

**WEATHERFORD COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**



**STUDENT HANDBOOK
2022 - 2023**

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
Mickey Ryan, 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.

Weatherford College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and approved by the Texas Higher Education Coordinating Board. Weatherford College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT contact information can be found at: www.jrcert.org.

Weatherford College Radiologic Technology Program Accreditation Status: Accredited (per JRCERT Policies 10.000 and 10.7000)

Length of Accreditation Award: 8-year (awarded in 2017)

**The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
mail@jrcert.org**

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.

TABLE OF CONTENTS

Program Goals and Outcomes	4
Program Effectiveness	4
ASRT Code of Ethics	5
JRCERT Standards Policy	6
Program Structure / Application Process	7
Selection Process / Graduation Requirements / Transfer Procedures	8
Program Dismissal / Reapplication Eligibility	9
Academic Education	
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
Clinical Education	
Clinical Requirements	12
Clinical Attendance	13
Clinical Dress Code	13
Clinical Demerits	15
Clinical Competencies and Supervision	16
Student Advisement	16
Transportation	17
Facilities for Clinical Education	17
Cell Phones and Electronic Devices	18
Harassment	18
Campus Student Services	18
Physical Abilities	18
Health and Human Sciences Division General Procedures	
Social Network	19
Patient Isolation	20
Program to Program Transfer	20
Program Alcohol/Substance Testing Procedure	21
Leave of Absence Policy	22
Religious Holy Days	23
Incident Categories/Appeal	24
Incident Form	26
Technical Program Grievances/ Appeal Procedure	27
Student Grievance Due Process	30
Program Safety Policies & Procedures, <i>Sections I-V</i>	30
Medical Safety, <i>Sections I & II</i>	33
Appendix I Program Curriculum	35
Appendix II ARRT Clinical Competency Requirements	36
Appendix III Clinical Education Site Affiliations	42
Appendix IV JRCERT Mammography Policy	43
Student Agreement Form	44

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.

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 1st 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 the standards to which we are required to adhere and our program effectiveness statistics can be found on their website. Students may contact the JRCERT (312) 704-5300 or 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.

See Standards for an Accredited Radiography Program at

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

- *Adopted April 2020*

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 \$8800.00, 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, 4th semester, and spring, 5th 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
Program Director
Program Clinical Coordinator
Full-time Faculty
Multiple Adjunct Faculty Clinical Instructor's

Kathryn Boswell, MSRN
Mickey Ryan, R.T. (R) (MR), BSRS, MHA
Pauline Jones, R.T. (R), BSRS
Crystal Jennings, R.T. (R) (M), BSRT

APPLICATION TO THE PROGRAM

Students who want to apply to the Radiologic Technology Program first need to have completed pre-requisite courses. 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 31st. Summer courses will not be considered.

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, 2nd 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 1st 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.

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 cannot 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.

PROGRAM DISMISSAL/ ELIGIBILITY REQUIREMENTS FOR RE-APPLICATION

- A. Students dismissed from *Weatherford College Radiologic Technologist Program* are eligible to reapply to the Radiologic Technology program 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.

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/syllabus

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 of classes is strongly associated with academic success.

Students are responsible for regular attendance of 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 pages 15 and 16. 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 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 (including clinical) are cancelled 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 (RADR) 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.

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 we will considerate to be a sign of your not planning to participate in the program. 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.

The following are required items:

- 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 choosing modality rotations during the last clinical semester.

CLINICAL 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.

*If a student tests positive for COVID-19, those absences will not be counted towards their clinical rotation absences for that semester. Weatherford College will follow the current CDC guidelines. Make-up time will be discussed with the program faculty and will be handled on a case-by-case basis.

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** may 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 professional at all times. 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 may 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 be visible 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 if present 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. Tattoos that may be considered as offensive to any patient, coworker, fellow students, etc. should NOT be visible when the student is in the clinical setting. The clinical coordinator reserves the right to decide what may be considered as offensive in accordance with clinical site protocols and practices.
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 students one demerit is equivalent to **2% final grade reduction for each infraction on the list below**. Demerits may be assigned by Faculty, Faculty clinical instructors, hospital clinical instructors, clinical coordinator, or the program director.

A second year student in the program will be given a 4% final grade reduction for each infraction on 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 images
- 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 onto 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.
Not being attentive and/or not participating in class/clinical

Demerits will be given for unprofessional classroom conduct and includes the above list. A student that cannot put their cell phone away during class and is asked a second time will receive demerits.

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 Trajecsys 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 IV*) 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 – Students must be held accountable for being able to perform an exam for which they have achieved competency. Once a student has received didactic instruction and has performed a mock competency with a WC faculty member, he or she is eligible to perform the exam on a patient. After they have performed the exam on a patient and have been deemed ‘competent’ on that exam, he or she should be able to perform the exam at will after that time. A WC clinical instructor may test the student on an exam for cause, or at random. The exam must be performed independently and in a reasonably accurate manner or the competency may be rescinded and the student will review the material and repeat the competency on a patient when it is next available. Also 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.** Students who are asked not to return to their education site will be placed on probation. If the student is asked to leave a second clinical affiliate, he or she will be dismissed from the program with no chance 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 – Arlington, TX (43.2 miles)

- Touchstone Imaging, Arlington, TX (42.6 miles)

Medical City – Weatherford, TX (0.7 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)
Texas Health Resources Harris Southwest – Fort Worth, TX (25.72 miles)
Glen Rose Medical Center – Glen Rose, TX (38.88 miles)
Lake Granbury Medical Center – Granbury, TX (24.34 miles)
Palo Pinto General Hospital – Mineral Wells, TX (23.58 miles)
Methodist Mansfield Medical Center – Mansfield, TX (46.95 miles)
Baylor Scott and White All Saints – Fort Worth, TX (27.7 miles)
Envision Imaging – Fort Worth, TX (27.9 miles)
Baylor Surgical Hospital – Fort Worth, TX (27.9 miles)
John Peter Smith Hospital – Fort Worth, TX (30.12 miles)
Vascular Access Center – Fort Worth, TX (28.03 miles)
Cook Children’s Hospital – Fort Worth, TX (27.8 miles)
Texas Oncology – Fort Worth, TX (27.8 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 when permission is 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 10%.

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 may be found 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 2022

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, TikTok, and LinkedIn etc.), 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 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

**Weatherford College
Health & Human Sciences Division**

PROCEDURE STATEMENT

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:

- A. 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:
 - 1. The student is in good standing and
 - 2. The student is not on probation for a non-academic issue. and
 - 3. The student has withdrawn from a program while in good standing, and
 - 4. The student obtains a letter of recommendation from the prior Health and Human Sciences program director.
 - 5. The student must meet the requirements of the program to which they are transferring and receives acceptance from the respective program director.

- B. 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 makes arrangements for the student to be transported to a predetermined laboratory for screening. The student is responsible for all costs 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 (excluding Weatherford College faculty). 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 and Human Science Division Leave of Absence Policy

A leave of absence may be considered when a student is absent greater than 5 clinical days or 5 class/lab days within a semester. A leave of absence may include, but is not limited to emergency medical reasons, pregnancy, jury duty, or military leave. The student is required to notify the program director of the leave of absence prior to the expected leave and official documentation must be submitted for program documentation. If the leave of absence is due to an unexpected injury/accident, notification of the incident must be communicated to the program director within 48 hours by either the student or a family member and documentation must be submitted as soon as possible, but no later than the first day of the student's return. Each leave of absence will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the program director; however some absences may result in the inability of the student to progress in the respective program. The possibility of readmission with the following cohort may be considered.

In cases of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions, the college will provide students with reasonable adjustments that may be necessary due to the pregnancy.

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

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.

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

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

- 1st incident – probation
- 2nd 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)
 - 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

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

- 1st offense – Written reprimand
- 2nd incident – Probation
- 3rd 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. Substantiated 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 to report an absence from clinical rotations in the proper manner (other than no call no show)
- e. 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 (divisional Dean) and/or Student Appeals Committee. This process will be facilitated by the Program Director.

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

During 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

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 GRIEVANCES

Student issues related to technical program academic or disciplinary responses will route to the program area's instructional dean, who shall function as the vice president's designee in these matters. When the dean's intervention does not resolve concerns, the appeal will route to the Student Appeals Committee.

APPEALS PROCEDURE

College policy dictates that a student subjected to academic or disciplinary response may appeal the ruling before the Student Appeals Committee. If dissatisfied with the judgment of the Appeals Committee, the student, complainant, or the administrative officer of the College may appeal to the College President for a disposition of the case.

STUDENT APPEALS

Students have the right to a fair hearing. Procedural requirements are not as formal as those existing in the civil or criminal courts of law. Weatherford College will follow the procedures listed below to ensure fairness to all.

APPEALS COMMITTEE:

In cases where the accused student disputes the facts and/or penalties upon which the charges are based, the Student Appeals Committee shall hear such charges. The Student Appeals Committee will be comprised of three faculty representatives, one Student Services Administrator, one Student Advisor, and one student government representative. When appropriate, the appeals committee will include one or more branch campus/education center representatives. The committee shall preside over a fair hearing for the student and the institution's administration. Counsel may represent the student and the institution at the appeals.

NOTICE:

The appeals committee shall notify the accused student by letter, telephone, or email of the appeals date, time, and location. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the letter's date. If the student has been suspended, the appeals shall take place as soon as possible.

CONTENTS OF THE NOTICE: The notice shall:

1. Direct the student to appear at a specified time, date, and location.
2. Advise the student of their rights:
 - To be represented by counsel at the appeals.
 - To call witnesses, request copies of evidence in the District's possession, and offer evidence on their 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.
3. 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.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare their defense against the charges.
5. 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 disciplinary body. In all cases, the information supporting the charges shall be presented and considered.

HEARING PROCEDURE:

The appeal shall proceed as follows:

1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of their rights.
3. The designated official or representative shall present the institution's case.
4. The student or representative shall present their defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the institution's case.
7. The student or representative shall summarize and argue their case.
8. The designated official or representative shall have an opportunity for a rebuttal argument.
9. 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, as determined by the committee chair. The decision shall be made by a majority vote.
10. The decision shall be communicated to the student in writing within 15 business days of the hearing.
11. The appeal Chairperson may approve deviation to an appeal proceeding if it does not alter the hearing's fundamental fairness.

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.
2. At the appeal, the College District shall be required to provide evidence that the charges are accurate.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue and determine an appropriate penalty, when indicated, solely based on the hearing evidence.
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 at the student's expense if needed for an appeal. The student may request and shall be given provided a copy of the digest. A student defendant or their representative may listen to the tape recording and compare it with the digest. At their expense, a student may have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION:

The appeals committee shall render a written decision as to the accused student's guilt or innocence of the charges. The committee may either uphold the prior determination or alter it, in total or part, at its discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Vice President of Academics and Student Services or designee shall administer the penalty if any.

PETITION TO THE COLLEGE PRESIDENT

Within ten College District business days of receiving notice of the appeal committee's decision, a student may petition in writing the College President to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference with ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or data referenced by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student with a written response, stating the basis for the President's decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student's petition, provided during the conference, and forwarded by the committee chairperson. The College President may affirm, modify, remand, or reverse the appeals committee's decision.

If the College President affirmed or modified the appeals committee's decision or if the time for a response has expired, the student may appeal the decision to the College Board of Trustees. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the College President's written response, or, if no response was received, within ten College District business days of the response deadline.

EXPULSION HEARING

If the Vice President of Academics and Student Services or designee determines that the student's misconduct warrants expulsion [see Charges and Hearings, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at Appeals Committee—Contents of Notice, above.

The College President or designee shall provide the Board the documentation presented by the College President.

The Board shall proceed according to the procedures set out at Appeals Committee—Failure to Appear for Hearing, Appeals Procedure, and Evidence, above. In an appeal to the Board of Trustees, the Board shall be understood to serve as the committee, and the presiding officer of the Board substituted for the committee chairperson.

HEARING RECORDS:

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

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.

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/RSO to monitor exposures.
- I. Student exposure readings will be monitored by the program director/RSO 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 duties with a high risk for exposure. 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 4th 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

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
Totals		12	2	0	240	13
<u>Fall Semester</u>						
<u>(1st 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
Totals		8	7	12	432	13
<u>Spring Semester</u>						
<u>(1st 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
Totals		6	3	16	400	10
<u>Summer</u>						
<u>(1st yr students – 10 weeks)</u>						
RADR 2366	Practicum	Totals		0	0	40
				400	3	
<u>Fall Semester</u>						
<u>(2nd 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
Totals		11	3	24	608	16
<u>Spring Semester</u>						
<u>(2nd 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
Totals		4	4	24	512	9
GRAND TOTALS		41	19	116	2592	64

APPENDIX II



RADIOGRAPHY
DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS

ARRT BOARD APPROVED: **JANUARY 2021**
EFFECTIVE: **JANUARY 2022**

Radiography

1. Introduction

Candidates applying for certification and registration under the primary eligibility pathway are required to meet the Professional Education Requirements specified in the *ARRT Rules and Regulations*. *ARRT's Radiography Didactic and Clinical Competency Requirements* are one component of the Professional Education Requirements.

The requirements are periodically updated based upon a [practice analysis](#) which is a systematic process to delineate the job responsibilities typically required of radiographers. The result of this process is a [task inventory](#) which is used to develop the clinical competency requirements (see section 4 below) and the content specifications which serve as the foundation for the didactic competency requirements (see section 3 below) and the examination.

2. Documentation of Compliance

Verification of program completion, including Didactic and Clinical Competency Requirements and all degree-related requirements including conferment of the degree, will be completed on the Program Completion Verification Form on the ARRT Educator Website after the student has completed the Application for Certification and Registration.

Candidates who complete their educational program during 2022 or 2023 may use either the 2017 Didactic and Clinical Competency Requirements or the 2022 requirements. Candidates who complete their educational program after December 31, 2023 must use the 2022 requirements.

3. Didactic Competency Requirements

The purpose of the didactic competency requirements is to verify that individuals had the opportunity to develop fundamental knowledge, integrate theory into practice and hone affective and critical thinking skills required to demonstrate professional competence. Candidates must successfully complete coursework addressing the topics listed in the [ARRT Content Specifications](#) for the Radiography Examination. These topics would typically be covered in a nationally-recognized curriculum such as the ASRT Radiography Curriculum. Educational programs accredited by a mechanism acceptable to ARRT generally offer education and experience beyond the minimum requirements specified in the content specifications and clinical competency documents.

4. Clinical Competency Requirements

The purpose of the clinical competency requirements is to verify that individuals certified by the ARRT have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education. The following pages identify the specific procedures for the clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.

4.1 General Performance Considerations

4.1.1 Patient Diversity

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

4.1.2 Elements of Competence

Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program.

4.1.3 Simulated Performance

ARRT defines simulation of a clinical procedure routinely performed on a patient as the candidate completing all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.

ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the program director or program director's designee and be performed independently, consistently, and effectively.

Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart (see section 4.2.2).
- If applicable, the candidate must evaluate related images.
- Some simulations are acceptable for General Patient Care (see section 4.2.1). These do not count toward the ten imaging procedures that can be simulated.

4.2 Radiography-Specific Requirements

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

4.2.1 General Patient Care Procedures

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

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

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

4.2.2 Imaging Procedures

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;
- image processing; and
- image evaluation.

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Clavicle	✓		✓		
Scapula		✓	✓		
AC Joints		✓	✓		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓				
Trauma: Upper Extremity (Non-Shoulder)*	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
Trauma: Lower Extremity*	✓				

* Trauma requires modifications in positioning due to injury with monitoring of the patient's condition.

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		
Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Intravenous Urography		✓			

4.2.2 Imaging Procedures (continued)

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (<i>NOT</i> Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography		✓			
Arthrography		✓			
Hysterosalpingography		✓			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	✓		✓		
Upper or Lower Extremity		✓	✓		
Abdomen		✓	✓		
Mobile Study		✓	✓		
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine		✓			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

See Education/CE > Primary Certification > Competency Requirements at ARRT.org

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

APPENDIX III

CLINICAL EDUCATION SITES AFFILIATION

The Radiologic Technology Program has secured affiliation agreements with multiple 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

Medical City Arlington	Lake Granbury Medical Center
Touchstone Imaging - Arlington	Avalon Imaging – Granbury
THR Northwest - Azle	Paluxy Imaging - Granbury
Baylor All Saints Scott & White	THR Harris Southwest Fort Worth
Baylor Surgical Hospital – Fort Worth	John Peter Smith Hospital (JPS)
Envision Imaging – Fort Worth	Methodist Medical Center – Mansfield
THR Walls Regional- Cleburne	Palo Pinto General Hospital – Mineral Wells
Envision Imaging – Cleburne	THR Erath County - Stephenville
Cook Children’s Medical Center	Vascular Access Center – Fort Worth
Glen Rose Medical Center	Medical City Weatherford
	Texas Oncology – Fort Worth*

*The program has 1 designated observational site for students in their last semester who have met the ARRT mandatory competencies, Texas Oncology in Fort Worth. Students may not engage in any patient care or perform procedures at this site. However, they are to shadow the technologists and observe the various imaging modalities and methodologies; PET, Dosimetry, and Radiation Therapy, respectively.

APPENDIX IV

JRCERT Mammography Policy 10/14/2021

The radiography program sponsored by Weatherford College has revised its policy, effective October 14, 2021, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students.

Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting. 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 clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. 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, Program Directors & Faculty, Program Resources.

<https://www.jrcert.org/wp-content/uploads/Documents/Forms/Program-Forms/Templates/Final-Mammography-Template-1.pdf>

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
7. Course syllabi
8. Clinical Travel Agreement

Printed Name

Signature

Date