removal from the program. These behaviors apply to your interactions with all faculty, staff, and students while in the classroom, lab or clinical at Chippewa Valley Technical College.

Please initial each one of the following professional behaviors after you have read them.

_____ **Professionalism:** I will demonstrate acceptable professional appearance and use appropriate hygiene.

_____ **Preparedness:** I will be prepared for each class/ clinical placement.

_____ **Attendance:** I will meet attendance policy as required by syllabus (including tardiness, early departure from class, and absences).

_____ **Respect:** I will treat others with courtesy, respect, and open-mindedness.

_____ **Integrity/Honesty:** I will acknowledge the work of others and protect confidential information. I will not engage in any activities that have been deemed unethical or dishonest according to CVTC Student Handbook.

_____ **Staying Informed:** I will read the information posted into my CVTC email account, referring to it regularly to remain informed of responsibilities to college and radiography program.

_____ **Problem Solving:** Seeks solutions independently and/or identifies the faculty or staff member at CVTC who can assist me; addresses the problem with the appropriate person; uses discretion in discussing the problem; focuses on seeking solutions rather than assigning blame.

I agree that failure to comply with this agreement may result in the development of a remediation plan and possible removal from the program.

Signature: _____ Date: _____

ANTICIPATED RADIOGRAPHY PROGRAM FEES

**Fees are paid two weeks after the semester begins at the Cashier's Office.*

Criminal Background and Record Check	\$20
Uniforms	Variable
ID name pin for uniform- First name pin free after that your responsibility	\$5.00
Liability/ accident insurance	\$6.00 per Clinical Course
Radiation monitoring service (Landauer Co.)	\$15.00 Initial Set-up \$40.00 Per Semester
Personalized Imaging Markers	\$34.00 per Set
Tuition	\$143.45/credit (district)
Books (Does not include general education books)	\$600.00
iPad	\$448.00
HESI Examination	\$65.00
Corectec® Registry Online Review	\$80.00
Trajecsys Clinical Tracking System	\$150.00
Field trips: student symposium (out-of-town lodging, meals, registration)	Varies
Clover Learning	\$220.00
Clinical assignment: (Transportation, meals, lodging, other)	varies
8-week summer session/internship	Varies
ARRT Certification Examination Application fee	\$225.00
Wisconsin application fee for state Licensure	\$90.00

PROGRAM REQUIREMENTS

START DATE(S): August	EFFECTIVE: August 2023
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RADIOGRAPHY Associate Degree | 10-526-1

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
806-177	Pre-Program General Anatomy & Physiology (T, L)	5	4	836-133 or 806-134 or concurrent or min score of Y on Chemistry Satisfied
First Semester				
526-149	Radiographic Procedures 1 (T, L)	7	5	<u>Program student, 806-177 or concurrent with a "C" or better</u>
526-158	Introduction to Radiography (T, L)	4	3	<u>Program student</u>
526-159	Radiographic Imaging (T, L)	4	3	<u>Program student</u>
526-168	Radiography Clinical 1 (L) (64 hours)	4	2	<u>Program student, 806-177 or concurrent with a "C" or better, Co-requisite: 526-149, 526-158, 526-159</u>
Total Hrs./Week and Total Credits		19 hrs.	13 cr.	
Second Semester				
526-230	Advanced Radiographic Imaging (T, L)	3	2	<u>Program student, 526-159 with a "C" or better</u>
526-191	Radiographic Procedures 2 (T, L)	7	5	<u>Program student, 526-149, 806-177 with a "C" or better</u>
526-192	Radiography Clinical 2 (C) (192 hours)	12	3	<u>Program student, 526-168; Co-requisites: 526-191, 526-230</u>
804-134	Mathematical Reasoning (T) OR	4	3	
804-211	Quantitative Reasoning	4	4	
Total Hrs./Week and Total Credits		30 hrs.	13-14 cr.	
Summer Term				
526-193	Radiography Clinical 3 (C) (128 hours)	16	3	<u>Program student, 526-192, 526-170, 526-191 with a "C" or better</u>
526-231	Imaging Modalities (T)	3	2	<u>Program student, or permission from Program Director</u>
809-198	Introduction to Psychology (T)	6	3	
Total Hrs./Week and Total Credits		25 hrs.	8 cr.	
Third Semester				
526-189	Radiographic Pathology (T)	1	1	<u>Program student, 526-191 with a "C" or better</u>
526-194	Imaging Equipment Operation (T)	3	3	<u>Program student, 526-158 (526-159 or concurrent)</u>
526-199	Radiography Clinical 4 (C) (256 hours)	16	3	<u>526-193 with a "C" or better</u>
801-136	English Composition 1(T) OR	3	3	
801-219	English Composition 2(T) OR	3	3	
809-172	Intro to Diversity Studies (T)	3	3	
809-195	Economics (T) OR	3	3	
Total Hrs./Week and Total Credits		23 hrs.	13 cr.	
Fourth Semester				
526-190	Radiography Clinical 5 (C) (256 hours)	16	2	<u>Program student, 526-199 with a "C" or better</u>
526-195	Radiographic Imager Analysis (T, L)	3	2	<u>Program student, 526-170, 526-191; Co-requisite 526-189</u>
526-197	Radiation Protection and Biology (T)	3	3	<u>Program student, 526-158, 526-194 (526-170 or concurrent)</u>
801-196	Oral/Interpersonal Communication (T)	3	3	<u>With a "C" or better</u>
809-196	Introduction to Sociology (T)	3	3	
Total Hrs./Week and Total Credits		31 hrs.	13 cr.	
Summer Term				
526-198	Radiography Clinical 6 (C) (256 hours)	32	2	<u>526-190</u>
526-174	ARRT Certification Seminar (T)	2	2	<u>Program student, or permission from Program Director</u>
Total Hrs./Week and Total Credits		34 hrs.	4 cr.	

MINIMUM PROGRAM CREDITS REQUIRED = 68

A GRADE OF "C" OR BETTER IS REQUIRED IN ALL COURSES.

Students must pass each 526 course in the sequence that they are offered in order to progress in the program. Additionally, each first semester 526 course must be successfully completed or the student will have to reapply to the program.

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

T = Theory/Lecture

L = Lab

C = Clinical

10-526-1

DeptChair/PgmDir: SZWIEFELHOFER

Dean: MREUTER

AcadAdvisor; MSTRUENSEE

PgmAssist:HKEDROWKSI

12/01/15, 01/19/16, 11/23/16, 03/19/18, 7/25/23

RADIOGRAPHY TIPS

Academic Services Courses & Support

Academic Services courses and support services are designed to help students prepare for a variety of college-level academics, including reading, writing, math, and science. A variety of options are available to support student readiness and success in college-level courses, which include: credit and non-credit courses, supplemental instruction, faculty-enhanced courses, Academic Services Learning Center, and peer tutoring. Academic support services are available for all CVTC students in different delivery formats, such as face-to-face and online for individuals and small groups. An academic advisor can assist students by providing recommendations to ensure success based on the student's previous academic experience, academic assessments, and responsibilities outside of being a student.

Credit for Prior Learning (CPL)

CPL offers CVTC students an opportunity to earn college credit toward an associate degree or technical diploma for previous knowledge and mastered skills directly related to program curriculum. Previous knowledge and skills may be the result of work or volunteer experiences, certifications, apprenticeships, military experience, and courses completed at other institutions. More information can be found at www.cvtc.edu/CPL.

Criminal Background Check

This is an admission requirement. Students will be provided direction on how to request a criminal background check from a third party vendor. Upon receipt of the criminal background check results, if a student has a criminal history, they will be advised of the possibility of being denied clinical placement. This denial will result in not being able to attend clinical(s) or graduate from the program. Additional background checks may be required during the student's enrollment in the program based on clinical site requirements. Students will be informed by CVTC if they need a criminal background check renewal.

Pre-Entrance Health History and Physical Exam

The Admissions Office will mail specific information at the appropriate time. The completed forms must be on file three weeks prior to entering the core courses of this program. A copy of the physical exam form must be in the student's clinical file, as they will be checked before the student will be authorized to go to each clinical site.

CPR

Obtain and maintain current CPR certification through either the American Heart Association or the American Red Cross. The certification required is BLS Provider. Proof must be verified with a current CPR card or an electronic certificate. Class rosters and letters from instructors or employers are not acceptable. The instructor will ask for a copy of the card or electronic certificate on the first day of clinical courses.

Pregnancy during program

Pregnancy during sequence may delay graduation. Early or extended release from the program may be granted based on faculty recommendation. A published pregnancy policy consistent with state and federal regulations, regarding minimizing radiation exposure to fetus, will be provided to all program students.

Clinical Rotation

There is an 8-week summer session between the first and second year of this program. In addition, there is an 8-week internship required the second summer of this program. Relocation may be necessary for the internship period.

Certification

For information regarding the American Registry of Radiologic Technologists, visit www.arrt.org.

Transfer Credit

Students planning to transfer to a university have the option to take 200-level courses that will count towards general education requirements in the four-year degree being pursued. While some of the 100-level general education courses listed on the program sheet may meet approval for transfer, the 200-level courses are more widely accepted for transfer. To determine what courses may transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at <http://tis.uwsa.edu/wizards>. Students need to contact the college or university they are pursuing to determine exactly what the school will accept and when to seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.

Financial Aid Consideration

Some courses may not be eligible for financial aid. Courses must be part of a program to be eligible. A list of courses not eligible is located on My CVTC (Pay for College/Financial Aid). To be eligible for financial aid, students must maintain Financial Aid Satisfactory Academic Progress and complete their program by the time 150% of the published credits have been attempted.

Pre-Program Students

Students who have pre-program status have been accepted into the college but not into the program. Pre-program status may be granted because the program is filled, admissions requirements need to be satisfied, or the program start date is in the future.

The courses listed below are available to pre-program students:

- 834-110 Elementary Algebra w/ Applications (if needed for admission to the program)
- 836-133 Prep for Basic Chemistry (if needed for admission to the program)
- 543-300 Nursing Assistant (if needed for admission to the program)
- 806-177 General Anatomy & Physiology (HS or college level chemistry with a "C" or better required)
- 804-134 Mathematical Reasoning OR 804-211 Quantitative Reasoning

- 809-172 Intro to Diversity Studies OR 809-195 Economics
- 809-198 Introduction to Psychology (809-199 Psychology of Human Relations will not substitute)
- 801-136 English Composition 1 OR 801-219 English Composition 1
- 801-196 Oral/Interpersonal Communication
- 809-196 Introduction to Sociology

Additional courses recommended, but not required for this program include:

- 501-101 Medical Terminology

By completing these courses ahead of time, students can decrease their credit load when they reach the highly demanding core program courses and increase their success rate in the program. It is strongly recommended that pre-program students complete these courses while waiting to enroll in the core program. Students who complete these courses as pre-program students will NOT be able to finish the program early; program core courses must be taken sequentially.

2023-2024 COLLEGE CALENDAR

2023-2024 School Year	
August 23 – 24	Instructor In-service
August 28	Classes Begin (First Semester)
September 4	Labor Day Holiday – College Closed
October 20	End of 8 Weeks
November 23 – 24	Thanksgiving Holiday – College Closed
December 14	Eau Claire Graduation (TBA)
December 15	Last Day of First Semester Classes
December 25 and 26	Christmas Holiday – College Closed
December 22, 27, 28 and 29	Winter Break Dates – College Closed
January 2	New Year’s Holiday – College Closed
January 3 - 19	Winter Term
January 17– 18	Instructor In-service
January 22	Classes Begin (Second Semester)
March 15	End of 8 Weeks
March 18 – 22	Spring Break
March 29	Spring Holiday – College Closed
May 16	Eau Claire Graduation (TBA)
May 17	Last Day of Second Semester Classes
May 17	River Falls Graduation (TBA)
2024 Summer	
May 21 – June 7	Interim Period
May 27	Memorial Day Holiday – College Closed
June 10 – August 9	8-Week Summer Session
July 1 - 5	July 4 th Holiday and Summer Break Dates – College Closed
August 12 – 23	Interim Period