



Radiography Handbook

2025-2026

Revised January 2026

Please note: Information in this document is supplemental to the SWTC Student Handbook and deals with information specific to the Radiography program and is not inclusive. It is subject to change as the program progresses.

Revisions

January 2025:

- Updated Program Director Name
- Updated Accreditation Statement 1.3
- Updated Pregnancy Policy 4.6 to accommodate Title IX Requirements
- Updated Clinical Orientation Requirements under policy 5.1

August 2025:

- Updated Clinical Coordinator to Kasey Budack
- Updated Lafayette Hospital + Clinics Information
- Remove Imaging Directors Phone Numbers
- Updated first- and second-year kits
- Updated policies 3.1, 3.3, and 5.10

January 2026

- Updated Policy 3.3

Welcome

Welcome to the Radiography program here at Southwest Wisconsin Technical College. This is such an exciting time for you, congratulations! Radiography is an exciting field to join that offers so many wonderful opportunities for you to explore.

The Radiography faculty, along with everyone here at SWTC and clinical affiliates, wish to welcome you to this two-year program that will result in an Associate of Applied Science Degree in Radiography. This program includes three main components: lecture, lab, and clinical. Each component will prepare you for employment as a radiographer and prepare you for the radiography national licensure exam provided by the American Registry of Radiologic Technologist (ARRT).

EVERYTHING you learn in this program will be directly applicable to your future career as a radiographer. We cover a lot of information in a short amount of time. You will be required to USE the information you learn, combining it with information learned from other courses, to formulate a solution for unique and individual patients. You will find in this field that every patient is different! No two scenarios are ever the same! Critical thinking is a fun and challenging aspect of our field, and this program will help you tackle these scenarios. Your time at clinical will allow you to practice these steps and enhance your skills as a technologist.

Again, congratulations on beginning your journey to becoming a radiographer! You will find this career to be rewarding, challenging, invigorating, and so much more. Thank you for choosing our program here at SWTC and for having a positive impact on those in our community. We wish you all the best in achieving your goals.

Contents

Introduction	6
1.1 Administration and Faculty	6
1.2 Clinical Affiliates	7
1.3 Accreditation	8
1.4 Certification.....	9
1.5 Program Summary	9
1.6 Statement of Nondiscrimination	10
1.7 Southwest Tech Core Values	10
1.8 Core Abilities.....	11
1.9 Guidelines for Core Abilities	13
1.10 Professional Behaviors Identified.....	14
1.11 Implementing Professional Behaviors and Core Abilities Policy	17
Radiography Program Information	19
2.1 SWTC Radiography Program Mission Statement:	19
2.2 SWTC Radiography Program Goals	19
2.3 Radiography Program Outcomes.....	20
2.4 Technical Skill Assessment (TSA).....	21
2.5 ARRT Code of Ethics	21
2.6 Curriculum.....	22
2.7 Radiography Program Requirements.....	26
2.8 Student Kits/Textbooks	26
Academic Policies and Procedures	27
3.1 Attendance	27
3.2 Grading.....	28
3.3 Test Taking Policies	29
<i>Test Taking</i>	29
<i>Late Test Taking</i>	30
<i>Testing Rules</i>	30
3.4 Academic Progression and Remediation.....	31
3.5 Grade Appeal Procedure	31
3.6 Progression/Withdrawal/Dismissal/Program Reentry	31

3.7 Graduation Requirements	33
3.8 Licensure Requirements.....	33
3.9 Transfers into Radiography Program	34
3.10 Academic Honesty.....	34
3.11 Confidentiality and Privacy: Student Records/Clinical	35
Radiography Program Policies and Procedures	35
4.1 Radiation Safety.....	35
4.2 Radiation Monitoring	35
4.3 Radiation Reports/Dose Limit Protocol	36
4.4 Lecture and Lab Expectations	36
<i>Lecture</i>	36
<i>Lab</i>	36
<i>Informed Consent Policy: Participation in the Laboratory</i>	36
<i>Exam</i>	36
<i>Electronic Expectations</i>	37
4.5 Energized Lab Policy	37
4.6 Pregnancy Statement and Policy.....	38
4.7 MRI Safety	41
4.8 Ionizing Radiation Agreement.....	43
Clinical.....	44
5.1 Clinical Affiliation Expectations	44
<i>Orientation</i>	44
5.2 Service Work Policy	46
5.3 Direct/Indirect Supervision and Image Repeat Policy.....	47
5.4 Student Clinical Responsibilities	48
5.5 Clinical Course Evaluation	48
<i>Clinical Imaging Competencies</i>	50
<i>General Patient Care Procedures</i>	52
<i>Steps for Acquiring Competencies</i>	52
<i>Responsibilities of Clinical Staff Granting Competencies</i>	53
<i>Responsibilities of Radiography Program Faculty for Granting Competencies</i>	53
5.6 Failed Competency or Incomplete Competency.....	54

<i>Failed Reverifications</i>	<i>54</i>
5.7 Radiographic Markers	54
5.8 Clinical Hour Rotation	56
5.9 Clinical Schedules	57
5.10 Clinical Attendance Policies	58
5.11 Dress Code.....	60
5.12 Standard Precautions Policy	63
5.13 Student Employment and Extra Curricular Activities	65
5.14 Student Liability & Accident Insurance.....	65
Southwest Tech Resources.....	66
6.1 Counseling	66
6.2 Charger Tech 360 & Additional Computer Access.....	66
6.3 Knox Learning Center - Support Services	67
6.4 Financial Resources.....	67
6.5 Health Services/Insurance	67
6.6 Additional College Wide Services	67
6.7 Complaints and Concerns.....	68
General Policies and Procedures	70
7.1 Legal Requirements	70
7.2 Confidentiality Policy: Student Health Records	70
7.3 CPR Certification	71
7.4 Health Requirements	71
7.5 Guidelines for Protecting the Health of Self and Others.....	73
7.6 Blood Borne Pathogen Exposure Response Policy	74
7.7 Latex Policy	76
7.8 Statement of Acknowledgement/Agreement/Understanding	77
Appendix	78
<i>Remediation Form</i>	
<i>Non-Professional Behavior Verbal/Written Warning Forms</i>	
<i>Contract for Change in Behavior</i>	
<i>Pregnancy Declaration Form</i>	
<i>MRI Screening Form</i>	
<i>Southwest Tech Incident Report Form</i>	
<i>Southwest Tech Photo/Image Release Form</i>	
<i>Latex Sensitivity Acknowledgement</i>	
<i>Statement of Acknowledgement/Agreement/Understanding Form</i>	

Introduction

1.1 Administration and Faculty

Chief Academic Officer

Cynde Larsen, PHD, RN, MSN, CNE
Phone: 608-822-2642
Kramer Building: Office 303
clarsen@swtc.edu

Program Director / Instructor

Rachel Harris R.T. (R)(ARRT)
Phone: 608-822-2495
Health Science Center: Office 1639
rharris@swtc.edu

Clinical Coordinator / Instructor

Kasey Budack R.T. (R)(CT)(ARRT)
Phone: 608-822-2767
Health Science Center: Office 1639
kbudack@swtc.edu

PhD Nursing

Marquette University
Milwaukee, WI

Master of Science – Nursing

University of Phoenix

Bachelor of Science in Nursing

Viterbo University
La Crosse, WI

Master of Education

Education Technology and Instructional Design (May2026)

Western Governors University
Salt Lake City, UT

Bachelor of Science

Radiologic Technologist

Marian University
Fon du Lac, WI

Associate of Applied Science

Radiography

Western Technical College
La Crosse, WI

Bachelor of Science

Radiologic Technologist (2026)

Marian University
Fon du Lac, WI

Associate of Applied Science

Radiography

Western Technical College
La Crosse, WI

1.2 Clinical Affiliates

<i>Gundersen Boscobel Hospital</i> 205 Parker Street Boscobel, WI 53805	Imaging Director: Judy Dayton	Clinical Preceptor: Ashley McBee Alyssa Konichek (608)-375-6321
<i>Crossing Rivers Health</i> 37868 US Highway 18 Prairie du Chien, WI 53821	Imaging Director: Tim Clark	Clinical Preceptor: Lyda Hilbert 608-357-2244
<i>Lafayette Hospital + Clinics</i> 211 Bev Anderson Dr. Darlington, WI 53530	Imaging Director: Jenni Crist	Clinical Preceptor: Hannah McCarthy Evan Shultz 608-776-5726
<i>Grant Regional Health Center</i> 507 S. Monroe Street Lancaster, WI 53813	Imaging Director: Ashley Thalacker	Clinical Preceptor: Taylor Wieseler Katie Oswald 608-723-3246
<i>Richland Center Hospital</i> 333 E 2 nd St Richland Center, WI 53581	Imaging Director: Jeremy Pauls	Clinical Preceptor: Jessica Shaw 1-608-647-1870
<i>Southwest Health</i> 1400 Eastside Rd, Platteville, WI 53818	Imaging Director: JoAnn Geissbuhler	Clinical Preceptor: Michelle Bernards 608-348-2331
<i>Midwest Medical Center</i> 1 Medical Center Drive Galena, IL 61036	Imaging Director: Cheri Martensen	Clinical Preceptor: Cheri Martensen 815-777-1340
<i>Upland Hills Health</i> 800 Compassion Way Dodgeville, WI 53533	Imaging Director: Lynette Collins	Clinical Preceptor: Taylor Arneson Bailey Martinsen (608) 930-8000
<i>Gundersen Prairie du Chien</i> 610 E Taylor St Prairie du Chien, WI 53821	Clinical Manager: Rachael Julson	Clinical Preceptor: Jill Lamborn Kerri Gibbs 608-326-6466

1.3 Accreditation

Southwest Wisconsin Technical College is accredited with the Higher Learning Commission (HLC).

SWTC's Radiography program prepares students to take a national licensure exam with the American Registry of Radiologic Technologists. *Please note that individual states have different requirements regarding specific state licensure. Most states require an additional state license to practice as a Radiologic Technologist (including Wisconsin).*

SWTC Radiography program is seeking accreditation with the Joint Review Committee on Education in Radiologic Technology (JR-CERT). JR-CERT is a voluntary accreditation process that ensures radiologic education programs maintain a minimum set of standards to ensure the quality and integrity of higher education. The set of standards set by the JR-CERT can be found online at www.jrcert.org.

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

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

The American Registry of Radiologic Technologists will allow SWTC students to sit for the board exam as SWTC is accredited with the Higher Learning Commission*.

**Until accreditation with the Joint Review Committee on Education in Radiologic Technology has been awarded to the Radiography program, students will not be permitted to apply for federal jobs after graduation. Accreditation received prior to students' graduation date, will allow them to graduate from a JRCERT accredited program.*

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

1.4 Certification

Graduates of the Radiography Program are eligible to sit for the ARRT Exam for Radiography at a Pearson VUE testing center. This exam is offered by the American Registry of Radiologic Technologists. Graduating from the program is not contingent upon passing an external certification exam.

Additional information on the certification exam is available from the ARRT at
ARRT

1255 Northland Drive

St. Paul, MN 55120

651-687-0048

Or by viewing [Primary Requirements - ARRT](#) on their website.

1.5 Program Summary

The Radiography Program at SWTC is a two-year program involving four semesters plus one summer session. Graduates will earn an Associate of Applied Science Degree in Radiography. The Program curriculum includes courses in general education and basic science in addition to the radiography core coursework. Students will have a clinical experience in several of the clinical sites throughout the duration of the program, starting in Week 3 of their first semester.

Courses in the program are designed to be taken in a sequence as listed on the program layout. The courses in this program build on each other every semester. Courses are only offered once a year and cannot be skipped or switched around to accommodate schedules. Students must obtain a grade of C or better to pass each course. If they do not, they will not be able to continue the program. Students will have the option to return the following year for that semester to retake the class and resume their studies. If a student needs to take general education courses throughout the term, it is up to them to find a class that fits around their core classes. Online options for most of the general education courses are available. All lecture and labs for radiography are done in person. There are a few courses in this program that are offered online to accommodate clinical rotations.

The Radiography program has dedicated faculty, lecture room, and lab room for their core classes. Faculty is maintained so there is a ratio of 15 students to 1 instructor. We have 9 dedicated Clinical Sites to accommodate every student in the program.

If a student has special needs, please discuss these needs with a program counselor or program instructor. An academic support team which includes educational and disability specialists are also available in the Knox Learning Center.

1.6 Statement of Nondiscrimination

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, religion, gender identity, or on any other basis that is prohibited by law in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call [800.362.3322](tel:800.362.3322), Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

A detailed version of the Southwest Equal Opportunity Statement, and Non-Discrimination Notice can be found:

In the College Student Handbook: [Student Handbook at Southwest Tech \(swtc.edu\)](http://swtc.edu)

On the College Webpage: [Equal Opportunity Statement for Southwest Tech \(swtc.edu\)](http://swtc.edu) or [Equity and access Statements for Southwest Tech \(swtc.edu\)](http://swtc.edu)

1.7 Southwest Tech Core Values

Inclusivity. We provide a welcoming environment that promotes respect for all members of the college community. We commit to learning about our differences and commonalities to better appreciate the value of each person. We empower the college community to cultivate connections and defend the dignity and humanity of all. We expect all members of our college community to live our Charger Respect Pledge.

Learning. We work together to make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed to contribute to an inclusive workforce and community success. Through partnerships, we seek opportunities to improve lives.

Integrity. We promote a cohesive culture that is based on honesty, professionalism, trust, kindness, and respect. We work collaboratively to maintain a healthy environment of clear communication, transparency, and dedication to the mission of Southwest Tech.

Accountability. We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board. We practice self-awareness and hold each other accountable to recognize and confront biases that impact our thinking, behavior, and performance to realize positive and equitable results.

Continuous Improvement. We leverage our rural perspective and progressive entrepreneurial spirit to attract people who strive for excellence in student success through innovation in technology, services, and strategies. We support and promote personal and professional development to exceed industry standards and produce competent and skilled graduates in high-quality, relevant programs essential to our sustainability as a college.

1.8 Core Abilities

Core abilities are attributes, characteristics, or behaviors that are not explicitly apart of the profession's core knowledge and technical skills, but are required for success in the profession.

The following are the key core abilities identified at SWTC:

Act Professionally

To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of his/her chosen career.

Among the skills and attitudes of acting professionally are:

- Taking responsibility for one's actions.
- Conforming to the technical standards of a profession.
- Conforming to the ethical standards of a profession.
- Practicing morally responsible behavior.
- Taking responsibility for staying up to date.
- Maintaining confidentiality.
- Exhibiting respect for people and property.
- Exhibiting a sense of global awareness.
- Displaying appearance appropriate for work environment.

Communicate Clearly

To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

Among the skills and attitudes essential to communicating clearly are:

- Speaking clearly so others can understand.
- Writing with clarity so others can understand.
- Selecting appropriate means to convey a message.
- Asking questions for clarification.
- Participating in discussions and group presentations.
- Interpreting nonverbal communications.
- Using active listening skills.
- Applying standards of spelling, English grammar, and punctuation.

Value Learning

The individual who values learning maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

Among skills and attitudes essential to valuing effective learning are:

- Assuming responsibility for lifelong learning.
- Identifying one's learning needs.
- Accessing appropriate resources for learning.
- Applying effective learning processes.
- Helping others to learn effectively.

Work Productively

To work productively means an individual applies effective work habits and attitudes within a work setting.

Among the skills and attitudes associated with working productively are:

- Attending regularly and on time.
- Exhibiting organizational skills.
- Locating resources for problem solving.
- Displaying productive work ethic.
- Maintaining necessary knowledge and skills.
- Using effective/efficient processes.
- Using appropriate tools/technology.
- Showing self-direction in starting tasks.
- Demonstrating reliability.
- Following directions.
- Completing required tasks on time.

Work Cooperatively

To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.

Among skills and attitudes essential to working cooperatively are:

- Demonstrating respect for self and others.
- Contributing to a group activity with ideas, suggestions, and effort.
- Completing one's share of tasks necessary to finish a group project.
- Maintaining a safe and healthy work environment for self/group.
- Setting goals/standards/limits for self/group.
- Displaying effective interpersonal skills.
- Resolving conflicts in a constructive manner.
- Seeking help when needed.
- Demonstrating ability to work with a diverse population.

Solve Problems

To solve problems means that an individual is able to use all elements of problem-solving strategies to generate realistic, practical, and workable solutions.

Among skills and attitudes essential for solving problems are:

- Using critical/creative thinking skills.
- Applying problem solving steps.
- Demonstrating open-mindedness.
- Evaluating alternatives when choosing a solution.
- Implementing solutions appropriately.
- Using research to solve problems.
- Using appropriate mathematical calculations.

1.9 Guidelines for Core Abilities

These six Core Abilities are assessed throughout the Radiography curriculum. Radiography faculty will assess the Core Abilities with each student once per semester, and students are encouraged to perform Core Abilities self-assessments on a regular basis.

Students will perform a Self-Assessment of their Core Abilities each semester, that will be reviewed individually with faculty. Faculty will provide verbal feedback regarding professional behaviors. Copies of the student's self-assessment and feedback will be placed in the student's file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty. If a student is not demonstrating professional behaviors at an appropriate level, students will develop a plan for improvement with faculty. Serious deficits in professional behavior with no improvement may result in program academic probation or dismissal.

Expected Core Abilities levels within the Program are:

- End of Program Semester 1: All core abilities are at least **Beginning** level.
- End of Program Semester 2: 50% of core abilities are **Developing** level or higher.
- End of Program Semester 3: All core abilities are at least **Developing** level.
- End of Program Semester 4: 50% or more of core abilities are at **Entry** level.
- End of Program Semester 5: All core abilities are **Entry** level.

1.10 Professional Behaviors Identified

The following are performance specific indicators for appropriate professional behaviors derived from the six Core Abilities that Southwest Tech Radiography Program takes into consideration.

A. **Demonstrate dependability, time management skills.**

1. *Dependability*

- a) Arrives for class, lab and clinical prepared to start on time
- b) Leaves class or lab at stated time or when dismissed
- c) Schedules and keeps appointments
- d) Contacts instructor in advance of scheduled activities when unable to attend

2. Time management

- a) Completes and turns in assignments on time
- b) Actively involved in group work—scheduling, attending, participating
- c) Takes full advantage of time available by staying on task
- d) Initiates study and review activities with peers and instructors

B. **Work effectively and respectfully with others.**

1. *Communicates in respectful manner*

- a) Initiates communication at appropriate time and place
- b) Responds with appropriate verbal and nonverbal style
- c) Takes complaint or feedback directly to person involved or to instructor or counselor when necessary
- d) Social Media – all electronic communication (text messages, Facebook, X, etc.) must be DIGNIFIED, RESPECTFUL & PROFESSIONAL!!!
- e) Responds in a timely manner to emails and text messages.
- f) Mutual Respect and Confidentiality: The Radiography program is designed to be **collaborative rather than competitive**. This means that each member of the class supports the others in their efforts to succeed. Be sure to come to each class prepared to:
 - Listen with respect.
 - Speak with respect, one person speaking at a time.
 - Share to learn (professional vs. social conversation). What is shared should be relevant to the topic.
 - Communicate assertively.
 - Cooperation, not competition.

- Share solutions to problems/issues.
- Contribute actively to the work of your team (including class discussions).

2. *Maintains professional demeanor*

- a) Receives feedback graciously
- b) Maintains calm tone in conversation; avoids offensive statements
- c) Dresses appropriately
- d) Uses correct terminology and expression in communication
- e) Maintains appropriate eye contact

3. *Establishes trust in relationships*

- a) Shares fully with project partner(s) in completing assignment
- b) Respects personal differences of others
- c) Avoids gossip
- d) Accepts limits to own knowledge on subject matter

C. Assume responsibility for self-assessment

1. *Self-assessment and Feedback*

- a) Recognizes need; actively seeks feedback and help
- b) Demonstrates improvement based on self-assessment or feedback
- c) Maintains open communication with individual offering feedback

2. *Develops plan of action*

- a) States components of problem clearly
- b) Identifies potential resources
- c) Analyzes potential solutions
- d) Determines best options for solutions

3. *Follows through to implement plan of action*

D. Student E-Mail:

Southwest Tech provides a student e-mail account for all students. The following guidelines are to be used with phone and E-mail communication

with your course and clinical instructors. *Violation of these guidelines is a breach of appropriate professional behaviors.*

Netiquette:

- a) Check email daily and respond promptly to requests for information from instructors and/or the college. This is the primary form of communication from instructors and Southwest Tech.
- b) Use a title in the subject line.
- c) ***Use please, thank you, you're welcome, etc.**
- d) ***Use complete sentences.**
- e) ***Do not use "slang" abbreviations (i.e. LOL, etc.)**
- f) ***Use proper spelling, grammar, and punctuation.**
- g) Send all attachments via Word documents, unless told to use a different program. (Example – documents sent as .txt , I CAN'T open and it will reflect in your grade).
- h) Maintain confidentiality of patients, fellow students, and faculty
- i) Do not share another person's email unless you have their permission.

Phone etiquette:

- a) State who you are (if you are calling someone new, state that you are a Radiography student)
- b) State the reason for the call.
- c) Leave a call back number(s) and/or email.
- d) State times that you are available for a call back.
- e) ***Understand that if you are calling very early or very late, you may not get a call back until later in the day or until the next day.**
- f) Speak clearly.
- g) Do not use slang.

Cell Phone etiquette:

- a) All phones will be turned off and stored in backpacks/bookbags during class, laboratory and clinical hours. You may check your phone only during breaks.

All BOLDED and STARRED (*) are applicable to text messages.

E. Examples of unprofessional behaviors that violate the Core Abilities

These are a few of the behaviors that will trigger implementation of the Professional Behavior Policies but are not limited to:

1. Flaunting academic success over other students.
2. Speaking negatively about the program, classmates, or instructors in public areas.
3. Failure to acknowledge greeting by instructors/clinical instructors.
4. Repeatedly being late for class.
5. Excessive absences (excused or unexcused).
6. Not taking advantage of resource offered to improve academic performance.
7. Isolating self from classmates and classroom group activities (non-participation).
8. Inappropriate behaviors following failure of Demonstrations or Exams (swearing, negative body language, becoming argumentative, etc.)
9. Disrespectful communication via social media.
10. Using inappropriate non-verbal communication.
11. Causing distractions or disruptions during class.
12. Use of alcohol or drugs while on campus.
13. Seeking easy answer vs. checking resources first.

1.11 Implementing Professional Behaviors and Core Abilities Policy

- A. Step One: Problem is identified, and student is made aware.
 1. Non-professional behavior is documented using a written or verbal form.
 2. Student and course instructor discuss issue.
 3. Other program faculty will be notified to determine if problem is an isolated circumstance.
 4. Email follow-up will be sent to student and staff involved.
- B. Step Two: If any non-professional behavior continues, the student will be given a written warning regarding their professional behavioral concern.
 1. Non-professional behavior(s) will be documented in writing using the Professional Written Warning Form and given to the student along with professional point deduction. (This professional point rubric is in each course syllabus.) A copy will remain in the student's file.

2. Student and course instructor review the professional behavior issue concern.
 3. Student will identify course of action to resolve the concern.
 4. Other program faculty will be notified to determine whether or not the concern is an isolated circumstance.
 5. Email follow-up will be sent to student and staff involved.
- C. Step Three: If any non-professional behavior persists after a written warning, the student's grade will be impacted and a contract for change in behavior will be developed.
1. 10%-point total grade deduction per course in which behavior occurred.
 2. Student and instructor identify course of action to resolve concern including consequences for lack of improvement.
 3. Method of tracking concerns across all program settings is initiated.
 4. Student meets periodically with program faculty to document current status addressing and documenting progress or lack of progress related to professional behavior.
- D. Step Four: If the non-professional behavior is ongoing and has not been resolved after behavior contract has been put into play, the student will be dismissed from the program. Program faculty do not feel the student is competent to provide radiographer services currently.

See "Progression/Withdrawal/Dismissal/Program Reentry" Policy 3.6

All notifications are cumulative from previous Radiography courses.

Because the Core Abilities and performance indicators reflect behaviors necessary for success as a radiographic technologist in the clinical environment, failure to demonstrate progress in Core Abilities, or failure to meet the specific behavior levels by the defined target dates may result in program probation or dismissal.

Student Conduct issues and violations are also reported for investigation using the link on the SWTC website, [Campus Safety \(swtc.edu\)](https://www.swtc.edu/campus-safety).

Radiography Program Information

2.1 SWTC Radiography Program Mission Statement:

The mission of the Radiography Program at Southwest Wisconsin Technical College is to provide radiography students with a high-quality education to provide a strong foundation for successful, competent, and patient-oriented radiographers for our community.

2.2 SWTC Radiography Program Goals

Goal 1: Students will demonstrate critical thinking skills.

- Students will adapt to a variety of clinical conditions.
- Students will successfully critique images for quality and improvement.

Goal 2: Students will demonstrate professionalism.

- Students will abide by the ARRT Code of Ethics.
- Students will successfully work with professionals in the field.

Goal 3: Students will use effective communication skills.

- Students will demonstrate effective patient communication skills.
- Students will demonstrate effective communication skills with staff, technologists, classmates, and others.

Goal 4: Graduates will be clinically competent.

- Graduates will hold entry level radiographer skills.
- Graduates will perform radiation safety practices, routine positioning skills, and quality patient care.

Goal 5: Graduates will be prepared for the ARRT exam and meet the needs of employers and our community.

- Graduates will pass the ARRT exam.
- Graduates will obtain related employment.
- Graduates will meet the needs and expectations of employers and community.

2.3 Radiography Program Outcomes

Upon graduation and initial employment, the radiographic technologist should be able to demonstrate entry level competencies in the following areas of professional practice:

1. Carryout the production and evaluation of radiographic images.
 - 1.1. Position patient for specific examination.
 - 1.2. Select appropriate image production exposure factors and make exposure.
 - 1.3. Evaluate final images for acceptable exposure quality, anatomical presentation, and patient identifying information.
2. Practice radiation safety principles.
 - 2.1. Use proper collimation.
 - 2.2. Wear personnel dosimeter.
 - 2.3. Practice the cardinal principles of radiation protection: time, distance, and shielding.
3. Provide quality patient care.
 - 3.1. Identify correct patient and procedure to perform.
 - 3.2. Assess patient condition and respond accordingly.
 - 3.3. Obtain and document accurate patient history.
 - 3.4. Explain exam and give clear instructions.
 - 3.5. Communicate/interact with patients as appropriate.
 - 3.6. Provide for patient modesty and comfort.
 - 3.7. Provide care in an equitable manner.
4. Model professional and ethical behavior consistent with A.R.R.T. Code of Ethics.
 - 4.1. Maintain confidentiality.
 - 4.2. Interact professionally with healthcare professionals, patients and family.
 - 4.3. Demonstrate a commitment to diversity, equity, and inclusion.
5. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography.
 - 5.1. Adapt procedure to patient condition.
 - 5.2. Adapt exposure techniques to patient's physical and pathological conditions.
 - 5.3. Evaluate image for diagnostic quality and implement corrective action if necessary.
 - 5.4. Use logic and judgement in performing procedure efficiently.
 - 5.5. Interpret orders and requests.

2.4 Technical Skill Assessment (TSA)

Radiography Program Outcomes are based upon the Radiography Technical Skills Attainment (TSA) which is a Wisconsin Technical College summative assessment.

The Radiography Technical Skills Attainment (TSA) is a Wisconsin Technical College summative assessment that is completed during the final semester of the Radiography Program. The TSA program objectively measures a student's attainment of industry recognized skills in application and critical thinking. Each student that has successfully completed each of the radiography courses and the clinical assignments will have demonstrated the skills and concepts necessary to become a successful Radiographer in the workplace. The TSA document verifies graduate attainment at meeting program outcomes. Students must achieve an overall PASS rating on all criteria for each program outcome to demonstrate competency. A rating of FAIL on ANY criterion results in a FAIL for that program outcome.

2.5 ARRT Code of Ethics

The ARRT Code of Ethics are the first part of [the Standards of Ethics provided by the American Registry of Radiologic Technologists \(ARRT\)](#). The Standard of Ethics includes the Code of Ethics which serve as a guide as to how all technologists should conduct themselves and instill values within that are in the best interest of the patient, and the Rules of Ethics which are the mandatory and enforceable standards.

The purpose of these ethic requirements is to instill the professional values that cause one to act in the best interest of the patient. Ethical professional conduct is expected of every member in ARRT. By following these codes, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patients, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

2.6 Curriculum

The Radiography Program consists of 63 credits. General education courses can be completed during the time period where students have begun the program, but it is highly encouraged to complete these prior to the program start to ease the student's workload. 2 semesters of High School Chemistry with a 'C' or higher OR 1 semester of College Chemistry with a 'C' or higher must be completed prior to acceptance into the program. Completion of a Nursing Assistant course must also be completed prior to being accepted into the program.

Clinical experience is offered throughout the program. Students will be out at clinical starting Week 7 of their initial fall semester. This training reinforces the theory and practices learned on campus.

Through the duration of the program, students will be taking examinations. Prior to being able to complete any competency out at clinical, students will have to pass exams taken in the classroom with a 'C' or higher.

All courses, including general educational courses, must be completed with at minimum a "C" (2.00). Failure to achieve at least a "C" will cause the student to be ineligible to continue with the program.

The content covered in these courses stem from the ASRT Radiography Curriculum, a link to which can be found here: [Radiography Curriculum \(asrt.org\)](http://asrt.org).

A goal for the SWTC Radiography Program is to have every student pass their radiography board exam. Content Specifications for this exam can be found here: [RAD CS 2022.pdf \(kc-usercontent.com\)](http://kc-usercontent.com).

Curriculum Progression Radiography

Semester 1 - Fall	Course Title	Credits
10-526-149	Radiographic Procedures	5
<i>Prepares radiography students to perform routine radiographic procedures of the chest, abdomen, upper and lower extremities, and pelvis. Course includes considerations for mobile and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.</i>		
10-526-158	Introduction to Radiography	3
<i>Introduces students to the role of radiography in health care. Students apply healthcare communication techniques. Students are introduced to legal and ethical considerations, patient interactions and management, patient and provider safety, and pharmacology.</i>		
10-526-159	Radiographic Imaging	3
<i>Introduces radiography students to the process and components of imaging. Students determine the factors that affect image quality including receptor exposure, spatial resolution, and distortion.</i>		
10-526-168	Radiography Clinical 1	2
<i>This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographic images while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.</i>		
10-806-177	General Anatomy & Physiology*	4

Semester 2 – Spring	Course Title	Credits
10-526-191	Radiographic Procedures 2	5
<i>Prepares radiography students to perform routine radiographic procedures of the skull, facial bones, sinus, spine, bony thorax, gastrointestinal, urological, and special studies. Course includes considerations for contrast, mobile, surgical and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.</i>		
10-526-192	Radiography Clinical 2	3
<i>This second level clinical course continues to prepare radiography students to perform radiologic procedures on patients with considerable direct and limited indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.</i>		
10-526-230	Advanced Radiographic Imaging	2
<i>Explores the factors that impact image acquisition, display, archiving and retrieval. Guidelines for selecting exposure factors and evaluating images within digital systems are discussed. Principles of digital system quality assurance and maintenance are presented. Prerequisite: Admission to the Radiography Program</i>		
10-801-136	English Composition 1*	3
Semester 3 – Summer	Course Title	Credits
10-526-193	Radiography Clinical 3	4
<i>This third level clinical course prepares radiography students to perform radiologic procedures on patients with varying degrees of direct and indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.</i>		
10-526-231	Imaging Modalities	2
<i>Introduces radiography students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy. Prerequisite Admission to the Radiography program or department approval.</i>		
Semester 4 – Fall	Course Title	Credits
10-526-194	Imaging Equipment Operation	3
<i>Introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunction. Prerequisite: Admission to the Radiography Program.</i>		
10-526-195	Radiographic Image Analysis	2
<i>Prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors. Prerequisite: Admission to the Radiography Program.</i>		

10-526-199	Radiography Clinical 4	3
------------	------------------------	---

This fourth level clinical course prepares radiography students to perform radiologic procedures on patients. The student transitions from direct to indirect supervision as competency performance increases. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

10-801-196	Oral/Interpersonal Communication*	3
10-809-198	Introduction to Psychology*	3

Semester 5 – Spring	Course Title	Credits
10-526-174	ARRT Certification Seminar	2

Provides preparation for the for the national certification examination prepared by the American Registry of Radiologic Technologists. Simulated registry examinations are utilized.

10-526-189	Radiographic Pathology	1
------------	------------------------	---

Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.

10-526-190	Radiography Clinical 5	2
------------	------------------------	---

This fifth level clinical course prepares radiography students to perform radiologic procedures on patients with limited direct and mainly indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

10-526-197	Radiation Protection and Biology	3
------------	----------------------------------	---

Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure. Prerequisite: Admission to the Radiography program or department approval.

10-526-198	Radiography Clinical 6	2
------------	------------------------	---

This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high quality images in the clinical setting with minimal direct and primarily indirect supervision. Students apply radiation protection and standard precautions in the production of images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

10-809-172	Introduction to Diversity Studies*	3
------------	------------------------------------	---

2.7 Radiography Program Requirements

Prior to July 1st of the initial Fall semester, each student will need to complete and submit the Health Requirements listed below, to be able to participate in their clinical rotation experience.

- [Physical Form](#)
- Background Information Disclosure - [complete in MySWTC](#) listed in “My Documents”.
- [TB skin testing](#)
- [Fact Sheet](#)
- [Current BLS for Healthcare providers CPR certification](#)

2.8 Student Kits/Textbooks

Purchase of all required textbooks for each Radiography program course is mandatory. The purchase of recommended resources is also strongly encouraged. It is strongly recommended that each student purchase a student planner. Course textbooks and recommended resources have been selected to assist students in learning course material, and for reference during subsequent courses, assignments, and all clinical rotations. **It is expected that all textbooks will be retained by each student for the duration of the program unless otherwise notified.** Textbooks selected for each course have been evaluated and are considered current and relevant to the practice of radiography. A list of current required textbooks and/or resources will be provided prior to each semester. All required course textbooks are available for purchase at E campus.

First year Student Kits Include:

- Personalized student markers
- Radiation Monitoring Badges (Dosimeters)
- 2 SWTC Patches
- Clover Learning

Students also need to purchase:

- Navy Blue Scrubs (brand is student’s choice)

Clinical Badges

- Clinical Name Tags are created at the Knox Center
- \$10 fee is already included in fees and tuition for Clinical 1 – no payment required.
- If replacement badge is requested/desired – students will need to pay \$10 for new badge.
- Picture for badge is done at the Knox Center
 - Wear/bring scrub top to Day 1 of Clinical 1

- Badges will include the following information:
 - Student first name
 - Radiography Program
 - SWTC Student

Second year Student Kits Include:

- Radiation Monitoring Badges (Dosimeters)

Academic Policies and Procedures

3.1 Attendance

Students are expected to attend all scheduled class, lab, and clinical sessions.

Southwest Tech's Radiography Program relies heavily on active participation of learners. The learning activities are designed to prepare you for your final performance of each competency. Being ill-prepared in the clinic could jeopardize your safety and that of others, as well as damage expensive equipment. During the course of the program, **you will be expected to be in attendance just as you would be on the job; both physically and mentally.** While we acknowledge that it is the student's right to decide whether to attend class, the student should understand the following:

1. Instructors **will not** repeat missed material. Course material may contain information that is difficult to understand if the student elects not to be present for the lecture/lab.
2. Absences are recorded and kept in the permanent record while student is in attendance. Absences will be considered when making recommendations for scholarships and employment. Absences may also jeopardize financial aid standings.
3. Attendance for lecture and lab will be graded:
 - You will be allowed two excused absences without penalty.
 - Lecture and lab are counted as SEPARATE classes
 - If you miss one full day of class (both lecture and lab) that will count as your two excused absences. Any missed days following will count as one excused absence.
 - The third excused absence after that will result in a **25-point deduction of professional points**; fourth excused absence will result in a 50-point deduction and fifth excused absence will result in a 100-point deduction.
 - Each unexcused absence will result in a **1% (percentage) total grade deduction per class involved.** (Lecture and Lab are TWO classes).
 - **You must notify the instructor** that you will be missing class in advance, at least 15 minutes prior to the start of class, by **email, text, or office/cell phone.**

- **Absences in excess of 10% of total class hours per course will result in dismissal from the class. Extenuating circumstances will be judged case by case.**

3.2 Grading Standard Policy

Southwest Tech Radiography students will adhere to all Southwest Tech's grading policies and procedures as described in the College Student Handbook. Specific grading criteria will be described in each course syllabus. The following standards have been adopted to assure competency, safe clinical practice, and success on licensure exams.

1. Students must achieve a minimum grade of a C (minimum of 80%) in all courses required in the curriculum, including general education courses, to proceed with the progression of the Radiography Program.
2. If a student is unable to proceed in the Radiography Program, the student must contact the program's advisor to inform them of the situation. The student will need to reapply to the program if the student is not successful in the first semester. If a student is unsuccessful in the second semester or thereafter, they will need to follow the re-entry guidelines (section 3.6) to re-enter on a space-available basis.
3. **Core curriculum courses are limited to two enrollment opportunities per student. With initial enrollment counting as one attempt.**
4. Students may appeal their program dismissal through the college readmission process.

Grading Standards

All lecture/lab and clinical education courses must be taken in sequence. A minimum grade of "C" (minimum of 80%) is required in all general education and technical courses within the Radiography Program Curriculum. Your final course grade is determined by a compilation of scores from written tests, quizzes, practical exams, projects, and assessment of professional abilities.

A	93-100%
B	85-92%
C	80-84%
D	76-79%
F	Less than 76%

In every course, students will be given 200 Professional Points at the beginning of each individual course. Professional Points are 10% of students grades in EVERY class. Students will lose Professional Points for unprofessional behavior and/or disregard to the Core Abilities in each course the infraction occurred. Loss of Professional Points is up to the discretion of the instructor.

Specific grading criteria for the clinical courses are included in the Clinical Courses Syllabus. Throughout the program, students are graded according to their ability to meet objectives. These objectives are based on required course work competencies and content required by ARRT to provide for student attainment of the entry-level competencies for the Radiography. Students are required to meet the objectives in theory, skill, and clinical courses to progress in the program.

3.3 Test Taking Policies

Test Taking

You **MUST** take the theory exams and quizzes during class at the time scheduled by the instructor unless instructed otherwise. If an absence occurs on a scheduled exam or quiz date, you will receive zero points **UNLESS** you have made prior arrangements with the instructor. Only in extenuating circumstances will the student be allowed to take the exam at another time. **Any day a student misses class on a scheduled exam date, regardless of the reason, 15 professionalism points will be deducted.**

Arrangements must be made personally by contacting the instructor prior to the time of testing. This may include office phone contact, use of voice mail, or email.

There will be a required exam review session following each exam for all students to look in notes, power points, and texts to support the correct answer.

The student who fails to get an 80% on a quiz/exam **MUST:**

- 1) Attend a tutoring session with the course instructor within 1 week of failed quiz notification or there will be a 50-point professional point deduction.
- 2) For the Tutoring Sessions, students must come prepared with questions about the topics on the quiz they got wrong and come with their completed post-test reflection.

The student who fails more than one exam **MUST:**

- 1) **Schedule a time with an Academic Success Coach to examine your study strategies and return the signed remediation form** (found in the appendix) **to the instructor within one week of the failed exam.** Failure to meet with a success coach and return the signed remediation form to the instructor within one week of the failed exam will result in a deduction of **20 Professionalism points.**

- a. Use this link to [Schedule an appointment with Academic Services.](#)
- 2) If the student is required to take a retake or chooses to take a retake of a failed exam, they **MUST** score an 80% or better, after completing the exam review form, to assure student competency of course material.
 - a. **If the student is eligible for the new grade will be an averaged, the new grade will be an average score of both tests. EACH RETAKE MUST BE COMPLETED WITHIN ONE WEEK OF EXAM REVIEW and WITHIN 2 WEEKS OF NOTIFIED GRADE.**
 - i. Review the course syllabus to view how many retake scores are allowed to be averaged per course.
 - ii. Tutoring sessions must be scheduled within one week of notification of grade
 - iii. At the time of the tutoring session, students must schedule the time they want to take their retake.
- 3) Student must meet the instructor to review one time before the next exam in the related course of the failed exam. It is the student's responsibility to coordinate a time to meet with the instructor. Failure to do so will result in a deduction of Professionalism Points.

Late Test Taking

- **Late exams and quizzes must be completed** the day of returning to school following an absence even if the course for which the exam was scheduled **does not** meet that day, unless prior approval is given by the instructor.
- If late exam is **not** taken on the day returning to school, there will be a penalty of 50% of the total exam score, unless prior approval is given by the instructor.
- All exams must be completed for student to complete the course.
- **The student is responsible for taking all make-up exams/quizzes with proctoring by the course instructor or other faculty member.**

Testing Rules

- Students will **NOT** be allowed to wear hoodies or have **ANYTHING** on their desks other than a blank sheet of paper and pencil/pen.
- Cell phones and smart watches will **NOT** be allowed to be used at any time during testing.
- Water bottles are **NOT** allowed to be on the desk during testing.

3.4 Academic Progression and Remediation

Standards of academic progress are established to require students to progress satisfactorily and timely towards the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty.

All Radiography Program courses must be completed in sequence with a final grade of “C” or higher. If a student does not achieve a final grade of a C, they will need to retake that course prior to progressing forward in the program. The Radiography Program makes every attempt to assist and guide Radiography students toward academic and clinical success. A student not achieving a minimal competency of 80% after the first exam or at any point in the semester of the Radiography program courses, they will be required to meet with the course instructor to discuss plans for improving learning. If the student is not achieving a minimal competency of 80% by week eight, an individualized remediation "plan for success" will be implemented. A **remediation contract** is attached in the appendix of this handbook.

3.5 Grade Appeal Procedure

A student may appeal a final grade, or any grade received on cumulative work used in calculating the final grade. Grade appeals **must first** be directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a grade appeal as described in the [Southwest Tech Student Handbook](https://www.swtc.edu/student-resources/) and <https://www.swtc.edu/student-resources/>

3.6 Progression/Withdrawal/Dismissal/Program Reentry

Throughout the program, students are graded according to their ability to meet objectives in theory, skills, professional behaviors, and clinical courses. To progress in the program, students must meet the established grading standards.

Students must take the core courses in the Radiography Program sequentially, as each course builds on the knowledge gained from previous coursework. Students who stop attending class and do not complete course assignments, yet do not officially withdraw, will receive a failing grade in that course. If a student receives a failing grade, the student cannot progress further in the program unless they:

- re-apply into the program if they fail a first semester course, or
- apply for re-entry into the program per the guidelines for re-entry if failing the second or subsequent semester(s).

Core curriculum courses are limited to two enrollment opportunities per student.

Guidelines for Re-entry to the Radiography Program:

1. The student must submit a written request to the program director to begin the re-entry process into the Radiography program.
2. Program faculty will determine the appropriateness for re-entry on a case-by-case basis, considering factors such as the student's status at the time of exit from the program, reason for program withdrawal, justification for re-entry, adequacy of program space, and staffing levels.
3. The student must follow the policies and procedures of the program which are consistent with the academic year he/she is readmitted.
4. All courses in the Radiography curriculum must be completed within a three-year period from the initial date of entry into the program.
5. If the content of any course is different from when the student initially took the course, prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and exams for the new content. Radiography faculty will provide any changes in content to meet the new or revised objectives.
6. The student is responsible for maintaining the ability to satisfactorily perform and be competent in all previously learned material. Demonstration of satisfactory performance and adequate knowledge of theory course material will be required prior to re-admission into the program.
7. A student is eligible for re-entry/re-admission into the Radiography program one (1) time only and on a space-availability basis.

Repeating a course that requires clinical placement or affects clinical sequence will be contingent upon available clinical as timely re-entry into clinical courses cannot be guaranteed. Students are offered clinical placement based on openings available.

Course Withdrawals: It is highly recommended that students withdrawing or withdrawn from a technical Radiography course or clinical education placement thoroughly discuss the various implications of this action with the program director, instructors, and/or coordinator of clinical education.

Program Withdrawals: Students considering withdrawal from the program should discuss the matter with the Radiography Program Director and/or their program advisor. Student services should also be contacted to ensure that records accurately reflect desired program actions. Students need to follow Southwest Tech policies and procedures regarding program and course withdrawal, which can be found in the [Southwest Tech Student Handbook](#) under "Academics and Grading".

- A student will be withdrawn from the program if he/she does **NOT** obtain a least a "C" in any core Radiography course, including clinical education courses.

A student may appeal dismissal from the Program.

To begin the appeal process, a student must submit a written appeal to the Program Director. This letter should explain an exception to the progression policy, include a description of any extenuating circumstances, and identify an improvement plan for student success. The Program Director will schedule an appeal hearing with the Appeals committee consisting of the Program Director, Program Faculty, Program Advisor and Executive Dean. The student and the Appeals Committee members will be invited. The following 3 criteria will be considered during the appeal:

1. Extenuating circumstances that may have contributed to the student's difficulties.
2. Evidence of a realistic plan of changes to increase the student's chance for success
3. Likelihood of success if the student were given another chance.

Students will be granted only **one** opportunity to appeal for re-entry into the program. Students who are not successful in any program course after meeting with the Appeals Committee will be dismissed from the program with no further opportunity to appeal for re-entry.

3.7 Graduation Requirements

Students must meet the school and program requirements for graduation as stated in the [Southwest Tech Student Handbook](#) under "Academics and Grading", the college catalog and this document. All assessed fees must be paid prior to graduation.

3.8 Licensure Requirements

Graduates of an accredited Radiography Program are eligible to sit for the American Registry of Radiologic Technologist – Radiography exam. Information regarding the exam can be found here: [ARRT- About the Exam](#)

In addition, most states including Wisconsin require licensure to work as a radiographer. This is a link to the Wisconsin Department of Safety and Professional Services: [Licensed Radiographer](#). Information regarding the ARRT and state licensing can be found here: [ARRT – State Licensing Exam](#)

3.9 Transfers into Radiography Program

Students may apply to the Radiography program at Southwest Tech after completing core course work in a Radiography program at another school **providing** the student meets the following criteria:

1. The Southwest Wisconsin Technical College and Radiography Program application and registration procedures are completed.
2. The student must be in good standings at the previous institution according to Southwest Tech Radiography program standards.
3. A syllabus from each course completed with a “C” (80%) or better that outlines the competencies covered in each course. The program director will compare the completed course work to the curriculum content of the Radiography program at Southwest Tech to determine what courses will transfer.
4. If transferring to Southwest’s Radiography program results in a discontinued completion of the Radiography curriculum (one semester or more without being enrolled in core Radiography courses), the student will need to pass a course competency exam for each course in the core curriculum that was completed. course exams will test the critical competencies in the completed courses and may have a written or practical component, or both, depending on the course content. A passing grade of 80% or better must be earned on all course exams before student is allowed to continue in the program at Southwest Tech.
5. All Radiography courses must be taken in their entirety, even if students have successfully completed units of the course in another Radiography program.
6. Admission to the program is contingent upon space and clinical site availability even if all admission criteria and competency exams are completed successfully.
7. Students will be required to re-comp on any past clinical competency exams as SWTC cannot validate competency from a prior school.

3.10 Academic Honesty

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The Radiography program follows the policies regarding Academic Misconduct found in SWTC Student Handbook. [Student Handbook at Southwest Tech \(swtc.edu\)](http://swtc.edu)

3.11 Confidentiality and Privacy: Student Records/Clinical

Southwest Tech has identified that certain information is considered public or private data. In keeping with Southwest Tech's Student Rights to Record Policy, the Radiography Program will maintain student privacy and confidentiality in accordance with the SWTC Student Handbook. [Student Handbook at Southwest Tech \(swtc.edu\)](http://swtc.edu)

Radiography Program Policies and Procedures

4.1 Radiation Safety

Students of the Radiography program here at Southwest Tech and their clinical affiliates adhere to the radiation safety concept ALARA (As Low As Reasonably Achievable). ALARA serves to protect students, staff, and patients from unnecessary exposure to ionizing radiation by practicing proper safety procedures. Any act that results in disregard for the safety of staff, patients, classmates, and the student themselves, will not be tolerated and offenses will result in disciplinary action up to and including termination from the program.

4.2 Radiation Monitoring

Students are required to wear their dosimeter (radiation monitoring badge from Landauer) ANYTIME they are near ionizing radiation – this includes out at clinical and during class. Students are required to pay for their own radiation badges, and this is included in their course fees. The following are requirements for students with their dosimeters:

1. Radiation monitoring badges are to be worn at ALL TIMES when near ionizing radiation.
2. Students are responsible for their own badges. Badges must be kept in a safe place and easily accessible.
3. Bringing badges to class quarterly to exchange radiation badges.
4. Radiation Monitoring Badges are to be worn clipped to the collar.
 - a. When wearing a lead apron and/or thyroid shield, the badge should be moved to the outside of the apron, still at the level of the collar.

If a student shows up to clinical without their badge, they will be sent home to retrieve their badge and the student is responsible for making up the missed clinical hours.

If a student shows up to class without their badge, they will not be allowed to participate in that day's activity. Students missing a lab class due to not having their badge will follow the policy 3.1 "Attendance" found in this handbook.

4.3 Radiation Reports/Dose Limit Protocol

Southwest Tech Radiography Program receives radiation monitoring reports quarterly. These reports are reviewed and monitored by the Program Director. If a student's dose level (amount of radiation exposure) is greater or equal to 200 mrem/quarter, the Program Director will review the dose with the student and faculty.

With each report, the students will be shown the report and initial next to their name. This will be recorded and kept in the student's file.

4.4 Lecture and Lab Expectations

Students must make note that the Radiography program moves through content QUICKLY. The course material covered during this time can be difficult to understand if the student chooses not to attend these sessions. It is imperative that students make every attempt to attend every lecture and lab. In cases where class is missed, it is the student's responsibility to take initiative and review the content missed during those periods.

Lecture

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

Lab

Lab is a method used to provide students a hands-on environment to learn and demonstrate the necessary skills used in the profession of radiography. Students are encouraged to use the lab outside of scheduled lab hours to practice their skills. **

Informed Consent Policy: Participation in the Laboratory

Radiography students are expected to perform a variety of positioning and general patient procedures on each other in the laboratory. This participation is very important to the learning process. Students will be asked to sign the **Statement of Acknowledgement/Agreement/Understanding** (located in the appendix) each fall prior to performing these procedures in the laboratory. This signature indicates that the student has been informed of the participatory nature of these experiences. Students will sign a consent form after reviewing the handbook prior to starting fall classes each year. Consent forms will be kept on file in the Radiography Program Director's office.

Exam

Exam dates will be clearly communicated at the start of each course. Radiography faculty hold the right to adjust the schedule, but will inform students of any schedule changes as soon as possible, and work with students to accommodate the new timeline. Please refer to **Policy 3.3 Test Taking Policies** for specific exam policies.

Electronic Expectations

- Laptops used during class must be the laptops issued by SWTC.
- Phones will NOT be permitted during class. Phones can be used only during class breaks and if the instructor asks students to use their phones for a class activity. If use of the phone is disturbing the class setting, the instructor will deduct 20 Professional Points and do one or more of the following:
 - Ask the student to put the phone away.
 - Ask the student to put the phone on the instructor's desk.
 - If necessary, ask the student to leave class if the disruption continues. It is not fair to the others that you are distracting them from their education.

**Exceptions to phone use can be made if the student speaks to the instructor ahead of time for cases of emergencies. If the student must make or answer a phone call under this circumstance, they are permitted to do so, but are asked to respectfully exit the classroom to take the call.*

- Phones are not allowed at clinical. Leave cell phones and other devices in the radiography work area and only check it during their breaks.
- SWTC laptops may be used at clinical ONLY for program purposes. No personal laptops are allowed.
 - Make note: If ONE student abuses this privilege, the ENTIRE class will lose laptop privileges out at clinical.
 - 1st warning – verbally address the class.
 - 2nd warning – written notice will be given to the class.
 - 3rd warning – laptops will no longer be allowed at clinical. This will last for the remainder of the program.
- Other devices, including smart watches, may be asked by faculty to be removed during exams or other times.

4.5 Energized Lab Policy

Students using the energized lab will be REQUIRED to follow these rules:

1. Anytime an exposure is made using ionizing radiation, a faculty member who is a licensed radiographer MUST be present. Acceptable faculty members to have present to make an exposure:
 - a. Rachel Harris, Radiography Program Director and Instructor
 - b. Kasey Budack, Radiography Clinical Coordinator and Instructor
2. Any time a student wishes to use the energized lab without faculty present, the generator will be disengaged to ensure no exposure or radiation can be utilized.
3. Students are NOT allowed to be in the room when an exposure is made. EVERYONE must be behind the lead-lined wall/window and have the door shut before an exposure is made.

4.6 Pregnancy Statement and Policy

The purpose of this policy is to outline the SWTC radiation protection pregnancy policy and to outline the pregnant radiography student options for progressing through our Radiography programs.

State regulation found at DHS 157 defines a “Declared Pregnant Worker” as a woman who has “voluntarily informed the licensee or registrant [Southwest Wisconsin Technical College], in writing, of her pregnancy and her estimated date of conception. The declaration remains in effect until the declared pregnant woman withdraws the declaration in writing or is no longer pregnant.” – taken from the X-Ray Regulatory Guide for Radiation Safety Program provided by the WI Department of Health Services.

Students retain the right to disclose any medical conditions, including pregnancy or pregnancy-related condition, throughout the duration of the Radiography Program. It is strongly encouraged that students voluntarily inform their instructor(s) of their pregnancy or pregnancy-related condition. The instructor will then provide the student the Title IX Coordinator’s contact information who can coordinate specific actions to prevent discrimination and ensure the student’s equal access to the education program or activity. This is confidential information and will not be shared with the class. Students will be strongly encouraged to complete a pregnancy adjustment request form at the link below to start the process of engaging in an interactive process with the Title IX coordinator or designee to discuss options. During this process, the following options are available:

1. Elect not to disclose the pregnancy or pregnancy-related condition to Radiography Program Faculty and continue in the Radiography Program without modifications.
2. Disclose pregnancy or pregnancy-related condition by submitting a pregnancy adjustment request form on SWTC website, which can be found at the following link: <https://www.swtc.edu/forms/request-pregnancy-adjustment-form>
3. Submit written withdrawal (undeclare the pregnancy) to Title IX Coordinator. If a withdrawal is not submitted, the declaration will expire after 1 year.
4. Voluntarily take a leave from the Radiography Program.

All actions must be done in writing. Students who do not wish to voluntarily disclose their pregnancy or pregnancy-related condition are assuming all risks associated with continued participation in the Radiography Program. Without a voluntary, written declaration of pregnancy notice, the student will be treated as not being pregnant. To declare pregnancy, the student must submit a pregnancy adjustment request form on the SWTC website. Students who are pregnant will also be asked to complete the declaration of pregnancy form below. Any such written declaration may be withdrawn at any time in writing by the student.

Declaration of Pregnancy Form:

Student Name/ID #: _____

I am declaring that I am pregnant.

I believe I became pregnant in _____
(Only month and year needed)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (unless that dose has already been exceeded between the time of conception and submitting this letter.) I also understand that meeting the lower dose may require a change in clinical assignments. I understand that I may withdraw from this declaration in writing at any time.

(Student Signature)

(Date)

(Program Director Signature)

(Date)

This form will be filled out during the process of developing a pregnancy adjustment plan with the Title IX designee. Students are asked to first fill out the pregnancy adjustment form on SWTC website.

Once the pregnancy has been voluntarily declared:

1. A radiation dosimeter (fetal badge) will be provided to the student in accordance with WI DHS regulatory guide for radiation safety program.
2. The fetal badge is to be always worn at the waist and under any protective coverings during the duration of the pregnancy.
3. The fetal badge will be exchanged monthly for the duration of the pregnancy. There will be no change to other badges which may have been previously issued.
4. The student must read Wisconsin Department of Health Services handout titled: *Radiation Exposure to Pregnant Employees*. A link to which can be found here: [Radiation Exposure to Pregnant Employees \(wisconsin.gov\)](http://www.wisconsin.gov/radiation). Students will also be required to sign a form stating they did read the handout.

In accordance the Nuclear Regulatory Commission (NRC) recommendation “the dose equivalent to an embryo or fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 500 mrem (5 mSv)” [DHS 157.23(8)].

Fetal monitoring badges reading should not exceed the limit of 500 mrem for the length of the declared pregnancy. If the monthly fetal badge readings are returned as abnormally high, the student will meet with the Program Director to discuss appropriate actions. Monthly fetal badge measurements should limit exposure to no more than 50 mrem (0.5mSv).

If a student voluntarily declares their pregnancy or pregnancy-related condition, they will engage in an interactive process that may include these options:

1. Continue the Radiography Program with Program Modifications

- a. The student will submit their voluntary declaration of pregnancy or pregnancy-related condition in written form by completing the pregnancy adjustment request form on the SWTC website.
- b. The student may continue in the Radiography Program with program modifications.
- c. The student will be required to wear two radiation monitoring badges
 - i. Fetal badge – worn at the waist.
 - ii. Occupational badge – worn at the collar.
- d. The student may voluntarily inform staff radiographers out at clinical of her pregnant condition during clinical assignments for appropriate and safe assignment tasks.
 - i. Radiography Program Faculty and Title IX Coordinator(s) will not divulge a student's pregnancy status unless requested and only after written consent of the student.
- e. After delivery and recovery, the student may return to classes.
- f. The student will work closely with their instructor and a Title IX designee to develop a plan to make up instructional hours and material missed due to delivery and recovery to ensure completion of the course competencies and requirements. It is the student's responsibility to inform Radiography Program Faculty of an absences due to pregnancy or a pregnancy-related condition.
- g. At any time after delivery and recovery, the student may withdraw from the radiography program following the "*Withdraw from Enrolled Radiography Program Courses*" policy above.

2. Complete Currently Enrolled Radiography Courses

- a. The student will submit their voluntary declaration of pregnancy or pregnancy-related condition in written form by completing the pregnancy adjustment request form on the SWTC website.
- b. The student will complete the presently enrolled radiography science courses before leaving the program.
- c. The student will be required to wear two radiation monitoring badges
 - i. Fetal badge – worn at the waist.
 - ii. Occupational badge – worn at the collar.
- d. The student may voluntarily inform staff radiographers out at clinical of her pregnant condition during clinical assignments for appropriate and safe assignment tasks.

- i. Radiography Program Faculty and Title IX Coordinator(s) will not divulge a student's pregnancy status unless requested and only after written consent of the student.
- e. At any time, the pregnant student may withdraw from the radiography program following the "*Withdraw from Enrolled Radiography Program Courses*" policy above.
- f. Once the courses the student is currently enrolled in are completed, they can decide to leave the program. While SWTC will do everything they can to accommodate the student's return, the student acknowledges and agrees that their ability to return to the Radiography program is contingent on clinical availability.

3. Withdraw from Enrolled Radiography Program Courses

- a. The student will submit their voluntary declaration of pregnancy or pregnancy-related condition in written form by completing the pregnancy adjustment request form on the SWTC website.
- b. The student will withdraw from all their program courses, following the procedures outlined the Withdrawal Policy found in the Student Handbook and meeting with the Program Advisor.
- c. The student will work with Title IX Coordinators and Program Instructors to develop a plan to return to program courses in the following year.
- d. While SWTC will do everything they can to accommodate the student's return, the student acknowledges and agrees that their ability to return to the Radiography program is contingent on clinical availability.

This policy was established with the help of SWTC's attorney and Title IX Coordinator, Krista Weber. Any issues or questions will be handled in conjunction with Title IX Coordinators:

Name	Title	Phone	Email
Krista Weber	Chief Human Resources Officer and Title IX Coordinator	608-822-2315	kweber@swtc.edu
Holly Clendenen	Deputy Title IX Coordinator	608-822-2362	hclendenen@swtc.edu
Dan Imhoff	Deputy Title IX Coordinator	608-822-2401	dimhoff@swtc.edu

4.7 MRI Safety

Students will be required to attend a short training on MRI safety prior to attending their first clinical rotation. Although modality rotations do not take place until the 2nd year of clinical, students may be asked to assist in the MRI area. To assure MRI safety prior to any clinical experience, students will be required to answer questions following their training to prove they have the basic understanding of MRI safety to safely work in the area.

Students will also be required to fill out a questionnaire form of their own medical history. This form is confidential and needs to be filled out completely and honestly by the student for their own safety. If the student marks “yes” for any implant, it does immediately disqualify them from entering an MRI suite. However, the radiography program will follow-up with the student, and if necessary, include MRI staff. Due to the nature of MRI, students rotating through MRI with any of the conditions mentioned on the form may not be able to go into the actual MRI room without documentation of:

- the implant of interest,
- a recent MRI scan, or
- a negative Foreign Body Orbit x-ray image (to rule out metal shavings).

If a student cannot safely enter an MRI suite due to a medical condition, no penalties will be applied to the student. These students will also be asked to voluntarily sign a form allowing staff at the clinical sites to know the student is NOT to enter the MRI suite. Students are also encouraged to let staff know themselves.

Students are responsible to inform Radiography Faculty of any changes to the MRI questionnaire form. Students will be required to fill out the form before every Fall term.

An example of the MRI Questionnaire can be found in the Appendix.

The Rules of MRI Safety

Safety is of the utmost important. Students are expected to follow the rules of MRI safety at all times while in the MRI department. Failure to do so will result in the student being sent home from clinical and other consequences including possible dismissal from the program. Students must:

- FOLLOW the MRI safety policies for each Clinical Site.
- NOT enter the MRI suite unless cleared and accompanied by an MRI technologist.
- ALWAYS assume the magnet is on.
- NEVER carry magnetic items or equipment into the MRI suite, it is strictly prohibited. If students are unsure if something can enter the MRI suite - ALWAYS ASK THE TECH, NEVER ASSUME!
 - Be sure to ask OUTSIDE the MRI suite – do not carry the item into the room to ask if it is safe.
- NEVER assume medical equipment is safe to enter the room.
 - Most MRI equipment is specific to the MRI room. Most general hospital equipment is NOT safe to enter the MRI suite (oxygen tanks, beds, IV poles, etc.)

4.8 Ionizing Radiation Agreement

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

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

1. Students will sign the ionizing radiation policy acknowledgment form indicating that they have been made aware of the harmful effects of radiation and will practice protective care measures when observing or using radiographic equipment.
2. Students will wear radiation monitoring devices when working in on-campus laboratories where ionizing radiation is produced and during off-campus clinical assignment where ionizing radiation is produced.
3. Students shall take exposures using the Southwest Wisconsin Technical College radiographic lab equipment only when an instructor or other responsible person is present.
4. In the event of pregnancy, it is strongly recommended that the students voluntarily inform their instructor of the pregnancy via written documentation and/or submit a pregnancy adjustment form on SWTC website that will be received by SWTC's Title IX Coordinator. The primary concern is the safety of the student and the baby. Because of the potential risks involved when using or working in an environment where ionizing radiation is produced, a discussion with the Title IX Coordinator is encouraged. See [Policy 4.6 Pregnancy Statement and Policy](#) for complete details.
5. While at clinical, students will adhere to the [Policy 5.3 Direct/Indirect Supervision and Image Repeat Policy](#) when taking and/or repeating exposures on patients.
6. While at clinical, students will follow the exam protocols of the assigned clinical site.

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

Clinical

5.1 Clinical Affiliation Expectations

Students are to recognize the clinical affiliates (listed on page 6) have graciously invited our program into their departments. Relationships between SWTC Radiography program and clinical facilities have been established with mutual respect and consideration on both sides. We are both committed to providing the best opportunities for our radiography students. ANY behavior by the student found to be inconsistent with our values and rules are subject to disciplinary action up to and including dismissal from the program. Behaviors and acts that will not be tolerate include, but are not limited to:

- Consistent tardiness or absenteeism
- Poor or unprofessional attitude toward clinical staff/preceptor
- Being uninvolved with any patient exam opportunities
- Inappropriate interactions with patients or clinical staff/preceptors in the presence of patients
- Jeopardizing safety of patients, families, staff, or self
- Breach of patient confidentiality (HIPAA)
- Use of electronic devices such as cell phone, computer, iPad, etc. in any work area (unless given explicit permission to do so by clinical staff)
- Extended breaks and/or lunches
- Being under the influence of drugs and/or alcohol

Clinical affiliates retain the right to ask students to leave the premises due to their clinical performance. Students – it is a PRIVELEDGE to be able to have clinical rotations with our affiliates. DO NOT FORGET THAT!

Clinical education is a major part of the Radiography program here at Southwest Wisconsin Technical College. Clinical rotations provide students an opportunity to apply knowledge and skills learned in the classroom and laboratory settings to actual patients. This is done under the supervision of registered technologists employed by the clinical site. Students are given a chance to experience a variety of imaging departments with a variety of different patients.

Clinical affiliates and their employees agree to the directives set forth by Southwest Wisconsin Technical College's Radiography Program. These include, but are not limited to:

- Professional atmosphere
- Fulfill the expectations set forth by the program while following the procedures of the medical facility.
- Periodic meetings
- Accept student scheduling as made by program's Clinical Coordinator
- Compliance with Direct/Indirect Supervision and Image Repeat Policies
- Not substitute students for salaried technologist with inappropriate level of supervision

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

- Following policies outlined in the Health and Safety training and/or other facility specific requirements.
- Maintaining all required immunizations and CPR certification.
- Parking in designated employee lots.
- Reading and following all of the imaging procedural policies as set forth at each facility.
- Use “down-time” to practice positioning skills, review radiographic images, and/or study Radiography program materials.
- Respectfully receive constructive criticism from the clinical staff who are there to guide students and improve their skills as future technologists.

Orientation

Each clinical site has its own expectations for pre-clinical orientation. The radiography faculty will ensure you complete the necessary requirements prior to going out to clinical sites. Students will have to complete orientation requirement prior to each clinical term. The following is the pre-clinical orientation each individual facility requires (if anything were to change or need updated, please let Radiography Faculty know):

Crossing Rivers Health

Rural Wisconsin Health Coop (RWHC)

Grant Regional Health Center

Rural Wisconsin Health Coop (RWHC)

- Sign additional documentation

Gundersen Boscobel Hospital & Gundersen Prairie du Chien Clinic

Gundersen online orientation modules

- Gundersen will email students using their school email address to register for their clinicals. Once approved, students will receive another email telling them to complete their online education. Orientation is emailed to students 4 weeks prior to the first date of their rotation. If this is NOT COMPLETED on time, it will DELAY the start of clinical rotations.

Memorial Hospital of Lafayette County

Confidentiality and Information Access Agreement – signed by students.

Midwest Medical Center

No online modules/documents required

Richland Center Hospital

Rural Wisconsin Health Coop (RWHC)

Southwest Health

Rural Wisconsin Health Coop (RWHC)

Student HIPAA and EPIC Agreement – signed by students.

Upland Hills Health

Rural Wisconsin Health Coop (RWHC)

5.2 Service Work Policy

The major emphasis of the clinical experience is to help students achieve career entry competencies. After demonstrating proficiency in a particular area in class, students may be permitted to perform positioning and other tasks under qualified supervision. Students should not, however, be substituted for regular radiologic staff.

Students are not required to and should not perform clinical experience work outside the regular academic hours unless those hours offer the optimal training experience at that site. In most cases, the student and the clinical site liaison or instructors will arrange the best schedule of hours to allow for successful training. Regular academic hours are considered Monday to Friday (05:30 AM to 04:30 PM).

If the missed clinical hours must be made to fulfill graduation requirements, the student must request additional hours from their Program Director. This agreement regarding when the student will complete additional training hours must be jointly agreed upon by the student, the clinical site, and the Radiography Program Director.

Students who have elected to seek employment at the clinical facility during the clinical experience **must schedule job hours at times that do not overlap or conflict with the scheduled clinical experience**. Job performance as an employee of the clinical agency should not affect the content or duration of the student's clinical experience, nor should it influence the evaluation of the student's performance during the clinical experience. Students are not allowed to complete any clinical competency exam during their working hours with the clinical facility.

5.3 Direct/Indirect Supervision and Image Repeat Policy

Southwest Tech's Radiography program operates under the Direct/Indirect Supervision policy. All images taken by students **MUST** be done under the supervision of a registered radiographer. To protect patients and maintain quality control, all images must be checked by a registered radiographer.

Direct Supervision is defined as the registered radiographer is in the room working with the student. The registered radiographer must check all positioning and exposure factors prior to the student making an exposure. The registered radiographer must:

- Review procedures in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Be physically present during the conduct of the procedure.
- Review and approve the procedure and/or image.

Students must be directly supervised until competency is achieved and direct supervision is required for the performance of any mobile or surgical procedure regardless of competency attainment, as well as ANY repeat images.

Direct supervision is also applicable when students are interacting with:

- Pediatric Patients
- Mental Health Patients
- Isolated Patients

Indirect Supervision is defined as supervision provided by a registered radiographer who is *immediately available to assist* students regardless of the level of student achievement. It is used in areas where a student has shown competency. *As with direct supervision, all images/examinations are required to be reviewed and approved by a qualified practitioner prior to being sent for interpretation.*

Immediately Available is interpreted as the physical presence of a registered technologist in an adjacent room or location where a radiographic procedure is being performed; however, the registered radiographer may not be involved in another procedure at the same time. The registered radiographer **MUST** be present in person – not by phone, video, or intercom. This availability applies to all areas where ionizing radiation equipment is in use.

Repeat Radiographs: the presence of a registered radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A registered radiographer must be present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure. *There is NO exceptions to this policy!*

5.4 Student Clinical Responsibilities

In order to actively participate, the student must be prepared for each clinical day. If inadequately prepared, the student may be dismissed from the clinical experience and the rotation will be reassigned.

Students are expected to:

1. Report to clinical on time in the morning, after lunch, and from breaks.
2. Check with the technologists before leaving the department.
3. Actively participate in all cases going on in their assigned clinical area.
4. Act in a professional and courteous manner to patients, staff, and coworkers as a representative of the clinical site.
5. Provide patient care at their level of competence.
6. Be professional and seek clinical staff when situations call for additional help.
7. Follow directions as given by their responsible technologist.
8. Leave cell phones and other devices in their work area and only check it during their breaks.
9. Have site name badge (if applicable), radiation monitoring badge, markers, and Bontrager textbook/handbook available for each assignment.
10. Wear clean, professional attire following the dress code outlined in Policy 5.11 and the clinical sites.
11. Review clinical syllabus objectives, assignments, and deadlines to complete assignments in a timely manner.

5.5 Clinical Course Evaluation

Students are required to perform a minimal number and variety of clinical competency evaluations each semester and prior to program completion. These evaluations are necessary to assure the knowledge, skills and competency level of all students for all radiographic procedures required for graduation.

The process of demonstrating clinical competency follows this order:

1. Didactic instruction and written exam and image evaluation in the classroom setting.
2. Laboratory demonstration.
3. Practice under **Direct Supervision** at Clinical.
4. Competency evaluation.
5. Practice under **Indirect Supervision** at Clinical.
6. Reverifications.

In accordance with ARRT specifications, SWTC students must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;

- 15 elective imaging procedures selected from a list of 34 procedures;
 - One of the 15 elective imaging procedures must be selected from the head section; and
 - Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

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

The information in this policy comes directly from the ARRT website link: [Radiography Clinical Competency Requirements 2022.pdf \(kc-usercontent.com\)](#).

The reasoning for these requirements is based off of the ARRT task inventory: [Radiography Clinical Competency Requirements 2022.pdf \(kc-usercontent.com\)](#).

Clinical Imaging Competencies

Imaging Procedures	Mandatory or Elective		Eligible for Simulation
	Mandatory	Elective	
Chest and Thorax			
Chest Routine	✓		
Chest AP (Wheelchair or Stretcher)	✓		
Ribs	✓		✓
Chest Lateral Decubitus		✓	✓
Sternum		✓	✓
Upper Airway (Soft-Tissue Neck)		✓	✓
Sternoclavicular Joints		✓	✓
Upper Extremity			
Thumb or Finger	✓		✓
Hand	✓		
Wrist	✓		
Forearm	✓		
Elbow	✓		
Humerus	✓		✓
Shoulder	✓		
Clavicle	✓		✓
Scapula		✓	✓
AC Joints		✓	✓
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	✓		
Trauma: Upper Extremity (Non-Shoulder)*	✓		
Lower Extremity			
Toes		✓	✓
Foot	✓		
Ankle	✓		
Knee	✓		
Tibia-Fibula	✓		✓
Femur	✓		✓
Patella		✓	✓
Calcaneus		✓	✓
Trauma: Lower Extremity*	✓		
Head – Candidates must select at least one elective procedure from this section.			
Skull		✓	✓
Facial Bones		✓	✓
Mandible		✓	✓
Temporomandibular Joints		✓	✓
Nasal Bones		✓	✓
Orbits		✓	✓
Paranasal Sinuses		✓	✓
Spine and Pelvis			
Cervical Spine	✓		
Thoracic Spine	✓		✓
Lumbar Spine	✓		
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	✓		✓
Pelvis	✓		

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

In order to be proven competent on an imaging study, students must demonstrate how to properly:

- Verify patient identity.
- Verify the correct order for multiple examinations.
- Assess the patient.
- Prepare the room.
- Manage the patient.
- Operate equipment.
- Select an appropriate technique.
- Position the patient.
- Practice radiation safety.
- Process the image.
- Evaluate the image.

General Patient Care Procedures

- CPR/BLS Certified
- Vital Signs
 - Blood pressure
 - Temperature
 - Pulse
 - Respiration
 - Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture
- Assisted Patient Transfer
- Care of Patient Medical Equipment

Steps for Acquiring Competencies

Students must complete the following steps in this order to achieve a competency exam:

1. Come to class prepared, reading associated chapters with the content for the week. Attempt to come to lab with a general understanding of what will be covered that day.
2. Actively listen to the instructor demonstrating the skills in lab.
3. Students are encouraged to practice skills on each other and ask questions about the process.
4. Students then need to pass a written exam, imaging evaluation exam, and properly demonstrate how to position patients for the exam in question.
5. Practice the imaging exam out at clinical and perform the competency.

Responsibilities of Clinical Staff Granting Competencies

It is up to the discretion of the Registered Technologist to award a competency exam. The student **MUST** declare they want to comp on the exam **BEFORE** the patient is in the room.

If the Registered Technologist believes the student has conducted the exam in a professional and competent manner, they may award the competency.

If a Registered Technologist does not believe the student conducted the exam in a competent manner, they can refuse to award the competency exam. In the case that this happens, it is asked that the trial be documented on paper for the Radiography faculty to review. To benefit the student's education, it is asked of the Registered Technologist to go over the exam with the patient and explain areas and techniques the student can improve on. Students are expected to receive the constructive criticism in a professional manner and realize the advice being given is to improve their skills as a radiographer.

Responsibilities of Radiography Program Faculty for Granting Competencies

Radiography Program Faculty will visit each clinical site based on their clinical visitation schedule. The purpose of these visits is to check in with the clinical staff and students, answer any questions/concerns, and go over any competency exams with the students. Radiography Program Faculty reserve the right to deny any competency exam. Students must prove their competency level to the Radiography Program Faculty by being knowledgeable in:

- Identifying Anatomy
- Patient History
- How the anatomy should be demonstrated in each image.
- How to improve a patient's position based on imaging criteria.

It is preferable to review radiographic images at the site the student's performed the exam. However, if the student is no longer at the site due to the clinical rotation schedule, a similar exam will be used at the site the student is now at to quiz the student. Students are expected to answer every question regardless of what images are used.

Penalties will not be awarded to students who are denied a competency exam. Students should recognize denied competency exams as a practice exam from which they have taken valuable information away from. Students who react unprofessionally to a denied competency exam, will lose Professional Behavior points.

Reverification Process

During student's 2nd year of clinical, they will have to perform a number of reverification exams to prove they are still competent in the exams they have previously received. Reverifications may be conducted on exams that the students completed more than one month prior. The reverification process is identical to the competency exam process.

5.6 Failed Competency or Incomplete Competency

If a student is unsuccessful, there is no penalty to the student. Students are required however to ensure all competencies are brought to faculty. Failure to turn in any attempted competency paperwork within 10 days will result in clinical point deductions. The information regarding the attempted competencies provides the faculty with valuable information which can be used in assisting the student.

Failed Reverifications

Students are required to perform a specific number of Reverification/Re-competency exams. Reverifications are used to ensure the student is maintaining their skill in the exams they previously obtained competency. It also helps to validate the initial competency. Students who have to repeat an image during a re-comp, who showed skill during the exam, and have the ability to make the correction on the repeat, are still deemed competent.

Students who struggle performing the re-comp and clearly indicate lack of knowledge and retention, fail the re-competency. It is important faculty are notified as soon as possible when a student fails a re-competency exam. **SWTC Radiography Program Faculty retain the right to remove the initial competency if a student fails a reverification.** If the failed reverification attempt results in the removal of the initial competency granted, the student will be required to fill out and sign a remedial contract. The signed contract is required to be turned into program faculty within one week of the failed attempt. The contract must be fulfilled within 10 business days (Mon-Fri) of the failed attempt. (Failed Re-Verification Attempt – Remedial Contract can be found in the Appendix of the Radiography Student Handbook.)

5.7 Radiographic Markers

Students will use their own initialed RIGHT and LEFT markers to properly identify patient anatomy. These markers are to be used during clinical when positioning the patient and on all competency assessments. Students **MUST** use their own lead markers when attempting competency otherwise the attempt is invalid. Under no circumstances will a student lend their marker to anyone or borrow anyone else's marker.

All students must receive approval from a registered radiologic technologist on the quality of his/her images before they are sent to the radiologist/physician to be read. A qualified radiographer must provide explanation and be present whenever unsatisfactory images/radiographs are repeated!!

Image identification must be recorded permanently on all images. Students should follow the clinical sites policy in regard to lead marker placement. Lead markers should be used and located in an area on the image that does not obscure radiographic detail. Proper identification is imperative.

If the resultant image lacks markings, they must be computer generated (annotated). This is not considered as permanently marking an image. The annotated marker can be removed from the data set at any point. A lead marker in the image cannot. Correct annotation is extremely critical. Be aware some facilities may require the image to be repeated if proper lead markers are not on the initial image upon exposure.

5.8 Clinical Hour Rotation

Each clinical course will have a different number of hours and time requirement. Students will experience approximately 1,440 hours of clinical. The amount of time spent at clinical is to best prepare the student to build the confidence and skills of a radiographer.

Course	# Credits	Credit Breakdown	Total Credit Hours	Schedule	Clinic Hour Totals
Clinical 1 (17 Weeks)	2	2D Credits	144 hours	9-hour clinical day 1 day a week (Wed) For 16 weeks (Off one week for INS) *Start clinical week 3*	144 hours
Clinical 2 (17 Weeks)	3	3D Credits	216 hours	7-hour clinical days 2 days a week (Thurs/Fri) For 15 weeks *Spring Break and Easter Weekend NOT included IN 15 WKS* *No clinical last week - Built in make-up days*	210 hours
Clinical 3 (8 Weeks)	4	4D	288 hours	9-hour clinical days 4 days a week (Mon-Thurs) For 8 weeks (Off 3 days for Holiday)	288 hours
Clinical 4 (17 Weeks)	3	3D Credits	216 hours	7-hour clinical days 2 days a week (Th, Fr) 17 weeks *No clinical last week - Built in make-up days* (OFF 2 days for Holiday)	210 hours
Clinical 5 (8 Weeks)	2	2DE Credits (1.5 D + .5 E)	216 hours	9-hour clinical days 3 days a week (M, Tu, W) 8 weeks	216 hours
Clinical 6 (8 Weeks)	2	2DE Credits (1.5 D + .5 E)	216 hours	9-hour clinical days 3 days a week (M, Tu, W) 8 weeks *Built in Make-up week last week* (OFF 3 Days for Symposium and Easter)	216 hours
Total:	16	11 D 1 E 4 DE	1,440 hours		1,431 hours

5.9 Clinical Schedules

Students should recognize we live in a rural area and utilize sites throughout Southwest Wisconsin Technical College's region and beyond. Clinical sites can be located over an hour from SWTC campus. It is the student's responsibility to adequately plan time of travel to make it to their clinical sites on time. **On time** means the student is in the imaging department of their clinical site at the **START** of their scheduled clinical day, not pulling into the parking lot on the premises. Students will not be required or asked to stay longer than 10 hours a day at clinical sites.

Students are allowed breaks during throughout the day:

- 1–30-minute lunch, and
- 2–15-minute breaks

Breaks cannot be taken all at once and must be spaced out. Please take into consideration the workload at the clinical sites when taking breaks.

Students will not be asked to attend clinical assignments and educational classes at the college for an amount of time that exceeds 40 hours. If students request a change to their clinical schedule that would result in the student being in attendance for more than 40 hours, the student will sign a statement verifying that they elect to make these changes in their clinical schedule and voluntarily chose to exceed 40 hours of program involvement that week.

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

Arrangements can be made to accommodate students for extenuating circumstances students are aware of well in advance that can include, but are not limited to:

- Weddings
- Surgery
- Vacations

Students are required to send all information to Rachel Harris, Program Director and Kasey Budack, Clinical Coordinator as soon as they know of these plans. The request needs to include the conflict and dates affected. Students also need to propose possible make-up dates for the days that will be missed. The Clinical Coordinator reserves the right to deny any requests. Students will receive a response to their request in a timely manner.

A preliminary schedule will be offered to students two weeks prior to the start of the semester. During this time, students are welcome to submit requests to make alterations to the schedule. Keep in mind:

- All requests will be considered prior to and during the time the schedule is being drafted.
- The Clinical Coordinator reserves the right to deny any requests.
- After one week has passed, the preliminary schedule will be finalized.

After the schedule is finalized:

- Students may only request changes in writing using the “Schedule Change Request Form” submitted electronically through Schoology for the current clinical course.
 - This form must be authorized by the Clinical Coordinator.
- Request forms must be submitted AT MINIMUM 2 weeks prior to the requested schedule change.
- Students may submit ONE schedule change request form per semester.
- Schedule changes must assure that students maintain appropriate clinical rotations to assure adequate clinical experiences (i.e., weekend for weekend).
- The Clinical Coordinator reserves the right to deny any requests.

Students are not authorized to alter the schedule without approval from the Clinical Coordinator (no switching shifts without permission).

5.10 Clinical Attendance Policies

Students are required to attend all clinical assignments and are expected to stay for the duration of their assigned hours.

Students are allowed 2 clinical absences at no penalty per program year (Fall-Spring-Summer term) with only 1 absence allowed per term. All other assigned clinical hours are needed to fulfill the course requirements.

A maximum of 2 additional absences are allowed per clinical course and MUST be made up. Failure to complete missed clinical hours will result in a failing grade “F” for the Radiography Clinical course. Failing a Radiography Clinical course will result in removal from the program. (See “Progression/Withdrawal/Dismissal/Program Reentry” Policy 3.6) Make-up days must be coordinated with the Clinical Coordinator.

Students who require a day to be rescheduled will be subjected to a deduction in Professionalism Points. **The first clinical absence that requires rescheduling will result in a 25-point deduction; the second absence will result in a 50-point deduction; and the third absence will result in a 100-point deduction.**

If a student presents to clinical and is sent home because they are too ill to be at the clinical site that day, this will count as an absence. The student will be required to make up that day of clinical.

If a student cannot attend their clinical rotation, the student must:

- Contact Rachel Harris, Program Director, and Kasey Budack, Clinical Coordinator, by email with a message regarding the absence at least 30 minutes BEFORE the start of their clinical day.
- Call the clinical site at which they are assigned to report their absence at least 30 minutes BEFORE the start of their clinical day. A message may be left several different ways:
 - Voicemail – If calling the department number and you get their voicemail, leave a message on their machine.
 - Verbally – leave a verbal message with the staff that answers the phone.
 - Message should include:
 - Student's name
 - That you are the Radiography student from SWTC
 - You will not be attending clinical that day.
 - **DO NOT TEXT THE NUMBER**

Clinical sites are asked to inform Rachel Harris, Program Director and/or Kasey Budack, Clinical Coordinator, that the student did not attend clinical that day. Contact can be made by:

- Phone
 - Rachel Harris 608-822-2495
 - Kasey Budack 608-822-2767
- Email
 - rharris@swtc.edu
 - kbudack@swtc.edu

Students who miss a clinical day are required to contact Kasey Budack within one week to discuss a make-up date. Failure to do so will result in a deduction of **50**

Professionalism points.

SWTC prides itself on accountability, this expectation extends to Radiography students. It is the STUDENTS responsibility to adhere to the Radiography's Clinical Attendance Policies. Clinical sites are asked to inform the Clinical Coordinator of any infractions but are not expected to hold students accountable for their actions. Any action taken upon the students at the clinical site is left up to the clinical site's discretion and may include asking the student to leave the site for the day or to not return.

Leaving Early from Clinical Assignment

Students are not permitted to be released from clinical more than 1 hour before their scheduled end time without documentation of extenuating circumstances. Failure to provide such documentation will result in a deduction of points for the student and they will be required to make up the missed time. Students with outstanding make up time or actively making up missed time are not permitted to leave.

This is a policy that will be OFFERED from the registered technologists at the clinical sites. Students are not permitted to ask to leave an hour early in accordance with this policy.

Extended Illness and Absence

Absence due to extended illness would constitute a single occurrence of absence. In the event of illness or injury of three (3) consecutive days (excluding weekends and school breaks), a written release from the student's physician or provider without restrictions must be submitted to program faculty before the student may return to clinical activities.

Bereavement Time

Students will be granted up to five days for funeral leave for a member of the student's immediate family. Immediate family would include husband or wife, parents, sibling, children, grandparents, in-law parents, stepparents, step- or half- siblings. Exceptions can be made to this with a discussion with the Radiography Program Director.

Approved bereavement time meeting this criterion is not considered an occurrence of absence and is not required to be made up.

5.11 Dress Code

Radiography students are required to present an image, which is clean, safe, neat, professional, and well-groomed. If the clinical affiliate provides a name tag, it **MUST** be worn at all clinical visits and during the entire clinical experience. The student should also wear their SWTC name tag which can be printed at the Know Learning Center.

The following standards, developed in accordance with local agency guidelines, apply whenever students are at clinical sites. No skin can be shown on your torso. To evaluate the appropriateness of your clothing you are encouraged to test yourself. Raise your hands above your head. If you can see the skin on your abdomen or your back, your shirt is too short. If you bend over at the waist and you can see your back; your shirt is too short. If you are wearing low rise pants, and you bend at the waist revealing your undergarments, your shirt is too short, and your pants are too low.

Personal body odor including excessive perfumes or colognes and tobacco smells can be interferences in providing appropriate care to patients and professional interactions with co-workers. Students should be attentive to these concerns. Students should not be offended if approached about personal body odor. This is done for the benefit of the patients and other workers.

Appropriate clinical attire:

Scrubs - School approved scrubs (Navy Blue in color)

- Scrub tops should not be too tight/short.
 - T-shirts with neutral colors may be worn under scrubs at the student's discretion. No logos should be present.
- Scrub pants should be at a length that do not drag on the floor.
- Must be neat, clean and free of wrinkles & fit appropriately.
- Discolored, faded, torn, ripped, or ill-fitting scrubs should not be worn.
- Scrubs should adequately cover the student's stomach and butt when bending and twisting.
- Scrub jackets may be navy blue, black, or white in color.

Underwear/undergarments must provide adequate coverage and not show through clothing or be exposed when raising arms above head or when bending over.

SWTC patch - sewn to left upper sleeve (shoulder) of all uniform tops, including navy blue/black/white scrub jacket. The patch must be secure and neatly attached to the left scrub top of jacket sleeve, approximately 2 inches below the shoulder. 2 patches are included in your Student Kits.

SWTC Picture Clinical ID Badge is to be always worn on the outermost layer of all uniform tops. The clinical ID name badge with picture is purchased in the Knox Learning Center. Please report missing badges immediately.

- Picture for badge is done at the Knox Center - Wear/bring scrub top to Day 1 of Clinical 1 to have picture taken.
- Badges will include the following information:
 - Student first name
 - Student initial of their last name
 - Radiography Program
 - SWTC Student

Name badge issued by clinical affiliation (if applicable) must be worn in the same fashion as the SWTC Picture Clinical ID Badge.

Radiation monitoring badge are to be clipped to the collar of the scrub shirt. If a lead apron/thyroid shield is worn and covers the badge, the badge must be moved to the outside of the lead, still clipped at collar level.

Personal Identification Markers are bought as a part of the student kit and have student's initials on them. They are REQUIRED at clinical and should be available at all times.

Shoes must be closed toe and light/neutral in color. Crocs with holes are not accepted.

Facial hair must be cleanly shaven. If a full beard or mustache is worn, it must be neatly trimmed and groomed.

Hair must be professional (in appearance, color, cleanliness, and length). Hair bands/ribbons, etc. should be neutral or match hair color. Hair must be professional in (color and length). It must be away from one's face, off the collar, or tied back.

Nails must be kept short and clean (approximately fingertip length). Artificial/acrylic nails are not permitted.

- Nail polish: no bright colors or possibly offensive designs. Cannot be chipped.

Tattoos: All tattoos must be completely covered while at the clinical sites. Most organizations have strict policies regarding the visibility of tattoos. For this reason, all students must respect the organization's desire to have tattoos completely covered. If necessary, a student may have to wear long sleeve t-shirts to cover tattoos present on the arms. If it is not possible to cover a tattoo with clothing, then the student must cover the tattoo with a band aid or other acceptable covering.

Jewelry

- ALL jewelry should be conservative and discreet. Dangling jewelry is prohibited as it is a safety issue when working in the exam rooms.
- **Piercings:** No more than two sets of pierced earrings in the earlobes are allowed to be visible while participating in the clinical experience. All other piercings must be removed or covered while the student is enrolled in the clinical experience courses. This includes eyebrow, nose, and other facial piercings. Each site will have their own requirements, and this may be discussed with the Clinical Coordinator and Clinical Site Manager.
- **Rings:** Only wedding/engagement rings are permitted. No additional rings should be worn.

Perfume or strong fragrance is not acceptable in the clinical setting because it may be offensive or harmful to clients. This includes perfumes that may be in hairspray, deodorant, and body lotions.

Smoking is not acceptable while in clinical attire as the smell will linger on scrubs/clothing and can be offensive or harmful to clients.

Gum/Candy may not be had in areas where patients have direct contact with staff. There is no chewing, eating, or drinking in the exam room.

When assignments require professional appearing attire, rather than uniforms, the following guidelines apply. If you question the appropriateness of a piece of clothing, then do not wear it to your clinical site.

Clothing	Appropriate	Inappropriate
Shirts	Professional appearing button down or pull over. It is recommended that scrubs be purchased for the clinical experience.	Faded, torn or ripped, spandex, gauze; sheer or lacy, t-shirts with emblems or graphic content, leather or sleeveless, spaghetti straps, backless, low cut, tight fitting, tank or halter tops, sweatshirts.
Pants	Professional appearing pants – ankle length. Scrub style pants are highly recommended.	Blue jeans, parachute pants, crop pants, harem pants, leggings, stirrup pants, form fitting pants or shorts, or capri.
Skirts and Dresses	Professional style and length	Low cut or sheer sundresses, dresses with excessive slits on the sides or back, short skirts well above the knee, tight fitting or revealing skirts.
Shoes	Professional style, closed toe appropriate with clothing and clean. A nursing style shoe is recommended.	Dirty athletic shoes, high heels spiked, flip flops, or shoes that mark floors. Boots and other fashion shoes are not recommended due to the length of time students will spend on their feet.

5.12 Standard Precautions Policy

All students and faculty are expected to follow this standard precautions policy. Many patients have highly contagious diseases that are not always visible. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

1. Wear gloves at all times when working with patients where blood/body fluids are evident or likely; i.e., open wound trauma, barium enema tip insertion, IV injection.
2. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
3. Wash hands after handling any blood and body fluids.
4. Use proper hand hygiene before and after all patient care activities.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not clip needles or recap needles.

7. All injuries and splashes must be reported to faculty immediately. If faculty is not available, report incident to the department floor supervisor.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the clinical staff.

In the event that an accident or incident occurs during the clinical experience, the following protocol must be followed:

1. Inform the affiliating imaging supervisor or clinical liaison immediately and follow the facility's exposure protocols.
2. Complete any forms required by the **facility** and ask that a copy of these forms be forward to the Health Occupations Division. (This is for insurance reasons)

Following the accident or incident, it is the student's responsibility to make sure they follow the clinical affiliates recommended guidelines for follow up testing. Students are covered by insurance which will pay for the costs associated with an accident or exposure while performing their clinical rotation. However, this insurance pays only AFTER the student's primary insurance is billed.

The Southwest Tech Incident Report Form must be completed and submitted to SWTC for the college's documentation. It is the student's responsibility to make sure the form is submitted to the Health Occupation Division Health Records Coordinator. A copy of this form can be found in the appendix of this handbook.

5.13 Confidentiality Policy: Care of Patients in the Clinical and Laboratory Setting

All health care professionals, including students, are held to strict standards of confidentiality. The legal and ethical aspects of this are discussed in introductory program courses. Students are required to sign a statement acknowledging these standards and act within professional and ethical guidelines. **Confidentiality Breach:** **A breach in client confidentiality will result in failure of the course leading to dismissal from the program.** This may constitute but is not limited to:

- Talking with persons not involved in the care of the client,
- Copying medical records without removing personal health information (PHI)
- Making statements about persons which is not pertinent to class discussion.

Since we learn from each other and experiences that we choose to share, be mindful that what is shared in class is intended to be used for educational purposes. **What is shared in class...stays in class...** and is not to be shared with others not involved in this class (including family, the community, your workplace, etc.).

- **Bottom line**-If you share an experience about a person, you cared for, do not use their name, location of the experience or any other identifier. When sharing an experience, you are allowed to state that you had the opportunity to care for someone with a particular diagnosis, what the treatment plan was, and/or what you learned from this experience.

5.14 Student Employment and Extra Curricular Activities

The decision to work while attending classes rests with the student; however, it is recommended that the student plan his/her work schedule and outside activities after receiving class and clinical assignments. If it appears that outside work and activities are interfering with class and clinical performance, the student will be asked by the faculty to reassess time priorities. During the clinical placement, students can expect to be at clinical sites anywhere from 9 to 36 hours per week, with additional hours on campus, excluding travel time. Employment during this time will need to accommodate the program schedule.

5.15 Student Liability & Accident Insurance

Healthcare students from Southwest Tech are covered by liability and accident insurance. This insurance is paid for through student fees. The accident insurance provides the student will healthcare coverage if they have an exposure while participating in their clinical experience. This policy covers the cost of associated healthcare and screening when a needle stick or other significant exposure occurs. Students must follow the exposure plan as stated by their assigned clinical site. All forms required by the site and the Radiography Program at Southwest Tech must be completed as directed. Any incidents that occur while at a clinical site should be reported to the Program Director and reported using the [SWTC link on the college website](#).

Southwest Tech Resources

Southwest Tech has multiple services available for you. Please refer to the [Southwest Tech Student Handbook](#) or visit the [Southwest Tech Academic Support and Resources](#) page for the complete list of services.

6.1 Counseling

A professional counselor is available to assist students to maximize their potential for educational and occupational success. Students are encouraged to consult with the mental health counselor and/or the student success coach about academic, career, and other college-related issues that might potentially impact the student's ability to complete the program. Students should schedule an appointment to meet with the mental health counselor if any issues arise. The mental health counselor and student success coach that assist Radiography students are:

6.2 Knox Learning Center - Academic Services

Office: Building 300 Room 314

Academic services are open at no charge to Southwest Tech students on the days and hours posted outside the center. Study skill services, assistance with course work, and peer tutoring are available at the Academic services. Students are encouraged to use this resource EARLY in order to work on problem areas as soon as they are identified. Course content goes from simple to complex and content learned early is a foundational for later concepts taught.

6.3 Charger Tech 360 & Additional Computer Access

Students will be automatically enrolled to receive an HP 14" touch screen EliteBook-Windows10 Pro64. A \$300.00 technology fee will be applied to tuition each semester beginning in the academic school year for Charger Tech 360. Each laptop comes with a backpack, with Southwest Tech's logo and name embroidered on it. Additionally, students receive hardware support and accidental damage protection. The purpose of Charger Tech 360 is to support students with the technology they need to complete their degree at Southwest Tech. Charger Tech 360 is designed to offer complete technical support, so you don't have to worry about the "techy" stuff, and just concentrate on learning. In addition, computers are available in multiple labs, the library, and the auto-tutorial lab (ATL) offering access to word processing, power point presentation programs and internet access. Please see the Southwest Tech Student Handbook or contact the helpdesk (helpdesk@swtc.edu) for further details on access.

<https://www.swtc.edu/student-resources/chargertech360/>

6.4 Knox Learning Center - Support Services

Office: Building 300 Room 314

If you have a documented disability as described by the Rehabilitation Act of 1973 (P.L. 933-112 Section 504) and Americans with Disabilities Act (ADA) that requires an accommodation by Southwest Tech to meet course requirements, it is recommend that you contact the office of the Support Services Specialist:

[Christena Bowers](#), Support Services Manager

cbowers@swtc.edu

Phone: 608.822.2631

Kramer Building (300), Room 314Q Knox Learning Center

as soon as possible. It is then your responsibility to contact and meet with the instructor to inform them that you will need accommodations. The Support Services/Intake Specialist can assist you and the instructor in formulating a reasonable accommodation plan and to provide support in developing appropriate accommodations for your disability. Course requirements will not be waived but accommodations may be made to assist you to meet the requirements.

6.5 Financial Resources

Information is available for financial aid, scholarships, financial aid emergency grants, veteran benefits, payments/billing, charger dream, 1098 tuition statement, deferred payment and WIOA: <https://www.swtc.edu/student-resources/financial-resources/> . Students are advised to consult and/or seek assistance from the staff in the financial aid office for further questions.

6.6 Health Services/Insurance

Southwest Tech does not provide direct health care services for students or staff. Southwest Tech and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical experiences. Some clinical sites require students to carry health insurance while performing a clinical experience at their facility. Southwest Tech does not assume responsibility for any medical expenses.

6.7 Additional College Wide Services

Southwest Tech is committed to serving students. There are a number of resources available on campus to assist students. The following is a list of various services that may be helpful to you as you work through the program.

- **“Resident and Student Life”**- Go to <https://www.swtc.edu/student-resources/student-life/> for information on student organizations & clubs, Charley’s, sports and recreation and housing.

- **“Student Policies and Procedures”**- Go to <https://www.swtc.edu/student-resources/policies-procedures/> for information on student handbook, grades, student code of conduct, transcripts, complaint process, student records and guaranteed retraining.
- **“Career Services”**- Go to <https://www.swtc.edu/student-resources/career-services/> to learn about how Southwest Tech Career Services connects students, alumni, faculty and employers. Services focus on helping students prepare for a successful career, supporting alumni in career preparedness, assisting high school and college faculty, and connecting employers with Southwest Tech students and alumni. Handshake is the resource used by Southwest Tech to Receive and search for job postings from employers who want Southwest Tech graduates. In addition, there are other job boards provided that offer employment opportunities for graduates. Check it out!
- **“Testing Center”** – Go to <https://www.swtc.edu/community/testing-center/>. Southwest Tech's Testing Center provides a variety of testing services for prospective and current students as well as for members of the community.
- **“Bookstore”**- Go to <https://www.swtcbookstore.com/> to shop for Southwest Tech apparel, school supplies and more.
- **Student Employment Services:** Southwest Tech offers employment opportunities for students to earn an income plus gain valuable work experience while in school. Go to: <https://www.swtc.edu/student-resources/financial-resources/student-employment> to find an on- campus job.

6.8 Complaints and Concerns

It is the policy of the Southwest Tech Radiography Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. The procedure for this policy is the following:

1. **FIRST:** Students are urged to take their problems to the instructor of the course in which the problem occurred.
2. **SECOND:** If the student and instructor are unable to come to an agreement, the student should contact Rachel Harris, Radiography Program Director at (608)-822-2495 or email at rharris@swtc.edu.
3. **THIRD:** If the student's concerns are not being addressed after meeting with the program director, or if the concern is with the Program Director, the student should contact Cynde Larsen, Chief Academic Officer/Executive Dean at (608)-822-2642 or email at clarsen@swtc.edu.
4. **FOURTH:** If the student's concerns are not met, the final step is to refer the student to follow Southwest Tech's due process. The procedure can be found in the Southwest Tech website [Southwest Tech Complaints Process \(swtc.edu\)](https://www.swtc.edu/southwest-tech-complaints-process) or Southwest Tech's Student Handbook under “Complaint Process”.

Complaints outside the due process are handled in following manner:

Source of Complaint	Example	Person to manage complaint
Clinical Education	A clinical education site has a complaint about a student's performance or behaviors during or in a past clinical site rotation.	Rachel Harris, Radiography Program Director (608)-822-2495 or rharris@swtc.edu
Employers	An employer has a complaint about the Radiography program, a student within the program, or a graduate of the Radiography program.	Rachel Harris, Radiography Program Director (608)-822-2495 or rharris@swtc.edu
General Public	A citizen of the Southwest Wisconsin Area district has a complaint about the Radiography program, faculty, a student in the Radiography program, or a graduate of the Radiography program.	Rachel Harris, Radiography Program Director (608)-822-2495 or rharris@swtc.edu

All complaints will be documented via the complaint form found on Southwest Tech website. The complaint and project outcome will be kept on file at the program facility.

General Policies and Procedures

7.1 Legal Requirements

Criminal Background Checks

As of October 1998, Wisconsin Act 27 requires that a criminal background and history check be conducted on all persons “responsible for the care, safety and security of children and adults.” This law applies to clinical sites utilized in the Radiography program. Therefore, all students must have this background check completed prior to starting the Radiography program. Persons who have impending criminal charges for or who have been convicted of certain crimes (after age 11) may be permanently barred from licensure and/or employment. Students are required to complete the “Background Information Disclosure” form and electronic criminal history search by the Wisconsin Justice Department. Results are imaged into Laserfiche and becomes the electronic record. If a student is currently an out of state resident or has been an out of state resident in the last three years, an outside source, Castle Branch will perform the background check.

Students with relevant convictions may not be allowed in clinical settings and may be unable to complete the Radiography program.

Licensure

Graduates of the Associate of Applied Science Degree Radiography Program must be licensed in order to practice as a radiographer. Candidates with criminal records or who have abused or are currently abusing chemical substances may not be eligible for licensure. Applicants who have been convicted of a misdemeanor or felony must acknowledge charges at the time of license application.

If there is a concern, students are advised to clarify their status with the Department of Regulation and Licensing for the state for which they are applying for licensure.

7.2 Confidentiality Policy: Student Health Records

The Clinical Coordinator will seek the Southwest Tech Health Affiliation Report from Virginia Reynolds, reporting that there is a copy of the student’s physical examination and criminal background information on file prior to the student beginning the Radiography program. All health records and background check information are

imaged into Laserfiche for record. The Clinical Coordinator provides this information to the clinical facility via email prior to start of clinical.

7.3 CPR Certification

Students are required to be certified in cardiopulmonary resuscitation prior to the beginning of the fall term of the first year, and to maintain current certification at all times. It is the responsibility of the student to arrange this training and certification outside of the Radiography program. Accepted certifications are the American Heart Association-certification for **Health Care Providers** or the American Red Cross-CPR **for the Professional Rescuer**. Students who do not have current CPR certification will be unable to attend clinical.

7.4 Health Requirements

Students are required to have the following physical examinations, tests, and immunizations prior to July 1st of the fall semester:

1. Physical examination (2 years or less)
2. Tuberculosis (TB) testing yearly:
 - a. two-step TB skin test
 - b. Students who have previously had an annual TB skin test need only one TB skin test prior to 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 Virginia Reynolds.

- f. **It is the student's responsibility to assure validity of their TB skin test for the entire length of each clinical rotation.** Students must check dates of immunization on their student portal.
- 3. Tetanus/diphtheria immunization within the last ten years; the date administered, and the name of the provider must be documented.
- 4. MMR and Varicella testing - one of the following three proofs is required:
 - a. Proof of immunity – laboratory report documenting proof of immunity. Vaccination if not immune.
 - b. Proof of vaccination* – the signature, facility, and address of the primary care provider and date are required. (Rubeola (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. ***Some facilities may not accept the history/evidence***
- 5. Hepatitis B vaccination is required.
- 6. Influenza vaccination prior to clinical rotations II & III and during clinical I when it is available.
- 7. Covid vaccination prior to clinical rotations I, II & III.

Students in health programs at Southwest Tech provide direct care and personal services to persons who are coping with stress and illness and who are physically vulnerable. There are occupational hazards the student may be exposed to during the process of classroom and clinical experiences. The program's student health requirements have been developed based on industry standards to minimize the health and safety risks for both students and the patients under their care. In addition, clinical contracts with cooperating agencies require that students meet and/or exceed the same health requirement as agency employees. If you have any questions, students should contact

Gin Reynolds

Student Health Records Specialist

608.822.2648

greynolds@swtc.edu

** 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.*

7.5 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 core abilities will be dismissed from the course in accordance with the policies and procedures outlined in the Radiography Program Student Handbook. Reinstatement will be determined through college and clinical agency policies and procedures. *

1. Follow Standard Precautions and Blood-borne Pathogen Exposure Plan (See 7.6)
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. Follow agency policies and procedures for the use of restraints.
5. Assist clients in gaining self-control and/or use self-defense techniques in potentially dangerous situations.
6. Maintain a clean, orderly work environment, free of safety hazards.
7. Do not expose patients, families, and/or clinical staff to possible infectious agents.
8. Communicate changes in client's status in timely manner.
9. Familiarize self with clinical safety policies in cases of fire, tornado, or other emergencies.
10. Material Safety Data Sheet available for cleaning solutions used in lab can be found hanging next to sink and first aid kit.

***The college and/or clinical site are not responsible for any accidents or injuries to the student.**

7.6 Blood Borne Pathogen Exposure Response Policy

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, Date of Birth (DOB), 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. 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
- 9) Follow-up testing to occur at 3 months and 6 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.

All Southwest Tech Radiography students are covered under the Gallagher Student Health & Special Risk Policy which includes Blood Borne/Needle Stick Coverage. Further information can be found at witechstudent@gallagherkoster.com or www.gallagherkoster.com.

Southwest Tech Instructor Information:

If exposure occurs at a clinical site:

1) Ensure the student has completed the First Aid and reporting steps. Encourage the student to seek immediate post exposure follow-up.

- 1) Email the Clinical Coordinator and Cynde Larsen, Executive Dean of Health Occupations 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 Southwest Tech:

- 1) Assist student with the first aid.
- 2) Complete the Southwest incident report form (form can be found in the Health Occupation's Office)
 - a) Make a copy of the form and send it to the Program Director to be filed in the student's file.
 - b) Send the original to Southwest Tech Human Resources.
- 3) Assist the source to be tested.
 - a) 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) The cost of the follow-up care is the student's responsibility.
- 5) Email the Program Director and Cynde Larsen, Executive Dean of Health Occupations regarding the exposure.

7.7 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. 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.

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 9 surgeries in the past). Latex allergies have also been linked to allergies to certain foods including bananas, avocados, chestnuts, kiwi fruit, and tomatoes.

Policy:

- A. All students and staff will be provided with education regarding latex safety.
- B. 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.
- C. Students who have a known or suspected latex allergy will be asked to sign the "Latex Sensitivity/Allergy Consent Form." p.57 in the appendix. This form will be kept in the student's file.

Procedure Ref.: National Institute for Occupation Safety and Health (1998, September). Preventing Allergic Reactions to Natural Rubber Latex in the Workplace: (On-line). Available: <http://www.cdc.gov/niosh/latexalt.html>. The United States Air Force Medical Service (1998, July 3). Allergy Protocol (Instruction 44-39).

7.8 Statement of Acknowledgement/Agreement/Understanding

Please read the following paragraphs.

Confidential Information

The relationship between a Physician/Radiographer/Health Professional and the patient is a very personal one and is confidential, both from an ethical and legal standpoint. As a student, you may be exposed to patient medical information in the due course of your clinical experience. It is a firm policy of the Clinical Site and Southwest Tech that matters of confidence never be inappropriately discussed either inside or outside the agency or the college. No one has the authority or reason to review any information contained in any patient's history except in the line of duty; students are to read only that part of the record that is absolutely necessary. Physicians/Radiographers/Health Professionals or their designate may release medical, surgical and counseling information, but only with the express written consent of the patient. ***Violation of this section will be grounds for immediate dismissal.***

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) and section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Radiography Program. In addition, information was given to the student on reasonable accommodations to meet the ***Technical Functions*** at this time.

Appendix

Southwest Wisconsin Technical College Radiography Program Remediation Contract

I, _____, understand that a grade of 80% or better is necessary to complete course _____ prior to _____ in order to continue in the program.

I understand that my current grades are not at the required level to pass this course; therefore, I will attend and participate in the following remediation plan:

1. Identify the following:

Nature of Concern:

- | | |
|---|--|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Non-Professional Behavior |
| <input type="checkbox"/> Failed exam/quiz | <input type="checkbox"/> Missing homework |
| <input type="checkbox"/> Missed exam/quiz | <input type="checkbox"/> Other: _____ |

Barriers to academic success:

- | | |
|---|--|
| <input type="checkbox"/> Poor time management | <input type="checkbox"/> Not asking questions when I don't understand material |
| <input type="checkbox"/> Poor grades on tests in spite of hours spent preparing | <input type="checkbox"/> Poor attendance |
| <input type="checkbox"/> Lack of preparation | <input type="checkbox"/> Personal concerns |
| <input type="checkbox"/> Incomplete class notes | <input type="checkbox"/> Other: _____ |

2. Write a paper (at least one page in length) explaining the above concerns and barriers to your academic success – *describe WHY they are concerns and barriers*. Then, describe your course of action to address each of the barriers you identified – *describe WHAT you will do and/or change to remove the barriers*. Be specific.

Steps 1 and 2 due date: _____

I understand that I will need to have an average of 80% or better on all major exams, quizzes, projects, final exam, and, where applicable, lab practical exams in order to pass this course.

I have read the Southwest Tech PTA Student Handbook's Dismissal, Withdrawal, and Readmission Policies and understand the consequences that may arise if I fail to pass this course for the Physical Therapist Assistant Program.

3. Check one:

- ☐ I will NOT be completing the agreed upon remediation plan
- ☐ I will be completing the agreed upon remediation plan
- Date you will implement the plan: _____
- Deadline for progression: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Step One: Non-Professional Behavior Verbal Warning Form

Name of Student: _____ Date of Warning: _____

Course: _____

Reason for Warning: _____

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

Step Two: Non-Professional Behavior Written Warning Form

Name of Student: _____ Date of Warning: _____

Course: _____

Reason for Warning: _____

Professional Point Deduction: _____

Student Identified Course of Action: _____

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

Step Three: Contract for Change in Behavior

Name of Student: _____ Date: _____

Non-Professional Behavior(s): _____

10%-point total grade deduction in course(s): _____

Course of Action: _____

Consequences for Lack of Improvement: _____

Signature of Instructor: _____ Date: _____

Signature of Student: _____ Date: _____

Documentation of progress or lack of progress related to professional behavior across all program settings:

Step Four: If the non-professional behavior is ongoing and has not been resolved after behavior contract has been put into play, the student will be dismissed from the program. Program faculty do not feel the student is competent to provide physical therapy services currently.

Declaration of Pregnancy Form

Student Name/ID #: _____

I am declaring that I am pregnant.

I believe I became pregnant in _____
(Only month and year needed)

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (unless that dose has already been exceeded between the time of conception and submitting this letter.) I also understand that meeting the lower dose may require a change in clinical assignments. I understand that I may withdraw from this declaration in writing at any time.

☐ By checking this box, the student confirms they have read the Wisconsin Department of Health Services Handout titled: *Radiation Exposure to Pregnant Employees* and discussed the article with the Radiography Program Director.

(Student Signature)

(Date)

(Program Director Signature)

(Date)

Once the pregnancy has been voluntarily declared:

1. A radiation dosimeter (fetal badge) will be provided to the student in accordance with WI DHS regulatory guide for radiation safety program.
2. The fetal badge is to be always worn at the waist and under any protective coverings during the duration of the pregnancy.
3. The fetal badge will be exchanged monthly for the duration of the pregnancy. There will be no change to other badges which may have been previously issued.
4. The student must read Wisconsin Department of Health Services handout titled: *Radiation Exposure to Pregnant Employees*. A link to which can be found here: [Radiation Exposure to Pregnant Employees \(wisconsin.gov\)](https://www.wisconsin.gov/handouts/radiation-exposure-to-pregnant-employees). Students will also be required to sign a form stating they did read the handout.

In accordance the Nuclear Regulatory Commission (NRC) recommendation “the dose equivalent to an embryo or fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 500 mrem (5 mSv)” [DHS 157.23(8)].

Fetal monitoring badges reading should not exceed the limit of 500 mrem for the length of the declared pregnancy. If the monthly fetal badge readings are returned as abnormally high, the student will meet with the Program Director to discuss appropriate actions. Monthly fetal badge measurements should limit exposure to no more than 50 mrem (0.5mSv).

Southwest Wisconsin Technical College

MRI Screening Form

Please fill this form out completely and to the best of your knowledge and return to radiography faculty by the first day of school. This form is a comprehensive medical history for the student's safety prior to entering an MRI suite. Any questions should be directed to Rachel Harris, Radiography Program Director or Kasey Budack, Radiography Clinical Coordinator.

Student Name/ ID #:			Date:	
Yes	No		Yes	No
		Pacemaker-Internal Electrodes/Wires		
				IV Access Port
				Medication Patches (check the day of entering MRI suite)
		Kidney Disease/Dialysis/Failure/Transplant		Tissue Expanders
		Diabetes (Continuing Glucose Monitors)		Birth Control Implants (IUD, etc)
		Cardiac Defibrillator		Prior Metal in Eye(s) (<i>Do you work with metal? Example – welding, grinding, etc.</i>)
		Neurostimulator/Biostimulator		Metal Fragments in Body (<i>shrapnel, bullets</i>)
		Loop recorder		Monitoring bracelet/Life Alert (<i>check the day of entering MRI suite</i>)
		Aneurysm Clip(s)		Tattoos/Tattooed eyeliner
		Artificial Heart Valve		Dentures/Partials
		Prior Heart Surgery		Jewelry/Body Piercings (<i>check the day of entering MRI suite</i>)
		Coils/Stents/Filters		Hair Accessories (<i>check the day of entering MRI suite</i>)
		Shunt		Claustrophobic
		Electrical/Mechanical/Magnetic Implant		Prev Surgery?
		Implanted Drug Pump		
		Surgical Clips/Staples/Mesh/Stomach Band		
		Pill camera/pH probe for stomach/intestine		If Implant has been removed:
		Penile Implant		Prev CT/MRI/Xray of area of interest?
		Radiation Seeds		When:
		Bone/Joint Surgery (pins, screws, plates)		Where:
		Artificial Limb/Joint		Documentation of when/where implant was removed?
		Spine Surgery (fusion, rods)		When:
		Prior Ear Surgery (w/wo implants)		Where:
		Hearing Aids		

If any answer was marked "yes", please list on the back of this sheet the specifics regarding the implant.

By signing below the Student, and/or Parent/Legal Guardian, are confirming they completed the above form to the best of their knowledge - failure to do so could lead to injury, and possibly death. Marking "yes" to any of the above questions does not immediately disqualify students from MRI suites, however there may be follow up questions by the Radiography Program Director and inquiries into the MRI safety of the implanted device. All information documented here is confidential. Students/Parents/Legal Guardians with any medical inquiries, should direct those questions to the student's medical provider. Any other questions should be directed to the Radiography Program Director for further information.

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

If anything was marked “yes” on the MRI Screening form, please use the space below to provide proper details. Please include at a minimum the *type of implant, where in the body the implant was placed, and how long ago the implant placed*. You may be asked to provide documentation for the implant regarding the manufacturer of the implant and asked to provide a model/serial number. Sometimes implants come with a card or MRI safety card, if you have that please provide it to the Radiography Program Director.

In the circumstance that an implant was removed, documentation may be asked to be provided for that as well.

If you have any questions, please reach out to the Radiography Program Director to assist you in navigating this process.

Again, this information is all confidential and this is done for the safety of the student.



Southwest Tech Incident Report Form – Confidential



Name:			Male:	Female:
Address:			Phone:	
City:	State:	ZIP:	DOB:	
Social Security #		Job Title:	Dept.	
<u>Location of Incident:</u>				
<u>Date of Incident:</u>			<u>Time of Incident:</u>	

Designation: (circle one) Employee Student Day Care Child Visitor

Part of Body Affected:

Have you ever injured this part of your body before? YES NO

Type of Injury/Exposure: (circle any that apply)

Concussive (bruise/facture)	Eye	Fumes	Laceration	Needle Stick	Allergic Reaction
Balance - Fall	Burn	Communicable disease exposure			Puncture
Repetitive motion	Splash	Strain	Syncope (fainting)	Other (please specify):	

Nature of Incident: (circle any that apply)

Aggressive/threatening behavior	Blood or body fluid exposure	Building Damage	Illness
Injury	Near miss incident	Theft	Other (please specify):

How did the incident occur and what were you doing at the time?

What do you believe caused the incident?

What do you think could prevent this type of incident from occurring again?

Do you plan to seek medical attention? YES NO

TO: Students please contact Gallagher Koster: See their information below

Signature of injured: _____ **Date:** _____

STUDENT SECTION – READ THE FOLLOWING FOR INFORMATION ON INSURANCE:

Southwest Tech students are covered by the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. If the student has other primary coverage, claims must be first submitted to their primary carrier, and any out of pocket expenses will be paid by the Student Accident Insurance up to a maximum of \$50,000.

Contact any Student Services representative or contact Gallagher Koster 1-877-349-9017 or email:

Klaisclaims@klais.com website: www.gallagherkoster.com

Faculty member signature: _____ **Date:** _____

Failed Re-Verification Attempt-Remediation Contract

I, _____, have failed to maintain my competency on the following radiographic examination: _____.

I understand as a result, three (3) clinical points will be deducted for the failing to maintain competency and I will need to do the following to assist in regaining a competent level of knowledge/performance.

- If the repeat is due to positioning error, review and outline the positioning section of this exam area in my Radiographic Procedures (Bontrager) textbook. I understand I am required to submit this assignment to my clinical instructor within **ten (10)** business days of the attempted competency or by an agreed date of: _____.
- If the failure is due to artifact(s) (necklace, metal etc) the student needs to outline a plan to prevent future mistakes. For other situations requiring remediation, consult the college faculty.
- I also understand I am required to submit a copy of the agreement to College Faculty within three weeks of the attempted comp or before the end of the semester.
- Demonstrate the correct positions required to my clinical instructor in a radiographic room.
- Participate in the completion of at least one actual patient exam and /or perform mock exam of this radiographic procedure in the presence of program faculty/or staff technologist and obtain the signatures below of the technologists who observed my performance of the procedure/mock exam.

(technologist's signature)

I am also aware that my original competency exam will be removed from my ARRT log until I have proven competency.

Student Signature Date

Clinical Instructor Signature Date

Instructor/Technologist Comments:

**Southwest Tech
Photo/Image Release**

I _____ grant Southwest Tech permission to have photographs, videotaped images, other images or audio recordings made of me /my child for educational purposes.

Your signature below indicates your agreement for you/ child to be photographed or recorded, or previously recorded images or recordings may be used for educational purposes. The images/recordings may be used for an indefinite period of time.

I release and hold harmless Southwest Tech, its employees, agents and representative from any liability related to the production and use of these images/recordings.

Signature of subject or parent/guardian

Date

Name of Subject

Witness

Date

Latex Sensitivity Acknowledgement

I have reviewed the Latex Sensitivity material in my program handbook. I understand that Latex Allergy is a significant problem for some health care workers and may become life threatening for individuals with severe hypersensitivity. I understand that if I develop any reactions to latex, I am to report this to my academic or clinical instructor immediately.

While Southwest Tech has made every effort to provide a latex reduced environment, it is not possible to guarantee a completely latex free environment. We cannot ensure that latex will not be encountered in laboratories, or outside clinical rotations required in the program.

Signed: _____

Date: _____

Student Name: _____

Program: _____

Statement of Acknowledgement/Agreement/Understanding

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

_____ I have read and agree to abide by the terms of the Southwest Tech policy
(initials) regarding confidentiality. (*Policy 7.8 & 5.13*)

_____ I acknowledge receipt of the Southwest Tech Radiography Program Student
(initials) Handbook. I understand that Radiography Program policies concerning academic performance apply to classes I have taken before I enter the Radiography Program.

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

_____ I acknowledge that I will be in an environment that contains latex products. I can
(initials) function around equipment/supplies that contain latex and do not have an allergy to latex. (*Policy 7.7*)

_____ I have read the Southwest Tech's Policies and Procedures regarding Standard
(initials) Precautions and Bloodborne Pathogen Exposure. I understand my responsibilities and agree to abide by the terms of the policy and procedure. (*Policy 7.6*)

_____ I have read, understand, and agree to abide the Policy on Informed Consent:
(initials) "Participation in the Laboratory" specific to a student in a radiography program. (*Policy 4.4*)

_____ I have read, understand, and have agreed to abide by the Guidelines for Protecting
(initials) the Health of Self and Others. (*Policy 7.5*)

_____ I have read, understand, and have agreed to abide by the Standard Precautions
(initials) Policy (*Policy 5.12*)

_____ I have read, understand, and have agreed to abide by the Ionizing Radiation
(initials) Agreement. (*Policy 4.8*)

Print Student's Full Name

Date

Student's Signature

Date

Program Director's Signature

Date