Radiography Program - Associate Degree

ORIENTATION BOOKLET

Chippewa Valley Technical College

RADIOGRAPHY PROGRAM
CLASS OF 2020
CVTC’S Mission Statement
Chippewa Valley Technical College delivers innovative and applied education that supports the workforce needs of the region, improves the lives of students, and adds value to our communities.

CVTC’S Vision Statement
Chippewa Valley Technical College is a dynamic partner for students, employers, and communities to learn, train, and succeed.

CVTC’S Institutional Values
Commitment We value all students and their diverse backgrounds. We are committed to their learning and success in a global society.

Collaboration We value partnerships with business, government, educational systems, and our communities.

Trust We act with honesty, integrity, and fairness.

Respect We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

Excellence We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

Accountability We value the resources entrusted to us and will use them responsibly.

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

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

Revised 8-14-2018
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Statement of Acknowledgement/Agreement/Understanding

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Welcome

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

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

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

Introduction

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

A. The Student Handbook
B. This Orientation Booklet
C. Clinical Handbook
D. Course Syllabi
E. Course Outlines
F. Support material provided by faculty throughout program.
Mission Statement

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

Radiography Program Goals

Goal 1: Students will be clinically competent.
Student Learning Outcomes:
Students will carry out the production of radiographic images.
Students will apply computer skills in the radiographic clinical setting.
Students will practice radiation safety principles.

Goal 2: Students will be able to communicate effectively.
Student Learning Outcomes:
Students will provide quality patient care.
Students will demonstrate written communication skills.
Students will demonstrate oral communication skills.

Goal 3: Students will demonstrate professionalism.
Student Learning Outcomes:
Students will model professional and ethical behavior consistent with the ARRT Code of Ethics.
Students will demonstrate professional values in the clinical setting.

Goal 4: Students will demonstrate critical thinking and problem solving skills.
Student Learning Outcomes:
Students will apply critical thinking and problem solving skills in the practice of diagnostic radiography.
Students will evaluate radiographic images to determine diagnostic quality.
Accreditation

The Chippewa Valley Technical College Radiography Program is accredited by the Joint Review Committee of Education in Radiologic Technology. The JRC office is located at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 or you may visit them on the web at www.jrcert.org

Standards for an Accredited Educational Program in Radiography

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

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

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

**Program Curriculum**

The curriculum is based on philosophy, purpose, and objectives of the Radiography program. The American Society of Radiologic Technologists has defined the standards of the curriculum. CVTC has designed the program to help the student develop his/her potential as a person and professional worker while following the ASRT content specifications. The student is provided with course descriptions, content outlines and specific behavioral objectives to be met for successful completion of each course/unit of study. Each instructor familiarizes the student with individual course/unit policies and procedures. Students are expected to seek clarification if directions or procedures are not understood.

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

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

**Radiography Curriculum**

The ASRT Radiography curriculum can be viewed at: www.asrt.org/docs/educators/ed_curr_rad2012approved_013012.pdf
Student Evaluation

Health Student Grading Standards

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

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

Radiography Program Addendum To Health Students Grading Policy:

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

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

<table>
<thead>
<tr>
<th>Percentage</th>
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<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A</td>
<td>87-90</td>
<td>B</td>
<td>80-82</td>
<td>C</td>
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<tr>
<td>93-94</td>
<td>A-</td>
<td>85-86</td>
<td>B-</td>
<td>70-79</td>
<td>D</td>
</tr>
<tr>
<td>91-92</td>
<td>B+</td>
<td>83-84</td>
<td>C+</td>
<td>69 &amp; Below</td>
<td>F</td>
</tr>
</tbody>
</table>
**Grade Appeal/Due Process**

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

**Behavioral Expectations**

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

If a violation has occurred, it must be reported to the ARRT. Should a candidate fail to disclose information involving a misdemeanor or felony charge the ARRT may withhold registry eligibility. Please visit [www.arrt.org](http://www.arrt.org) for more information.

**Integrity**

Honesty is very important--most especially for the health care professionals. It encompasses action as well as interpersonal relationships. If a student is caught cheating, the individual will receive a "zero" for that assignment with no option for make-up. Infringements in the clinical area will be dealt with on an individual basis. This will be left to the discretion of the program faculty.
Health and Physical Requirements
Each student is required to have completed physical examination forms and immunization record in their personal file prior to the first week of classes. Clinical sites will not allow students in the Clinical Education Sites without the completed forms. Students are required to have the following physical examinations, tests and immunizations:

1. Physical examination within 1 year of starting the radiography program.
2. tuberculosis (TB) testing:
   a. two-step TB skin test within 1 year of the start of the program; the second test should be performed within 1-3 weeks after the first test, but a second test up to one year after the first test is acceptable.
   b. Students who have an annual TB skin test need only one TB skin test within 45 days of starting the program.
   c. The date of the TB skin tests, results in millimeters (i.e. “negative “is not acceptable), and name of the provider must be documented on the report form.
   d. A student who has previously tested positive must have documentation from a physician indicating that the student does not have TB. A chest x-ray is required for confirmation.
   e. All students are required to have an annual TB skin test while in the program, however those students who have previously tested positive for TB are required to fill out a questionnaire regarding current symptom status, and must report symptoms (chronic cough, hemoptysis, weight loss, unexplained fever, or night sweats) promptly to the Radiography Program Director.
3. Tetanus/diphtheria immunization within the last ten years; the date administered and the name of the provider must be documented.
4. Rubella, rubella and varicella testing- one of the following three is required:
   b. Proof of vaccination*- the signature, facility and address of the primary care provider and date are required. (Rubella (measles) and Mumps vaccination- two doses (MMR), Varicella vaccination).
   c. Evidence of having the disease*- written documentation including the signature, facility and address of the health care provider verifying the disease history.
5. Hepatitis B vaccination is required; student refusal of this vaccination requires a signed statement of waiver.
6. Tdap (Tetanus and Pertussis) booster is required 2008 or later.

* Self-reported doses or parental history of vaccination or having the disease are not considered adequate documentation by the CDC. Health care workers should not provide an immunization record for a patient unless that health care worker has administered the vaccine or has seen a record that documents vaccination.
7. Any accidents or illness during assigned hours must be reported to faculty or clinical instructor. If injury occurs, an incident report must be filled out and kept on file at the school and/or affiliate site.

8. Students are not expected to report to class/clinical assignments when experiencing contagious illness.

9. Radiography faculty will evaluate extended illness absences.

**Personal Accident Insurance**

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

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

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

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

- Complete any facility specific paperwork as directed by the site manager
- Obtain a claim form online from the insurance carrier
- Bring the form to the Program Director to sign and the Program Director will make a copy for the student’s records
- Complete a college form provided to you by the Program Director
Guidelines for Protecting the Health of Self and Others

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

2. Use appropriate body mechanics when moving, lifting, and bending; seek assistance for lifts/moves when additional help is needed.
3. Follow principles of clean and sterile techniques.
4. Maintain a clean, orderly work environment, free of safety hazards.
5. Do not expose patients, families, and/or clinical site staff to possible infectious agents.
6. Communicate changes in patient’s status in timely manner.
7. Familiarize self with clinical site safety policies in cases of fire, tornado or other emergencies. The college and/or clinical site are not responsible for any accidents or injuries to the students.
Blood Borne Pathogen Exposure Prevention and Response
Chippewa Valley Technical College--Student Blood Borne Pathogen Exposure Response Policy
Policy Revised: April 24, 2009 updated 5/14/10

Student information:

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

First Aid:

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

Reporting:

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

Follow Up Care:

8) Laboratory tests indicated for significant exposure include:
   a. HIV
   b. HBV
   c. HCV

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

Student Accident Insurance Coverage:

9) Clinical courses are included in the mandatory student accident coverage. To submit a
   claim: go to www.gallagherstudent.com or call Toll Free: 800-457-5599.
Clinical Mentor/Instructor information:

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

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

1. Transmission, into a body orifice or onto mucous membrane, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood.*

2. Exchange, during the accidental or intentional infliction of a penetrating wound, including a needle puncture, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood.*

3. Exchange, into an eye, an open wound, an oozing lesion, or where a significant breakdown in the epidermal barrier has occurred, of blood; semen; vaginal secretion; cerebrospinal, synovial, pleural, peritoneal, pericardial or amniotic fluid; or other body fluids that is visibly contaminated with blood.*

4. Other routes of exposure, defined as significant in rules promulgated by the department (the Department of Health and Social Services). The department in promulgating the rules shall consider all potential routes of transmission of HIV identified by the centers for disease control of the federal public health service.

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

Assisting with First Aid:

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

Assisting with Reporting

2) Assist the student in obtaining the exposure Source data. (Patient name, BD, and ID#)

3) If the source is known, assist with getting the source person tested.
   a) The bill for this testing should be sent to Chippewa Valley Technical College, 620 W Clairemont Ave, Eau Claire, WI 54701.
   b) The student should get a copy of the source person’s results (e.g. HIV, HBV, HCV).

4) Assist the student to complete the agency’s incident report. The student must get a copy of the incident report form to give to the CVTC instructor.

5) Encourage the student to contact the CVTC instructor.
6) Encourage the student to arrange immediate post exposure follow-up.
   a) If the student was injured with a needle, please assist the student with the size and type of needle. This information may be needed during the post exposure follow-up visit.

**CVTC Instructor information:**

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

2) Email the program director and Shelly Olson, Executive Dean of Health and Emergency Services or Amy Olson, Associate Dean of Health and Emergency Services regarding the exposure.

3) Give the copy of the agency’s incident report to the program director to be filed in the student’s file.

If exposure occurs at CVTC:
1) Assist student with the first aid

2) Complete the CVTC incident report form found on My CVTC>Student Portal>Forms>Safety and Security>Injury Report Form>
   a) Submit form electronically
   b) Make a copy of the form and send it to the Program Director to be filed in the student’s file

3) Assist the source to be tested at Prevea Health.
   a) The bill should be sent to CVTC for the source person’s testing.
   b) The student should be given the results of the source testing for future follow-up.

4) Encourage the student to seek immediate post exposure follow-up.
   a) If the student is a dental student and working in the dental clinic and she/he has the student insurance from CVTC, the cost of the follow-up is covered.
   b) For all other student exposures at CVTC, the cost of the follow-up care is the students.

5) Email the program director and Shelly Olson, Executive Dean of Health and Emergency Services or Amy Olson, Associate Dean of Health and Emergency Services regarding the exposure.
CVTC’s Blood Borne Pathogen Exposure Prevention and Response

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

- Standard precautions apply to 1) blood; 2) all body fluids, secretions, and excretions, except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin; and 4) mucous membranes.
- Standard precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in hospitals.
- Standard precautions include the use of: hand washing, appropriate personal protective equipment such as gloves, gowns, masks, whenever touching or exposure to patients’ body fluids is anticipated.

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

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

A significant exposure incident means someone (patient or HCW) has sustained a contact which carries a potential for transmission of a blood borne pathogen (e.g. AIDS, hepatitis B). Contact and possible transmission can occur through the eye, mouth, other mucous membrane, non-intact skin, or parenteral routes (e.g. needle sticks, bites, cuts, abrasions) and may involve blood or other body fluids.

The following procedures outline the steps that students must take to prevent exposure incidents and the steps that must be taken by students and faculty following an exposure incident.
1. Comply with **Standard Precautions**. Assume all blood and body fluids contain bloodborne pathogens. If you are not confident in your knowledge, understanding, or skills related to standard precautions; seek further information from your textbooks, the Centers for Disease Control, or from a program instructor. **It is your responsibility to know, understand, and comply with Standard Precautions.**

2. Review the steps of exposure-prone procedures prior to performing these skills. Pay particular attention to those steps designed to prevent exposures.

3. If a break in procedure occurs that places someone at risk for exposure, tell the instructor and/or agency staff IMMEDIATELY so that you can be assisted in taking appropriate actions. **It is your responsibility to protect your health and the health of patients and other health care workers.** It is the responsibility of your instructor and the agency staff to assist you in doing so.
**Field Trips**

Field trips made while enrolled in the program are planned activities for either educational or professional growth. (WSRT annual meeting, WAERT Student Symposium, seminars, etc.) Students will be required to absorb additional expenses associated with these field trips. Consumption of alcoholic beverages or illicit drugs while attending the educational experience is forbidden.

**Student Withdrawal**

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

**ARRT Registry Examination**

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

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

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

**Work Stoppage**

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

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

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

Radiation and Monitoring

It is a known fact that ionizing radiation produce biological changes in living tissue. All faculty and students will be monitored with radiation film badges monthly during the educational process. All incoming students will sign a waiver/consent form stating they understand the risks and wish to continue in the program. Program faculty will be responsible to read and evaluate readings and forward problematic situations to medical advisor, radiation physicist, and/or area radiation safety officer. Monthly monitoring reports will be posted in the laboratory and will be initialed by all individuals.

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

Breaks

One break is permitted during each four-hour assignment, limited to ten minutes each. Omission of breaks does not shorten clinical day. Students must get permission from supervising radiographer or clinical instructor prior to leaving assignment. Attempt to take breaks at a time that does not take away from patient experiences.
Clinical Affiliations:
Amery Regional Medical Center, Amery, WI
Chippewa Valley Hospital, Durand, WI
Chippewa Valley Orthopedics & Sports Medicine, Chippewa
Chippewa Valley Orthopedics & Sports Medicine, Eau Claire
Hayward Area Hospital, Hayward, WI
Hennepin County Medical Center, Minneapolis, MN
HSHS Sacred Heart Hospital, Eau Claire, WI
HSHS St. Joseph's Hospital, Chippewa Falls, WI
Hudson Hospital, Hudson, WI
Lakeview Medical Center, Rice Lake, WI
Marshfield Clinic Chippewa Falls Center
Marshfield Clinic Eau Claire Center
Marshfield Clinic Rice Lake Center
Marshfield Medical Center Eau Claire Hospital
Mayo Clinic Health System Chippewa Valley Bloomer, WI
Mayo Clinic Health System Eau Claire Clinic, Inc
Mayo Clinic Health System Eau Claire Hospital, Inc
Mayo Clinic Health System Northland Barron, WI
Mayo Clinic Health System Oakridge Osseo, WI
Mayo Clinic Health System Red Cedar Medical Center, Menomonie, WI
Memorial Medical Center, Neillsville, WI
Ministry Howard Young Medical, Woodruff, WI
Ministry Our Lady of Victory, Stanley, WI
Ministry Health St. Elizabeth’s Hospital, Wabasha, MN
Ministry St. Michael's Hospital, Stevens Point, WI
Oakleaf Surgery Hospital, Eau Claire, WI
River Falls Area Hospital, River Falls, WI
Rusk County Memorial Hospital Ladysmith, WI
St. Croix Medical Center, St. Croix Falls, WI
Western Wisconsin Health, Baldwin, WI
Westfields Hospital, New Richmond, WI

Students must carry a clinical folder with them to all clinical experiences. This folder must contain current CPR, TB, flu shot verification, insurance certification, and physical exam form. Students are responsible for keeping these requirements up-to-date. Clinical instructors will verify expiration dates prior to the start of every clinical. If any of these requirements become out-of-date, the student will not be allowed at the clinical site until the requirement is met. The missed clinical days may not allow sufficient time for the student to demonstrate course competencies and, therefore, could result in course failure.

- The CPR certification needs to be “American Red Cross CPR for the Professional Rescuer” or “American Heart Association CPR for the Health Care Provider.” No other CPR certification is acceptable.
- TB skin testing needs to be performed every year.
- Criminal Background Checks need to be repeated every 4 years in Wisconsin and every year in Minnesota. Criminal Background checks must be done within 60 days of beginning a clinical rotation within any Mayo Clinic Health Care System facilities.
**CPR Certification**
Students are required to be certified in cardiopulmonary resuscitation prior to the beginning of the first radiography clinical course, and to maintain current certification at all times. It is the responsibility of the student to arrange for this training and certification.

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

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

**Student Accident Only Insurance Plan**
It is the policy of the College that all students involved in a clinical course are covered for accidents occurring while at the clinical site and during travel to and from the site.

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

The Student Accident Only Insurance Plan is underwritten by Arthur J. Gallagher & Co. The cost of the 2017-2018 Student Accident Only Insurance Plan is $6.00 per semester. This fee is included in the course fee. Each student must create a login @ www.gallagherstudent.com.

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

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

Prohibited activities may include, but are not limited to the following:
A. Accessing, downloading, sending, displaying or storing materials that are sexually explicit, obscene, threatening, discriminatory, harassing, or illegal
B. Downloading large files, prolonged and/or continuous access to streaming media (e.g., Internet radio, video, etc.), sending mass mailings or chain letters, playing Internet games, engaging in Internet chat groups
C. Engaging in on-line game playing, gambling, chat rooms, or accessing social networking sites.
Internet usage and computer activity is tracked and monitored. Violation of a clinical site’s computer usage policies may result in dismissal from the clinical site and/or radiography program.
**Student Activities**

**Student Government Organization**

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

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

**Radiography Imagers Club**

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

Membership dues for the Radiography Imager’s Club for the two year program are $80.00. In order to be considered an active member of the Radiography Imager’s Club, the student must also contribute to the club by participating in at least one community service project and one fundraising event over the duration of two years enrolled in the program.

**Scholarship Opportunities**

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

**CVTC Foundation Scholarships** - CVTC Foundation scholarship program plays a critical role in acknowledging academic excellence and student need at CVTC. Thanks to the generosity of numerous donors, more than 200 scholarships are awarded to CVTC students each year. CVTC students apply for these scholarships using an online application. Students complete a general application and the system automatically applies students to the relevant scholarship opportunities they are eligible for.

**Completion of Program**

In order to graduate, the students must:

* receive at least a C in all required coursework per the program requirement sheet.
* complete all required positioning competencies.
* pass the comprehensive final examination.
* return all borrowed materials and turn in the radiation monitoring holder.
Policy No 1: Accreditation Compliance

Date: 7/5/07

Accreditation Compliance

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

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

Procedure for student with non-compliance allegation:

1. File complaint in writing to the program director.
2. Program Director, faculty member and administration review complaint and form resolution to allegation.
3. Student is notified in writing of the program finding.
4. Program Director maintains file of complaints and resolutions in secure location.
Policy No 2: Advanced Standing

Advanced Standing (reentry) Student Agreement

Reviewed: July 12, 2014

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

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

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

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

Should the student fail to complete above requirements in the necessary time frame, the student will have to apply for re-entry the next time the course is offered.
Policy No 3:  Attendance

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

Attendance

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

1. Each student will be allowed two sick days per calendar semester in both fall and spring semesters. No days are allowed during summer clinical sessions without a deduction in clinical grade.

2. Sick days may not be carried over from one semester to the next.

3. If the sick day involves clinical, these hours cannot be made-up.

4. If the sick day involves classroom or lab, the student is responsible for obtaining the missed material that was presented. (lecture notes, etc.). Faculty is not responsible for re-teaching the material to anyone who misses class. Students who miss an exam must make up the exam at the discretion of the faculty member. The make-up exam, in any format, will be given to the student at the convenience of the faculty member.

5. In the event illness, all clinical absences will be reported to the clinical facility and faculty at least one hour prior to the start of the student’s scheduled hours. Failure to notify the program faculty and clinical site of an absence due to illness will be considered an un-excused absence.

6. In the event of emergency or other unforeseen circumstances, students are REQUIRED to contact the program faculty and clinical site as soon as it becomes obvious that a clinical rotation will be missed.

7. All absences from the clinical site other than illness are considered un-excused.

8. Un-excuse clinical Absences will affect the final grade by the following:

   1. 1 clinical absence will reduce grade by 5%.
   2. 2 clinical absences will reduce grade by 10%.
   3. 3 clinical absences will reduce grade by 15%

9. Should the student have more than three or more clinical absences during any one semester, the student is required to provide physician signed medical documentation for the additional absences.
10. If a student has been placed on any restrictions following an injury or surgery by their physician, he/she will be required to submit to the Program Director documentation from the physician the type of restrictions and the length of time the restrictions will be in place. Depending on the extent of the restrictions the student may be able to attend class sessions, but will not be allowed to participate in any clinical rotations until all restrictions have been lifted. All missed clinical time will be required to be made up prior to advancing to the next clinical course.

11. Planned vacations or elective medical procedures during clinical rotations will not be permitted, so plan these activities during the time off between semesters.

12. Three tardies shall count as one absence.

This policy is a set of guidelines. There are always extenuating circumstances, which require judgment calls. The decision of the faculty in these instances will be respected.
Policy No 4: Inclement Weather

Date: 08-28-14

Inclement Weather

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

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

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

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

1. I agree that information regarding the patient’s care and condition is confidential information and belongs to the facility in which the patient is receiving his/her care. Confidential information includes, but is not limited to: patient data, facility policies, physician, financial or proprietary information regardless of verbal or written origin. I agree that information developed by me, independently or with others, is considered confidential information belonging to the facility in which I have a clinical rotation.

2. I will hold confidential information in strict confidence and will not disclose or use it except as authorized by the facility or Chippewa Valley Technical College faculty for use of instruction and learning.

3. I will not access confidential information that I have no legitimate business or learning need to know. Only designated instruction from confidential information shall be delegated by the facilities representatives or Chippewa Valley Technical College faculty.

4. Students must sign the confidentiality agreement of any health care facility to which they have been assigned. Students will be subject to, and agree to abide by, the same rules, regulations, policies, procedures and standards established for the agency’s employees.

5. I understand that if I breach the terms of the Confidentiality Policy, I may be dismissed from the facility and/or the Radiography Program.

Examples of Behaviors that Breach Confidentiality

The student:

- Fails to adhere to behaviors specified under examples of behavior that uphold confidentiality listed above in this document
- Talks about the patient in public areas such as elevators, cafeterias, residences, and hallways
- Leaves clinical information in public view
- Leaves patient information unattended in a location that is accessible to anyone not directly involved in the patient’s care
- Leaves the clinical facility with any information that can be linked to the identify of a patient
- Engages in any behavior deemed by administration at the clinical site jeopardizes a patient’s right to privacy and confidentiality
Policy No 6: Dismissal from Program

Date: 6/07
Revised: 7/14

Dismissal from Program

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

1. Failure to abide by dress code regulations
2. Insubordination
3. Poor clinical attendance
4. Any breach of personnel rules and regulations of the hospital and/or medical organization
5. Reporting to the clinical affiliate under the influence of un-prescribed drugs and/or alcohol
6. Failure to meet clinical objectives
7. Unsafe radiation practices
8. Sleeping while on clinical assignment
9. Jeopardizing patient safety in any way
10. Time sheet fraud.
11. Engaging in inappropriate computer usage at the clinical site
12. Breach in Confidentiality
13. Inappropriate behaviors and/or language which violate the CVTC Student Code of Conduct listed in the CVTC Student Handbook

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

1. Stealing lab supplies
2. Cheating during un-cooperative learning activities such as tests
3. Lying
4. Plagiarism in written work
Policy No 7: Dress Code

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

Dress Code

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

The following policy will be adhered to:

1. All uniforms will be cleaned and pressed.
   Acceptable uniforms will include:
   - Ceil blue tops, lab coats, and pants
   - Appropriate undergarments required
   - Uniforms must look professional in appearance with appropriate fit, which includes;
     - Loose fitting
     - Total coverage of torso by uniform top
     - Properly hemmed so uniform pants not dragging on ground
     - Free of wrinkles
   - ONLY white, navy, black, gray or ceil blue T-shirt (Short or Long Sleeves) under scrub top
   - NO Street clothes allowed including; stretch or stirrup pants, hooded sweatshirts or sweaters

2. Jewelry should be kept to a minimum.
   - Watches, wedding or engagement rings/bands are acceptable
   - Small, post earrings are acceptable
   - If the clinical instructor feels that the student is wearing excessive jewelry, the student will be asked to remove the article(s). Body piercings including the nose, eyebrow, tongue must be covered according to the site’s policy. Tattoos must also be covered according to the site’s policy.

3. Shoes may be of the either the professional or athletic type. Shoes must be white, gray, black or navy blue with minimal color markings or may match the color of the scrubs. Shoes must be clean. NO open-toe shoes allowed.

4. Hair will be neat and clean, combed away from the eyes/face at all times. Shoulder length hair or longer MUST be tied back. Hair must be naturally occurring colors. Mustaches and beards must be neat and trimmed to allow for fit of respiratory isolation protection masks.

5. Fingernails will be trimmed (no greater than 1/8th inch beyond the nail bed) and clean. NO artificial nails or tips are permitted.

6. Perfumes and after-shaves will not be worn.
*Failure to abide by the dress code will result in dismissal from the site. The student will be given one unexcused absence.
Policy No 8: Radiography Program Grievance Procedure

Date: 2/2005

Radiography Program Grievance Procedure/Policy

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

1) Submit a written statement to the Program Director. The statement must include the reason for the grievance, the date of occurrence and the request of the student. This written statement is due to the program director 10 school days from the date of occurrence. The Program Director will meet with the student within 10 school days of statement’s date.

2) If the student and program director are unable to resolve the complaint, the Dean of Health will review the written statement and respond to the student’s request within 10 school days of the Program Director’s meeting with the student.

3) If the student feels the Dean of Health’s decision is unfair, the student has the right to appeal to the Dean of Students within 10 school days of the Dean of Health’s recommendation. The Dean of Students will contact and schedule a meeting with the student within 10 days of notification. The Dean of Students may refer the matter on to the Vice President of Education within 10 days of the prior decision.
**POLICY No 9: Criminal Background Check**

Date: 08-29-2014

**Criminal Background Check**

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

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

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

If a student cannot attend clinical, he/she cannot meet course requirements and therefore cannot progress or complete the program.
POLICY No 10: Energized Laboratory Policy

Date: 10-3-94
Revised 3-8-16

Energized Laboratory Policy

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

1. All State of Wisconsin statues in regard to the operation of radiographic equipment and the Administrative Code (HSS 157) addressing safety matters will been forced.

2. Equipment will have periodic Quality Assurance monitoring tests done and documented. Program Director will be responsible for these tests.

3. The energized units will be padlocked when not in use and the exposure mechanism disabled.

4. Radiography program faculty is identified for all scheduled lab times.

5. Students’ utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.

6. Students will be given an orientation and demonstration of equipment operation and usage.

7. Students must demonstrate competency in the safe use of equipment.

8. Students must wear radiation monitoring badges whenever lab is in use.

9. Students must report any malfunction of equipment to Radiography faculty as soon as noticed.

10. Energized unit is to be used only on phantom instructional aids. No experimentation on humans will be allowed.

11. Students using the energized unit are responsible for cleaning up of lab and proper lock up of unit.
**Policy No 11: Functional Abilities**  
Date: 6/8/07  
(Formerly referred to as Technical Standards)

**Functional Abilities**

"Functional Abilities" have been established as a guidance tool for use in realistically informing the student of some of the essential functions in the radiography profession. The following physical, cognitive, and environmental performance standards are encountered by Radiography students and instructors in the classroom and clinical education settings.

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

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

The work of a radiologic technologist involves risks and discomforts that require special safety precautions, additional safety education, and health risk monitoring (i.e., ionizing radiation, and darkroom chemicals). It also may involve working with latex, sharps, chemicals, infectious disease, and debilitating illnesses. Technologists may be required to use protective clothing or gear such as masks, goggles, gloves, and lead aprons.
Upon learning of a pregnancy, **it is the student's option** to disclose in a written declaration to the program. Should the student decide to disclose she might continue in the program with the following conditions in order to protect both mother and fetus:

1. **Student will be advised of risks in accordance with;**

2. **The student has the option to:**
   - Be assigned to minimal exposure area of clinical for at the first trimester
   - Continue in the program without any modification to clinical assignment.
   - Should modifications or restrictions be necessary, and if the student does not wish to follow the restrictions, she may submit a written withdrawal of her pregnancy by notifying the Program Director and/or Clinical Coordinator in writing.

3. **Student must submit physician's written authorization to faculty and have periodic checkups.**

4. **Student will be assigned a second personal radiation monitor to be worn under protective apparel and at waist level.**

5. **After delivery, student will be readmitted to class on physician recommendation.**

6. **Student will be required to make up hours missed to assure that all required competencies are completed.**
Policy No 12: Pregnancy

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

____ I wish to continue on without modification to my clinical schedule

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

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

Signature: ____________________________ Date: ____________________________

Witness: ____________________________ Date: ____________________________
Radiation and Monitoring

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

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

- 10 CFR 20.1201 establishes radiation dose limits for occupationally exposed adults. These limits apply to the sum of the dose received from external exposure and the dose from internally deposited radioactive material.
- In 10 CFR 20.1201(a)(1), the annual limits for adults is (i) 5 rems (0.05 Sv) total effective dose equivalent or (ii) 50 rems (0.5 Sv) total organ dose equivalent to any single organ or tissue (other than the lens of the eye), whichever is more limiting. The occupational dose limits for minors in 10 CFR 20.1207 are 10% of the dose limit for adults.
- 10 CFR 20.1208 establishes a dose limit for the embryo/fetus of 0.5 rem (0.005 Sv) during the entire pregnancy.
- Under no circumstances are students to routinely hold patients during radiographic exposures when an immobilization method is the appropriate standard of care.
- Students must not hold image receptors during any radiographic procedures.
**POLICY No 14: ALARA**

**Date:** 10-4-12

**ALARA Policy**

Chippewa Valley Technical College is committed to an effective radiation protection program to *eliminate unnecessary exposures* to radiation and to *reduce all exposures* to levels that are *As Low As Reasonably Achievable (ALARA).* The ALARA principle is a formal requirement of the U.S. Nuclear Regulatory Commission and all State of Wisconsin statutes in regard to the operation or radiographic equipment and the Administrative Code (HISS 157).

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

- Training of all radiation users
- Safety evaluations of energized laboratories utilizing radiation
- Regular surveys of work areas for exposure rates
- Monitoring of radiation exposures to students and faculty
- Investigations of all exposures that exceed predetermined levels
- Reviews of the program by Program Director and Clinical Coordinator with recommendations and guidance from radiation safety officer at affiliate clinical educational settings
- Any medical imaging radiographic equipment is mandated to use *as low as is reasonably achievable* radiation dose to provide the highest quality radiographic image.
- Any unsafe exposure beyond the ALARA principle is considered unnecessary excess exposure.
Policy No 15: Testing and Failure to Progress  

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

Testing and Failure to Progress Policy

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

- The average of all evaluations for a particular unit/course will be averaged to determine the final grade.
- Students who pass the initial evaluation will not be allowed to retest in an effort to raise a grade.
- Students, who are not meeting course objectives, will be placed on a remediation plan.
- Should the student fail to meet the remediation plan criteria, in the scheduled time frame, the student will fail the course.
- Should a student fail a first semester course (526-159 Radiographic Imaging I, 526-158 Introduction to Radiography, or 526-149 Radiographic Procedures I, and 526-168 Radiographic Clinical 1) they will have to reapply to the program.
- Any student who fails a course specific to Radiography (clinical or core theory/lab) will not be able to progress in the program. The student will have to apply to the “R” (reentry) list and see an Academic Advisor.
- A student who has failed a Core or Technical Support course may repeat the course when it is offered again if there is available space. The student must see an Academic Advisor and may have to apply for the “R” (reentry) list. A second failure will result in failure to progress in the program.
Policy No 16: Non-ionizing Radiation Safety Monitoring  

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

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

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

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

- In the event of any indicators that could prevent the student from entering the MRI Imaging Department, the MRI staff will immediately notify the program faculty.
- If it is unclear as to whether a student does or does not have a ferromagnetic device that could prevent the student from entering the MRI environment (i.e. possible non-compatible implant device), the MRI staff will immediately notify the program faculty and provisions will be made to investigate MRI compatibility.
- In the event that a student radiographer is not able to enter the MRI Imaging environment, he or she will still be able to actively participate in the clinical rotation with modifications.
Modifications include:
  o Assisting with acquiring patient history and completing Pre-MRI questionnaire
  o Observing proper protocol set-up and scanning

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

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

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Policy No 17: Social Media Policy

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

Social Media Policy

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

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

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

How to Avoid Problems

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

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

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

Do not identify CVTC faculty or administration by name or post or publish information that may lead to the identification of CVTC faculty or administration. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Do not refer to patients in a disparaging manner, even if the patient is not identified.

Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.

Do not share, post or otherwise disseminate any information to express concerns, frustrations or issues with CVTC faculty or administration. Social media is not an appropriate forum for such comments. Program concerns, frustrations or issues with CVTC faculty or administration must be directly brought to program faculty or administration for resolution.

Do not identify fellow classmates by name or post or publish information that may lead to the identification of fellow classmates. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Do not make disparaging remarks about fellow classmates, staff at the clinical site or faculty. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

Promptly report any identified breach of confidentiality or privacy.

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

**Consequences**

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

If the healthcare employee or student’s conduct violates the policies of the employer, the healthcare employee or student may face employment consequences, including termination. Additionally, the actions of the healthcare employee or student may damage the reputation of the health care organization, or subject the organization to a lawsuit or regulatory consequences.
Policy No 18: Latex Policy

Date: 06/15/12

Latex Policy
Latex sensitivity is becoming a significant problem in the workplace with potentially serious health problems for workers. High risk groups are individuals with repeated exposure to latex such as healthcare workers and dental employees. Latex, a milky fluid found in milkweeds, poppies, and plants yielding rubber, is made from the conversion of the natural liquid latex into a finished rubber product, i.e. surgical gloves, balloons, and glues, and requires the addition of multiple chemicals to create the desired physical properties. Antibodies to a series of natural rubber proteins have been detected in people sensitive to latex.

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

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

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

Policy
➢ All students and staff will be provided with education regarding latex safety.
➢ All reasonable accommodations will be made to provide latex-sensitive individuals with a safe environment. A reduced latex environment will be our goal since a totally latex-free environment is not possible with our current state of technology.

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health physical examination/immunizations (prior to program enrollment)</td>
<td>(variable)</td>
</tr>
<tr>
<td>Criminal Background and Record Check</td>
<td>$34.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$30-$50 approx.</td>
</tr>
<tr>
<td>ID name pin for uniform- First name pin free after that your responsibility</td>
<td>approx. $5.00</td>
</tr>
<tr>
<td>Liability/ accident insurance</td>
<td>$6/sem. approx.</td>
</tr>
<tr>
<td>Radiation monitoring service (Landauer Co.)</td>
<td>$26.50/sem.</td>
</tr>
<tr>
<td>Film ID markers (for clinical and labs)</td>
<td>32.00/set</td>
</tr>
<tr>
<td>Tuition</td>
<td>$134.20/cr. (district)</td>
</tr>
<tr>
<td>Books</td>
<td>$700.00</td>
</tr>
<tr>
<td>(Many of these are used throughout the program. Does not include general education books.)</td>
<td></td>
</tr>
<tr>
<td>HESI Examination</td>
<td>$55.00</td>
</tr>
<tr>
<td>Corectec® Registry Online Review</td>
<td>$80.00</td>
</tr>
<tr>
<td>Radiography Simulator Web-Based Access</td>
<td>$39.95</td>
</tr>
<tr>
<td>Field trips: student symposium (out-of-town lodging, meals, registration)</td>
<td>varies</td>
</tr>
<tr>
<td>Pin for graduation (optional)</td>
<td>$13.00</td>
</tr>
<tr>
<td>Clinical assignment: (transportation, meals, lodging, other)</td>
<td>varies</td>
</tr>
<tr>
<td>8 week summer session/internship assignment</td>
<td>varies</td>
</tr>
<tr>
<td>ARRT application fee (Could possibly be some other small incidentals-above are subject to change)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Wisconsin application fee for state licensure</td>
<td>$92.00</td>
</tr>
</tbody>
</table>
**Statement of Acknowledgement/Agreement/Understanding**

After reading the handbook, please initial before each statement if you are in agreement with it.

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

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

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

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

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

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

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

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

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

**Print Student’s Full Name** ___________________________ **Date** ______________

**Student’s Signature** ___________________________ **Date** ______________

**Instructor’s Signature** ___________________________ **Date** ______________

**Student Copy** **Page 46**

Chippewa Valley Technical College Radiography Program
Statement of Acknowledgement/Agreement/Understanding

After reading the handbook, please initial before each statement if you are in agreement with it.

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(initials)

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

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

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

_______ I have read and understand that upon learning of a pregnancy, it is the student’s option to disclose to the program or not. Should I decide to disclose I will meet with the program director and/or clinical coordinator to discuss options for the clinical and program settings. If restrictions or modifications be put into place, and I don’t wish to abide with them, I can “undeclare” my pregnancy.
(initials)

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

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

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

Print Student’s Full Name ___________________________ Date __________
__________

Student’s Signature ___________________________ Date __________
__________

Instructor’s Signature ___________________________ Date __________
** Program Copy **
Statement of Understanding of Functional Abilities

To Be Completed at Program Entry

The Americans with Disabilities Act bans discrimination of persons with disabilities, and, in keeping with this law, colleges of the Wisconsin Technical College System make every effort to insure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation. Students requiring accommodation or special services to meet the Functional Ability standards of the Radiography Programs should contact the Disability Services department (715-833-6234) for assistance.

I have read and I understand Functional Abilities distinct to the occupation of radiography.

I am able to meet the Functional Ability standards as presented, with or without (circle) accommodations.

I was provided with information concerning accommodations or special services if needed at this time.

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Printed Name of Student

__________________________________________________________________________

Student’s Signature Date
Chippewa Valley Technical College
Radiography Program Professional Behaviors Contract

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

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

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

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

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

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

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

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

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

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

Signature: __________________________________________ Date: ___________
**MINIMUM PROGRAM CREDITS REQUIRED = 70**

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

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

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

T = Theory/Lecture  
L = Lab  
C = Clinical

---

**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-149 | Radiographic Procedures 1 (T, L) | 7 | 5 | Program student, 806-177 or concurrent
526-158 | Introduction to Radiography (T, L) | 4 | 3 | Program student
526-159 | Radiographic Imaging 1 (T, L) | 4 | 3 | Program student
526-168 | Radiography Clinical 1 (L) (64 hours) | 4 | 2 | Program student, 806-177 or concurrent, Co-requisite: 526-149, 526-158, 526-159
806-177 | General Anatomy & Physiology (T, L) | 5 | 4 | High School Chemistry with a "C" or better (or 836-133 or concurrent)

**Total Hrs./Week and Total Credits**
24 hrs. 17 cr.

---

**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-170 | Radiographic Imaging 2 (T, L) | 4 | 3 | Program student, 526-159
526-191 | Radiographic Procedures 2 (T, L) | 7 | 5 | Program student, 526-149, 806-177
526-192 | Radiography Clinical 2 (C) (192 hours) | 12 | 3 | Program student, 526-168; Co-requisites: 526-170, 526-191
804-134 | Mathematical Reasoning (T) OR Radiographic Quality Analysis (T, L) | 4 | 3 | Program student, 806-177 or concurrent
804-211 | Quantitative Reasoning | 4 | 4 | Program student, 806-177 or concurrent
809-195 | Economics (T) OR Economics (T) | 3 | 3 | Program student, 806-177 or concurrent
809-197 | Intro to Diversity Studies (T) | 3 | 3 | Program student, 806-177 or concurrent

**Total Hrs./Week and Total Credits**
29 hrs. 17 cr.

---

**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-193 | Radiography Clinical 3 (C) (128 hours) | 16 | 3 | Program student, 526-192, 526-170, 526-191
809-198 | Introduction to Psychology (T) | 6 | 3 | Program student, 526-192, 526-170, 526-191

**Total Hrs./Week and Total Credits**
22 hrs. 6 cr.

---

**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-194 | Imaging Equipment Operation (T) | 3 | 3 | Program student, 526-158 (526-159 or concurrent)
526-196 | Modalities (T) | 3 | 3 | Program student, or permission from Program Director
526-199 | Radiography Clinical 4 (C) (256 hours) | 16 | 3 | Program student, or permission from Program Director
801-136 | English Composition 1(T) OR Radiographic Imaging 2 (T, L) | 3 | 3 | Program student, 526-158, 526-194 (526-170 or concurrent)
801-219 | English Composition 1 (T) Radiographic Imaging 2 (T, L) | 3 | 3 | Program student, 526-158, 526-194 (526-170 or concurrent)

**Total Hrs./Week and Total Credits**
25 hrs. 12 cr.

---

**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-189 | Radiographic Pathology (T) | 1 | 1 | Program student, 526-191
526-190 | Radiographic Clinical 5 (C) (256 hours) | 16 | 2 | Program student, 526-199
526-195 | Radiographic Quality Analysis (T, L) | 3 | 2 | Program student, 526-170, 526-191; Co-requisite 526-189
526-197 | Radiation Protection and Biology (T) | 3 | 2 | Program student, 526-158, 526-194; Co-requisite: 526-170 (or concurrent)
801-196 | Oral/Interpersonal Communication (T) | 3 | 3 | Program student, 526-191
809-196 | Introduction to Sociology (T) Radiographic Clinical 2 (C) (192 hours) | 3 | 3 | Program student, 526-191

**Total Hrs./Week and Total Credits**
29 hrs. 14 cr.

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**Course Number** | **Course Title** | **Hrs./Week** | **Credits** | **Prerequisite(s)/Comments**
--- | --- | --- | --- | ---
526-198 | Radiography Clinical 6 (C) (256 hours) | 32 | 2 | Program student, or permission from Program Director
526-174 | ARRT Certification Seminar (T) | 2 | 2 | Program student, or permission from Program Director

**Total Hrs./Week and Total Credits**
34 hrs. 4 cr.
Academic Support Services & College Prep Courses
College prep courses and academic support services are designed to help students prepare for a variety of college-level academics, including reading, writing, math, and science. The options available may include college prep courses designed to enhance student success in college-level courses, peer-led supplemental instruction and PASS sessions, faculty-led success hours provided as an extension to a specific course, Academic Services (faculty staffed learning center), and one-on-one peer tutoring. Academic support services are available for all CVTC students in different delivery formats, such as face-to-face and online for individuals and small groups. An academic advisor will recommend an option based on individual need.

Credit for Prior Learning (CPL)
CVTC offers CPL which awards college credit toward an associate degree or technical diploma for previous knowledge and mastered skills directly related to program curriculum. Previous knowledge and skills may be the result of work or volunteer experiences, certifications, apprenticeships, military training, and courses completed at other regionally accredited institutions. More information can be found at www.cvtc.edu/CPL.

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

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

CPR
Obtain and maintain current CPR certification through either the American Heart Association – BLS Provider level or the American Red Cross – Basic Life Support for Healthcare Providers level. Proof must be verified with a current CPR card or electronic certificate. Class rosters, letters from instructors or employers, and online course certification are not acceptable. The instructor will ask for a copy of the card on the first day of clinical courses.

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

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

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

Transfer Credit
Students planning to transfer to a university have the option to take 200-level courses that will count towards general education requirements in the four-year degree being pursued. While some of the 100-level general education courses listed on the program sheet may meet approval for transfer, the 200-level courses are more widely accepted for transfer. To determine what courses may transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at http://tis.uwsa.edu/wizards. Students need to contact the college or university they are pursuing to determine exactly what the school will accept and when to seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.
Financial Aid Consideration
Some courses may not be eligible for financial aid. Courses must be part of a program to be eligible. A list of courses not eligible is located on My CVTC (Pay for College/Financial Aid). To be eligible for financial aid, students must maintain Satisfactory Academic Progress and complete their program by the time 150% of the published credits have been attempted.

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

The courses listed below are available to pre-program students:
- 834-110 Elementary Algebra w/ Applications (if needed for admission to the program)
- 836-133 Prep for Basic Chemistry (if needed for admission to the program)
- 543-300 Nursing Assistant (if needed for admission to the program)
- 806-177 General Anatomy & Physiology (HS or college level chemistry with a “C” or better required)
- 804-134 Mathematical Reasoning OR 804-211 Quantitative Reasoning
- 809-195 Economics OR 809-197 Contemporary American Society OR 809-172 Intro to Diversity Studies
- 809-198 Introduction to Psychology (809-199 Psychology of Human Relations will not substitute)
- 801-136 English Composition 1 OR 801-219 English Composition 1
- 801-196 Oral/Interpersonal Communication
- 809-196 Introduction to Sociology

Additional courses recommended, but not required for this program include:
- 501-101 Medical Terminology

By completing these courses ahead of time, students can decrease their credit load when they reach the highly demanding core program courses and increase their success rate in the program. It is strongly recommended that pre-program students complete these courses while waiting to enroll in the core program. Students who complete these courses as pre-program students will NOT be able to finish the program early; program core courses must be taken sequentially. 2/8/18
## 2018-2019 College Calendar

### 2018 Summer

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21 – June 8</td>
<td>Interim Period</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day Holiday – College Closed</td>
</tr>
<tr>
<td>June 11 – August 3</td>
<td>8-Week Summer Session</td>
</tr>
<tr>
<td>August 2</td>
<td>Eau Claire Graduation (TBA)</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4th Holiday – College Closed</td>
</tr>
<tr>
<td>August 6 – 24</td>
<td>Interim Period</td>
</tr>
</tbody>
</table>

### 2018-2019 School Year

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22 – 23</td>
<td>Instructor In-service</td>
</tr>
<tr>
<td>August 24</td>
<td>Non-Contract Day</td>
</tr>
<tr>
<td>August 27</td>
<td>Classes Begin (First Semester)</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day Holiday – College Closed</td>
</tr>
<tr>
<td>October 19</td>
<td>End of 8 Weeks</td>
</tr>
<tr>
<td>November 22 – 23</td>
<td>Thanksgiving Holiday – College Closed</td>
</tr>
<tr>
<td>December 17</td>
<td>Last Day of First Semester Classes</td>
</tr>
<tr>
<td>December 18</td>
<td>Eau Claire Graduation (TBA)</td>
</tr>
<tr>
<td>December 18</td>
<td>Instructor In-service</td>
</tr>
<tr>
<td>December 24 and 25</td>
<td>Christmas Holiday – College Closed</td>
</tr>
<tr>
<td>December 31 and January 1</td>
<td>New Year’s Holiday – College Closed</td>
</tr>
<tr>
<td>January 2 – 18</td>
<td>Winter Term</td>
</tr>
<tr>
<td>January 16 – 17</td>
<td>Instructor In-service</td>
</tr>
<tr>
<td>January 18</td>
<td>Non-Contract Day</td>
</tr>
<tr>
<td>January 21</td>
<td>Classes Begin (Second Semester)</td>
</tr>
<tr>
<td>March 15</td>
<td>End of 8 Weeks</td>
</tr>
<tr>
<td>March 18 – 22</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 19</td>
<td>Spring Holiday – College Closed</td>
</tr>
<tr>
<td>May 16</td>
<td>Last Day of Second Semester Classes</td>
</tr>
<tr>
<td>May 16</td>
<td>River Falls Graduation (TBA)</td>
</tr>
<tr>
<td>May 17</td>
<td>Eau Claire Graduation (TBA)</td>
</tr>
<tr>
<td>May 17</td>
<td>Instructor In-service</td>
</tr>
</tbody>
</table>

### 2019 Summer

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20 – June 7</td>
<td>Interim Period</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day Holiday – College Closed</td>
</tr>
<tr>
<td>June 10 – August 2</td>
<td>8-Week Summer Session</td>
</tr>
<tr>
<td>August 1</td>
<td>Eau Claire Graduation (TBA)</td>
</tr>
<tr>
<td>July 4</td>
<td>July 4th Holiday – College Closed</td>
</tr>
<tr>
<td>August 5 – 23</td>
<td>Interim Period</td>
</tr>
</tbody>
</table>

Approved: 5/10/17