

# WEATHERFORD COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM



**STUDENT HANDBOOK  
2021 - 2022**

## **WELCOME**

The administration, faculty, and fellow students of Weatherford College are happy to extend a warm welcome to each new student in Radiologic Technology.

This program student handbook is prepared and offered as a guide to introduce you to the Radiologic Technology Program, and to present the policies and procedures of the program. The student policies were developed for the purpose of maintaining an environment conducive to learning as well as student success and patient safety.

It is the responsibility of the student to read and abide by the Radiologic Technology policies and to adhere to the rules and regulations set forth in the Weatherford College general catalog and Student Handbook so that high standards of education may be achieved.

We are pleased that you have chosen Weatherford College to assist you in reaching your goal of becoming a Radiologic Technologist.

### **Faculty of the Radiologic Technology Program**

Kelly Staub, Interim Director of Imaging  
Debra Daily, Interim Assistant Program Director  
Pauline Jones, Clinical Coordinator  
Crystal Jennings, Faculty

**“Weatherford College is an Equal Opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.”**

## **TABLE OF CONTENTS**

<b>Mission Statement, Program Goals, and Outcomes</b>	<b>4</b>
<b>ASRT Code of Ethics</b>	<b>5</b>
<b>JRCERT Standards Policy</b>	<b>6</b>
<b>Program Structure / Application Process</b>	<b>7</b>
<b>Selection Process / Graduation Requirements / Transfer Procedures</b>	<b>8</b>
<b>Program Dismissal Reapplication Eligibility</b>	<b>9</b>
<b>Academic Education</b>	<b>10</b>
Classroom Attendance	10
Expected Classroom Etiquette	11
Classroom Dress Code	11
Cell Phones in the classroom	11
Inclement Weather	11
Bereavement Policy	11
Academic Standards	11
Withdrawal from Classes	12
<b>Clinical Education</b>	
Clinical Requirements	12
Clinical Attendance	13
Clinical Dress Code	13
Clinical Demerits	15
Clinical Competencies and Supervision	16
Student Advisement	16
Transportation	17
Cell Phones and Electronic Devices	18
Harassment	18
Campus Student Services	18
Physical Abilities	18
<b>Health and Human Sciences Division General Procedures</b>	
Social Network	19
Patient Isolation	20
Program to Program Transfer and Alcohol/Substance Testing	21
Appeal Procedure	26
Program Code of Conduct	33
Student Grievance Due Process	36
Safety Policies & Procedures	36
Medical Safety	38
<b>Appendix I   Alcohol/Substance Testing Procedure</b>	<b>40</b>
<b>Appendix II   Program Curriculum</b>	<b>41</b>
<b>Appendix III   ARRT Clinical Competency Requirements</b>	<b>42</b>
<b>Appendix IV   Incident Form</b>	<b>43</b>
<b>Appendix V   Clinical Education Site Affiliations</b>	<b>44</b>
<b>Appendix VI   JRCERT Mammography Policy</b>	<b>45</b>
<b>Appendix VII   JRCERT Standards</b>	<b>46</b>
<b>Student Agreement Form</b>	<b>47</b>

Weatherford College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and approved by the Texas Higher Education Coordinating Board

**Weatherford College**  
**RADIOLOGIC TECHNOLOGY PROGRAM**

Welcome to Weatherford College Radiologic Technology program. The purpose of this handbook is to communicate the program policies & procedures, student responsibilities, and conditions of training. All information in this manual is reviewed annually, and revised as required.

**ETHICS, CODE OF CONDUCT, POLICIES & PROCEDURES**

Students accepted into the Radiologic Technology program will be expected to adhere to the program Code of Conduct, clinical site, Weatherford College and Radiology program policies & procedures, and ARRT/ASRT Code of Ethics. Failure to follow these guidelines may result in dismissal from the program.

**MISSION STATEMENT**

The Radiologic Technology Program continues the mission of the *Health and Human Sciences Division* at Weatherford College by offering students a quality education in the radiological sciences.

**PROGRAM GOALS / OUTCOMES**

**Clinical Competency** - Students will have the prerequisite clinical skills to be an entry level radiographer.

Desired Outcomes:

1. Students will be able to select appropriate technical parameters to produce diagnostic images.
2. Students will be able to demonstrate and identify appropriate anatomy in its entirety in proper position on their images.
3. Students will demonstrate understanding of ALARA and the requirements set by federal and state agencies.
4. Students will demonstrate radiation safety with regard for patients, personnel, and self.

**Problem-solving and Critical Thinking** - Students will demonstrate problem-solving and critical thinking skills in the clinical setting.

Desired Outcomes:

1. Students will be able to analyze finished radiographic images for diagnostic quality.
2. Students will demonstrate problem-solving / critical thinking skills as they relate to the ordered exam and patient condition.

**Communication** - Students will have oral and written communication skills appropriate to their level of education and healthcare environment.

Desired Outcomes:

1. Students will demonstrate appropriate communication skills with the patient and co-workers.
2. Students will demonstrate effective oral and written language skills.

**Professionalism** - The students will demonstrate knowledge of professional ethics, professionalism, and life-long learning in the field.

**Program Effectiveness**

The program will assure educational effectiveness and graduate competent entry level radiographers.

1. Students will successfully complete the program.
2. Students will pass the ARRT examination on 1<sup>st</sup> attempt.
3. Students will be satisfied with their education.
4. Employers will be satisfied with the graduate's performance.
5. Students will be employed within 6 months post-graduation.

**AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS  
CODE OF ETHICS**

1. The radiologic technologist conducts himself or herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of the practice for the profession.
7. The radiologic technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted practice and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

*The American Society of Radiologic Technologists and The American Registry of Radiologic Technologists*

**JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY POLICY (JRCERT)**

20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304

The Weatherford College Radiologic Technology Program is accredited by the JRCERT and has adopted the *Standards for an Accredited Educational Program in Radiologic Sciences*. In doing so, Weatherford College strives to offer the radiologic technology students a quality education that is founded upon professional and ethical values.

A copy of these standards to which we are required to adhere is found in Appendix V of this program handbook and our program effectiveness statistics can be found on their website. Students may contact the JRCERT (312) 704-5300 or [www.jrcert.org](http://www.jrcert.org) regarding questions concerning JRCERT standards infractions if they feel that the program and/or school officials have been unable to resolve them satisfactorily after following the college grievance process.

## PROGRAM STRUCTURE

The Radiologic Technology Program is approximately 21 months in duration. A new class of 24 students is started each fall semester. Students will attend the program Monday through Friday attending classroom lecture, laboratory instruction, and hands-on clinical training at hospital sites. Successful graduates will receive Associates in Applied Sciences degree in Radiologic Technology. In-district students will incur an approximate program expense of \$17,861.00 including tuition, books, laboratory fees, clinical requirements, and graduation costs. Contact the financial services department at WC if you have questions regarding financial aid.

### **First year students**

In the first fall and spring semesters will be in the classroom Monday, Wednesday, and Friday. Classroom hours are approximately 8:00 am to 3:00 pm. On Tuesdays and Thursdays, students will be at their assigned clinical site from 7:30 am to 4:00 pm.

First year students summer session, students will be at their assigned clinical site 4 days/week, 7:30 am to 5:30 pm. During the summer semester, students are given the option to experience a second shift rotation for two weeks. The hours for this are traditionally 12:00 or 1:00 pm. to 9:00 or 10:00 pm.

### **Second Year students**

In the fall, 4<sup>th</sup> semester, and spring, 5<sup>th</sup> semester, students will be in the classroom on Tuesday and Thursday. Classroom hours are 8:30 am to, 4:00 pm. Second year students will attend clinical on Monday, Wednesday, and Friday, from 7:30 am to 4:00 pm.

Students who need to work while attending the program need to schedule their work hours in the evening and/or on weekends. However, the applicant needs to be aware that working full-time and successfully completing this program are historically mutually exclusive. The applicant needs to allow ample time for deep learning and examination preparation.  
(See full curriculum under Appendix II)

## PROGRAM ORGANIZATION

Dean of Health and Human Sciences  
Interim Director of Imaging  
Interim Assistant Program Director  
Program Clinical Coordinator  
Full-time Faculty  
Adjunct Faculty Clinical Instructors

Kathryn Boswell, MSRN  
Kelly Staub, MS., R.T. (R), RDMS, RVT  
Debra Daily, BSRS, R.T. (R) (M)  
Pauline Jones, BSRS, R.T. (R)  
Crystal Jennings, BSRS, R.T. (R) (M)

## APPLICATION TO THE PROGRAM

Students who want to apply to the Radiologic Technology Program first need to have completed pre-requisite courses and by completing co-requisites will qualify them for more points.

**Pre-requisites:** Anatomy and Physiology I, College Algebra, Introduction to Psychology, English Composition I

**Co-requisites:** Humanities or Performing Arts (3 credit hour)

**Bonus or additional Points:** Anatomy and Physiology II and a college degree.

Applications are accepted from the first business day of February through the first business day of May following fall semester. Students may apply as long as all of the courses above will be completed at the end of the spring semester. The program will need spring semester grades no later than May 31<sup>st</sup>. Summer courses will not be counted.

**Students must also meet specific criteria for admission to the college.**

Application into the program requires:

1. Official transcripts – all college courses
2. Completed Allied Health Application
3. Documentation of Hep B immunization or, at minimum, 2<sup>nd</sup> shot of series.

At the close of spring semester, program officials begin going over the applications. Verification of grades and Hep B immunization will occur at this time.

### **SELECTION PROCEDURE**

**A point system will be used for selection of accepted candidates and alternates. The points are derived from the grades received on the 6 courses listed above; A = 4pts, B = 3pts, C = 2pts (grades lower than “C” will not be accepted). Additionally, applicants will receive extra points for degrees earned while in college; AA or AAS = 4pts and BA or BS or Masters degree = 6 pts.**

Students will be ranked by points accumulated. The 40 applications with the highest cumulative points will be selected for an interview. The top 24\* applicants will be accepted into the program and the next 10 applicants will be selected as alternates.

\*Number of applicants is subject to change.

Information received after June 1<sup>st</sup> will not be included in this process. The top 24 scores will be selected plus 10 alternate applicants.

Applicants will be notified near the end of June. Those who are accepted into the program or as an alternate in the program will receive a letter and an orientation packet. Attendance at the program orientation in July is mandatory.

At the orientation candidates will be given instructions on the packet. Students may then begin submitting the items required for the clinical portion of the program.

### **GRADUATION REQUIREMENTS**

In order to graduate from Weatherford College with an A.A.S. degree in Radiologic Technology, a student must successfully complete accepted pre-requisite and co-requisite courses and the radiology program courses. A minimum of 51 different radiographic procedures performed competently on patients must have been completed. Any make-up clinical hours will also have to be completed. Additionally, a degree audit must be performed in the last semester prior to graduation.

### **PROGRAM DISMISSA/ ELIGIBILITY REQUIREMENTS FOR RE-APPLICATION**

A. Students dismissed from *Weatherford College Radiologic Technologist Program* are eligible to reapply to the Radiologic Technology program from under the following circumstances:

1. The student is in good standing, and
2. The student has withdrawn from a program while in good standing, and
3. The student is not on probation for any academic or non-academic issue.
4. The applicant is not currently on probation, for a disciplinary issue.
5. The applicant is not on probation for a behavioral issue in a clinical education class.
6. The applicant has not received a failing grade in the Program for a behavioral issue.

### **TRANSFERRING INTO THE PROGRAM FROM ANOTHER RADIOLOGIC TECHNOLOGY PROGRAM**

If a student from another program requests to transfer into the program, they must send all college transcripts, an application to the radiologic technology program and to Weatherford College, all documentation of immunizations, and current CPR to the program director. All transfers into the program will occur at the start of the semester. Additionally, certain items must be fulfilled before



admittance and program completion:

- A. Courses completed by the transferring student must match in their scope with the Weatherford College program. This decision is made by the Dean of Student Affairs. Additionally, the previous courses must match in sequence with our program.
- B. The transferring student must request that their current program director send a letter to us stating that the student is in good standing in their program; academically and professionally.
- C. The transferring student can not have any professional / ethical counseling on file in their current program.
- D. The transferring student must successfully complete an entrance exam consisting of questions from courses already completed.
- E. The transferring student must successfully complete a clinical competency test
- F. The transferring student must meet program required pre- and co-requisites.
- G. The transferring student must complete a minimum of 51% of the program in order to receive a degree in Radiologic Technology from the college.

## ACADEMIC EDUCATION

*The Radiologic Technology Program academic calendar follows the published college academic calendar in the student catalog. Students are not to attend classes or clinical assignments on dates that the college is closed.*

### Classroom Attendance

A total of 4 absences per course per semester are permissible. Each absence over this amount will result in a 10% deduction from the total semester score before the final exam. A tardy will be recorded at one minute past the beginning of lecture time. If more than 15 minutes are missed, the student will be recorded as absent for that lecture. All extracurricular activities leading to absences will be counted as such. It is the responsibility of the student to obtain information presented in class when absent. Students are responsible to read and follow course syllabi for specific information regarding assignments, evaluative methods, and course exams.

Final exams must be taken on the scheduled date/time offered by the instructor.

### **PUNCTUALITY- Refer to the Instructor's course outline**

Students are expected to attend lectures and laboratory sessions at the scheduled time. Clinical tardiness will be addressed under the appropriate section. A student will be allowed into class late at the sole discretion of the instructor. If a student is not present for roll call, it is the student's responsibility to see the instructor after the lecture to change the "absence" to a "tardy". Any unscheduled, daily examination that may be given during the tardy time will be given a grade of "zero" and may not be made up.

Students are responsible for arranging to make up any course work missed due to absences for any reason. If a student is absent for any reason it is the student's responsibility to check with the instructor for any assignments or course announcements made during the student's absence.

### **Cheating**

**The program's policy for cheating specifies that one (1) incident of cheating will result in a grade of zero (0) for that examination and DISMISSAL FROM THE PROGRAM**

### **Cheating includes but is not limited to:**

Copying from the test of another student

Allowing another student to copy from your test

Possessing materials or objects not authorized by the instructor during the test, including "crib notes", programmable calculators, open textbooks, notebooks or notes, even if unused.

Copying, recording, buying, stealing, transporting or soliciting tests (pre or post testing), test keys, questions, written assignments, or computer programs

Seeking aid from or collaborating with another student for aid without permission from the instructor during a test

Substituting for another person, or permitting another to substitute for you

Alteration of scantron or any other grade sheets through changing answers or filling in of blank spaces after being graded

Discussing the test with a student who has not already taken the test

**A student dismissed for cheating or plagiarism will not be eligible for re-entry.**

**Plagiarism is defined as:** copying someone else's work and presenting it as one's own, without the knowledge of the original author. All research due must give credit when quotes are used.

### **ATTENDANCE:**

Regular attendance at classes is strongly associated with academic success.

**Students are responsible for regular attendance at classes in which they are enrolled.**

Instructors will maintain student attendance records throughout the semester.

Students who will be absent from class due to their participation in a Weatherford College sponsored or approved activity are responsible for informing their instructors prior to their absence in the form of a written notification prepared and signed by an instructional dean.

Students are responsible for arranging to make up any course work missed due to absences for any reason.

Make-up work due to absences for any other reason than those listed above will be at the instructor's discretion.

## Expected Classroom Etiquette

Weatherford College is committed to promoting a level of classroom etiquette conducive to maximum teaching and learning. Within this context, the following etiquette is expected:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. You are inconsiderate of your classmates if you arrive late and leave early.
3. Refrain from talking while the teacher is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to your teacher and classmates.
4. Be attentive and participate in class.
5. Refrain from bringing non-students to class. This includes children, spouses, boyfriend/girlfriend and friends. Approval of the above to attend your courses must come from the Dean of Allied Health. There will be no exceptions.
6. Demerits will be given for unprofessional classroom conduct and includes the list on page 13 and 14. A student that cannot put their cell phone away and is asked a second time will receive demerits. Also see Cell Phones below. Accumulated demerits will lower a student's grade leading to grade failure and which leads to program dismissal.

## Classroom Dress Code

Students will be expected to wear clean comfortable clothing that is generally acceptable in public.

## Cell Phones

Cell phones will be turned off during all didactic classes. If there is a situation for the student such that he or she must receive an emergent phone call during class time, the student is to inform the instructor of this situation. If a student's cell phone goes off in class the student will be required to silence or turn the phone off unanswered, and 10 points will be deducted from the students next test score. If the cell phone goes off during a test, 15 points will be deducted from the test score. Subsequent events will result in the doubling of this penalty each time. A student answering a phone during class will be required to leave class and meet with the instructor prior to attending class again. A student answering a phone during a test will receive a 0 grade on the test.

## Inclement Weather

Occasionally, classes are closed due to weather conditions. Students are to monitor radio/television for Weatherford College closure in bad weather. Students will sign up for the Coyote Alert system. Faculty will also monitor the situation. Call your Faculty CI if you are in question about your area.

## Bereavement

The program allows a total of three (3) days (including clinical days) for bereavement regarding the loss of a member of immediate family; mother, father, child, brother, sister, or grandparent.

## Academic Standards

**Didactic courses** – A minimum passing grade of 78% must be maintained on all required academic Radiologic Technology Program (RADT) courses. **The passing minimum grade is 78%.** Students must maintain a "C" or better in all courses to remain in the program. Grades are assigned percentages as thus:

A = 100 – 91% B = 90 – 83% C = 82 – 78% D = 77 – 74 F = 73 – 0

In courses that have a laboratory component, a "C" or better must be recorded in the lecture portion.

**Clinical courses** – A minimum passing grade of 78% must be maintained. The clinical (semester) grade will be based on the clinical evaluations, competencies, and image critiques from technologists and Faculty Clinical Instructors. Grades are assigned percentages as thus:

A = 100 – 91% B = 90 – 83% C = 82 – 78% D = 77 – 74 F = 73 – 0

Academically at risk students will be notified of academic deficiencies and will be counseled, either formally or informally, by the instructor.

## Withdrawal from Classes

Students should not drop classes. Due to the sequential nature of program courses, a student who withdraws from a class must withdraw from the program. Re-admittance to the point of withdrawal is not guaranteed and will only be granted if the student is able to pass a series of tests to determine if their knowledge base has remained intact. Additionally, there must be space in the clinical arena to place the student. Alternatively, the student may apply to enter the program as a new applicant. Students considering withdrawing from a class must discuss this with the program director prior to taking any action.

## CLINICAL EDUCATION

The clinical portion of the program is the most valuable aspect to becoming a fully trained technologist who can perform as a competent professional upon hire into a radiology department. The ARRT has set strict guidelines as to the number of procedure competencies a student must complete before they can sit for the National Registry examination.

### Clinical Requirements

It is mandatory that all students receiving a program acceptance or alternate letter must attend the program Orientation. After students receive their program letter of acceptance they must begin collecting and submit the following documentation to Castle Branch. The following required items:

**This documentation must be on file 7 days prior to the first day of classes. You must speak to the Clinical Coordinator or Program Director if there are any implications for not having completed this by the deadline. If there is no communication with the CC or Program Director your spot in program will be a sign of your not planning to attend. You will receive an official letter stating you are no longer in the Radiologic Technology Program and your spot will be given to an Alternate Candidate.**

- Immunizations for MMR, Varicella - Positive titer or documentation of 2 vaccines
- TDap – Documentation of vaccine
- Body mechanics/strength testing by a licensed physical therapist
- Criminal background check / fingerprinting (can take up to 8 weeks for results)
- AHA CPR BLS (must be valid for the duration of the program)
- Proof of Medical Insurance
- The student will be told dates to have their Flu shot and TB test

Students will be clinically educated and trained in at least 3 different clinical rotation sites that will be assigned by the Clinical Coordinator. The decision of the coordinator is final. Assignments are carefully made and several items are considered during this process. There are no weekend or third shift clinical rotation offerings. Beginning in the summer semester, students are offered the experience of working on second shift, however, this is not mandatory. Assignments are made in advance (the first rotation is the exception). One site in the first fall and spring semesters, one site during the summer semester, and a third site during the second fall and spring semesters. Additionally, students who have met the mandatory requirements for competencies will be allowed to participate in 3 other imaging modalities in their last semester. Students are given a basic safety, patient care and equipment orientation of the new department by their clinical instructor, in addition to an orientation provided by the hospital/department staff. Any student that is on any type of program probation will not be eligible to participate in the last clinical semester of choosing 3 modality rotations.

### Clinical Site Attendance Policy

First year students are allowed 2 clinical rotation absences their first Spring and Fall semesters of the program. Summer semester the first year students are allowed 3 clinical rotation absences per semester. Second year students are allowed 3 clinical rotation absences per semester. However, absences are highly discouraged. The expectation of the program is that students will not miss any clinical rotation hours. The student must contact BOTH their Clinical Instructor / program faculty prior to any absence AND call in to the clinical site and speak to either a supervisor or other designated employee. An absence that is not communicated to both parties will be considered a no-call, no-show and could lead to

dismissal from the program. Communication to only one party will result in counseling. Calls after the start of the shift will be unacceptable. Students may not make up lost time by staying late or coming in early. All extracurricular activities that lead to absences will be counted as such. Students are to carefully read the Clinical Syllabi for each semester for all course expectations and requirements.

**Exception:**

Special allowances will be made only for court appearances and emergent, non-elective medical events. Court appearances must be cleared with the clinical instructor no less than 24 hours in advance. Make up time for these issues may be granted if:

- The student has no written counseling in their file.
- The student would fail the program without the make up time.
- The student has not been granted a previous make up privilege.
- The make up time does not exceed 16 hours.

**Tardiness: Clinical** – Students are to arrive on time, ready to work, in full compliance with the program dress code. A "T" (tardy) will be recorded at 0731. Six "T"s will be charged as 1 absence. A loss of 15 minutes, for any reason at any time during a clinical day, will be recorded as an absence. Students may not stay at the clinical site if their tardy is recorded as an absence. For each absence beyond 3, a 10% reduction in the final grade will be assessed. Please read your syllabi for specific information on attendance. Students will clock in/out on the designated computer at the clinical site.

Under no circumstances will a student be allowed to sign/clock in for another student. Signing in for another student constitutes fraud and **both students** will be dismissed from the program for falsifying sign in documents. Under no circumstances will a student be allowed to sign/clock in for work while on clinical time. Clocking or signing in on clinical time constitutes time theft, and fraud, and the student(s) involved will be dismissed for falsifying clock in or sign in sheets. **Falsification of time can result in immediate dismissal from the program.**

### **Personal Appearance**

It is important that the student's appearance be flawless. Students reporting to the clinical education area dressed in other than the approved uniform will leave the area and be marked absent for the entire day. The following basic guidelines have been established in accordance with typical clinical affiliate policies. If the student is employed in an ionizing radiation area that requires a Dosimetry device, he/she must not wear the Weatherford College procured Dosimetry device at work, nor may he/she wear the designated Weatherford College uniform, patch, or name badge. Refusal to adhere to the dress code when informed of non-compliance in a single semester will result in dismissal from the program.

### **Clinical Dress Code**

Students will be expected to present a professional appearance according to the following dress code:

1. Navy blue scrubs with school patch on left front above the pocket (to be sewn on and approximately 2 ½" below the shoulder seam) Regular surgical style scrubs, either with single pocket on front left of top or the female version of scrubs that have two pockets on bottom front. (If an undershirt is worn, sleeves cannot descend past scrub sleeve or bottom. Additionally, all shirts worn under the scrub top must be a solid color without decal/design.) School I.D. badge on front above waist, radiation dosimeter on collar area, and any clinical site I.D. that might be required.
2. Clean predominately white or black athletic leather or nursing shoes.  
(No open toes, sandals, mesh/cloth on shoes, etc., clog-like shoes must have back strap)
3. Socks or hosiery.

4. (OPTIONAL) Clean, ironed, **white or navy** lab coat. If the lab coat is worn, a school patch must be on the front above the pocket, the school I.D. and clinical site required I.D. must be worn on the front.
5. Fingernails will be clean and no longer than 1/8" beyond fingertips. Acrylic or faux nails are prohibited. Fingernail polish is prohibited.
6. After shaves, colognes, perfumes, etc. are not permissible.
7. Facial hair is discouraged, but must be short and neatly trimmed.
8. The following jewelry will be permissible: watch, rings with smooth surfaces, and earrings that do not hang or dangle. Hoops cannot be larger than dime-size. Piercings are limited to the earlobe and cannot exceed the diameter of a post earring. (See Program Director or Clinical Coordinator for clarity)
9. Hair must be clean and neat. No scarves, bright ribbons, or elaborate hair dress will be allowed. The hair length should be short enough or the hair should be secured in such a manner that it does not fall forward while the technologist is bending forward over a patient.
10. Wedding rings, engagement rings, watches, and small gold or silver pierced earrings may be worn while in uniform. No other visible piercings are permitted (including tongue, lip, eyebrow rings, etc). Necklaces must fit inside uniform top.
11. The Weatherford College name badge and Dosimetry device are to be worn at all times.
12. Tattoos, "hickies", or any other inappropriate, artificially induced marks must be covered, or otherwise undetectable.
13. General:
  - a. Students will wear deodorant or other item to maintain fresh body odor.
  - b. Students will maintain fresh breath.
  - c. Undergarments should be worn, but should not be visible.
  - d. No pins, jewelry, buttons, etc., may be attached to scrubs, lab coat, or I.D. badge.
  - e. Students should have their markers, a pen, and pocket guide with them at the clinical site every day.

The clinical Coordinator and/or instructor reserves the right to determine if clinical attire is appropriate. A student may be sent home if their presentation is unprofessional or habitually out of dress code. An absence for that day will be recorded. The clinical instructor will assess a reduction on the professional evaluation for dress code infractions, loss of markers, and loss of dosimeter. The Clinical instructor must be notified immediately if the school ID, radiation dosimeter, or markers have been lost.

#### **CLINICAL DEMERITS (The Demerits List also may be given for classroom behavior)**

Demerits are a numerical documentation of unsatisfactory performance. For First year student's one demerit is equivalent to **2% grade reduction for not following the list below**, of the overall clinical grade, and is assigned by Faculty, Faculty clinical instructors, hospital clinical instructors, clinical coordinator, or program director.

**A second year student in the program will be given a 4 % grade reduction for not following the list below.**

The number of demerits given will depend on the seriousness and the frequency of the infraction. Below is a partial list. Other demerits may be given at the discretion of the clinical instructor/clinical coordinator.

Improper phone call when absent from or late to clinical  
Absences or tardiness in excess of the maximum allowable absences (as described in the attendance policy)  
Not completing clinical paperwork on time.  
Violation of dress code  
Leaving clinical early  
Reporting to clinical without required equipment (Dosimeter, Markers, etc.)  
Not using markers  
Mismarking image  
Using someone else's marker  
Mislabeling images  
Not introducing self to the patient  
Not explaining the exam to the patient  
Not following department protocol  
Not finishing exam (including paperwork)  
Passing poor quality image  
Inconsistent performance in clinical (inability to perform an exam when documented competent)  
Not cleaning assigned room  
Not stocking x-ray room  
Unavailable in assigned area  
Refusal to perform an exam  
Poor attitude as evidenced by being argumentative  
Poor attitude as evidenced by unwarranted complaining  
Poor attitude as evidenced by being rude  
Poor attitude as evidenced by being unmotivated or showing no interest  
Demonstration of overconfidence  
Unable to follow instructions from technologist/clinical instructor  
Unable to use knowledge learned in class for clinical practice  
Ineffective patient care  
Unable to use alternative positioning projections for atypical patients  
Not providing for the patient's modesty/comfort needs  
Poor clinical site visit by Program Faculty  
Abusing allowed break time (smoking, lunch, phone, or anytime used for a break)  
Talking, texting, checking email, on cell phone when not on specified break  
On the internet when not on specific break or approval from CI (includes cell phone)  
Not properly identifying patients  
Not checking the chart for inpatient orders before putting the patient on the table.  
Not assisting the patient on to and off of the table into the wheelchair/stretchers.  
Leaving an unstable patient alone with the rails down/on the table alone  
Not finishing the paperwork/entering into the computer.  
Not setting technique for manual technique procedures.  
Not providing a clean sheet on the table prior to the exam.  
Mismarking or not marking an image  
Not practicing universal precautions  
Not practicing personal radiation protection  
Discussing the patient's diagnosis  
Improperly discarding/capping of needles  
Not checking contrast/medications for content and expiration date  
Not checking oxygen levels/checking for oxygen in tank  
Not performing repeats under direct supervision.  
**Demerits will be given for unprofessional classroom conduct and includes the list on this page. A student that cannot put their cell phone away during class and is asked a second time will receive demerits.**  
**Not being attentive and/or not participating in class**

## **Clinical Competencies and Supervision Policy & Procedures**

**Direct Supervision** – The student must be **directly supervised** for all exams that have not been “signed off” by the program faculty and a preceptor, respectively. Direct supervision requires that a registered technologist be in the room with the student and present at the control panel during exposure.

A student will be considered competent in a procedure when the competency is completed and submitted in Trajecsyst by either the program faculty or clinical site preceptor. The student blue book at each clinical education site will have the competencies checked off by Clinical Faculty for reference.

Students must be **directly supervised** while performing a repeat examination.

Students must be **directly supervised** while observing or being trained in modalities other than diagnostic radiography.

**Indirect Supervision** – Students should be **indirectly supervised** by a registered technologist when they perform an exam in which he or she has been deemed competent. Indirect supervision requires that a registered technologist be in an adjacent area to the student.

**Observational Sites** – Students are **not** allowed to perform patient care or procedures on patients at the observational sites. They are to shadow the technologist and observe only.

**\*Hysterosalpinography** will follow the same policy as the JRCERT Mammography Policy statement (*Appendix VI page 41*) in relation to “*Under the revised policy, all students, male and female, will be offered the opportunity to participate in Hysterosalpinography clinical exams. The program will make every effort to place a male student in performing a Hysterosalpinography exam if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences to female students*”.

**Rescinding a Competency** – Located in all clinical syllabi for each semester. RADR 1260, 1360, 2366, 2460, and 2461.

## **STUDENT ADVISEMENT / AT-RISK STUDENTS**

A radiology program faculty is charged to monitor their students’ ongoing academic/clinical performance and take action for all students presenting an academic/clinical risk of failing.

### **Classroom Academic Advising**

A student failing a test(s) during a course will be asked to meet with their instructor within one week for remediation of understanding what information the student missed on the test(s). The student will sign a document stating they came for remediation. If the student does not contact the instructor and does not show up for the review of missed material after a week the instructor will indicate this on the form as a “no show” for documentation and place this in the student’s file. Remedial or informal review sessions with the student(s) is strongly encouraged for secure understanding of the presented information. This process will be beneficial to the student’s successful completion of the course. Students will be advised of tutorial options offered on the campus or special tutoring with a radiology program faculty member. Special review sessions for “at risk” students may be offered and mandatory attendance will be required for those students.

### **Clinical Advising – Procedure Incompetence**

Students who receive total score under 90% on a clinical competency are informally counseled by their faculty clinical instructor. A score under 90% on a second clinical competency during a semester will be formally counseled by the faculty clinical instructor. The faculty member will spend extra time with this student to help them improve whatever area they were evaluated as deficient. A third score under 90% in a semester will receive formal counseling from the Clinical Coordinator, with or without others present. The student will be



warned during this counseling that their clinical competence is seriously deficient and that the student is at risk of failing due to imaging incompetence.

### **Clinical Advising – Integrity/Ethics/Professionalism Issues**

If the issue is one of integrity or professionalism rather than procedure competence, a second “unsatisfactory” marking in one of these sections will result in a formal counseling conducted by the Clinical Coordinator. The clinical coordinator will investigate the issue with the clinical site and/or the faculty clinical instructor before calling this formal counseling. It is at the discretion of the Clinical Coordinator to formally counsel the student after the investigation. This same procedure will be followed if information about a student being deficient in his/her professionalism comes to light outside of the evaluation process.

### **Transportation**

Transportation to clinical rotations is the responsibility of the student.

### **Facilities for Clinical Education**

Several hospitals in the Weatherford College area serve as Clinical Affiliates for the radiography student. The placement of the student is the responsibility of the Clinical Coordinator. Minor affiliates for special interest rotations will be assigned as appropriate for meeting the goals of the program. **Students will be rotated between clinical facilities as needed to allow equal educational opportunities for each student.**

The clinical affiliate reserves the right to have students removed from their department if those students are not desirable or unacceptable according to the protocols and professional standards of that facility. The student shall have one conference prior to removal **if the infraction is not so serious that a conference is not applicable**. Affiliates that ask students to be removed from their education site will be placed on probation and a second time will be dismissed from the program with no re-entry.

### **Clinical Education sites-Weatherford College Radiography Program**

Listed below are the cities in which the program has clinical education sites to which you could be assigned. The mileage listed beside each clinical site is the distance from the Weatherford College main campus, Weatherford, Texas.

Medical City – Weatherford, TX (0.7 miles)

- Medical City Imaging Center – Weatherford, TX (0.89 miles)

Texas Health Resources Walls Regional Cleburne – Cleburne, TX (40.34 miles)

Texas Health Resources Erath County Stephenville – Stephenville, TX (49.92 miles)

Texas Health Resources Northwest Azle – Azle, TX (22.03 miles)

Glen Rose Medical Center – Glen Rose, TX (38.88 miles)

Lake Granbury Medical Center – Granbury, TX (24.34 miles)

- Avalon Imaging- Granbury, TX (25.3 miles)
- Lake Granbury Imaging Center- Granbury, TX (25.3 miles)

Palo Pinto General Hospital – Mineral Wells, TX (23.58 miles)

Medical City Arlington – Arlington, TX (42.85 miles)

Touchstone Imaging (42.6 miles)

Methodist Mansfield Medical Center- Mansfield, TX (46.8 miles)

Envision Cleburne- Cleburne, TX (50.4 miles)

Texas Health Resources Harris Southwest – Fort Worth, TX (25.72 miles)

Baylor Scott and White All Saints – Fort Worth, TX (27.53 miles)

John Peter Smith Hospital – Fort Worth, TX (30.12 miles)

Vascular Access Center – Fort Worth, TX (28.03 miles)

Envision Pennsylvania- Fort Worth, TX (28.9 miles)

### **Cell Phones and Other Electronic Devices in Clinical Education Sites**

Student cell phones are to be turned off at the clinical site. Emergency messages may be left for the student at the clinical sites. Personal phone calls made by the student at the clinical site should be reserved for break time. See demerit list page 15 and 16.

A student who uses a cell phone while in clinical education other than at a designated break or permission granted will be suspended for the remainder of the day and marked absent for the day (regardless of the time spent in Clinical that day). The day will be made up in its entirety, and the student will receive an "Unsatisfactory" in **Punctuality and Availability** on the Professional Development Student evaluation Form during the 2 week evaluation the cell phone policy was broken. If the absence places the student over the maximum allowed absences for the semester, this will result in lowering the clinical grade by one letter.

### **Harassment**

Weatherford College provides all faculty members and staff, including adjuncts, with mandatory education on harassment. Radiologic Technology Program students are to report episodes of harassment that are experienced at the clinical site or on the campus to program officials or the Health and Human Sciences Department Dean for resolution. More information on this issue can be found in the college catalog and student handbook.

### **Campus Student Services**

Weatherford College offers many student support services. These services include financial aid counseling, student loan repayment, the Success Connection for tutoring and help with studying, personal counseling, special needs, and testing services to mention only a few. A complete listing and description of all support services on campus can be found in the college catalog and student handbook. Both of these publications can be downloaded from the Weatherford College website or hardcopy in the student services building.

## **PHYSICAL ABILITIES**

Every occupation requires a different mix of abilities and performance of a variety of physical activities and tasks. Although highly rewarding, the field of Radiologic Technology can be a physically demanding career. It is usual for technologists to work in busy radiology departments, spending several hours at a time on their feet. Additionally, technologists work in fast-paced emergency rooms where quick but deliberate movement is vital. Radiologic technologists work in surgical suites wearing lead aprons for long periods. Critical care and medical units frequently involve moving and lifting patients into position for the image.

### **Weatherford College Health and Human Science Division General Procedures Revised 2019**

### **Weatherford College Health and Human Science Division Social Networking Guidelines**

Weatherford College understands that students participate in social networking sites (e.g. Facebook, Instagram, Twitter, YouTube, Snap Chat and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Weatherford College respects student's online social networking and personal Internet use. However, your online presence can affect Weatherford College as your words,

images, posts, and comments can reflect or be attributed to Weatherford College, affiliated medical facilities, patients, staff members or instructors. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Weatherford College student's online comments and postings can impact Weatherford College, affiliated medical facilities, patients, staff members or instructors, Weatherford College adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. **Follow all applicable Weatherford College and Health and Human Sciences policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Weatherford College. Posts from Weatherford College computers and E-mail addresses are the property of Weatherford College and subject to the policies, rules and regulations of Weatherford College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) and therefore should not be posted on social media or social networking sites.
2. **Write in the first person.** Where your connection to Weatherford College is apparent, make it clear that you are speaking for yourself and not on behalf of Weatherford College. In those circumstances, you may want to include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of Weatherford College." Consider adding this language in an "About me" section of your blog or social networking profile.
3. **If you communicate in the public internet about Weatherford College or Weatherford College -related matters, disclose your connection and your role at Weatherford College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Weatherford College, and may result in liability for you or Weatherford College.
4. **Use a personal email address (not your Weatherford College.edu address) as your primary means of identification.** Do not use your Weatherford College E-mail address for personal views.
5. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Weatherford College, affiliated medical facilities, patients or staff member's reputation or brand, you should not refer to or identify your connection to Weatherford College, affiliated medical facilities, patients or staff members.**
6. **Be respectful and professional to fellow students, instructors, sponsors and patients.** Avoid using unprofessional online personas.
7. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

This policy is based in part on Social Media/ Social Networking policies from the Cleveland Clinic adapted from <http://socialmediagovernance.com/policies.php>, and the online article "Ten Must Haves in a Social Media Policy" <http://mashable.com/2009/06/02/social-media-policy-musts/>

**Weatherford College Health and Human Sciences Division**  
**Caring for Patients in Isolation**

1. Students should avoid contact with any and all patients in isolation if there is doubt about the medical diagnosis (inconclusive diagnostic tests or unknown results).
2. Students may care for patients in isolation if there is a definitive diagnosis, the patient is not diagnosed or suspected to have a **Category A** pathogen, and with instructor/preceptor approval.
3. Students should notify his/her clinical instructor immediately if a patient with a **Category A** pathogen (or one that has a *possible* diagnosis of **Category A** pathogen) is on the unit to which the student is assigned.

**Category A** pathogens are those organisms/biological agents that pose the highest risk to national security and public health because they:

- can be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- might cause public panic and social disruption
- require special action for public health preparedness

Examples of **Category A** diseases/pathogens are: anthrax, botulism, Dengue, Ebola, and Marburg

4. Students should notify his/her clinical instructor if he/she has had exposure to anyone with a **Category A** pathogen, whether through travel to a foreign country or a visiting family member or friend.

[www.niaid.nih.gov](http://www.niaid.nih.gov)

**Weatherford College**  
**Health & Human Sciences Division**  
**Revised 2018**  
**PROCEDURE STATEMENT**

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**Title:** **PROGRAM-TO-PROGRAM TRANSFER**

**Purpose:**

To establish guidelines for the regulation of students who desire to transfer within Health and Human Sciences Division of Weatherford College.

**Statement:**

- B. A student, enrolled in a Weatherford College Health and Human Sciences Program, may transfer to another Weatherford College Health and Human Sciences Program under the following circumstances:
  - 7. The student is in good standing, and
  - 8. The student has withdrawn from a program while in good standing, and
  - 9. The student is not on probation for a non-academic issue. and
  - 10. The student obtains a letter of recommendation from the prior Health and Human Sciences program director.
  - 11. The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.
- C. A student may **not** transfer into another Weatherford College Health and Human Sciences Program if:
  - 1. The applicant has ever been dismissed from another Weatherford College Health and Human Sciences Program.
  - 2. The applicant is currently on probation, for a disciplinary issue, in another Weatherford College Health and Human Sciences Program.
  - 3. The applicant has received a failing grade in another Weatherford College Health and Human Sciences Program for a behavioral issue.
- D. Any student who requests to transfer into another Weatherford College Health and Human Sciences program must meet all the specific admissions requirements for that program. Prior admission into a Weatherford College Health and Human Sciences Program does not guarantee admission into another program.

**Weatherford College Health and Human Science Division**  
**Alcohol/Substance Testing Procedure**

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or drugs (including prescription drugs), the student must submit to a specified 10 panel urine or blood screen and blood alcohol testing at his/her own expense. Failure to submit to the screen will result in dismissal from the program.

Suspicion of impairment includes but is not limited to the following:

- Behavioral abnormalities
  - Euphoria
  - Excitation
  - Drowsiness
  - Disorientation
- Altered motor skills
  - Poor perception of time and distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
- Altered respiration

Students suspected of being impaired will remain at the school or clinical site until the Program Director or designee arrives to make arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all cost related to the transport and screening. The drug screen must be performed at a specified site in a timely manner. Students that refuse to follow program directives and /or refuse to submit to a drug/alcohol screening will be immediately dismissed from the program. In addition, students will not be allowed to leave the classroom or clinical site without being transported by a responsible adult. Students that choose to leave without a school supervised transport or a responsible adult transport will be reported to law enforcement. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

If a student is involved in an inaccurate Schedule II/Schedule III controlled substance count at a clinical facility during a clinical rotation, the student will also be subject to submission of drug screening at the student's expense.

The following represents values that are to be considered "positive" for alcohol impairment:

Urine specimen	0.02%
Blood specimen	0.01%

Any value higher than 0.00% will be considered as positive for any other drug.

If a student's test results are positive, they will be dismissed from their respective program and will not be re-instated to that program or any other Health and Human Sciences Program at Weatherford

College. If the student's test results are negative, the accrued absences related to the specific incidence, will be dismissed and the student will suffer no punitive consequences.

This drug testing is not being undertaken for any law enforcement purpose in order to avoid the more stringent requirements of the Fourth Amendment associated with law enforcement related searches  
Weatherford College

### **Health & Human Sciences Division**

#### **PROCEDURE STATEMENT**

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**Procedure Title:** RELIGIOUS HOLY DAYS

**Procedure Purpose:**

To establish guidelines to allow student utilization of Religious Holy Days

**Procedure Statement:**

A. In accordance with state law HB 256, Texas Education Code §51.911, Weatherford College Health and Human Sciences programs shall allow an excused absence to students for the observance of a "religious holy day," defined as a holy day observed by a religion whose places of worship are exempt from property taxation under section 11.20, Tax Code.

B. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

C. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. The following conditions apply:

Education Code 51.911

1. The notification is in writing, either delivered personally with receipt of the notification acknowledged and dated by the instructor, or by certified mail-return receipt requested.
2. Assignments or examinations missed during the absence will be completed within a reasonable amount of time as determined by the program director.

**Additional Guidelines:**

1. It is a day of obligation generally requiring followers of the faith to miss class/work.
2. The date occurs on, or includes a weekday (dates that occur when classes do not meet are not included).

3. Days of religious observance falling on semester breaks or on scheduled college holidays are not included.

Sources:

Texas A & M Student Rule 7, Appendix IV, revised 2005

Tarrant County College Handbook

SUMMARY OF ENACTMENTS--78th LEGISLATURE-Texas

**Weatherford College Health and Human Science Division  
Incident Categories**

**Section I**

Any student committing any Section I offense will be subject to disciplinary action, up to, and including immediate removal from the program. Section I offenses include but are not limited to

- a. Falsification, incomplete, and/or alteration of patient, facility, student, college, or publisher records, as well as websites for resource materials.
- b. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- c. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- d. Participating in illegal or unethical acts.
- e. Utilizing any resources, including but not limited to study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- f. Theft of personal, college, or facility property
- g. Insubordination or failure to follow direct orders or assignments of program faculty or designated supervisor that has the potential for or results in harm to the patient.
- h. Failure to adhere to any written policies and or procedures of Weatherford College or any affiliated clinical agencies that has the potential for or results in harm to the patient
- i. Being under the influence of illegal drugs and/or alcohol during any program-related situation or bringing said substances into the facility or consuming these substances while on facility property. Students are subject to drug screening for just cause and at the student's expense (See Alcohol/Substance Testing Procedure)
- j. Demonstrating noticeable physical and/or cognitive impairment due to substance misuse while participating in any school sponsored event.
- k. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPAA regulations
- l. Failure to demonstrate the ability to function as a team member in class or clinical.
- m. Failure to render a minimal, safe standard of care; or unethical patient care, as determined by the program faculty
- n. Involvement in illegal drug use or any of the following:
  1. Felony convictions/deferred adjudications
  2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
  3. Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc)



4. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
  5. Registered sex offenders
  6. OIG, GSA, OFAC, and Medicaid Sanctions
  7. U.S. Terrorist suspected list
  8. Pending charges and warrants for arrest
- o. Disruptive or abusive behavior on or off campus during college related activities.
    1. Use of foul language
    2. Inappropriate display of anger
    3. Verbal, mental, or physical abuse including sexual harassment
  - p. Representing self as Health and Human Sciences student, in clinical facilities/activities when not involved in school sponsored activities.
  - q. Entering a clinical facility during unapproved hours representing self as a Weatherford College Health and Human Science student.
  - r. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
  - s. Accepting gifts from clients or families
  - t. Failure to follow program specific clinical absence policy (no call, no show)
  - u. Academic dishonesty including cheating, collusion or plagiarism
  - v. A verbal act or physical act of aggression against another person on facility or college premises
  - w. Deliberate destruction or damage to facility, college, patient, student, visitor or employee property
  - x. Commits patient and/or clinical assignment abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (according to program specific guidelines)
  - y. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior that results in potential harm to individual(s) and/or clinical affiliate as determined by Program Director
  - z.

## **Section II**

Any student committing any Section II offense will be subject to the following disciplinary considerations

- 1<sup>st</sup> incident – probation
- 2<sup>nd</sup> incident – dismissal from the respective program

Section II offenses include but are not limited to:

- a. Causing damage to college, clinical facility or patient property through negligence
- b. Causing injury or potential harm to a patient, staff, visitor, peer or instructor through negligence
- c. Insubordination or refusal to obey an order (not resulting in harm to a patient)
- d. Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

### **Section III**

Any student committing any Section III offense will be subject to the following disciplinary considerations

- 1<sup>st</sup> offense – Written reprimand
- 2<sup>nd</sup> incident – Probation
- 3<sup>rd</sup> incident – Dismissal from the respective program

Section III offenses include but are not limited to:

- a. Leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site and a faculty member in the Weatherford College Health and Human Science Division (not resulting in patient and/or job abandonment)
- b. Complaint from any clinical site or college faculty of inappropriate/unprofessional behavior or appearance
- c. Failure to follow Weatherford College Health and Human Science, respective programmatic policy or clinical facility rules or policies (not resulting in patient harm)
- d. Failure of a student to maintain personal hygiene and/or dress code

Weatherford College Health and Human Sciences reserves the right to define additional Section I, II, and III offences on a case-by-case basis as determined HHS Program Directors and the Dean of Health and Human Sciences.

### **ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE PROGRAM**

#### **APPEAL PROCEDURE**

A student may appeal an Incident Form action to the Program Director. If the student is not satisfied with the decision, he/she may initiate an appeal through the instructional chain of command and/or the Technical Program Appeals Committee. This process will be facilitated by the Program Director.

**WEATHERFORD COLLEGE HEALTH AND HUMAN SCIENCE DIVISION  
INCIDENT FORM**

During the course of the \_\_\_\_\_ program it is important that serious problems be documented. This form must be placed in the student's file within 10 business days of the incident.

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Date of Incident \_\_\_\_\_ Location \_\_\_\_\_

Description of Events/Disciplinary Action

Signature of person filing report \_\_\_\_\_ Date \_\_\_\_\_

Category of Incident: \_\_\_\_\_ I \_\_\_\_\_ II \_\_\_\_\_ III

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**THIS SECTION FOR COLLEGE USE ONLY**

**Incident appealed:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach results of appeal and the action taken by the college to this sheet.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical Director \_\_\_\_\_ Date \_\_\_\_\_  
(if incident involves patient care)

## **TECHNICAL PROGRAM APPEAL**

The purpose of this procedure is to secure at the first possible level, prompt and equitable resolution of a student appeal of disciplinary actions including release from a technical program due to a dispute of facts and/or penalties upon which charges are based as outlined in the respective program's student handbook (academic or discipline issues).

A student desiring to appeal disciplinary action/release from a technical program must submit such request in writing (which includes all evidence) to the department chair/program director within one (1) business day of the release from a technical program. The written notification of appeal must include a detailed explanation of the reason or justification for appeal, any other evidence in support of the student's claim(s), why the release should be overturned, and be signed and dated by the student.

A student appealing release from a technical program may be allowed to remain in the program, class, or clinical pending outcome of the appeal hearing only if this does not cause disruption of the program and/or compromise patient safety, and the student agrees to the conditions set forth in writing by the program director.

A student who fails to meet the written conditions set forth by the program director pending the completion of the appeal process will be released from the program and forfeits the right to any further appeal of their release.

The department chair/program director will meet with the student regarding the appeal and may conduct additional investigation to determine the merit of the allegations against or by the student and the appeal, and if the matter can be resolved by mutual consent of all parties. The department chair/program director may dismiss the appeal if it is without merit or failed to articulate sufficient justification for appeal; otherwise, the department chair/program director will forward the appeal the Vice President of Student Affairs or designee

### **TECHNICAL PROGRAM APPEALS COMMITTEE**

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the respective program's student handbook, such charges shall be heard and determined by the Technical Program Appeals Committee.

The appeals committee shall be impartial and shall be comprised of Technical Program Directors/Department Chairs or their designee.

The appeals committee shall preside over a fair hearing for the student and the Institution's administration. The student and the Institution may be represented by counsel at the appeals.

## NOTICE

The appeals committee shall notify the accused student by letter, telephone, or email of the date, time, and place for the appeals. The appeals will take place within two (2) business days of the case being forwarded to the committee

### CONTENTS OF NOTICE

The notice shall:

Direct the student to appear at a specified time, date and location.

Advise the student of his or her rights:

- To be represented by counsel at the appeals.

- To call witnesses, request copies of evidence in the District's possession, and offer evidence and agreement in his or her own behalf.

- To have the appeals recorded verbatim and have a stenographic digest made of the recording.

- To ask questions of each witness who testifies against the student.

Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.

Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.

State the proposed consequences or range of consequences that may be imposed.

#### FAILURE TO APPEAR FOR HEARING

Except in cases of a student charged with failing to comply with College authority, no student may be found to have violated programmatic rules/regulations solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered

### HEARING PROCEDURE

The appeal shall proceed as follows:

1. The designee from Student Services shall be present during hearing to answer any procedural questions and to record proceedings.

The appeal chairperson shall read the complaint.

The appeal chairperson shall inform the student of his or her rights.

The designated official or representative shall present the institution's case.

The student or representative shall present his or her defense.

The designated official or representative shall present rebuttal evidence.

The designated official or representative shall summarize and argue the institution's case.

The student or representative shall summarize and argue his or her case.

The designated official or representative shall have an opportunity for rebuttal argument.

The hearing committee may take the matter under advisement for 24 hours before rendering a decision, unless more time is needed to conduct further investigation and determined by committee chair. The decision shall be made by majority vote.

The decision shall be communicated to the student in writing within 1 business day of the hearing.

The appeal chairperson may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

#### EVIDENCE

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the appeal chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeal chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence. Both parties shall be provided evidence prior to the beginning of the appeal (as stated in paragraph 2)
2. At the appeal, the Institution shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the appeal. Committee deliberations will not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at expense to the student, and, on request, a student shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

#### DECISION

The appeal committee shall render a written decision as to the student's violation of programmatic rules/regulations. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student has violated programmatic rules/regulations, it shall set forth findings of facts in support of its decision. The Vice President of Student Affairs/designee shall administer the penalty, if any.

#### HEARING RECORDS

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

#### PETITION TO THE VICE PRESIDENT OF INSTRUCTION

Any student disciplined pursuant to this policy may, within 3 days of receiving notice of the appeal committee's decision, petition in writing the Vice President of Instruction to review the decision. The student's petition will state with particularity why the decision is believed to be incorrect or unfair. The Vice President of Instruction may, in his/her sole discretion, choose to allow oral argument on the petition.

Within 3 days of receiving the petition, Vice President of Instruction may act to affirm, modify, remand, or reverse the decision.

**Technical Program  
Appeals Form**

This form must be completed in its entirety prior to submission for consideration. Leave no blanks and if a portion does not apply note that in the blank. Form must be submitted within 1 business day of disciplinary action or dismissal.

Student Name \_\_\_\_\_

Program enrolled in \_\_\_\_\_

Reason stated for dismissal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason you believe the dismissal should be overturned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Witness information:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Attach any supporting documentation you have to this form. Include the total number of pages (including this form) you are submitting in the space below. You should keep a copy of all forms submitted as none of the forms will be returned.

Total number of pages submitted: \_\_\_\_\_

I attest that the information contained herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

---

Do not write below this line

---

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time



**Weatherford College**  
**Health and Human Science Division**  
**General Procedures**

**RADIOLOGIC TECHNOLOGY PROGRAM CODE OF CONDUCT/INCIDENT CATEGORIES**

Weatherford College reserves the right to request the withdrawal or dismissal of any student whose conduct, personal qualities, health, or scholastic records indicate that it would make it inadvisable for the student to continue with the program.

**Section I**

A student committing any Section I offense may be subject to immediate removal from the program. Further, a student who is released due to a Section 1 offense is not eligible for re-entry into the program at a future date. These shall include but not be limited to:

- a. Falsification, incomplete, and/or alteration of patient, clinical site, or college records; including competencies and evaluations, classroom assignments and tests, timesheets, and plagiarism.
- b. Representing self as any person other than a WC Health & Human Sciences student to gain access to secured resources intended for instructor uses.
- c. Participating in any form of conduct that is fraudulent, defamatory, or creates a conflict of interest.
- d. Participating in illegal or unethical acts
- e. Theft of personal, college, or clinical site property.
- f. Utilizing any resources that include study guides, test banks, and/or exam related material without the consent of WC Health & Human Sciences faculty
- g. Insubordination or failure to follow direct orders or assignments of program faculty or clinical site preceptor that has the potential for or results in harm to the patient.
- h. Failure to adhere to any written policies/procedures of Weatherford College or any affiliated clinical agency that has the potential for or results in harm to the patient.
- i. Being under the influence of drugs and/or alcohol during any program-related situation or bringing said substances into the clinical site or consuming these substances while at the clinical site. Students are subject to drug screening for just cause and at the student's expense. Students refusing testing will be terminated from the program. (See Alcohol/Substance Testing Procedure – Appendix I)
- j. Any unauthorized release of patient-related information or photocopying of patient records. Confidentiality must be maintained at all times in accordance with HIPPA regulations.
- k. Failure to demonstrate professional attitudes/emotions in class or clinical site or function as a team member in class or clinical. All issues/problems at the clinical site are to be brought to the Clinical Instructor, Clinical Coordinator, or Program Director for resolution. The student is not to engage the clinical site employees with any problems/issues.
- l. Failure to render a minimal, safe standard of radiologic technology; or unethical patient care, as determined by the program faculty.

- m. Involvement in illegal drug use or any of the following:
  - 1. Felony conviction/deferred adjudications
  - 2. Misdemeanor convictions, felony deferred adjudications, or no lo contendre statements involving crimes against persons. (physical or sexual abuse) illegal use or drug distribution
  - 3. Misdemeanor convictions/deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1500, computer crimes of fraud, etc)
  - 4. Felony deferred adjudications for the sale, possession, distribution, or transfer of illegal drugs or controlled substances.
  - 4. Registered sex offenders
  - 5. OIG, GSA, OFAC, and Medicaid Sanctions
  - 6. U.S. Terrorist suspected list
  - 7. Pending charges and warrants for arrest
- l. Disruptive or abusive behavior on or off campus during college related activities.
  - 1. Use of foul language
  - 2. Inappropriate display of anger
  - 3. Verbal, mental, or physical abuse
- j. Representing self as Health and Human Sciences student when not involved in school sponsored activities
- k. Representing self as a radiologic technology student or Health and Human Sciences student when not involved in school sponsored activities. Students may not go to a clinical site in the capacity as a Weatherford College student on non-clinical time without express permission from a program official
- l. Giving medications or conducting diagnostic testing without consent of instructor/preceptor and/or without a physician order
- m. Accepting gifts from patients or patient family members.
- o. Failure to communicate absence for clinical site rotation – no call, no show. (See Attendance)
- p. Academic dishonesty including cheating, collusion, or plagiarism.
- q. Deliberate destruction or damage to clinical facility, college, patient, student, visitor, or employee property.
- r. Commits patient and/or job abandonment by leaving or being unavailable to your assigned area or facility during clinical time without authorization of the educational coordinator or preceptor at the clinical site or a faculty member in the Weatherford College Health and Human Science Division
- s. Expulsion from the clinical site due to unprofessional, unethical, or egregious behavior that results in potential harm to individual(s) and/or clinical affiliate as determined by Program Director

**The Director and Clinical Coordinator of the Radiologic Technology program will withdraw any student from a clinical site upon request from the affiliating agency. The affiliating agency will follow-up with a letter to the Clinical Coordinator with removal request reasons.**

## **Section II**

A student committing any of the following offenses will be subject to the disciplinary considerations below:

- 1<sup>st</sup> incident – program probation (probationary status is for the duration of the program)
- 2<sup>nd</sup> incident – dismissal from the Radiology Program

- a. Causing damage to hospital or patient property through negligence.
- b. Causing injury or potential harm to a patient, staff, visitor, peer, or instructor through negligence.
- c. Insubordination or refusal to obey an order/request. (Does not result in harm to patient)  
     Exceptions:     1. Student is not qualified to perform the task  
                       2. Proper supervision is lacking
- d. Removal from the clinical site at the request of the clinical site personnel with the possibility of transfer to another site

### **Section III**

Section III offenses include, but are not limited to the following and are subject to the disciplinary actions listed below:

- 1<sup>st</sup> incident – Written counseling
  - 2<sup>nd</sup> incident – Probation (general or specific) in effect through remainder of the program
  - 3<sup>rd</sup> incident – Dismissal from the program
- a. Being unavailable to your assigned area or hospital during clinical time without authorization by the clinical instructor, clinical coordinator, program director, or site supervisor (not patient or job abandonment).
  - b. Interest in employment in any outside business or activity which affects the student's performance during clinical and classroom.
  - c. Failure to report an absence from clinical rotation in the proper manner (other than no call, no show).
  - d. Communication or behavior that is in conflict with the role of a student in the clinical or classroom.
  - e. Failure to follow published program policies/procedures other than Section I items. (not resulting in patient harm).
  - f. Failure to follow Weatherford College Health and Human Science or clinical facility rules or policies (not resulting in patient harm)
  - g. Complaint from any clinical site of inappropriate/unprofessional behavior or appearance
  - h. Failure of a student to maintain personal hygiene and/or dress code

**All offenses are cumulative throughout the program.**

## **STUDENT GRIEVANCE PROCESS**

Weatherford College student due process procedures are found in the Weatherford College Student Handbook which can be found in hard copy in student services or electronically on the college website. It is also outlined in the Weatherford College Catalog.

### Academic Dispute:

Grade disputes need to be brought to the course instructor first within 30 days of receiving the grade for resolution. If the student is not satisfied with the outcome he or she may continue to appeal the grade by following the academic chain of command: Program Director, Department Chair, Dean, Vice President of Student Instruction, and lastly, college President. Students wishing to dispute dismissal from a vocational program for academic failing follow the same process.

### College Policy Violation Dispute:

If a student has a grievance related to a violation or misrepresentation of a college or vocational program policy, he or she may initiate the appeals process as outlined in the Weatherford College Student Handbook.

### Non-academic Concerns:

If a student has a grievance related to a concern with the cleanliness of the classroom, bookstore, or other non-academic concerns, he or she may inquire with a faculty member as to who to report the concern.

## **Program Safety Policies and Procedures**

The Weatherford College Radiologic Technology Program supports safe practice by students during their clinical experience by generating a collection of general, medical, and radiation safety policies and procedures. These policies and procedures are to be followed at all times by the student and are to be strongly enforced by the program clinical instructors and energized lab faculty.

### **RADIATION SAFETY**

#### **Section I - Radiation Dosimetry**

- A. Students will be provided radiation dosimeters by the faculty every 3 months.
- B. Students are responsible for their dosimeters. They are to be worn during every clinical Assignment and during the college energized lab classes.
- C. Dosimeters are to be worn near or at the collar level on the uniform.
- D. Students will bring their Dosimeters to be exchanged in the time frame of 2 classroom days following announcement of new badge arrival. Failure to switch the Bi-monthly radiation Dosimetry badge by the second campus class day will result in the lowering of the Clinical grade by one letter for that semester.
- E. Dosimeter readings will be posted in the Radiology classroom.
- F. When not in clinical education student's Dosimeters are to be kept in a "radiation safe" area at all times.
- G. Immediate communication to the Clinical Coordinator or instructor must occur if a badge has been misplaced/lost. The student will be provided a spare badge if the misplaced one cannot be located. A new badge will be ordered.

- H. All badge readings will be reviewed by the program director to monitor exposures.
- I. Student exposure readings will be monitored by the program director and clinical coordinator for students reaching a level of 100mrem within a given year, at which time the student will receive counseling regarding their exposure. This counseling will serve to identify behaviors/practices that need immediate modification. If nothing can be readily identified for the exposure, the clinical instructor will observe the student's radiation practices closely for all behaviors that could result in exposure. Depending on the level of exposure, the student may be temporarily prohibited from fluoroscopic exams.
- L. The choice of a woman to inform program officials of a pregnancy is voluntary. It must be in writing and indicate the expected date of delivery. For a declared pregnancy, the student will be provided a second dosimeter to be worn at waist level. A badge reading of no more than 500 mrem for the pregnancy is allowed. If bi-monthly readings trend more than 50 mrem/month, the student will be reassigned temporarily from performing high risk for exposure risk. A student declaring her pregnancy may continue the program without modification or interruption. In the absence of a voluntary, written declaration a student cannot be considered pregnant.

A declared pregnancy may be withdrawn in writing at any time by the student. The lower dose limit for the embryo/fetus will no longer apply.

Weatherford College assumes no liability for any adverse effects from exposure to ionizing or non-ionizing radiation to any student or their descendants. (Nuclear Regulatory Commission Regulation Guide)

## **Section II – Radiation Protection - Student**

- A. Students may not hold patients during an exposure for the length of the program.
- B. Students may not hold an image receptor for any imaging procedure for the length of the program.
- C. Students must wear an apron and thyroid collar during all fluoroscopic exams.
- D. Students who declare a pregnancy will be issued a second badge to be worn at the waist.
- E. Students must wear lead PPE and remain behind the physician during fluoroscopy unless assisting with patient movement / positioning.
- F. Students will remain behind the control panel for all exposures in the x-ray room.
- G. Students may enter an examination room via the control panel entryway or via a hallway entrance if the examination room door is open.
- H. Students will position the C-arm with the tube under the table and with the tube directed away from them whenever possible.
- I. Dosimeters are to be worn outside of the apron at the collar level.
- J. The beam will never be directed toward the control panel area in the examination room.
- K. Students will practice time, distance, and shielding during all portable exams.
- L. Students must be directly supervised for all repeat images.

## **Section III - Radiation Protection - Patient**

- A. The student will follow all published patient radiation safety policies and procedures provided by the clinical site.
- B. The student will use radiation protection equipment on all persons of childbearing age without regard to gender.
- C. The student will follow the ALARA philosophy when performing technique selection.
- D. The student will apply appropriate beam restriction on all examinations.
- E. Students must be directly supervised for all repeat exposures.
- F. Students will provide patient holders with radiation PPE.
- G. Students are not to engage the fluoro beam without the direct supervision of a physician.
- H. Students are not to work in the school energized lab unless a faculty member is present

#### **Section IV - Radiation Protection - Equipment**

- A. Students are to immediately report any strange noises or smells from the equipment to the supervisor.
- B. Students are to report all broken radiographic equipment to the supervisor upon discovery.
- C. Students are to immediately report the finding of water on the floor near the control panel.
- D. Any frayed cord/cable on radiographic equipment is to be reported.
- E. Students are to seek assistance from the tech if a cassette is lost in a CR reader.
- F. All warped cassettes/grids are to be brought to the supervisor.
- G. Students are to report any radiographic equipment that experiences an untoward over- or under-exposure requiring the repeating of an exam.

#### **Section V – MR Safety Protection - Student**

- A. To ensure student safety and protection in MRI students will undergo a MR-safety and screening process.
- B. Students will be required to fill out and sign a safety screening form to be eligible for MRI rotation
- C. Students are not allowed to rotate in MRI before the last semester of program

## **MEDICAL SAFETY**

### **Safety Policy**

Interactions with clients in the health care system carry inherent risks to both the client and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various medical conditions and provided necessary skills to implement precautions. Universal precautions, prescribed by the Center for Disease Control, will be taught to all students and followed at all times.

All students will be expected to provide appropriate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis A, B or C, and/or AIDS.

Since medical history and examination cannot reliably identify the infectivity of all patient's blood and body fluids, precautions against exposure must be followed for all patients. The concept of Standard Precautions, later changed to Universal Precautions, was first introduced in 1987 by the Centers for Disease Control and Prevention (CDC) to decrease the occupational risks of blood-borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and hepatitis B to healthcare workers. The application of universal precautions is continually evolving; all body fluids must be handled with the same precautions as blood.

### **Section I - Infection Control**

- A. Students will follow all clinical site policies and procedures related to infection control.
- B. Students will follow standard precautions with all patients.
- C. Students will practice hand washing after each patient.
- D. Students will disinfect the x-ray equipment after each patient.
- E. Students will change patient linen in the examination room after each patient.
- F. Students will clean up all patient fluids and dispose of them as to the appropriate guidelines set forth by the clinical site infection control policy.
- G. Students will be in appropriate program dress code at all times.
- H. Students who are infectious or so ill that it will affect their clinical performance should remain at home that day and take an absence.
- I. Students are not to perform venipuncture or inject medications (includes contrast material), until they successfully passed their Venipuncture test and Lab in their 4<sup>th</sup> semester of the program.
- J. Students are to consult the tech, nurse, and/or requisition concerning work on patients in isolation.

### **Section II - General Health**

- A. Students are responsible for their own medical care. The clinical facility is not responsible for any student injury/pathological exposure that occurs on its premises.
- B. Certain health conditions may require a doctor's release statement before the student will be allowed to attend or return to clinical. If the condition prevents the student from participation in the clinical portion, the student will not be allowed to attend or return to the clinical experience until the physician has released the student to full duty. If this release is in excess of the number of allowable clinical absences for the semester to the point of failing the course, the missed clinical hours will need to be made up in the summer after graduation and prior to ARRT examination. This is referring only to clinical rotation releases and only those involving less than 50% of the course contact hours for that semester.

Students receiving a release from clinical rotations that would involve 50% or more of the specific semester's number of contact hours will be released from the program. The student may re-enter the program the following year in the semester that was missed. The student will be required to demonstrate previous knowledge retention via testing (academic and clinical competency) prior to re-entry.

- C. In the interest of student and patient safety, students may not attend clinical rotations if an injury or temporary disease condition compromises their physical movement or abilities thus requiring modified duty in the department including, but not limited to the following examples: crutches, casts, slings, orthotic boots, or back injury. A physician's release to full duty must be secured prior to return to clinical training.
- D. Students are not allowed to discuss their health problems with physicians at the clinical site.

**Weatherford College, program faculty, and the clinical institution assume no liability for any accidents or exposures.**

# APPENDIX I

## PROGRAM ALCOHOL/SUBSTANCE TESTING PROCEDURE

The Allied Health Programs at Weatherford College have created a departmental procedure for students suspected of being under the influence of alcohol or other substances.

If the student arrives to any program related activity and is suspected of being under the influence of alcohol or other substances, the student must submit to a urine or blood test at his/her own expense. Failure to submit to testing will result in dismissal from the program.

Suspicion of impairment includes, but is not limited to the following:

- Behavioral abnormalities
  - Euphoria
  - Excitation
  - Drowsiness
  - Disorientation
- Altered motor skills
  - Poor perception of time or distance
- Drunken behavior with or without odor
- Constricted or dilated pupils
- Altered respiration

If the clinical site performs the testing, either a blood or urine test will be done at that site. If the site does not perform the testing, alternative arrangements will be made in a timely manner. After the specimen is obtained, the student must obtain a ride home from the facility. The student will not be allowed to drive him or herself home. The student will not be allowed to participate in program related activities until the results from the tests are complete. Absences will be accrued during this time period.

The following represents values that are to be considered "positive" for alcohol impairment:

Urine specimen	0.02%
Blood specimen	0.01%

If a student's test results are positive, they will be dismissed from the program and will not be re-instated to that program or any other Allied Health Program at Weatherford College.

If the student's test results are negative, the accrued absences will be dismissed and the student will suffer no punitive consequences.



# APPENDIX II

## Weatherford College

### Curriculum: A.A.S. Radiologic Technology CIP: 51.0911

		Lec. hrs	Lab hrs	Ext. hrs	Cont. hrs	Cred. hrs
<u>Prerequisite</u>						
BIOL 2401	Anatomy & Physiology I	3	2	0	96	4
MATH 1314	College Algebra	3	0	0	48	3
ENGL 1301	Comp and Rhetoric	3	0	0	48	3
PSYC 2301	Introduction to Psychology	3	0	0	48	3
<b>Totals</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>240</b>	<b>13</b>
<u>Fall Semester</u>						
<u>(1<sup>st</sup> yr students)</u>						
RADR 1409	Introduction to Rad. & Patient Care	3	2	0	80	4
*RADR 1411	Basic Radiographic Procedures	3	2	0	80	4
RADR 1313	Prin. Of Radiographic Imaging I	2	3	0	80	3
RADR 1260	Clinical I	0	0	12	192	2
<b>Totals</b>		<b>8</b>	<b>7</b>	<b>12</b>	<b>432</b>	<b>13</b>
<u>Spring Semester</u>						
<u>(1<sup>st</sup> yr students)</u>						
RADR 2401	Intermed. Radiographic Procedures	3	2	0	80	4
RADR 2305	Prin. Of Radiographic Imaging II	3	1	0	64	3
RADR 1360	Clinical II	0	0	16	256	3
<b>Totals</b>		<b>6</b>	<b>3</b>	<b>16</b>	<b>400</b>	<b>10</b>
<u>Summer</u>						
<u>(1<sup>st</sup> yr students – 10 weeks)</u>						
RADR 2366	Practicum	<b>0</b>	<b>0</b>	<b>40</b>	<b>400</b>	<b>3</b>
<u>Fall Semester</u>						
<u>(2<sup>nd</sup> yr students)</u>						
RADR 2313	Radiation Biology & Protection	3	0	0	48	3
RADR 2331	Advanced Radiographic Procedures	2	3	0	80	3
RADR 2309	Prin. Of Radiographic Imaging Equ.	3	0	0	48	3
RADR 2460	Clinical IV	0	0	24	384	4
HUMA	Creative Arts and Language, Philosophy & Culture or Creative Arts	3	0	0	48	3
<b>Totals</b>		<b>11</b>	<b>3</b>	<b>24</b>	<b>608</b>	<b>16</b>
<u>Spring Semester</u>						
<u>(2<sup>nd</sup> yr students)</u>						
RADR 2217	Radiographic Pathology	2	0	0	32	2
RADR 2335	Radiologic Technology Seminar	2	4	0	96	3
RADR 2461	Clinical V	0	0	24	384	4
<b>Totals</b>		<b>4</b>	<b>4</b>	<b>24</b>	<b>512</b>	<b>9</b>
<b>GRAND TOTALS</b>		<b>41</b>	<b>19</b>	<b>116</b>	<b>2592</b>	<b>64</b>

# **APPENDIX III**

**See Education/CE > Primary Certification > Competency Requirements  
at [ARRT.org](http://ARRT.org)**

# APPENDIX IV

## Weatherford College Health and Human Science Division (HHSD) Incident Form

### WEATHERFORD COLLEGE AND HUMAN SCIENCE DIVISION INCIDENT FORM

During the course of the \_\_\_\_\_ program it is important that serious problems be documented. This form must be placed in the student's file within 10 business days of the incident.

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Date of Incident \_\_\_\_\_ Location \_\_\_\_\_

Description of Events/Disciplinary Action

Signature of person filing report \_\_\_\_\_ Date \_\_\_\_\_

Category of Incident: \_\_\_\_\_ I \_\_\_\_\_ II \_\_\_\_\_ III

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#### THIS SECTION FOR COLLEGE USE ONLY

Incident appealed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach results of appeal and the action taken by the college to this sheet.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Medical Director \_\_\_\_\_ Date \_\_\_\_\_  
(if incident involves patient care)

# APPENDIX V

## CLINICAL EDUCATION SITES AFFILIATION

The Radiologic Technology Program has secured affiliation agreements with 16 separate sites for student clinical education and training on patients. They are predominantly located west of the Fort Worth area with 2 sites in the Arlington area. Student clinical assignments are prepared by the program Clinical Coordinator. The process is complicated; taking into account several items including the fact that each student will have 3 different assignments during the program, student home address, staff dynamics at the clinical site, procedure variety, and student need. Site assignments are given to the students at least 1 month prior to the start of the assignment so that mandatory orientations may be completed prior to or on the first week of the new rotation.

### *Current Clinical Educational and Training Affiliations*

THR Walls Regional- Cleburne	Lake Granbury Medical Center
Harris Methodist Northwest-Azle	Glen Rose Medical Center
Vascular Access Center	THR Erath Co. Stephenville
THR Harris Southwest Fort Worth	John Peter Smith Hospital (JPS)
Medical City Arlington	Palo Pinto General Hospital
Touchstone Imaging Arlington	Scott and White Baylor All Saints
Medical City Weatherford	Envision – Cleburne, Pennsylvania
Medical City Weatherford Imaging Center	Methodist Mansfield Medical Center

The program has several designated observational sites for students in their last semester who have met the ARRT mandatory competencies, including Texas Oncology in Fort Worth, Cook Children's Medical Center, and Solis Women's Health. Some clinical affiliates will not allow students to engage in any patient care or perform procedures at these sites. However, they are to shadow the technologists and observe the various imaging modalities and methodologies; PET, Dosimetry, Mammography and Radiation Therapy, respectively.

# APPENDIX VI

## JRCERT Mammography Policy

4/8/16

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*The radiography program sponsored by Weatherford College has revised its policy, effective 4/16/2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)*

*Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.*

*The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.*

# APPENDIX VII

**See Standards for an Accredited Radiography Program at**

**JRCERT.org**

**20 N. Wacker Drive, Suite 2850**

**Chicago, IL 60606-3182**

**Phone: (312) 704-5300**

**Fax: (312) 704-5304**

## STUDENT AGREEMENT

I have been informed of and understand my responsibilities regarding the following:

1. Weatherford College Student Handbook
2. Radiologic Technology Program Student Handbook
3. Program Code of Conduct
4. All Radiologic Technology Program Health & Safety Policies
5. All Weatherford College Health and Human Science Division General Procedures
6. JRCERT Standards of an Accredited Educational Program in Radiologic Sciences [www.jrcert.org](http://www.jrcert.org)
7. Course syllabi
8. Clinical Travel Agreement

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Printed Name

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Signature

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Date