

**WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY**

**STUDENT HANDBOOK
2025-2026**

WEST VIRGINIA UNIVERSITY PARKERSBURG SCHOOL OF RADIOLOGIC TECHNOLOGY

ACCREDITATION INFORMATION

West Virginia University Parkersburg School of Radiologic Technology is an applicant program and is under review by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the only agency recognized by the US Department of Education and the Council for Higher Education Accreditation for the accreditation of traditional and distance delivery educational programs in radiography and other imaging specialties.

A condensed version of the 2021 JRCERT Standards document is available in the program director's office. Contact information for the JRCERT is:

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

The Higher Learning Commission regionally accredits West Virginia University Parkersburg.

Higher Learning Commission (HLC)
230 South LaSalle Street
Suite 7-500
Chicago, IL 60604-1413
Phone: (800).621.7440
Fax: (312).263.7462

WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY

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WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY

MISSION STATEMENTS

West Virginia University Parkersburg

WVU Parkersburg Mission Statement

West Virginia University Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment. WVU Parkersburg is the region's premier college, recognized for quality education, commitment to student empowerment, workforce collaboration, and community involvement.

WVUP SCHOOL OF RADIOLOGIC TECHNOLOGY MISSION STATEMENT

The mission of the West Virginia University Parkersburg School of Radiologic Technology is to develop entry-level radiographers that are prepared to improve the health and wellness of our community by providing students with highly advanced technological, clinical experience and an education that is conducive to student empowerment while providing life-changing opportunities in a safe and supportive environment.

WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY

Program Goals & Student Learning Outcomes

1. Goal: Students will apply knowledge of anatomy and physiology, pathophysiology, and radiographic positioning to determine appropriate imaging techniques.
 - 1.1 Student will accurately analyze radiologic images to identify anatomical structures.
 - 1.2 Student will identify potential deficiencies in the images with a high degree of accuracy.
2. Goal: Students will demonstrate care, compassion, and respect when interacting with patients and families of diverse backgrounds.
 - 1.1 Students will provide high-quality care with compassion and respect to patients and their families
 - 1.2 The student will demonstrate and apply cultural competence effectively.
3. Goal: Students will demonstrate effective critical thinking and problem-solving skills in the practice of radiology to handle unexpected observations or situations that may arise.
 - 1.1 Students will address unexpected complications during imaging procedures by developing alternative strategies and solutions.
 - 1.2 Students will demonstrate radiography techniques appropriate for various age groups.
4. Goal: Students will adhere to ethical standards, legal guidelines, and regulatory requirements related to the provision of radiologic technology services.
 - 1.1 Students will cultivate critical thinking skills to evaluate ethical dilemmas and make informed decisions.
 - 1.2 Students will practice the importance of protecting personal information and respecting the privacy of others in digital environments
5. Goal: Students will identify requirements to maintain professional certification as a radiographer.
 - 1.1 Students will recognize the requirements for professional certification.
 - 1.2 Students will identify the requirements to maintain professional certification.
6. Goal: Students will apply professional communication techniques between both patients and other staff.
 - 1.1 Students will practice clear and effective oral communication skills.
 - 1.2 Students will demonstrate effective written documentation.

Weekly clinical evaluations, exam logs, competency evaluations, written assignments, and final exams are some measurement tools utilized. Benchmarks are set as a score above passing and are based on a percentage score.

STUDENT HANDBOOK CONTENT STATEMENT

The policies contained herein are true and correct in content and policy and are enforced as of the date endorsed by the Program Director. West Virginia University Parkersburg School of Radiologic Technology reserves the right to revise all policies upon recommendation of the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org), Assessment Committee, Clinical Faculty, or other communities of interest.

WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY

VERIFICATION STATEMENT

I have received a copy of the West Virginia University Parkersburg School of Radiologic Technology Student Handbook.

I have reviewed the contents of the Student Handbook and agree to abide by the guidelines, policies, and procedures set forth therein.

I understand that program graduation is contingent upon fulfilling the requirements as detailed in this Handbook, including the satisfactory completion of an associate degree prior to program completion.

Student Signature _____ Date _____

WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY

STUDENT AGREEMENT

In consideration of the granting of an appointment to the West Virginia University Parkersburg School of Radiologic Technology, I, the undersigned, agree to remain in the program for a period of 18 continuous months.

It is agreed and understood that a student may be dismissed at any time:

- if his/her clinical or didactic performance is unsatisfactory as determined by didactic grades and weekly evaluations.
- for any breach of the Rules and Regulations of the School of Radiologic Technology.

It is further understood that upon completion of the program, the undersigned agree to perform the duties of a radiologic technologist only as directed by a qualified physician, and under no circumstances will render diagnosis or work independently, whether in a private office or institutional department.

Student Signature _____ Date _____

Approved by _____ Date _____
(Program Director)

CELL PHONE COMMUNICATION PERMISSION AND USE AGREEMENT FORM

I understand that through enrollment at West Virginia University Parkersburg School of Radiologic Technology, there is a significant need for cell phone call and text communication between students and faculty. Communication is often in a group text format but is frequently individualized. This includes, but is not limited to, communications such as schedule updates, notification of student emergencies, program reminders, general/personal communications, discussions/questions on course material, and test grades.

Sensitive items, such as personal information or grades, will NEVER be sent as a group text and are typically sent via message upon the individual student's request.

By signing this document, I hereby give WVUPSRT program faculty permission to use my cellular device for any communication necessary for program-specific matters with no limitations.

Additionally, I agree to abide by the rules and regulations outlined in the handbook regarding the use of electronic devices. I understand these items are not permitted to be used in the classroom or clinic setting and failure to comply with the policy can result in disciplinary action.

Student Signature _____ Date _____

ADMISSION CRITERIA

I. EDUCATIONAL QUALIFICATIONS:

- A. The applicant must be a High School Graduate or its equivalent.
- B. Overall HESI A2 score of 75.
- C. The applicant must have an overall grade point average (GPA) of 2.0 or higher.
- D. A four-hour shadowing experience is required at WVU Medicine: CCMC.
- E. An interview with the Program Director and Health Sciences Dean
- F. Physical examination, immunizations.
- G. Completion of criminal background check with no felony convictions.

During the interview process, all students are asked a standardized set of eight questions. Their responses are recorded and scored according to a designated rubric. Each interviewer's scores are totaled, resulting in a cumulative score ranging from 16 to 80. These scores are then translated into ranking points as follows:

- 0-60: 0 points
- 60-63: 2 points
- 64-67: 4 points
- 68-71: 6 points
- 72-75: 8 points
- 76-79: 10 points
- 80: 12 points

Additionally, students are ranked by GPA. The scoring for GPA is as follows:

- 2.0-2.4: 2 points
- 2.41-2.8: 4 points
- 2.81-3.2: 6 points
- 3.21-3.6: 8 points
- 3.61-4.0: 10 points

The minimum GPA required for points is 2.0. After calculating the points from both the interview scores and GPA, the totals are combined. Students are then ranked from highest to lowest score and accepted into the program accordingly.

II. MENTAL REQUIREMENTS

The radiographer:

1. Must have the ability to work in high stress conditions and must be capable of adapting to varying amounts of work and assignments on a consistent basis.
2. Must have the ability to make sound, independent judgments based on scientific principles and be able to collaborate with other multi-disciplinary team members in an appropriate and timely manner.
3. Must have the ability to comprehend and carry out oral and written instructions.
4. Must have effective reading comprehension skills.

5. Must have strong written and oral communication skills.

6. Must have basic math and algebra skills.

III. PHYSICAL REQUIREMENTS

The radiographer must be able to:

1. Perform frequent walking, standing, stooping, kneeling, reaching, pushing, pulling, lifting, and grasping, duties throughout the work shift.
2. Lift, move, and position patients of all weights, with varying amounts of assistance on a regular and recurring basis.
3. Hear within the normal range.
4. Read and write legibly in English.
5. Demonstrate visual acuity within normal range.
6. Perform Cardiopulmonary Resuscitation

IV. ENVIRONMENTAL CONDITIONS

The radiologic technology student has the potential for exposure to:

1. Body fluids, human tissues, contagious diseases, sharps, and explosive gases.
2. Cleaning agents and disinfectants.
3. High stress and constant interruptions.
4. Electrical current.
5. Ionizing and non-ionizing radiation.

WEST VIRGINIA UNIVERSITY PARKERSBURG SCHOOL OF RADIOLOGIC TECHNOLOGY

Radiology Curriculum Map

Prerequisite for Admission: HESI A2 75 minimum; GPA 2.0 minimum; Interview with director; shadowing experience. BIOL 109 109L grade of C or better

Semester 1 – Summer

| | | |
|---------|--|----------|
| credits | Introduction to Medical Imaging | 3 |
| credits | Patient Care | 3 |
| credits | Clinical Instrumentation | 2 |
| credits | MATH 120 | 3 |
| credits | COLL 101 (does not count in credits for program) | 1 credit |

11 credits

Semester 2 – Fall

| | | |
|-----------|---------------------------|---|
| credits | Applied Radiography 1 | 4 |
| credits | Medical Ethics | 1 |
| credits | Radiographic Procedures I | 2 |
| credits | Image Production | 2 |
| credits | ENGL 101 | |
| 3 credits | | |

12 credits

Semester 3 – Spring

| | | |
|---------|--|---|
| credits | Applied Radiography II | 4 |
| credits | Radiographic Procedures II | 2 |
| credits | Radiation Biology and Health Physics | 3 |
| credits | People and Their Worlds (prefer PSYC 101 or SOC 101) | 3 |

12 credits

Semester 4 – Summer

| | | |
|----------------|--|----------------------|
| credits | Applied Radiography III | 6 |
| credits | Radiographic Procedures III | 2 |
| Pathology | | |
| 1 credit | | |
| credits | Human Communication and Interaction (Prefer COMM 111 or 112) | 3 |
| | | <u>12</u> |
| <u>credits</u> | | |
| | Semester 5 – Fall | |
| credits | Applied Radiography IV | 6 |
| credits | Radiographic Procedures IV | 2 |
| credits | Radiation Physics | 3 |
| credits | Image Analysis | 2 |
| | | <u>13</u> |
| <u>credits</u> | | |
| | | Total credits |
| | <u>needed for degree: 64</u> | |

Course Descriptions

RAD 101 Introduction to Radiology: (3 credits) This course introduces students to the field of radiology, offering a comprehensive overview of the roles and responsibilities of a radiographer. Pre-requisite: Program admission. Co-requisite: None

RAD 102 Patient Care: (3 credits) This course is designed to establish general standards for patient care in clinical settings. It covers both routine and emergency care standards, emphasizing the role of allied health professionals in patient education. Pre-requisite: Program admission. Co-requisite: None

RAD 103 Clinical Instrumentation: (2 Credits) This course familiarizes students with clinical environments and the radiographic equipment used across different healthcare facilities. Pre-requisite: Program admission. Co-requisite: None

RAD 121 Applied Radiography I: (4 Credits) Offers students the chance to practice the skills they are developing in RAD 123, with an emphasis on positioning patients for chest, abdomen, and upper appendicular skeleton imaging. This is the clinical course in addition to RAD 123. Pre-requisites: RAD 103. Co-requisite: RAD 123.

RAD 122 Medical Ethics: (1 credit) This course utilizes a case study approach to explore medical ethics specifically for radiology students. Students will apply ethical theories and core principles to a range of medical issues and patient treatment scenarios. Pre-requisites: RAD 103. Co-requisite: None.

RAD 123 Radiographic Procedures I: This course provides an introduction to human anatomy, patient positioning, imaging principles, and evaluation criteria relevant to clinical practice. It emphasizes the following areas: the chest, abdomen, and upper appendicular skeleton. Pre-requisites: RAD 103. Co-requisite: RAD 121.

RAD 124 Image Production: (2 credits) This course offers a comprehensive understanding of the factors that influence the image production process and the criteria for assessing radiographic image quality. It also introduces problem-solving techniques and explores various elements that impact image quality. Pre-requisites: RAD 103. Co-requisite: None.

RAD 131 Applied Radiography II: (4 Credits) Offers students the chance to practice the skills they are developing in RAD 132, with an emphasis on positioning patients for lower appendicular and axial skeleton imaging. This is the clinical course in addition to RAD 123. Pre-requisites: RAD 124. Co-requisite: RAD 132.

RAD 132 Radiographic Procedures II: (2 credits) This course covers the lower appendicular and axial skeletons, building on the knowledge acquired in RAD 123. Pre-requisites: 124. Co- requisite: RAD 131.

RAD 133 Radiation Biology and Health Physics: (3 credits) This course explores how radiation interacts with living systems and examines the biological responses that result from various levels of radiation exposure. Pre-requisites: RAD 124. Co- requisite: None

RAD 201 Applied Radiography III: (6 credits) Offers students the chance to practice the skills they are developing in RAD 202, with an emphasis on positioning patients for certain axial exams, pediatric assessments, trauma evaluations, and specialized procedures. This is the clinical course in addition to RAD 202. Pre-requisites: RAD 133. Co- requisite: RAD 202.

RAD 202 Radiographic Procedures III: (2 credits) This course emphasizes the following areas: selected axial exams, pediatrics, trauma, and specific special procedures. It builds on the knowledge acquired in RAD 132. Pre-requisites RAD 133. Co- requisite: RAD 201.

RAD 203 Pathology: (1 credit) This course provides an introduction to pathological conditions, focusing on the systemic classification of diseases based on etiology, types, common sites, complications, and prognosis. It also explores radiographic appearances, procedures, and techniques, including the diagnostic contrast agents and intravenous medications used in imaging for various diseases and traumas. Pre-requisites RAD 133. Co- requisite: None.

RAD 221 Applied Radiography IV: (6 Credits) Offers students the chance to apply the skills they have learned in RAD 123, RAD 132, and RAD 202. This is the final clinical course in addition to RAD 222. Pre-requisite: RAD 203. Co- requisite: RAD 222.

RAD 222 Radiographic Procedures IV: (2 credits) This course will address any remaining procedures that have not been covered. Additionally, it will offer students a chance to refine the knowledge they have gained during their studies in preparation for the National Certification exam. This course will serve as a capstone course. Pre-requisites: RAD 203. Co- requisite: RAD 221.

RAD 223 Radiation Physics: (3 Credits) This course covers the fundamentals of X-ray production, various types of radiation, their interactions, and their applications in diagnostic imaging. Pre-requisites: RAD 203. Co- requisite: None.

RAD 224 Image Analysis: (2 credits) This course offers a foundational understanding of the criteria used to evaluate the quality of radiographic images, along with problem-solving techniques for adjusting the technical factors that influence image quality. Pre-requisites: RAD 203. Co- requisite: None.

GRADUATION REQUIREMENTS

A student must complete all aspects of the training program to receive verification of completion from the Program Director and qualify for participation in the ARRT credentialing examination including:

- Complete 64 credit hours as outlined in the course of study.
- Maintain a minimum 2.0 cumulative GPA.
- Complete all courses in the curriculum with a grade of a C or better.
- Complete and file the graduation application, in OLSIS, within the stated deadlines.
- Attendance at Kettering Review Seminar

GRADING SYSTEM/ GRADE REQUIREMENTS

Grading in the School of Radiologic Technology is as follows:

A – 93-100%

B – 85-92.99%

C – 78-84.99%

D – 71-77.99%

F – 0-70.99%

All students receive grade reports from the faculty as a component of mid-term and semester evaluations. Dismissal from the program will result if the cumulative academic or clinical average is below 78% at the end of the semester. No rounding will occur for the clinical or cumulative academic average due to individual rounding of course grades as mentioned below.

All students are required to score grades at a C or above in each course at the end of the semester. In the event of a student receiving a **≤ 77.99%** in any course, the student will be dismissed, despite the cumulative academic average.

Course instructors are available upon request for additional assistance with didactic material throughout the duration of the program.

PLAN OF CLINICAL EDUCATION

PHILOSOPHY

The role of the registered technologist has grown in complexity with the development of more intricate procedures and equipment in the field of Radiology. It is the philosophy of the Program Faculty to provide the radiography students with optimal clinical experiences and to ensure that the students can perform a multitude of radiographic procedures in the appropriate proportions. The goal of the program faculty is to demonstrate, supervise, observe, counsel, and evaluate in the clinical setting whereby the student, upon successful completion of the program, will effectively:

- a. Apply knowledge of anatomy, physiology, positioning, and radiographic exposure to accurately demonstrate anatomical structures on a radiograph.
- b. Determine exposure factors to achieve optimal radiographic images with minimum radiation exposure to the patient.
- c. Evaluate radiographic images for appropriate positioning and image quality.
- d. Apply the principles of radiation protection.
- e. Provide patient care and comfort, with high regard for patient rights and dignity.
- f. Recognize deteriorating patient conditions and initiate lifesaving first aid and basic life-support procedures.
- g. Evaluate and maintain the performance of radiologic equipment, know the safe limits of equipment operation, and report malfunctions.
- h. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- i. Actively participate in quality assurance and continuing education programs.
- j. Educate the patient as to the ordered procedure; instruct the patient in any needed precautions or preparations for the scheduled procedure and provide other health information so that the patient understands and follows instructions to obtain optimal results.

The primary goal of the WVU Parkersburg School of Radiologic Technology clinical phase of education is to design a program whereby the student will be able to correlate clinical experience with the didactic portion of the program. Students enrolled at WVUPSRT benefit from a partnership with WVU Medicine: CCMC and its offsite locations for clinical assignments. Experience in a variety of clinical settings enables the students to gain knowledge using a wide variety of imaging systems under the supervision of a diverse population of registered radiologic technologists, each possessing unique skills and depth of experience.

- ***The students' psychomotor skills*** are evaluated by their clinical rotation experience and through clinical competency evaluation and weekly tech evaluations.
- ***The students' cognitive skills*** are directly evaluated in the classroom and indirectly evaluated throughout their training in the clinical setting. It is of utmost importance that all knowledge and skills be reinforced and evaluated in the clinical setting to allow the student to achieve maximum clinical effectiveness.

TRAJEC SYS CLINICAL REPORTING SYSTEM

Trajecsys is a web-based clinical reporting system utilized by WVUPSRT to monitor, track and evaluate the clinical component of the curriculum. Students establish a personal log-in with which they can record attendance, create an exam log, and complete required clinical documentation. Weekly and Competency Evaluations will be completed and stored using the Trajecsys web link provided on the desktop of all computers in the clinical education settings or via the technologist's personal electronic device. This feedback will be immediately accessible by program faculty to expedite feedback and any required remediation. The Trajecsys web link will also provide current records of each student's level of clinical achievement, so that the radiographers are better equipped to determine the required level of supervision (Direct or Indirect).

PLAN OF CLINICAL COMPETENCY PROGRESSION

The School of Radiologic Technology's plan of clinical competency progression is comprised of a structured didactic and clinical curriculum. The student's clinical progress is based upon demonstration of competency by multiple mechanisms. Introduction to the clinical setting is accomplished by a 12-week instrumentation course that includes a review of the clinical education segment of the student handbook and 66 clinic hours of observation and hands on training in the diagnostic imaging department and offsite campuses of WVU Medicine: Camden Clark.. When the student enters the program's clinical settings, they are responsible for the completion of logging exams and sending notifications to supervising technologists for weekly evaluation completion.

Weekly Evaluation

Supervising technologists should utilize the Trajecsys web link to complete and submit weekly evaluations and give feedback regarding student clinical performance. A Clinical Preceptor reviews the evaluation, identifying any deficiencies and makes recommendations for improvement. Submission of completed weekly evaluations must occur within two weeks of the performance date.

STUDENT SUPERVISION REQUIREMENTS

- A registered technologist must provide DIRECT supervision to students performing procedures for which they have not achieved competency.
- A registered technologist must provide DIRECT supervision to students when performing ALL surgical and all mobile, including mobile fluoroscopy procedures, regardless of the level of competency.
- A registered technologist must provide DIRECT supervision to students when repeating unsatisfactory images to assure patient safety.

The definition of DIRECT supervision

- The registered technologist reviews examination requests in relation to the student's achievement.
- A registered technologist evaluates the condition of the patient in relation to the student's knowledge/ skill set.
- A registered technologist is physically present during the procedure.
- A registered technologist reviews and approves the procedure images.

Upon achievement of clinical competency, students may be permitted to perform procedures with indirect supervision.

The definition of INDIRECT supervision

A registered technologist must provide INDIRECT supervision to students performing procedures after they have achieved competency except for mobile and surgical procedures, including mobile fluoroscopy.

The JRCERT defines INDIRECT supervision as provided by a qualified technologist immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified technologist adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients. (<http://www.jrcert.org/programs-faculty/jrcert-standards/>)

*** A ratio of no more than one student to one registered technologist**

All clinical assignments will be considered appropriate.

****Senior students are not qualified to provide supervision to Junior students.**

Clinical Exam Logs

Students are required to log in for exams daily whether observed, assisted, or performed in all clinical education settings on Trajecsyst. Exam information including date, location, and exam type should be entered.

Clinical Competency Evaluation

Students may request clinical competency evaluation after meeting practice exam requirements.

Clinical preceptors or staff technologists should be initially notified to perform the clinical competency.

When performing a procedure for competency evaluation the student must use an institution-specific system of double identifiers to confirm the patient's identity prior to beginning the exam. Failure to follow the patient identification process is deemed an automatic failure, which is reflected in the student's grade record as a 70%. This would require a repeat of the competency evaluation with a passing grade to meet program requirements.

Clinical Competency Practice Requirements

To assure the student is prepared for requesting clinical competency, evaluation practice exam requirements must be met under the direct supervision of a clinical preceptor or registered technologist and logged in Trajecsyst. A list of practice requirements by exam category/type is available in Trajecsyst. Additionally, student exam logs including practice exams are updated daily in Trajecsyst and available for review by the technologists ensuring that appropriate supervision is provided based upon individual students' level of competency achievement.

PROGRAM RULES AND REGULATIONS

BEHAVIOR

- Students should be accountable to the supervising technologist or faculty when leaving the clinical or didactic area.
- Students are required to correctly identify a patient using a system of double identifiers, then confirming through visualization on the patient's ID band.
- Professional, yet cordial, conduct is always expected from students around patients, visitors, and co-workers.
- All students should remember that an atmosphere of quietness should always prevail in and around the hospital.
- No eating in front of patients is permitted.
- Students are to respect the privacy of faculty offices and go into these offices only with permission.
- Personal conversations with technologists and other department employees are discouraged when in the presence of patients.
- Students are given a clinical education schedule by the Program Director. No changes to the schedule are permitted by students.
- Smoking is not allowed. Camden Clark Medical Center and WVUP are smoke-free campuses.
- At no time will a student hold a patient during a radiographic procedure.

RADIATION SAFETY PRACTICES

Policy: Adhere to radiation safety rules and procedures to maintain minimum radiation exposure to the patient, visitor, and student.

Purpose: To follow established guidelines to achieve the objective of maintaining radiation exposure to as low as reasonably achievable (ALARA) for all people.

Procedure for protection of patients and visitors:

- Collimation will always be used, and the smallest possible field will be exposed and will not exceed the size of the image receptor. Evidence of proper collimation should appear on all radiographs.
- Exposure factors will be used to obtain maximum diagnostic information with minimal radiation exposure to the patient.
- Females of childbearing age must always be questioned regarding the possibility of pregnancy. The radiologist should be consulted prior to performing any diagnostic imaging procedure requiring radiation exposure if a patient is in the first trimester. The radiologist must give approval for the procedure.
- No one will be allowed in the radiographic room or a patient's room during the performance of radiologic procedures except the patient. If the patient must be held or assisted during an exposure, this individual must wear leaded aprons of at least .5 mm lead equivalent.
- Doors to the radiographic rooms are to be closed during exposures.
- Fluoroscopic radiation cumulative timer will be set for maximum 5 minutes exposure time at the beginning of each procedure and reset only after approval from the radiologist.

Procedure for protection of associates and students:

- Dosimeters will be worn by all persons occupationally exposed to radiation. These dosimeters will be worn on the front of the body at collar level, and outside of a lead apron during fluoroscopic procedures.

- Students should always stand in the lead-lined control booth during exposure.
- Students will always wear lead aprons when assisting the radiologist during fluoroscopy.

Any student who has been verified by her attending physician and has declared a pregnancy must follow the Pregnancy Policy found within the Student Handbook.

- Quarterly written reports of occupational radiation dose are available upon request from the Program Director.
 - The Radiation Safety Officer shall review reports of the results of occupational dose monitoring. For a reading that is higher than 10% of the limits described in paragraph 20.1201 of Title 10 of the Code of Federal Regulations (NRC Reg.), (which are identical to those in paragraph 6.5 of the state regulations) he will consider whether that reading is reasonable considering the student's related clinical assignments. This action would be undertaken at a dose of 0.5 rem of 5.0 mSV for students over 18 years of age.

For the protection of all parties, students will always identify the correct patient by checking the identification band, or other mechanisms, before the performance of any radiologic procedure.

Dosimeter Wear Instructions

- Dosimeters should always be worn when there is potential for occupational exposure to ionizing radiation.
- Dosimeters should be worn at the body location indicated on the dosimeter label. Never cut, cover, block, or write on your dosimeter.
- Dosimeter should NOT be worn during personal medical procedures and x-rays.
- When not in use, dosimeters should be stored in an area away from radiation to prevent exposure.
- For programs, the dosimeter should be worn at the collar level outside the apron.
- Fetal dosimeters are to be worn closest to the fetus.
- Dosimeters are assigned on an individual bases and care should be taken to wear your assigned dosimeter. If your dosimeter becomes lost or damaged, please contact the Program Director for a replacement.
- To ensure accurate readings, please download readings monthly as instructed and sign off in Trajecsyst that you have downloaded and viewed your report.

MRI Safety

During clinic orientation, students will receive an MRI safety briefing from MRI personnel. They will be informed about which zones are safe to enter and the strength of the magnet. Before entering the clinical setting, each student will be screened using the form below, which will be reviewed by qualified MRI personnel.

MRI is a medical imaging system used in the radiology department that relies on a magnetic field and radio waves. This magnetic field can pose risks to students entering the area if they have certain metallic, electronic, magnetic, or mechanical devices. Therefore, it's essential to screen students for any potential hazards before they begin their clinical rotations in the magnetic resonance environment.

****Pregnancy Notice:**** A declared pregnant student who continues actively working in or around the MR environment should not stay in the MR scanner room or Zone IV during data acquisition or scanning.

Student Name: _____ Date: _____

| | Circle Yes or No | |
|--|---------------------|----|
| 1. Have you previously had surgery of any kind? If yes, Indicate the date and Type | Yes | No |
| 2. Have you ever had an eye injury involving metal (welding, foreign body)? If Yes, Please Describe | Yes | No |
| Have you ever been injured by metal or a foreign body? (BB, Bullet, shrapnel) If Yes, Please Describe | Yes | No |
| Please indicate if you have any of the following: | | |
| Aneurysm Clip | Yes | No |
| Cardiac pacemaker | Yes | No |
| Implanted cardioverter defibrillator | Yes | No |
| Electronic implant or device | Yes | No |
| Magnetically- activated implant or device | Yes | No |
| Neurostimulator system | Yes | No |
| Cochlear implant or implanted hearing aid | Yes | No |
| Insulin or infusion pump | Yes | No |
| Prosthesis or implant | Yes | No |
| Artificial limb | Yes | No |
| Metallic fragment or foreign body | Yes | No |
| External or internal metallic object (body piercings) | Yes | No |
| Removable hearing aids | Yes | No |

I confirm that the information provided above is accurate to the best of my knowledge. I have read and understood the entire contents of this form and have had the chance to ask any questions about it. If any of this information changes, I will notify my program director.

Student Signature _____ Date _____

- The student has not identified any contraindications to entering MR Zone III or IV
- The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Technologist onsite at the clinical setting.

Reviewed by: _____

Print Name

Signature

Title

Student Initials

STUDENT PROCEDURES

RADIOLOGIC

TECHNOLOGY PROGRAM

STUDENT DRESS CODE

The WVUP School of Radiologic Technology expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. While in uniform, the student must be clean, neat, pleasant, and reflect good health. Clinical faculty has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Students who are not complying with this policy will not be allowed to participate in clinical. Students will have the opportunity to go home and correct the issue but will be deducted clinical time that must be made up. Using Personal/ Compensatory Time to satisfy required times related to dress code will not be allowed.

- Student radiographers will always wear program approved scrubs when present at the hospital for clinical education. The uniforms will be available for purchase at the WVUP bookstore. Student ID badges and radiation monitors must always be worn above the waist.
- Personal hygiene should be well maintained. Daily grooming and conservative appearance are essential to the professional student.
- Excessive body scents from colognes, body washes or body splashes, tobacco use, or other products will not be tolerated.
- Jewelry and Accessories:
 - One (1) single stud earring per ear may be worn. Exception to this is piercings for migraines.
 - One plain band per hand may be worn. Rings with stones are an infectious risk to the patient, to you, and your family.
 - One (1) single stud nose piercing is permitted and must be no bigger than 2mm in diameter.
 - Students should keep their natural nails no longer than a quarter inch (1/4") past the end of their fingers, and ensure that light-colored nail polish, if worn, is free of chips and cracks. Fingernails must be kept neat and trimmed. No artificial nails are permitted in clinical
- Hair must be kept neat and clean. Hair should be tucked behind the ear to avoid contaminating the work environment. If hair is shoulder length or longer, it must be restrained off the collar. Hair should conform to natural hair colors and avoid extreme styles. Hair restraints must be of a neutral color and plain in design. Bows, ribbons, yarn, or bandanas are not permitted.
- Tattoos are permitted so long as they are not offensive.
- Shoes must be closed toe and closed heel. Students may wear white, navy blue, gray, or black shoes.

PARKING POLICY

Camden Clark Medical Center

Radiologic Technology students will park in lot E near the flood wall. There is a provided shuttle that runs a continuous loop from the parking lot to the main campus. There is also a walkway from the parking lot to the Medical Office Building with a connecting walkway to the main campus. Parking violations are subject to parking tickets at the discretion of hospital security. Repeated offenses could result in grade deduction.

West Virginia University Parkersburg

See WVUP handbook section #VIII-4A. "Parking Regulations" for student parking policy

LUNCH BREAK POLICY

Thirty-minute lunch breaks are provided for student radiographers at all clinical education settings when clinical assignments are of 8-hour duration. The specific time for lunch is at the discretion of clinical staff. A tech/ student lounge is available with facilities for dining. At CCMC main campus, cafeteria services are offered at a discounted price, or students may choose to bring their lunch. Offsite locations do not offer cafeteria services but do provide a lounge area with dining facilities.

For safety purposes, students are not allowed to leave the hospital campus during their lunch break.

STUDENT STORAGE DURING CLINICAL ASSIGNMENTS

Limited storage space is available for student use at each of the clinical locations. Students are encouraged to leave valuables at home or maintain them in their locked vehicles.

Lockers are designated for student use at CCMC main campus in the staff locker room area. Please leave backpacks and coats in this area. Backpacks are not to be left in the tech work area, as they are a fire hazard. Study materials may be brought into the tech area but must be taken to lockers when not being used. Study materials are not to be left open and scattered about the tech work area.

Offsite locations also have storage areas for backpacks and study materials and the same rules apply as stated above.

COMPENSATORY TIME POLICY

In the event a student elects to remain in a clinical area to complete an assignment, observe a rare procedure being performed, etc., the student will be issued compensatory time equal to the instructional time that exceeds the designated shift. This policy is used to limit the total didactic and clinical involvement to not more than forty hours per week in accordance with Standard 4.4 of the Standards for an Accredited Educational Program in Radiography.

The student is responsible for recording the amount of compensatory time on the appropriate form in the Student Compensatory Time Book, located in the classroom. Any compensatory time accrued must be verified by either the program director, clinical preceptor, or staff technologist.

The student may request time-off in an amount which does not exceed the current compensatory time balance. The student should notify faculty no later than one hour before their scheduled report time and submit a Time Off Request Form in Trajecsyst. Requests will be permitted at the discretion of Program faculty and must be recorded by the student and verified by a staff member.

Compensatory time is not allowed during weekend, evening, or special modality clinical assignments.

Accumulated compensatory time cannot exceed 23 hours and will not be granted for voluntary time spent in clinical areas unless authorized by a program official. Exceptions to this will be made at the discretion of the program director.

LEAVE OF ABSENCE POLICY

A leave of absence is defined as an authorized absence from the program for an extended period as outlined below. All leave of absence requests must be presented in writing by the student to the Program Director as far as possible. Approval of the request will depend on the reason for the request.

Leaves of absence may be considered for the following reasons:

1. Military- for enlistment during national emergencies
2. Health including PREGNANCY - provided the student may be expected to return to the program at the end of the leave.
3. Extenuating personal circumstances

The Program Director must approve all leaves.

Unusual circumstances which merit extending the leave must be submitted in writing to the Program Director. Two weeks' advance notice is requested, if possible.

Failure to return at the expiration of the leave will result in recommendation for dismissal from the program.

Students who have taken leave of absence, will have to make up missed clinical and didactic assignments to satisfy all graduation requirements.

STUDENT MARKERS

Students will be provided with one set of student markers at the beginning of the program. Students are responsible for keeping track of these markers throughout their time in the program.

Pregnancy Defined:

A current or prospective student who is pregnant may choose to voluntarily disclose her pregnancy. To do so she may contact the Program Director. At this time, an appointment for consultation with the Radiation Safety Officer (RSO) will be made. Documentation for this consultation shall be completed and filed in the student's personal file with the Program Director.

After a current or prospective student has disclosed her pregnancy, the RSO shall:

- Review her occupational exposure dose history.
- Instruct the student regarding hazards of radiation exposure to the fetus, and methods for reducing exposure.
- Obtain a dosimeter for the student to wear at waist level to monitor fetal dose.
- Make recommendations regarding any amendments to the plan for clinical education, including possible alterations in clinical rotations, or shift assignments.

The purpose of these activities is to ensure that the dose to the fetus does not exceed 5.0 mSv (500 mrem) during the pregnancy and does not vary substantially above a uniform monthly dose rate. Options for students declaring a pregnancy include:

1. ***If accepted for admission, but prior to the starting date*** in May, a pregnant student may choose to disclose the pregnancy through a written notice. Options include deferring entrance until the following May with no additional requirements or continuance without modification.
2. ***If enrolled within the first academic semester*** she may choose to disclose the pregnancy through a written notice. Options include deferring entrance until the following May with no additional requirements or continuance without modifications.
3. ***Enrolled students at any level*** may choose to disclose the pregnancy through a written notice. Options include withdrawal from the program or continuance without modification.

Once a student discloses pregnancy, she will still be required to complete all clinical and didactic assignments to satisfy graduation requirements.

Any student may withdrawal the declaration of pregnancy at any time by written communication to the RSO or program faculty, and all restrictions will be retracted.

**WEST VIRGINIA UNIVERSITY PARKERSBURG
SCHOOL OF RADIOLOGIC TECHNOLOGY**

FORM FOR DECLARING PREGNANCY

This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.

DECLARATION OF PREGNANCY

To: Erin Martin
Program Director

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) unless that dose has already been exceeded between the time of conception and the submitting of this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

(Your Signature)

(Your Name Printed)

(Date)

Erin Martin
Program Director

(Date)

FETAL EXPOSURE COUNSELING FORM

In accordance with the NRC's regulations at 10CFR.1208, "dose to an Embryo/Fetus," I, _____, am declaring that I am pregnant. I became pregnant in _____ (month/year).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in my educational program responsibilities during my pregnancy.

I do hereby acknowledge participation in consultation with the Radiation Safety Officer. Please indicate below (V) that each item was discussed during this consultation:

- Estimated conception date, and the specific radio-sensitivities of the developing fetus.
- Occupational exposure dose history.
- Methods for reducing exposure.
- Obtaining an additional film badge to be worn at waist level to monitor fetal dose.
- Possible revisions to the clinical education plan, including program completion dates.
- My intended course of action, as indicated below:
 - fully participate in clinical plan with no alterations.
 - Withdrawal from the program and re-enter next year.

Any questions or concerns that were expressed related to the declared pregnancy.

Student Signature

Date

Radiation Safety Officer Signature

Date

REMEDIATION REFERRAL

Remediation is intended to improve one's skills in a specific field and master material from a specific unit before proceeding to the next unit.

For Unit Exams:

After test submission, the student must review the exam.

1. Mandatory independent test review will occur immediately after submission of the exam
2. Complete the Student Test Review Self-Assessment for each question missed
 - Lack of content
 - Misread question
 - Vocabulary
 - Changed answer
 - Lab values
 - Math
 - Other _____
3. For those students who earn less than a "C" on the unit exam, the instructor will contact the student within 24 hours after the exam grades are posted. The student will submit their personal remediation plan to the instructor's email for approval **within three (3) business days after exam grades are posted.**
 - a. Complete remediation assigned by the instructor, which may include but is not limited to:
 - Tutoring sessions (individual or group)
 - Test-taking strategies workshop
 - Self-paced modules/study guides/ case studies/practice questions
 - Appointments with school counselor/Student Success Center
4. If a student is unable to attend the individual appointment, the student will notify their instructor by phone or email prior to the scheduled meeting and make arrangements with the instructor within 24 hours to reschedule.
5. The student will submit their completed remediation assignment within 7 days after the instructor has approved the assignment. The instructor will verify the remediation for completeness. If the student fails to complete the assigned remediation satisfactorily by the due date, the student's exam score will be reduced by 10%. Failure to complete the assigned remediation satisfactorily by the due date a second time will result in a grade of zero on the unit exam.
6. Failure to complete any subsequently assigned remediation assignments by the established due date, or if the student fails to follow the remediation policy and/or a second mandatory test review/appointment is missed, that student's unit exam score will be reduced to zero.

CONFIDENTIALITY

A patient's condition or personal affairs are not to be discussed with anyone except hospital employees who require such information to perform their functions.

Through your affiliation with WVUPSRT, students quite often have access to Protected Health Information (PHI). The Health Insurance Portability and Accountability Act of 1996 (HIPAA) establishes standards for the protection of patient information. HIPAA will be covered as part of your introductory course. Inappropriate disclosure of PHI may result in disciplinary action including dismissal, monetary fines, and imprisonment. Students are urged to discuss PHI only with those people within the hospital who need to know such information, and never outside of the healthcare setting.

TELEPHONE

Hospital lines must be kept free for hospital business. Consequently, students are urged to make personal telephone calls on their own time and use personal phones.

Incoming personal calls are discouraged. Only those of an emergency nature will be relayed during student attendance.

When answering the department phone, the students will identify themselves. Example: Radiology, Jane; Students should only answer the department phone if necessary.

The use of cell phones within hospitals is limited to break and lunch times only. Therefore, use is NOT allowed in the Imaging Departments. While on clinical rotations, personal portable electronic devices must be turned off or placed on silent mode and stowed in student lockers. While in the classroom, all students will be required to silence cell phones and keep them stored in backpacks. Exceptions will be made for emergencies and must be made in advance with the instructor.

BREAKAGE, LOSS, AND THEFT

Valuable and fragile equipment should be handled with care and properly maintained. The Imaging Services Manager or Supervisors should be notified immediately of any breakage, loss, or malfunctioning of equipment.

TARDINESS POLICY

Reporting to the clinical site will begin as the student arrives in uniform, prepared to assume clinical duties. Students must log in, select a site, and click the clock button on the home page. Student attendance will be assessed based upon the clock-in time assigned by Trajecsyst. Students may report ten minutes before the designated shift assignment.

Failing to clock-in and/or clocking in beyond the shift start time may result in disciplinary action.

Reporting to the classroom after the door has been closed and/or the course instructor has begun the lesson is considered tardy. Arriving after the designated start time or appearing ill-prepared will be considered tardy as this behavior is considered unprofessional and disruptive to the educational objectives of the program.

The students have allocated one tardy per semester without penalty.

Additional instances of tardiness will result in a time missed and can either be made up or count towards grade deduction for hours missed.

If you realize you are going to be tardy, please notify the Program Director, Clinical preceptors, or hospital staff.

ABSENCE POLICY

Faculty must report class attendance for students to receive financial aid for the specific classes of enrollment for the current semester. If students do not attend per class attendance policies, they risk removal from the course and risk losing financial aid for this specific course. The Health Science Division subscribes to the same attendance policies as defined in the Handbook for West Virginia University Parkersburg. As noted in the Handbook, students are expected to attend all classes. “Excessive absences” is defined as any number of absences that exceeds the number of class meetings that are scheduled in one week.

Classroom:

- As stated in the West Virginia University, Parkersburg Student Handbook:
 - Students must understand that final course grades can be adversely affected by a record of excessive absences on the part of the student. Such a record of absence from class may result in a student receiving a course grade of F.
- The student is responsible for all information when absent from class.
- Classroom attendance is expected. Students are allocated one unexcused absence each semester without penalty. Excessive absence could result in loss of financial aid. Every unexcused absence after one (1) = 1 point deduction in final grade.

Clinic:

- Any missed clinic time must be made up or there will be a grade deduction. Every 1 hour = 1 point grade deduction.
- In the event a student is required to fulfill mandatory military service requirements during a time that conflicts with their assigned clinical, clinical the student will be required to make up the missed time/experiences. The student must notify the course coordinator of the anticipated absence and submit documentation of their leave orders to the office of the Health Science Division by the next class period after the orders are received.

If the missed time/experiences exceed the total allowable absence hours for clinical, the student will be granted an extension of up to and including one and a half times the total allowable absence hours for these experiences. If the absences exceed one and a half times the total allowable absence hours for clinical; the student will be administratively withdrawn from the course and may return the following year. The student will be guaranteed a seat in the next class if this occurs.

INCLEMENT WEATHER POLICY

- In the event the college cancels classes due to issues affecting the campus facilities/buildings, such as a bomb threat or water line break, all radiology technology clinicals scheduled off campus will continue as scheduled. The student will be expected to attend and failure to do so will result in an absence.
- In cases of severe inclement weather when the college cancels all classes for students, all radiology classes/clinical labs scheduled off campus are cancelled. If the class/clinical lab is already in session or the instructor and students arrive at the off-campus site after the college has announced that classes have been cancelled, the clinical coordinator will decide if the experience will continue as scheduled or if the experience will be cancelled. This decision will be made in consultation with the Division Chair and will be made in the best interest and safety of the faculty and students. Any missed scheduled class/clinical lab hours during the time that the college has cancelled all classes will not count as an absence.
- In cases of severe inclement weather when the college does not cancel all classes for students, all radiology technology classes and clinical labs on and off campus will be held as scheduled. It is the expectation that the student will determine the risks involved when deciding if it is safe to travel. Hours missed during times when the college has not cancelled all classes will count as an absence and must be made up. In the event the student chooses not to attend, the student MUST notify the clinical staff if it is missing clinical time or the instructor if missing didactic time.

DISCIPLINARY POLICY

Disciplinary Action

To assure fair and equitable treatment for all students, it may become necessary to impose disciplinary action. Disciplinary action includes written warnings, grade deductions, or dismissal from the program. The Health Sciences Division has the right to discipline for just cause as described in the Student Handbook.

If a student has been warned or dismissed, and the student believes that the action was unjust, the student may follow the Academic Appeals procedure.

Differing degrees of disciplinary action may be applied as follows:

Written Warnings:

Written warnings or in the context of evaluations shall be given to the student when the Program Director feels it is warranted based on the nature of an action(s). These warnings will become a part of the student's file. Grades may be reflective of disciplinary written warnings. Recommendation for dismissal may be imposed for offenses after two (2) written warnings have been given to the student.

Dismissal:

Dismissal shall be affected through the Health Sciences Division in all cases of flagrant or willful violation of Program rules, policies, standards of accepted behavior or performance, and where a thorough investigation proves the student proves to be in clear violation of policy. When the decision to dismiss has been made, the student may choose to institute an academic appeal. The appeal has begun in the office of Academic Affairs. The procedure for an academic appeal is outlined in the WVUP Board of Governors Policy D-47

JUST CAUSE FOR DISCIPLINARY ACTION/DISMISSAL

JUST CAUSE FOR DISCIPLINARY ACTION SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

1. Reporting to either clinical or academic assignments under the influence of alcohol or narcotics or partaking thereof while on clinical or academic assignment.
2. Malicious destruction and/or theft of hospital property or property belonging to visitors, patients, employees, or students.
3. Any action jeopardizing the well-being of the patient includes failing to properly use the institution-specific system of double identifiers to identify a patient prior to performing an exam or procedure.
4. Abandonment of position for any reason.
5. Falsifying records, reports, or information.
6. Refusing to comply with program rules, regulations, and policies.
7. Disobedience and/or insubordination.
8. Dishonesty/Cheating
9. Habitual sleeping while involved in clinical or academic assignments.
10. Habitual absences from the program without permission or proper explanation.
11. Failure to maintain performance standards in both clinical and academic areas.
12. Conviction of or charged with the use, distribution, or possession of illegal or controlled substances. / Any illegal activity, misuse of illegal drugs or abuse of prescription drugs.
13. Unprofessional or unethical conduct not described above.

Student signature

Date

GRIEVANCE/CHAIN OF COMMAND

Definition: Students may have concerns during their educational experiences within the radiology program. Any student enrolled in the radiology program who believes he/she has been treated unfairly or has encountered an injustice has the right to address the situation. Dealing with issues and concerns is a vital component of the radiology profession and is an important part of a student's professional development. Any radiology student currently enrolled in a radiology course that develops any issues, or concern is encouraged to resolve their issue/concerns in a timely manner following their chain of command.

Students who perceive discrimination based on race, sex (including sexual harassment), age, disability, veteran status, religion, sexual orientation, color, or national origin, are *not* required to follow the chain of command as described here but are encouraged to report such concerns directly to the Title IX Specialist.

Procedure: Steps to follow within the Chain of Command for unresolved issues:

1. Unresolved issues should first be discussed with the person with whom you have the issue. Concerns and issues need to be presented with objective data in a constructive manner.
2. If the issue remains unresolved, the student will request a meeting via email or writing with the Program Director within 10 days of the incident.
3. If the issue remains unresolved, the Program Director will facilitate a meeting between the Health Sciences Dean, Program Director and students.
4. If the issue remains unresolved, the student may consult the West Virginia University Parkersburg Answer Book #VI-3, Student Concerns, or Board of Governors Policy D-47, Student Academic Rights and Responsibilities.

Only the student involved in the unresolved issue will be permitted to be present during Steps 1-3 above.

When students seek assistance from someone outside the procedure as outlined, the individual contacted should listen to the student(s) concerns, inform them of the appropriate mechanism for dealing with the concern, and identify with the student the appropriate person(s) to contact and process to follow.

*Under no circumstance should an issue be shared with students or faculty not involved in the situation.

Any student wishing to make an academic appeal will follow the WVUP policy outlined as follows:

Academic Appeals may be instituted by any regularly enrolled student for any of the following causes or concerns:

- Academic suspension
- Denial of admission to program
- Charges of academic dishonesty, such as plagiarism, cheating, or falsifying records

- Failure to complete program or graduation requirements
- Dismissal from program
- Final course grades

Timing of Appeals

- Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment, August 1 for reinstatement for fall and January 2 for reinstatement for spring.
- Grade appeals must be instituted by the student within (30) calendar days following the date final grades were posted.
- All other appeals listed above must be initiated within ten (10) working days following the rendering of the decision that is to be appealed.
- Exceptions to the above deadlines may be made by the Executive Vice President for Academic Affairs in situations of special concern or unusual circumstances.
- At each step in the appeal process, the next level of appeal must be initiated by student action within five (5) working days following completion of the prior step.

Grievance Policy for Allegations of Non-Compliance with JRCERT Standards

This policy applies to all faculty, staff, and students involved in the West Virginia University Parkersburg Radiologic Technology program. Anyone who feels this program is in non-compliance with any JRCERT standard should address the allegation in the following manner.

Reporting Allegations

1. **Initial Reporting:** Any individual who believes there is a violation of JRCERT standards should report the concern to the Program Director within 15 days.
2. **Confidentiality:** All reports will be handled confidentially to the extent possible. The identity of the complainant will be protected.

Grievance Procedure

1. **Submission:**
 - The complainant must submit a written grievance, detailing the nature of the allegation, relevant facts, and any supporting documentation.
 - The submission should be made to the Program Director.
2. **Investigation:**
 - Upon receiving a grievance, the Program Director will initiate an investigation.
 - Investigations will be conducted impartially, and both the complainant and respondent will have the opportunity to present their perspectives.
3. **Timeline:**
 - Investigations will be completed within 30 days of receiving the grievance. If more time is needed, the complainant will be notified.

4. **Findings:**

- After the investigation, the Program Director will issue a written report summarizing the findings and any recommended actions.
- This report will be shared with both the complainant and respondent.

Appeal Process

1. If either party is dissatisfied with the findings, they may appeal the decision in writing to the Dean of Health Sciences within 14 days
2. The appellate authority will review the findings and issue a final decision 30 days.

Non-Retaliation

Retaliation against individuals who file grievances or participate in investigations is strictly prohibited. Any incidents of retaliation should be reported immediately.

Record Keeping All grievances and related documents will be maintained in a secure location for a period of 5 years to ensure compliance with institutional policies and JRCERT requirements.

Review of Policy

This policy will be reviewed annually and updated as necessary to ensure continued compliance with JRCERT standards and institutional goals.

Definitions

- **Grievance:** A formal complaint regarding an alleged violation of JRCERT standards.
- **Complainant:** An individual who submits a grievance.
- **Respondent:** An individual or entity accused of non-compliance.

Any student still dissatisfied with the outcome after the appeal process may file a complaint with the JRCERT at

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

DRUG/ALCOHOL POLICY

“WVU Parkersburg is a drug free community.” The West Virginia University Parkersburg School of Radiology Technology has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol may pose serious safety and health risks, not only to themselves, but to all who work with them and to patients for whom they provide care.

Procedure:

Students are strictly prohibited from the use, abuse, presence in the body or reporting to school or clinical experiences under the influence of illegal drugs and/or reporting to the same under the influence of alcohol. Also prohibited is the manufacture, distribution, possession, transfer, storage, concealment, transportation, promotion or sale of controlled substances, or drug related paraphernalia and/or the consumption or use of alcoholic beverages, and/or the use of prescription or over-the-counter medications in a manner inconsistent with the recognized medical procedure at any time while performing work related duties on or off the school’s premises and/or traveling to and from school or clinical setting. Students who engage in criminal conduct by using, distributing, selling, or possessing controlled substances on their own time away from school will be subject to disciplinary action, including but not limited to dismissal from the program.

1. Students will be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol equal to or greater than 0.02 Blood Alcohol Content, illegal usage of a controlled substance, or illicit drugs will be immediately recommended for dismissal from the program and will not be eligible for readmission to any Health Sciences program.
2. Noncompliance with requests for drug and alcohol testing will be viewed as a violation of the Health Sciences Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from the Radiologic Technology program.
3. If it has been determined that a student has adulterated or substituted, or attempted to adulterate or substitute their sample to alter the test results the student shall be determined to have a positive result for the purposes of this policy.
4. Drug and alcohol testing may be required for any student who demonstrates behaviors of reasonable suspicion (6a 1-17) in the scheduled course experiences.
 - a. Reasonable suspicion is considered when any student demonstrates unusual, unexplained behavior during scheduled course experiences. Observable signs might include, but are not limited to:

1. Slurred speech
2. Odor of alcohol on breath of person
3. Unsteady gait
4. Disoriented or confused behavior
5. Significant changes in work habits
6. Observed behaviors indicative of hallucinations
7. Unexplained accident or injury
8. Sloppy, inappropriate clothing and/or appearance
9. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting
10. Excessive sick days, excessive tardiness when reporting for clinical or class
11. Missed deadlines, careless mistakes, taking longer than customary to complete work
12. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
13. Performance (unsafe practices, unsatisfactory work)
14. Alertness (change in alertness, sleepy, confused)
15. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
16. Eyes (bloodshot, dilated)
17. Other clinical observations consistent with impairment

- a. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.
- b. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.
- c. The student will be escorted to the collection site with the appropriate faculty member or designated individual. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.
- d. Following a positive drug or alcohol testing, cab or responsible individual will send the student home. **Under no circumstances will the student be allowed to drive home.**
5. The student's confidentiality will be strictly maintained with all drug testing. The test results will be communicated only to the student, Program Director, WVUP Vice President of Student Affairs and Academic Affairs, and the physician reviewing the result with the student.
6. All students who have tested positive may have the option to challenge the test results within 24 hours of notification of the initial test results. All challenges shall be at the expense of the student. If challenged, the original sample will be sent to a different lab and reanalyzed. In the event an initial positive result is overturned, the school will reinstate the student into the program. At no time will an additional or "fresh" sample be collected to challenge the original findings.
7. For situations in which a student does not provide a sufficient amount of urine to permit a drug test (i.e., 45 mL of urine), the insufficient specimen will be discarded. The student will be

permitted to drink up to 40 ounces of fluid, distributed reasonably through a period of up to three hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. If the student refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, it will be considered a refusal to test and will be viewed as a violation of the School of Radiologic Technology's Drug and Alcohol Testing Policy. The student will be subject to immediate dismissal from Radiologic Technology program.

8. If the student has not provided a sufficient specimen within three hours of the first unsuccessful attempt to provide the specimen, the collection process will be discontinued. The student will be required to obtain, within five days, an evaluation from a licensed physician, acceptable to the Medical Review Officer (MRO), who has expertise in the medical issues raised by the student's failure to provide a sufficient specimen. If it has been determined that the student has a medical condition, or with a high degree of probability could have precluded the student from providing a sufficient amount of urine, the test will be recorded as cancelled. If there is not an adequate basis for determining whether a medical condition has, or with a high degree of probability could have, precluded the student from providing a sufficient amount of urine, a refusal to test will be recorded. For the purposes of this paragraph, a medical condition includes an ascertainable physiological condition (e.g., a urinary system dysfunction) or a medically documented pre-existing psychological disorder but does not include unsupported assertions of "situational anxiety" or dehydration.
9. Records will be maintained in a secure file in the Program Director's Office. Requests for information will require a court order or may be released by the students' signed written consent and liability waiver.

Communicable Disease

Communicable Diseases are spread through a variety of modalities from one person to another. If exposure to communicable disease occurs, it is important for the students to be tested to determine if infection has occurred.

1. It is the student's responsibility to remain up to date with required immunizations and physicals.
2. It is the student's responsibility to maintain their well-being by, but not limited to, getting adequate hours of sleep, eating healthy foods, exercise, and managing stress.
3. Any student who encounters a known communicable disease will alert the clinical instructor/program director. The PD will alert employee health. Employee Health will initiate any screening/follow up treatment.
4. Upon exposure, a WVU-Parkersburg incident report will be completed.

SOCIAL MEDIA AND NETWORKING

This policy applies to all currently enrolled radiology students and full-time and faculty members of WVU Parkersburg. This policy is inclusive of all types of social media; the absence, or lack of explicit reference to a specific social media site, does not limit the extent of the application of this policy. Where no policy or guideline exists, all currently enrolled radiology students and full-time and adjunct radiology faculty members of WVU Parkersburg should use their professional judgment and take the most prudent action possible. All questions will be directed to the Program Director

Definitions:

Social media: includes, but are not limited to, blogs, discussion forums, on-line collaborative information that are accessible to internal and external audiences i.e., Wikis (unless created for specific course requirements), RSS or syndication feeds, electronic media, video sharing, photo and audio sharing, and social networks like Facebook, Instagram, Twitter (X), TikTok, and Snapchat.

Blog: short for “web log,” a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.

Electronic media: non-computing devices, e.g., flash memory drives, CDs, DVDs, tapes, hard disks, internal memory, and any other electronic storage media.

RSS (Really Simple Syndication) feeds or Syndication feeds: A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via email or by an RSS reader. This enables users to keep up with their favorite web sites in an automated manner that is easier than checking them manually.

Wiki: allows users to create, edit, and link web pages easily; often used to create collaborative web sites called “wikis” and to power community web sites.

Procedure:

Radiology students may not participate in any form of social media with full-time and adjunct radiology faculty of WVU at Parkersburg during the time in which they are currently enrolled in the Radiology program.

Currently enrolled radiology students and full-time faculty and adjunct radiology faculty of WVU at Parkersburg may not use or disclose any confidential or proprietary information of or about WVU at Parkersburg or any clinical agency used by the radiology program.

Students or faculty may not use or disclose any patient identifiable information of any kind on any social media. Even though an individual is not identified by name within the posted statement on the social media network, if there is a reasonable basis to believe that the patient can be identified based

on the statement, then the disclosure may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA), and appropriate action will be taken.

Currently enrolled radiology students and/or faculty may not say or suggest that the views and opinions they express related to WVU at Parkersburg, or any clinical agency are communicated on behalf of or as a representative of WVU at Parkersburg or the clinical agency.

It is unethical and harmful for a student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague, faculty member, college personnel, or health care professional to anyone.

If a student and/or faculty publishes content to any social media that has anything to do with WVU at Parkersburg or a clinical agency including but not limited to activities while in the role of student radiographer or faculty, policies and procedures, performance or financial information, photos or videos taken on the premises, patients, management, employees, physicians or other members of the health care team, the student and/or faculty must adhere to the guidelines below:

- a. Do not disclose any proprietary or confidential information.
- b. Do not make statements on behalf of or as a representative of WVU at Parkersburg or a clinical agency.
- c. Do not use WVU at Parkersburg logos or trademarks without written consent.
- d. Be respectful to the college, employees of all clinical agencies, customers, patients, and members of the health care team.
- e. Do not post derogatory/negative statements about WVU at Parkersburg, its faculty or any clinical agency, customers, patients, or any members of the health care team.
- f. Use a personal email address on social media for your contact information and not your WVU at Parkersburg email address.
- g. Remember that “online” conversations are never private.

Remember that what is published may be public for a long time.

Consequences for noncompliance:

Any student found to be non-compliant with this procedure shall be referred to as the Program Director. Disciplinary action will be taken up to and including dismissal from the radiology program.

Any faculty member found to be non-compliant with this procedure shall be referred to the Dean of Health Sciences.

TRANSFER POLICY

WVU Parkersburg will evaluate an applicant for transfer into the Radiography program if the following conditions are met:

1. A spot is available based on the JRCERT maximum capacity limit of 10 students per cohort at the institution.
2. The transfer student has successfully completed at least one semester in a JRCERT-accredited radiography program prior to transferring.
3. The transfer candidate has completed a didactic curriculum that is equivalent to WVUP's at the time of transfer.
4. The transfer candidate has completed a clinical curriculum (experience and competency) that is equivalent to WVUP's at the time of transfer.
5. The transfer candidate has maintained satisfactory progress in didactic, clinical, and professional areas in their original program.
6. The transfer candidate meets the admission requirements for WVUP's program.
7. The transfer candidate must complete at least one academic year at WVUP.

PROCESS:

Before proceeding with the following steps, the transfer candidate should reach out to program officials to confirm if a vacancy is available, as full enrollment would prevent any further processing of the candidate's request.

Please submit the following documents:

1. Program Application
2. Official Academic Transcripts (HS and College)
3. Official Radiography program transcripts
4. Course descriptions of the Radiography program's didactic and Clinical curriculum.
5. Letter from a radiology faculty member that outlines the competencies in the clinical area.
6. Letter of recommendation from the Director of present program stating that the applicant is leaving the program in Good Standing.

All correspondence is to be addressed to the Admission, Progression, and Graduation committee.

REVIEW OF REQUEST:

The Program Director and the Admission, Progression, and Graduation Committee will review the requests when the above have been completed and received in the health sciences office. The committee will partner with the Center for Student Services to determine if transfer is possible. Applicants will be notified in writing of the decision.

Clinical Competency Requirements

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

- **Ten mandatory general patient care procedures.**
- **36 mandatory imaging procedures.**
- **15 elective imaging procedures selected from a list of 34 procedures.**

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

4.2.2 Imaging Procedures (continued)

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

| | | | | | |
|---------------------------------|---|--|---|---|--|
| Femur | X | | X | | |
| Patella | | | X | X | |
| Calcaneus | | | X | X | |
| Trauma: Lower Extremity* | X | | | | |

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

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

| | | | | | |
|-----------------------|--|---|--|--|--|
| Intravenous Urography | | X | | | |
|-----------------------|--|---|--|--|--|

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

| | | | | | |
|-------------------------------------|----|---|----|--|--|
| Chest Routine | X | | | | |
| Upper or Lower Extremity | X | | | | |
| Hip or Spine | | X | | | |
| | | | | | |
| Subtotal | | | | | |
| Total Mandatory exams required | 36 | | | | |
| Total Elective exams required | | 1 | | | |
| Total number of simulations allowed | | 5 | 10 | | |

STUDENT RESIGNATION POLICY

Students resigning from the Program are requested to give written notice to the Program Director stating the effective date and reasons for this action.

Any tuition paid by the student prior to and including the time of resignation is non-refundable. Fees paid by the student for books and/or uniforms are not reimbursable by WVUP.

Upon resignation, the student must return the following:

- Student Identification Badges from ALL Clinical Education Settings
- Radiation Dosimeter
- Student Handbook

Failure to comply with this requirement will be reflected in the personal file as abandonment of position and could negatively impact on student reference information.

Statement of Resignation

Student Name _____

Enrollment Date _____

Effective Date of Resignation _____

Please briefly state reason(s) for resignation from the School of Radiologic Technology:

Use the space provided below for any comments or suggestions that you have to help improve the School of Radiologic Technology for future students.

Student Signature _____ Date _____

Program Director Signature _____

Service-Learning Requirements

West Virginia University Parkersburg

Nursing and Health Sciences Division

It is the student's responsibility to complete 6 hours of service learning per semester in conjunction with Fall and Spring semesters only. The goal of service learning is to encourage the student to become more aware of their role as a citizen and professional in the community. The service must be completed, documented, and verified before progression to the next course. Failure to complete the required service-learning hours by the due date assigned in each course will result in an incomplete grade for the course. The student may not progress into the next course or graduate until all service-learning hours have been completed.

Description of Service-Learning Requirement

The students may satisfy this graduation requirement by (1) selecting volunteer opportunities that are posted or that they find in the community or (2) by participating in activities that the Nursing Health Sciences division is involved in or (3) scheduled course service-learning projects or (4) service to the department or (5) a combination of the above.

The goal of the service learning is to make the students more aware of their role as professional nurses in the community. Each student will explain their role as a citizen and professional in the community.

Guideline:

1. Do a quick survey. Find out what types of service activities are available or needed in the community.
2. Look into the community resources.
3. Make a plan.
4. The student must have the service-learning activity pre-approved by the full-time faculty of each course.

Service-learning opportunities in the area will be posted in the Learning Management System. Documentation Form – available in the Nursing and Health Sciences Division Office.

What counts as off campus service:

- Volunteer Activity – not earning money, is not doing service as part of a regular job, not earning credit (taking a course)
- Serving people in most need – Goal is to serve and learn from people themselves, particularly people who are homeless, have food insecurities, and are impoverished.
- Working with recognized non-profit community agencies - the objective is to move beyond the activities which benefit one's own immediate environment and serve the needs of people in the broader community.
- Service to the Nursing and Health Sciences Division – committees, tutoring, assisting in lab
- Service-learning projects assigned by course instructors.

Some recommended options are: United Way, Eve, Inc., Salvation Army, Easter Seal Society, American Heart Association, Health Fairs, Blood Pressure Screenings, and Relay for Life.

West Virginia University Parkersburg
Service-Learning Documentation Form (please print in ink)

Student Information:

Full Name _____

ID: _____

Semester _____

Service Information:

Name of Agency/Service Provided:

Population Served _____

Date of Service: _____ Total Hours of service _____ Total Hours of service

How does this volunteer activity support your role as a citizen and as a professional in the community?

Faculty Approval: _____ Date: _____

Program Student Learning Outcomes: Describe four things you learned from your activity that you will be able to incorporate into your professional practice related to the student learning outcomes of the program.

Service-Learning Verification:

Supervisor Name (Please Print) _____

Title _____

Phone # _____

Organization/Agency _____

Street Address _____

City _____ State _____ Zip _____

I acknowledge that to the best of my knowledge the above information is correct.

Supervisor Signature _____ Date _____

*******To student:** Return this form, completed to the Nursing and Health Sciences Division Office.

Make a copy of your records. This form must be submitted by the end of each semester to recognize these service hours as part of the requirements for graduation.

Documentation must be on file when the student applies for graduation.

Nursing and Health Sciences Office Use Only

Date Received: _____

Received by: _____

