Casper College
Computed Tomography Program Policy Guidelines

2015-2016
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INTRODUCTION

This document is designed to facilitate the comprehension of the roles and responsibilities of all those involved in the Computed Tomography Program at Casper College in conjunction with Wyoming Medical Center, the radiology offices of Casper Medical Imaging Outpatient Radiology, P.C., Converse County Memorial Hospital, Casper Orthopedics, Central Wyoming Neurosurgery and Imaging Center, The Community Health Center of Central Wyoming, Western Medical, Mountain View Regional Hospital, Campbell County Memorial Hospital, Cheyenne Radiology Group, Sheridan Memorial Hospital, Memorial Hospital of Carbon County, and Lander Valley Memorial Hospital or other designated clinical site. It should be consulted whenever questions arise dealing directly with the issues covering conventional program operational policy. Knowledge of these guidelines will assist the realization of program goals and objectives. Policies specific to the clinical affiliates listed above can be located at that facility.

The Program Director, in consultation with the Clinical Coordinator, clinical faculty, college administration, Medical Advisor, and Computed Tomography Advisory Committee reserves the right to change these guidelines when change is warranted. Every effort will be made to notify everyone involved when these guidelines are altered in any way. **All students will be subject to the changes after the effective date.** Where no effective date is indicated, the policy is currently in force. For other policies not listed in this manual including harassment issues, consult the Casper College Student Handbook which can be obtained through student services.

The Casper College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT is located at Suite 2850, 20 N. Wacker Drive, Chicago, IL 60606-2901, (312) 704-5300, or at JRCERT.org. The Program Effectiveness Report can also be located at this site.
Admission, Progression, and Core Performance Standards

Casper College Requirements

1. Students may take classes at Casper College as non-degree seeking students, but the faculty recommend that those interested in Health Science programs apply as degree seeking students. This allows the student to take full advantage of formal academic advising.

2. To apply as a degree-seeking student, the applicant must:
   - Submit a completed Casper College application for admission to Enrollment Services. Available online: www.caspercollege.edu A-Z index
   - Submit applicable transcripts, immunization records and test scores, see the online catalog for specific eligibility requirements.

1. When the above documents are received, and the applicant is admitted, Enrollment Services Office will invite the applicant to advising and registration. Please note: all Health Science programs have a competitive selection process, application deadlines and materials, and pre-requisite course work. Please review the department’s online information at www.caspercollege.edu. (Athletic Training, Medical Lab Technician, Nursing, Occupational Therapy Assistant, Paramedic Technology, Physical Education, Pharmacy Technician, Radiography, Respiratory Therapy)

School of Health Science Requirements

4. For admission and progression in a Casper College Health Science Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. The Health Science fields are practice disciplines with cognitive, sensory, affective, and psychomotor performance requirement. Based on these requirements, a list of “Core Performance Standards” has been developed. These standards are part of program courses, and some of the standards are more prevalent than others. These standards will be used to assist faculty, the Program Director, and the School of Health Science Dean in determining whether a student meets the essential eligibility requirements for admission and progression in the program. These standards should also be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. Students who identify potential difficulties with meeting the “Core Performance Standards” must communicate their concerns to the Accommodative Services Counselor as well as the Program Director. Determination is made on an individual basis as to whether a student meets the essential eligibility requirements or whether or not the necessary accommodations or modifications can be made reasonably for participation in the Health Science program.

5. All admitted Health Sciences students are expected to participate in simulation center activities and consent to video recording to optimize instruction and learning.

6. Readmission into a Casper College Health Science Program or transfer between Casper College Health Science programs is at the discretion of the faculty and Dean. The faculty and dean will base readmission or transfer decisions on the adopted general Health Science “Core Performance Standards” and specific department criteria.
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact professionally and therapeutically with peers, faculty, staff, administrators, patients/clients, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families, and groups in verbal, nonverbal, and written form</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room, safely perform treatments/procedures and assist patients/clients; lift and transfer patients/clients; manipulate equipment; walk and/or stand for extended periods of time</td>
</tr>
<tr>
<td>Motor skills</td>
<td>Gross and fine motor skills sufficient to provide safe and effective patient/client care</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and safely assess health needs</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe patient/client care</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment of patient/client</td>
</tr>
<tr>
<td>Professionalism</td>
<td>The ability to understand and demonstrate sufficient respect for others in non-verbal, verbal, and written communication in the classroom, laboratory, clinical settings, in the Casper College community, and in related public settings. The ability to demonstrate sufficient understanding of the cumulative effect that behavior, appearance, and communication has on the health science professional image.</td>
</tr>
</tbody>
</table>
Health Science General Policy Statements and Procedures

Social Media Policy Statement

Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care
To ensure compliance with both Federal and State patient confidentiality laws, while also maintaining a professional working relationship with our clinical and/or field sites, students are not allowed to utilize photographic, video, audio, or other recording devices (including cell phones) during the course of their instruction or participation in the program unless specifically permitted by instructional staff and affected parties, or as allowed by law. The use of such recording devices is strictly prohibited during all clinical and/or field experiences.

Students are strictly prohibited from including or posting information pertaining to clinical and/or field experiences on social networking websites (such as Facebook, Myspace, or Twitter) or any other type of internet, computer, or technology-based social networking site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet.

Public scrutiny, criticism, or disclosure of patient care delivered by clinical and/or field site staff/personnel is strictly prohibited, unless such disclosure is required or protected by law. Such disclosures include those made via social networking sites, as well as other traditional means of communication. If a student witnesses care issues at a specific site, such concerns should be directed to their instructor.

A breach of any of these provisions could lead to an immediate dismissal from the program.
Program Structure
MISSION
The Certificate in Computed Tomography Program at Casper College produces competent CT Technologists eligible for immediate employment and certification, by offering high quality educational and clinical experiences.

PROGRAM GOALS

I. Clinical Performance and Competence
Students will produce high quality images by possessing the knowledge, clinical application, radiation safety practices and patient care skills needed to meet the needs of the diagnostic imaging community as entry level radiographers.

II. Problem Solving and Critical Thinking
Students will demonstrate sound problem solving and critical thinking skills necessary to function effectively in the clinical setting.

III. Communication
Students will communicate effectively with patients, peers, and other members of the healthcare team. Through effective communication students will function as a productive member of the healthcare team.

IV. Professional Growth and Development
Students will understand the purpose and importance of professional values, ethics, continuing education, and life long learning.

V. Program Effectiveness
Graduates will fulfill the needs of the health care community. The program will provide the community with graduates who are able to function as an active member of the health care team.
**Computed Tomography Certificate Requirements:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>RDTK1915</td>
<td>2 CR</td>
<td>Introduction to Computed Tomography</td>
</tr>
<tr>
<td>Fall</td>
<td>RDTK1920</td>
<td>3 CR</td>
<td>CT Procedures I</td>
</tr>
<tr>
<td></td>
<td>RDTK1925</td>
<td>3 CR</td>
<td>Computed Tomography Physics and Instrumentation I</td>
</tr>
<tr>
<td></td>
<td>RDTK1930</td>
<td>3 CR</td>
<td>CT Clinical Education I</td>
</tr>
<tr>
<td>Spring</td>
<td>RDTK 2945</td>
<td>3 CR</td>
<td>CT Procedures II</td>
</tr>
<tr>
<td></td>
<td>RDTK 2941</td>
<td>3 CR</td>
<td>Computed Tomography Physics and Instrumentation II</td>
</tr>
<tr>
<td></td>
<td>RDTK 2935</td>
<td>3 CR</td>
<td>CT Clinical Education II</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 20 CR

**Clinical Education Requirements**

Clinical education provides the student with a competency based hands on education that is necessary to become proficient as an entry level Ct technologist. The program is designed to prepare the student for the ARRT National Exam Certification in Computed Tomography by offering clinical settings with state of the art equipment and a variety of procedures. This experience will provide students an opportunity to obtain high quality CT images in a supervised setting while providing exceptional patient care.

The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline. Successful performance of these fundamental procedures, in combination with mastery of the cognitive knowledge and skills covered by the certification examination, provides the basis for the acquisition of the full range of clinical skills required in a variety of settings.

This document identifies the clinical experience required for certification. The program encourages individuals to obtain education and experience beyond these minimum requirements set forth by the American Registry of Radiologic Technologists.

**Instructions for Eligibility of ARRT Exam**

1. **Perform the Procedures:** Candidates are required to perform clinical procedures according to the Specific Procedural Requirements on the following pages. All procedures must be performed within the 24 month period immediately preceding the date of the candidate’s signature on the application for certification. Repetitions may be completed in less than 24 months.
2. **Document Performance:** Candidates must use the *My ARRT Info* link within the ARRT website to record the performance of the procedures. Documentation includes: name of procedure, date performed, time of day completed, facility where performed, and the name of the person verifying performance. Exams should be recorded online as they are performed. The "Verifier's Name" column on the form must correspond to the technologists’ email address provided by the candidate. The technologist will be sent an email, from the ARRT, for each exam they supervise. The tech must accept the exam for it to count towards your repetitions. Failure to meet the minimum clinical experience requirements prior to the date of the application signature will result in the application becoming “ineligible.” All documented procedures prior to that application date will not be accepted for future clinical experience requirements.

3. **Maintain Your Records:** It is recommended that candidates keep a personal copy of exams performed. Since the application is filled out online, the student is audited as they progress through the exams. Once all the exam requirements have been met, the chart on the “Pursue Post-Primary Certification and Registration” page will be updated to reflect the candidate’s status. Once 100% progress has been accomplished, the application form can be completed.

**Specific Procedural Requirements**

The Clinical Experience Requirements for CT consist of 59 procedures in 7 different categories:
- A. Head and Neck
- B. Spine and Musculoskeletal
- C. Chest
- D. Abdomen and Pelvis
- E. Special Procedures
- F. Image Display and Post Processing
- G. Quality Assurance

Candidates must document the performance of complete, diagnostic quality procedures according to the following rules:
- Choose a minimum of 25 different procedures out of the 59 procedures on the following pages. Complete and document a minimum of 3 and a maximum of 5 repetitions of each chosen procedure; less than three will not be counted toward the total.
- No more than one procedure may be documented on one patient. For example, if an order requests chest, abdomen, and pelvis scans for one patient, only one of these may be documented for clinical experience documentation.
- Computed Tomography procedures performed in conjunction with a PET or SPECT procedure or Radiation Therapy planning procedure must be of diagnostic quality. A minimum total of 125 repetitions across all procedures is required.

**Examples**

1) A candidate who works in a specialized setting wanted to complete the minimum number of procedures. This person chose 25 procedures from any of the 7 categories. To complete 125 repetitions, each of the 25 procedures was performed 5 times each.
2) Another candidate works in a facility that does most types of CT scans, so completing a wide variety of procedures was quite feasible. This candidate completed a total of 30 procedures from all 7 categories. Although most of these
procedures were performed 3 times (the minimum), several of them were performed 4 or 5 times each until the candidate reached at least 125 procedures.

**General Guidelines**

To qualify as a complete, diagnostic quality CT imaging procedure the candidate must demonstrate appropriate:

* evaluation of requisition and/or medical record
* preparation of examination room
* identification of patient
* patient assessment and education concerning the procedure
* documentation of patient history including allergies
* patient positioning
* protocol selection
* parameter selection
* image display, filming, and archiving
* documentation of procedure, treatment and patient data in appropriate record
* patient discharge with post-procedure instructions
* standard precautions
* radiation safety
* preparation and/or administration of contrast media
* initiate scan
* evaluate the resulting images for: image quality (e.g., motion, artifacts, noise) optimal demonstration of anatomic region (e.g., delayed imaging, reconstruction spacing, algorithm, slice thickness)
* exam completeness

**Computed Tomography**

**Clinical Experience Requirement Procedures**

**A. Head and Neck**
1. head without and/or with contrast
2. sinuses
3. facial (orbits, mandible)
4. temporal bones / IACs
5. trauma head
6. vascular head (CTA)
7. soft tissue neck
8. vascular neck (CTA)

**B. Spine and Musculoskeletal**
1. lumbar
2. cervical
3. thoracic
4. spinal trauma
5. upper extremity
6. lower extremity
7. pelvic girdle; hips
8. musculoskeletal trauma
9. vascular extremity (CTA)

**C. Chest**
1. chest without and/or with contrast
2. HRCT
3. vascular chest (e.g., PE, CTA, Aorta)
4. chest trauma
5. lung nodule study
6. heart (e.g., calcium scoring, coronary angiography)

**D. Abdomen and Pelvis**
1. abdomen without and/or with contrast
2. liver (multi-phase)
3. kidneys (multi-phase)
4. pancreas (multi-phase)
5. adrenals
6. enterography study
7. appendicitis study
8. renal stone protocol (without IV contrast)
9. abdominal trauma
10. vascular abdomen (CTA)
11. CT intravenous urogram/IVP
12. pelvis without and/or with contrast
13. bladder
14. pelvic trauma
15. vascular pelvis (CTA)
16. colorectal studies (rectal contrast)

**E. Special Procedures**
1. biopsies
2. drainage
3. aspirations
4. CT arthrography
5. diskography
6. myelography
7. colonography or virtual colonography
8. brain perfusion
9. radiation therapy planning
10. transplant studies

**F. Image Display and Post Processing**
1. geometric or distance measurements
2. region of interest measurement (ROI)
3. retrospective reconstruction
4. multiplanar reconstruction (MPR)
5. 3D rendering (MIP, SSD, VR)

**G. Quality Assurance**
1. calibration checks
2. CT number and standard deviation (water phantom)
3. linearity
4. spatial resolution
5. contrast resolution
POSITION SUMMARIES
POSITION SUMMARY

PROGRAM DIRECTOR

1. In consultation with the college administration the program faculty, plans, organizes, budgets, implements, evaluates, and oversees on-going program assessment in the Certificate in Computed Tomography Program at Casper College.

2. In consultation with the Computed Tomography Advisory Committee develops student and instructional objectives and policy.

3. Serves on the Computed Tomography Advisory Committee and helps to schedule and coordinate meetings.

4. Meets on a regular basis with the medical advisor, clinical education coordinator, clinical education instructors, and college officials.

5. Maintains office hours for student consultation, clinical consultation, and program organization and administration.

6. Maintains student and program records.

7. Keeps current in field of Computed Tomography educational requirements.

8. Participates in professional organizations and encourages continuing education for students and community radiographers.

9. Undertakes any activity deemed appropriate by the college administrative officials.

10. Recruits and serves as chairman of the student selection committee for new imaging students at Casper College in the spring semester.

QUALIFICATIONS

A. RT (R) ARRT
B. Three years full time clinical experience
C. Two years instructional experience in a JRCERT accredited program
D. Holds a Masters degree with experience in curriculum design, instructional methodology, testing and evaluation, and educational psychology.
E. Proficient in curriculum design, program administration, evaluation, instruction, and academic advising
POSITION SUMMARY

CLINICAL INSTRUCTOR (Faculty)

1. Responsible for evaluation of the student in the clinical setting when the Clinical Education Coordinator is not available. This includes competency grading, simulation grading, and performance evaluations.

2. Keeps the Clinical Education Coordinator informed of matters regarding students' progress in the clinical setting.

3. Supervises and assists students during clinical exams in addition to the radiographer assigned to that room/rotation. Understands clinical objectives and the evaluation system, and is knowledgeable of program goals.

4. Assists the Clinical Education Coordinator in preventing abuse of students by other students or technologists and prevents student exploitation during clinical assignments.

5. Along with the Clinical Education Coordinator, ensures student safety in the clinical environment with respect to equipment safety, radiation protection, medical asepsis, and patient care.

6. Responsible for knowing major policies and procedures concerning student educational processes at Casper College. Serves on the Computed Tomography Advisory Committee.

7. Provides for clinical instruction and supervision of student radiographers.

8. Maintains competency in the professional discipline and instructive and evaluative techniques through continuing professional development.

9. Understands the sequencing of didactic and clinical education.

QUALIFICATIONS

A. RT(R)(CT) ARRT or equivalent
B. Minimum of two years full time clinical experience
C. Shall demonstrate proficiency in clinical instruction, supervision, and student evaluation
POSITION SUMMARY

FULL-TIME DIDACTIC (Program Faculty)

RESPONSIBILITIES

1. Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress.

2. Participates in the assessment process.

3. Supports the program director to help assure effective program operation.

4. Cooperates with the program director in periodic review and revision of course materials.

5. Maintains appropriate expertise and competence through continuing professional development.

QUALIFICATIONS

A. Holds, at minimum of Associate Degree, a baccalaureate degree is preferred.
B. Is knowledgeable of course development, instruction, evaluation, and academic advising.
C. Documents two years clinical experience in the professional discipline.
D. Holds American Registry of Radiologic Technologists current registration in Computed Tomography.
POSITION SUMMARY

PART-TIME DIDACTIC (Program Faculty)

RESPONSIBILITIES

1. Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports their progress.

2. Participates in the assessment process when appropriate.

3. Cooperates with the program director in periodic review and revision of course materials.

4. Maintains appropriate expertise and competence through continuing professional development.

QUALIFICATIONS

A. Holds academic and/or professional credentials appropriate to the subject content area taught.
B. Is knowledgeable of course development, instruction, evaluation, and academic advising.
C. Holds American Registry of Radiologic Technologists current registration in Computed Tomography.
POSITION SUMMARY

CLINICAL INSTRUCTOR (Affiliate)

RESPONSIBILITIES

1. Keeps Program Director informed of matters regarding students’ progress in the clinical setting.

2. Informs Program Director of any changes in agency policies which are related to activities in clinical education.

3. Assists students during clinical exams if other supervising technologists are not available.

4. Oversees the evaluation of students via competency evaluations and supervisory reports.

5. Keeps clinical records and results of conferences with students confidential and secured.

6. Familiarizes the student with agency policies concerning equipment safety, radiation protection, medical asepsis, and patient care.

QUALIFICATIONS

A. RT(R) (CT) ARRT or equivalent.
B. Must possess 2 years full time clinical experience.
Student Guidelines
Certification Program for Computed Tomography Education at Casper College Estimated Expenses

Casper College Estimated Expenses

Prospective students should refer to the current Casper College catalog for tuition and fee rates.

In addition to tuition and fees, the following expenses and supplies are estimated.

- Background check/Drug screen $100
- Books (approximate) $270 (Entire Program)
- Uniforms and lab coat $200
- Eye protection $12
- Chicken pox titer $2.50
- Chicken pox vaccine x2 (at Public Health) $100 each if negative titer
- Hepatitis titer $30
- Hepatitis immunization series $90
- MMR titer $2.50
- MMR vaccine $50
- Health insurance - if not covered by another policy $750 annually (2009-2015)
- Flu vaccination $15 (approximate)
- Cap and gown fee $15
- Application for license $130
- ARRT Exam Fee $200
- Flu vaccination $15 (approximate)

Casper College provides, at no expense to students, liability (malpractice) insurance while CT students are engaged in their clinical lab activities. As is stated in the catalog, students are responsible for their own transportation and its related expenses.

If you are applying for financial assistance you may be eligible for an increase to your expense budget based on the above estimated expenses. Please contact the office of Student Financial Assistance for instructions on how to request an expense review.
STUDENT GUIDELINES

DRESS CODE

Students will be expected to maintain dress standards required by Casper College and the clinical agency. These include the highest standards of cleanliness, neatness, good taste and safety. Students who do not adhere to these standards may be requested to leave the clinical area. This time away from clinical will be considered an unexcused absence.

1. Uniforms
   a. A uniform approved by the clinical site will be worn. Some sites accept scrubs some do not. The uniform must be clean and neatly pressed.
   b. No light or see-through fabric allowed. Uniforms should be cling-free and wash and wear. Keep them clean and well pressed at all times.
   c. Students are required to purchase medical eye protection glasses or side shields. Protective devices must be carried by the student during all clinical rotations.

2. Shoes
   Clean, polished shoes with a low or medium heel are required. Laces must match shoe color. The heel and toe are to be closed. Rubber soles and heels are preferred. Be sure shoes and shoelaces are clean.

3. Hose
   Full length white, black, grey or neutral beige non-patterned socks are to be worn with uniform dresses.

4. Sweaters
   Only lab coats may be worn for warmth. Sweaters or sweatshirts may not be worn in patient care areas. An approved light fleece vest can be worn for warmth (see program director or clinical coordinator.)

5. Personal Hygiene
   A neat, clean, fresh-smelling person is extremely important to the professional demeanor of a health professional. No perfume or cologne is to be worn.

6. Cosmetics
   These are to be used in moderation for daytime wear. Fingernails will be natural, short and neatly trimmed. Students may wear pale nail polish only. In accordance with the Wyoming Medical Center Infection Control Policy, no artificial nails are allowed in the clinical setting.

7. Hair
   Hair must be neat and clean and styled for safety. No loose ties, ribbons or scarves are allowed. Long hair must be styled so that it does not fall in front of shoulder. Unconventional hairstyles or hair coloring is not permitted.
STUDENT GUIDELINES

DRESS CODE (cont.)

8. **Jewelry**
   a. **Watch** - A watch must be worn with either a digital or sweep second hand.
   b. **Earrings** - A maximum of two pairs of post studs in each ear may be worn, in the ears only.
   c. **Rings** - Students may wear a plain wedding band.
   d. **Jewelry from facial piercings** must be removed during clinical education.
   e. **All tattoos** must be covered.

9. **Cellular Phone and Pagers**
   a. Use of cellular phones and pagers during lecture classes and clinical education **is prohibited**. Students will be asked to leave the clinical site or classroom for violating this policy with possible further consequences.

10. **Name Pin, Incidentals**
    The name pin is to be worn on the left side of the uniform or lab coat. Students must have a black pen, right and left markers and radiation film badge. The facility ID badge must be worn during clinical education at that site. The badge is to be worn so that the individual's face is visible. Clinical site badges are to be worn only at that clinical site.

11. **Smoking**
    Many of our clinical sites have a no smoking policy. Students may not leave a clinical site to smoke. Be aware that smoke can cling to clothes and be an irritant to patients. Students will be sent home if their clothing smells of smoke.

Students will be verbally warned one time of any infraction in dress code and sent home to correct the infraction. A second offense will result in probation. A third offense will result in dismissal proceedings.
ATTENDANCE

1. Students are required to attend all regularly scheduled didactic and clinical education courses.
2. Prior to any non-emergency absence, didactic or clinical class students are required to notify the program director and clinical coordinator in writing 24 hours in advance. Students are required to notify their clinical site prior to any absence.
3. Emergency absences will be handled on an individual basis, but the clinical instructor and the clinical site must be notified prior to the start of clinical education. The student will also be required to notify the program director by calling the college number (268-2587) and leaving a message indicating the absence. If this procedure is not followed the absence will be considered unexcused. Two unexcused absences will result in the student being placed on program probation. Additional unexcused absences will result in dismissal from the program. Each unexcused absence will also result in a 3% final grade deduction. Students must complete all required clinical hours. If these hours are not complete the student will not have met the course objectives and will receive a failing grade for that course. Under no circumstances will one student be responsible for reporting the absence of any other student in clinical education.
4. Students are required to be punctual for all didactic and clinical courses. If a student is to be late to clinical education the program director must be notified by phone, as well as the clinical instructor and clinical site. Two tardies will result in the student being placed on program probation. Additional tardies will result in dismissal from the program.
5. The students should be aware of the fact that anytime they are in the clinical setting, and not under the supervision of the clinical coordinator, then they are under the supervision of the clinical instructor or radiographer on duty.
6. Any deviation from the normal clinical education schedule must be submitted to the program director and approved by the clinical education coordinator. Requests for rotation changes must be submitted in writing.
7. All appointments must be scheduled outside of clinical and didactic course times.

Definitions:

**Excused Absence:** Those qualified by illness of self with a doctor’s excuse after first absence or death of an immediate family member. Students must follow the notification policy for an absence to be considered excused.

**Unexcused absence:** Any absence that is not called in before 7:30 a.m. or that is not pre-arranged. Excessive tardiness or unexcused absences will result in probation and possible dismissal from the program due to incomplete completion of clinical objectives and unprofessional behavior.

**Tardy:** Student arriving to clinical education past the rotation start time.
CONTACTS FOR ABSENCES OR TARDINESS

1. If a student is going to be absent or tardy for didactic or clinical education classes that student is REQUIRED to call the program director and clinical coordinator or instructor on duty that day. See attendance policy.

DIDACTIC/CLINICAL NOTIFICATION
Laurie Weaver CC: 268-2587

CLINICAL EDUCATION CENTERS
Campbell County Memorial Hospital – 307-688-1601
Casper Medical Imaging Clinic - 307-577-0440
Casper Medical Imaging Washington Street - 307-234-6963
Casper Orthopedics - 307-265-7205
Central Wyoming Neurosurgery - 307-266-4000
Cheyenne Radiology Group 307-633-8992
Community Health Center- Donna - 307-233-6000
Converse County Hospital- Radiology -307-358-2122
Lander Regional Hospital – 307-335-6250
Mountain View Regional Hospital – 307-995-8100
Sheridan Memorial Hospital – 307-672-1050
Western Medical – 307-577-5100
Wyoming Medical Center - 307-577-2383

STUDENT EXPLOITATION

1. Affiliated radiology departments are required to have the inherent capacity for operating without relying on student manpower.
2. The primary objective of clinical education is strictly for educational purposes.
3. During the course of clinical education, students will be required to perform the duties of a CT technologist. These activities are considered essential for the education of competent technologist. Students are not to consider such activities as student exploitation.
4. If the student can demonstrate that (s)he has been exploited during clinical education, the student is advised to bring all relevant information and documentation to the attention of the program director or clinical coordinator.
5. Students are required to attend regularly scheduled clinical education shifts.
6. Students and clinical sites are required to follow the JRCERT and Casper College Computed Tomography program policies in regard to direct, indirect and repeat supervision.
REGISTRY ELIGIBILITY REQUIREMENTS

The purpose of The American Registry of Radiologic Technologists® Computed Tomography (CT) Examination is to assess the knowledge and cognitive skills underlying the performance of the tasks typically required of staff technologists in Computed Tomography. The tasks typically performed were determined by administering a comprehensive practice analysis survey to a nationwide sample of radiographers working in computed tomography. The results of the most recent practice analysis are reflected in this document. The task inventory for the Computed Tomography Examination may be found on the ARRT’s website (www.arrt.org). The content specifications identify the knowledge areas underlying performance of the tasks on the task inventory. Every content category can be linked to one or more activities on the task inventory. Below are listed the three major content categories covered on the examination, along with the number of test questions in each major category. For a detailed listing of the specific topics within each content category go to the ARRT website and review the CT Exam Handbook.

CONTENT CATEGORY and NUMBER OF QUESTIONS
A. Patient Care and Safety 36
B. Imaging Procedures 75
C. Physics and Instrumentation 54
Total questions= 165

Clinical requirements can be found earlier in this policy manual.
Policies & Procedures
POLICIES & PROCEDURES

CHAIN OF COMMAND
If you have any problems during a didactic or clinical class, you should first contact the instructor in order to solve the problem. This includes the clinical setting. If you are having a problem with a technologist it is suggested that you speak with that individual first to try and solve the situation. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the program director, then the school dean, and lastly the vice president for academic affairs.

STUDENT GRIEVANCES/HARASSMENT ISSUES
Student learning environments will be free from any type of harassment or other conflicts which interfere with the educational experience of the student. If students feel a situation has occurred in which he/she feels harassed including but not limited to; sexual harassment or harassment via social networking, texting, e-mail or any other form of electronic communication, the student should immediately contact the nearest person of authority. If this occurs in the classroom or any other campus area, the student should report the incidence to the instructor or program director. If these individuals are not available and the student feels threatened they should contact campus security immediately by calling 268-2688. If it occurs in the clinical setting the student should report the incident immediately to the clinical instructor, coordinator or program director. The student will be asked to document the situation that occurred. The program director will then meet with the individual's supervisor to discuss the episode and proceed to a resolution. If the incident involves a Casper College employee, the student should refer to the College Student Handbook under Student Grievances, which addresses an avenue for students to express their concerns, voice complaints, and or seek resolution of conflicts involving operation and/or employees.

GRADE DETERMINATION
The Computed Tomography Program upholds high standards of education and therefore institutes a higher percent grade expectation then other courses on campus. Grades for didactic courses and clinical education will be determined using the following scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 - 100</td>
<td>A</td>
</tr>
<tr>
<td>83 - 91</td>
<td>B</td>
</tr>
<tr>
<td>75 - 82</td>
<td>C</td>
</tr>
<tr>
<td>0 - 75</td>
<td>F</td>
</tr>
</tbody>
</table>
GRADE POINT AVERAGE
All Computed Tomography students are required to maintain a specific level of academic, didactic and clinical education quality throughout their educational period.

Students must realize that above average grades in education correlate positively with increasing the chances for having a passing score on the registry examination and more importantly succeeding in the profession.

Therefore the following policy is in effect:

**Didactic/Clinical Education Courses**
All students must maintain a minimum cumulative GPA of 2.3 in all didactic and clinical ed. courses. Failure of any didactic/clinical ed. course will lead to dismissal from the program. Readmission to the program is dependent on qualifications of the individual and space available. Failure of two Computed Tomography courses (whether the same course twice or two different courses) will disqualify a student for readmission.

*Note: A grade of "D" will not transfer to another institution.*

CLINICAL CLOCK HOURS VS. CLINICAL CREDIT HOURS
For every credit, the student will participate in clinical education (lab) for four and one half 50-minute periods x 15 weeks consecutively. The schedule will include two 15-minute breaks and one 30-minute lunch break.

RADIATION PROTECTION
It is the responsibility of the CT student to ensure that proper radiation protection techniques are utilized in all clinical settings, according to the ALARA Principle. Casper College will furnish each student in the Computed Tomography Program with a radiation monitoring TLD. It is the student’s responsibility to exchange the TLD by the 15th of each month. These are available at the college.

1. The program director will maintain all student and instructor radiation monitoring records each month and be responsible for inspecting these records for appropriate dose limits. Overexposures will be reported to the student and handled according to the dose received.
2. Students will sign a form each month indicating that they have reviewed their badge readings and have been given an opportunity to ask questions about those readings. Students will be identified by number only with no other identifying information visible. Each student will be required to sign a monthly form which states that they had an opportunity to review their monthly radiation monitoring results and they also had the chance to discuss with the program director any questions or concerns related to the reading.
3. Each student will be provided with a yearly record of their personnel exposure. Graduating students will be sent a copy of their cumulative dose records for their personal and employer records.
4. All students and instructors are to observe and practice essential radiation protection measures. These include:
   A. Shield all patients and co-workers at all times during any radiation exposure as long as this does not interfere with diagnostic quality.
B. Maximum distances should be observed between operator and the radiation beam or source. (Use lead aprons and partitions also.)
C. Never hold a patient during any procedure when the exposure is on. Practice proper radiation protection in assisting with all exams.
D. Use exposure factors that produce minimum radiation dose to patient and co-workers.
E. Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.
F. Keep all doors closed during exposure.
G. All women of childbearing age shall be asked if they are pregnant before a radiograph in the clinical setting is taken. A completed and signed pregnancy questionnaire is required for each of these patients.
H. All repeat procedures must be performed with direct supervision. See repeat policy.

The Clinical Coordinator will be responsible for investigating any exposures which are in excess of the program’s ALARA Levels. The program has adopted the following ALARA Levels for this purpose:

<table>
<thead>
<tr>
<th>ALARA Action Level</th>
<th>Dose Level</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALARA Level I</td>
<td><strong>Whole body:</strong>&lt;br&gt;<strong>1st year students:</strong> 30 mrem/monthly monitoring period&lt;br&gt;<strong>2nd year students:</strong> 50 mrem/monthly monitoring period</td>
<td>Student is counseled by the Clinical Coordinator and asked to review his/her work procedures to evaluate cause, and what measures s/he can take to reduce further exposures. Documentation will be kept on file at the discretion of the Clinical Coordinator.</td>
</tr>
<tr>
<td>ALARA Level II</td>
<td><strong>Whole body:</strong>&lt;br&gt;<strong>1st &amp; 2nd year students:</strong> 150 mrem/quarter</td>
<td>Clinical Coordinator conducts a direct investigation of the situation, including an interview with the person involved. A written investigative report is made and corrective actions are documented. Report is kept in the student’s file until program completion.</td>
</tr>
<tr>
<td>Embry-Fetus (Declared pregnant student)</td>
<td>50 mrem/monthly monitoring period</td>
<td>Clinical Coordinator investigates and counsels. A formal report will be drafted to be kept on file and/or the student may be reassigned.</td>
</tr>
</tbody>
</table>
Voluntary Declared Pregnancy Policy

The program's pregnancy policy is based on the Nuclear Regulatory Commission's regulations regarding the declared pregnant worker. The declaration of pregnancy is voluntary and there is no requirement for a student to declare her pregnancy status to the program director. Should a student decide to voluntarily declare her pregnancy, a written declaration must be submitted to the program director that includes the expected date of delivery (See form on page 31).

**The student can withdraw the pregnancy declaration at any time in a written statement to the program director.**

If the student chooses not to notify the program director of her pregnancy or revoke the declaration, she will be treated no differently than the other students who are not declaring pregnancy, and must continue through the scheduled clinical rotations.

Should the student voluntarily declare her pregnancy, the pregnant student may select the following options:

**Option #1: Leave of Absence during Pregnancy:** If the student so decides, she may elect to leave the program during the pregnancy period.

- If the student decides to accept this option and leave the program, she must immediately notify the Department Chair/Program Director in writing.
- An incomplete (Inc.) will be awarded for the course(s) in progress. The remaining coursework may be completed upon the student's return, however it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
- All didactic and clinical coursework must be completed prior to completion and graduation from the program.

**Option #2: Remain in the Program with no Modifications of her Clinical or Lab Activities:** If the student so decides, she may continue in the Program with the following requirements:

- The student’s class, lab, or clinical schedule will not be modified to postpone instructional activities that can result in increased radiation exposure to the student. These activities include fluoroscopy, portable radiography, surgery/C-arm Procedures, angiography, and lab experiments utilizing energized equipment.

**Option #3: Remain in the Program with Modification of her Clinical and/or Lab Activities:**

- The student may request modification of her schedule to postpone any procedures in class, lab, or clinic which can result in increased exposure to radiation. These activities include but are not limited to conventional fluoroscopy, portable radiography, Surgery/C-arm procedures, angiography, and lab experiments/projects using energized radiographic equipment. It should be noted that the student cannot graduate from the program until any clinical competencies
using the listed modalities/procedures have been successfully completed and competency is achieved

Students voluntarily declaring pregnancy:

1. Student will be required to wear an additional fetal TLD monitor during the pregnancy. In accordance with the NCRP recommendations the maximum permissible dose to the embryo-fetus from occupational exposure should be limited to 0.5 REM (50 milliSievert) or below for the entire gestational period. Monthly reports will be reviewed and made available to the student.

2. After voluntary declaration, the pregnant student in the Radiography Program will be provided a copy of the United States Nuclear Regulatory Commission Guide 8.13 which addresses pre-natal radiation exposure. The program director will review the guide with the student and the student will be counseled as to safe radiation practices during pregnancy. The guide is available through the program director or may be downloaded from the following website: http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf

3. Clinical education centers where the student will be attending will be notified.

4. Complete the Voluntary Declaration of Pregnancy form located on page 31 of this policy manual.

***The student can change the selected option at any time during the program by submitting a written notice.

****Scientific guidelines for fetal dosage published by the government may be found in the NCRP Reports 91, 107, 116, and NRC 10 CFR, Part 20.

As a result of voluntarily disclosing my pregnancy, I have chosen option ____ in consultation with the clinical coordinator. I am aware that I may undeclared my pregnancy in writing and that I will then be treated on equal basis with any other nongravid female.

___________________________  _______________________  ___________
Student  Program Director  Date
Occurrence Reports

If a student is involved in any incident where injury or perceived injury has occurred to a patient, a staff member, a physician or self, an occurrence report form must be completed in accordance with the clinical site policy and Casper College.

A copy of the incident report is to be given to the clinical coordinator to be placed in the students file.

Direct and Indirect Supervision

Until a Computed Tomography student passes a competency exam with an 85% or better, they must be directly supervised by a qualified practitioner. (See definition of direct supervision below)

Indirect supervision may occur after the student has passed a competency evaluation with an 85% or better. (See definition for indirect supervision)

Repeat procedures always require direct supervision.

**Direct Supervision**- Student supervision by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and approves the procedure. A qualified technologist must be present during student performance of a repeat of any unsatisfactory procedure.

**Indirect Supervision**- Supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student performance. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a procedure is performed. The availability applies to all areas where ionizing radiation is in use. A qualified technologist must be present during all repeat exams in accordance with the direct supervision policy.
POLICIES & PROCEDURES

PROBATION/TERMINATION

The policies and procedures outlined in this guide are necessary to ensure consistency as well as protect the rights and safety of all those concerned. It is the desire of the program to assist all students to achieve their educational goals, however when a student willfully violates the program policies or guidelines, action must be taken to ensure quality and safety. The following actions will be taken when a policy or procedure, or any combination of policies and procedures are violated:

1. **Verbal warning**: A record of any verbal warning is kept in the student’s file. A copy will be provided to the student.

2. **Written Warning**: If a second violation occurs after a verbal warning a formal written notification to the student will be filed. A copy of the written notification will be maintained in the student’s file. Student will sign a copy acknowledging that they received the letter. At this point the Program Director can require that the student seek counseling if this avenue would help to ensure the students success in the program.

3. **Probation**: If the student continues the unacceptable behavior/infraction after a written warning the student will be placed on program probation. Written documentation is provided to the student and a copy is maintained in their file. The student will sign the documentation acknowledging that they received it. Student will remain on probation for the duration of the program.

4. **Dismissal**: If, after the appropriate actions have been carried out and the student fails to improve performance or continues to repeat infractions, the student will be dismissed from the program. Dependent on the type of violation, a student can be subject to immediate dismissal without prior disciplinary action (See termination/dismissal section).

PROBATION

When a student is placed on probation this indicates that (s)he is not maintaining the standards of education specific to the Casper College Computed Tomography Program. Any student may be placed on probation for the following violations which are specific to these policies. NOTE: Students may also be placed on probation for policies not inclusive in these guidelines when they are identified and they violate the quality and safety standards put forth by the program.

A. Violation of dress code in clinical.

B. Failure to follow professionally acceptable radiation protection practices in the radiology lab and at clinical education centers.

C. Failure to maintain a professionally acceptable code of ethics regarding patient care and co-workers.

D. Failure to follow the defined program organization chain of command.

E. Failure to respond truthfully to questions concerning a student's education.

F. Excessive unexcused absences or tardiness that interfere with the completion of clinical objectives. (Excessive is defined as two or more unexcused absences or tardies).

G. Dishonesty or cheating.

H. Breaking patient confidentiality.

I. Not following the guidelines of direct and indirect supervision as outlined in these policies.
POLICIES & PROCEDURES

TERMINATION/DISMISSAL

There are two basic ways a student can discontinue the Computed Tomography Program:

1. **Student Initiated:**
   - When a student has decided for whatever reasons that continuation of the program is not advised, then as a common courtesy, the student is asked to inform the program director in writing giving the following information:
     a. Date of exit from the program.
     b. Reasons for the decision to leave.

2. **Program Initiated:**
   - The program has a duty to uphold certain standards in regard to the academic and clinical setting. For this reason a student can be immediately dismissed from the program when a policy or procedure is broken and jeopardizes the high standards of the program. Any student in the Computed Tomography Program can be immediately dismissed from the program for the following reasons:
     a. Failing a drug screen test (Initial drug screen failure-immediate dismissal)
     b. Breaking probation (Violating the same policy while on probation).
     c. Placement on probation for more than two policy infractions within the two-year period of the program.
     d. A grade of "F" or "U" from any didactic or clinical course automatically results in immediate dismissal from the program.
     e. Allowing cumulative G.P.A. to drop below 2.30.
     f. Unwarranted conduct as a student radiographer in didactic or clinical education will result in immediate dismissal from the program: Some examples include:
        ▪ Misuse of college or clinical affiliate property.
        ▪ Intoxication/drug use during classes or labs didactic and clinical education.
        ▪ Committing a felony during education in the program.
        ▪ Repeating a radiograph without direct supervision.
        ▪ Performing an exam under indirect supervision prior to passing a competency examination with an 85% or better.
        ▪ Not following the clinical attendance policies: excessive absences or tardiness.
        ▪ Willful refusal to follow policies outlined in this manual.
        ▪ Blatant disregard for radiation protection policies.
        ▪ Dishonesty or cheating.
        ▪ Breaking patient confidentiality.

Any infraction involving an ethical or safety issue can result in immediate dismissal from the program. Students being considered for immediate dismissal will be notified in writing for the reasons for such action. Any student wishing to appeal may do so. Refer to Casper College Student Handbook for the Casper College grievance procedure.
POLICIES & PROCEDURES

CLINICAL ACCESSIBILITY POLICY

The Casper College Computed Tomography Program utilizes a variety of health care agencies in the community for clinical experience for the students. If you have been employed in one or more of the agencies and are not eligible for rehire as an employee, the agency may not permit you to participate in the essential clinical component of the program.

Please contact the Human Resources department of the affected agency and request documentation from HR that states the agency position on you participating in the clinical component of the program. If you receive a negative response from the agency, you are automatically ineligible to apply. A response indicating you will be permitted to attend clinical in the agency will be given to the program director prior to the selection process for admission to the program. If you are unable to fulfill clinical requirements due to a previous employer issue, or other issues, and have not complied with the above, you could be dismissed from the program.

If a student enrolled in the program is denied or revoked clinical accessibility at a site, immediate dismissal from the program may result due to that student not being able to complete the program objectives and requirements.

INJURY/ILLNESS

Students who are ill or injured, whether on campus or in the clinical settings, will be referred to the college health service in non-emergency situations. In emergency settings, the student may choose to go to his/her private physician or the emergency room.

Agency Worker's Compensation Insurance does not cover students in clinical settings. Students are covered by liability insurance provided by the college. Students enrolled in the Computed Tomography program are required to have their own health insurance.

If injured in a clinical setting, the clinical instructor/coordinator is to be notified and a copy of the Occurrence Report filed with the program director.

Students are required to obtain personal health insurance and keep it current.

HEPATITIS-B

Students will be required to begin the Hepatitis-B series prior to the start of the program. This is a series of three injections taken Day 1, Day 31 and 6 months following Day 1. Each injection, ranging in cost between $30-$60, will be at the student's expense. Documentation of each injection must be given to program director within 1 week following each injection.

TB SKIN TEST

TB skin test results must be filed each year with the program director. This is the sole responsibility of the student. Some clinical sites require a two step procedure (see director)
MMR

Students born in 1957 or later are required to show proof of MMR immunization after 15 months. Documentation of the injection must be filed with the program director prior to the start of the program.

CPR

Student must obtain CPR certification for the healthcare professional and maintain certification throughout the program. Documentation must be filed with the program director prior to the start of the program.

CHICKEN POX

Proof of chicken pox vaccine or proof that student had chicken pox’s is required

FLU VACCINE

Flu shot is recommended and at some clinical sites required each year.
LATEX SENSITIVITY

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Guidelines have been established to provide information to imaging students who are sensitive to latex.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Radiologic Technology Program. If a student is already admitted to a health science program, he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. All such evaluations are at the student’s expense.

As with all matters related to one’s health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during clinical education and within the healthcare setting, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the lab facilities, the College and clinical settings will provide latex-free and powder-free gloves.

As with all students in any Health Science Program, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

Latex Allergy/Sensitivity Release Form

I, the undersigned, hereby absolve Casper College, it’s Board of Trustees, Administration and Faculty of responsibility for any complications to myself resulting from any activities while engaged as a student of Radiography, CT, and/or MRI at Casper College, whether in class, laboratory, or during clinical experience. I have been provided with information about non-latex products available for my use in the clinical, class and laboratory settings.

Signed: _______________________________________________

Date: _________________________________________________
Clinical Agencies
Policies & Procedures
CONFIDENTIALITY

Students are to be familiar with the clinical facilities confidentiality policy and HIPAA Regulations. Students must maintain patient, family and peer confidentiality in every setting. Under no circumstances should any patient information be discussed in a public setting which also includes any social networking sites (i.e.: face book) or other non-secure forms of electronic communication. Breach of confidentiality is considered unprofessional behavior and could result in dismissal from the program.

BLOOD BORNE PATHOGENS

A. Computed Tomography faculty and students of Casper College will follow the Infection Control Policies of the clinical agency in which they are currently engaging in the educational process.

B. Computed Tomography faculty and students will routinely use appropriate standard precautions with all patients, equipment and potentially infectious materials to prevent skin and mucous membrane exposure to blood and body fluids including:

1. Routine use of suitable eye protection and the use of other personal protective equipment/apparel as deemed appropriate by faculty and/or agency staff.
2. Disposal of all sharps in an approved sharps container and of all disposable contaminated materials in red garbage bags.
3. Refraining from direct patient care and the handling of patient-care equipment until exudative lesions or weeping dermatitis resolves.
4. Immediate reporting of a blood or body fluid spill to the instructor and/or staff in order that agency procedures may be implemented.

C. Computed Tomography faculty and students will exercise the following exposure procedure when necessary:

If the needle stick or contact with blood or body fluids occurs the student or faculty member will immediately report to their health care providers or the hospital infection control department to institute appropriate measures. Such treatment will be rendered at the expense of the individual student.

D. The Computed Tomography Program will keep records of immunizations and testing required by clinical agencies to meet the dictates of regulatory agencies and supply such records to clinical agencies as requested and necessary.
MATERIAL SAFETY DATA SHEET (MSDS)

MSDS are documents describing the known hazards associated with a material, indicating safe handling, recommending responses to accidents and are an invaluable source of safety information when working with various hazardous materials. Students must be aware of the location of the Material Safety Data Sheets in the Casper College Computed Tomography lab and each of the clinical sites. Any exposure to a chemical must be reported immediately to a program faculty member.

Workplace Hazards

The Casper College Computed Tomography Program is committed to providing a safe environment for the student’s educational experiences. Workplace hazards such as, but not limited to, classroom safety, fire, natural disasters and other emergency situations as well as departmental policies and procedures and hazardous material regulations will be reviewed during program, hospital and clinical orientations. College courses outside the Computed Tomography program requiring the use of various chemicals in lab will review safety issues related to the use of each chemical with students prior to their use. General chemical and electrical safety rules for the Computed Tomography department are listed below. Material Safety Data Sheets for chemicals utilized in the radiology lab are posted and available to students by the entrance to the darkroom (See next policy for MSDS information). All students will be required to review and follow the radiation protection and laboratory usage policies listed in this document.

General Chemical Safety Rules:

1. Do not eat or drink in the lab where chemicals are being used.
2. If a student has any physical contact with a chemical an instructor must be notified immediately. If the chemical contacts a student’s skin or is ingested, the instructor will consult the MSDS for that specific chemical. Proper steps will be taken to ensure emergency procedures are followed as outlined by the MSDS. The school nurse will be consulted immediately and if necessary the student will seek additional medical care.
3. Protective equipment should be utilized if contact with chemicals is possible. Gloves, protective eyewear and aprons are available for student use.
4. Students should not work with any chemicals unless in the presence of a faculty member.
5. Chemical Fires:
   a. Remain calm, call 911
   b. Never allow a fire to come between you and an exit
   c. Evacuate your area if you are unable to put out the fire
   d. Do not break windows. Oxygen feeds fires, only break a window as a last resort.
   e. Do not return to the emergency area until instructed to do so by fire or emergency personnel.
General Electrical Safety Rules

1. Only electrical equipment that is properly installed and maintained should be used in the classroom or lab.
2. Damaged electrical equipment should be reported to faculty members immediately.
3. Before using electrical equipment check for worn or defective insulation and loose or broken connections. Report any problems immediately and do not touch the equipment.
4. Keep all electrical wires away from hot surfaces.
5. Do not allow water to leak on or near electrical wires, switches and outlets.
6. Avoid the use of extension cords. All extension cords if used must be grounded.
7. Never touch a switch, outlet, or other electrical source with wet hands.
8. Attempt to limit one appliance per outlet.

Emergency Preparedness

Casper College is committed to supporting the welfare of its students, faculty, staff, and visitors. The Casper College Emergency Response Guide provides a set of guidelines to follow during disasters and emergencies that may occur on campus. Guides will be reviewed at the beginning of the program and distributed to students at that time. If a student has any questions or concerns they can contact security at 268-2688.

COMMUNICABLE DISEASES

For the protection of patients and other personnel, any student with the infectious processes as listed below must not attend clinical education.

1. Fever of 101 or above
2. Sore throat associated with fever of 101 or above and swollen lymph nodes
3. Flu-like symptoms (respiratory)
4. Productive cough with fever, congestion, in lungs
5. GI flu (diarrhea, nausea, vomiting, and congestion in lungs)
6. Draining of open sore, boils, and burns, "pink eye", significant rash
7. Diagnosed strep throat
8. Lice
9. Scabies
10. Herpes labialis (cold sores)-Absolutely no contact in Labor/Delivery or Nursery Departments.

Before returning to clinical education the following must occur:

1. Temperature below 99°F
2. If a physician orders a throat culture, the student must not attend clinical while the culture results are pending
3. Able to function in clinical education
4. If phlegm is colored, the student should not be working. If phlegm is clear, exhibit good hand-washing techniques and wear mask in patient care areas
5. If diarrhea is severe, student in patient care areas must remain home until diarrhea subsists for 12 hours
6. Before working with patients, the student needs to check with clinical education coordinator who will check with infection control
7. Culture confirmed -- may return after being on antibiotic for 24 hours
8. Shampoos or bathe with Kwell or RID
9. See physician. This can be a serious hospital problem.
10. May not do patient care until lesions are dried and crusted. No contact with patients in Labor and Delivery, Nursery, or with severely immuno-compromised patients

**CLINICAL AGENCIES POLICIES & PROCEDURES**

**INFECTION CONTROL**

General hospital policies on infection control will be followed. Detailed information may be obtained from the clinical site.

**PERSONNEL CARE:**

1. Hand washing should be done before and after patient contact.
2. Soap dispensers or alcohol based hand washes are located in each room and must be used; NO bar soap to be used.
3. There will be no eating or drinking in patient work areas.
4. Clothing, shoes, hair, etc., will be clean. Uniform policy will be followed.

**ISOLATION PATIENT CONTACT:**

1. Precaution card instructions found on patient's door will be followed for each individual case.
2. Gowns, masks, gloves will be used if recommended or indicated.
3. Gloves will be worn when changing bandages or anytime contact is made with draining or open wound or any blood/body fluid.

**TRANSPORTING ISOLATION PATIENTS:**

1. Precaution card instructions found on the patient's door will be followed for each individual case.
2. Any linen that comes in contact with patient or gowns worn by the student will be placed in the linen bag.
3. Once a gown is removed, it should not be reused.
4. Carts or wheelchairs will be thoroughly cleaned with disinfectant of choice following patient's return to ward.
5. Draining wounds will be covered by floor personnel before patient is transferred.
6. All patients on contact precautions for a diarrhea illness shall wear PJ bottoms. If patient is incontinent, they should be diapered with diapers.
CARE OF EQUIPMENT AND SUPPLIES:

1. When isolation patients leave the department, all equipment used will be washed with a hospital-approved disinfectant.
2. Following routine imaging procedures, exam tables and other equipment should be cleaned with disinfectant or equivalent preparation found in each radiographic room.
3. Instruments used during any "puncture" procedure in department should be thoroughly washed following procedure and returned to Central Supply to be autoclaved (if instrument is re-usable).
4. All "used" disposable supplies contaminated with blood/body fluids, must be placed in a red sanitation bag for proper disposal. These "red" bags must be kept separate from normal trash items.

CUT DOWN AND PUNCTURE EXAMINATIONS:

Sterile precautions during procedures must be met at all times. Betadine solution is recommended as a skin preparation prior to skin puncture for spinal taps or indwelling venous catheters.
BLOOD & BODY FLUIDS "BARRIER"

1. Hands should always be washed or alcohol gel used, before and after contact with patients. If hands come in contact with blood, body fluids or human tissue, they should immediately be washed with soap and water.
2. Gloves should be worn whenever contact with blood, body fluids, tissues or contaminated surfaces is anticipated. Hands will be washed, or alcohol gel used immediately after gloves are removed.
3. Gowns or plastic aprons are indicated if blood splattering is likely.
4. Masks and protective goggles should be worn if aerosolization or splattering is likely to occur, such as in certain dental and surgical procedures, wound irrigation, post mortem examination and bronchoscopy.
5. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be strategically located and available for use in areas where the need for resuscitation is predictable.
6. Following the use of any of the previously mentioned ventilation devices, such items must be sent to Respiratory Care Department for proper sterilization procedures.
7. Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle disposal box, which should be readily accessible. (Placed in all clinical examination rooms.) All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids should be reported immediately.
8. Blood spills should be cleaned up promptly with a disinfectant solution such as a 1:10 dilution of bleach or other affiliate approved solution.
9. All patients’ blood specimens should be considered biohazardous.
10. Any item that comes in contact with the eyes of a patient during any examination or treatment (protective lead strips, etc.) must be thoroughly cleaned with a Hospital approved solution. Alcohol immersion for 10 minutes is suggested.
11. These Blood and Body Fluids "Barriers" Policies do not replace the standard Radiology Department Infection Control Policy.

Background Check/Drug-Alcohol Policy

Students enrolled in any of the health science programs will participate in clinical experiences in a variety of agencies. Prior to participating in the clinical experiences, students will be subject to that agency’s requirements for a background check, immunizations, drug testing and drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency.

Following graduation, several of the state and/or national licensing or certification (registry) boards, including the American Registry of Radiologic Technologists (ARRT), may refuse to allow a graduate to sit for the required exam or issue a license or certification to a person who has a prior felony conviction or proven history of drug or alcohol abuse. Applicants to whom this applies should consult the program director for further information.
Health Sciences Division Policy Statement Regarding
The Chemically Impaired Student

The faculty of the Health Sciences Division has a professional and ethical responsibility to the student and clients. The faculty requires that health sciences students provide safe, effective, and supportive client care. To fulfill this purpose, students must be free of chemical impairment during participation in any part of the health sciences programs including classroom, laboratory, and clinical settings.

The faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomatology. This health problem must be proactively addressed when identified within the health sciences student population. Faculty will follow the college’s “Drug Free Campus Policy” as outlined in the Casper College Student Handbook and Annual Campus Security Report. In addition, the health sciences faculty will intervene with the chemically impaired student as outlined in the established Health Sciences Division procedure.

The appropriate use of legally prescribed drugs and non-prescription medications is NOT prohibited. It is the student’s responsibility to refrain from attending clinical while under the influence of legal prescription or non-prescription medication that adversely affects mental function, motor skills or judgment.

A legally prescribed drug means the individual has a prescription or other written approval from a medical professional for the use of that drug in the course of medical treatment. A confirmed positive drug screen resulting from a prescription medication must be verified. Students shall inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student’s ability to safely perform clinical responsibilities. The misuse of legal drugs while performing clinical responsibilities is prohibited. Students found misusing prescriptions will be referred for a mandatory evaluation and treatment.

The health sciences faculty is cognizant of the various state board recommendations on chemically impaired students who apply for licensure and will communicate this information to students. Faculty recommends that on application for licensure the student offer full disclosure of chemical dependence and extent of the treatment received.
<table>
<thead>
<tr>
<th>Physiologic</th>
<th>Behavioral</th>
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<tr>
<td>Slurred or rapid speech</td>
<td>Irritability and mood swings</td>
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<tr>
<td>Trembling hands</td>
<td>Isolation or avoidance of group work</td>
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<td>Persistent rhinorrhea</td>
<td>Pattern of absenteeism and tardiness</td>
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<td>Altered pupil dilation</td>
<td>Decreased clinical and academic</td>
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<td>productivity</td>
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<td>Fluctuating clinical and academic</td>
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<td>performance</td>
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<td>Change in dress or appearance</td>
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<td>Inappropriate responses</td>
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<td>Elaborate excuses for behavior</td>
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<td>Decreased alertness/falling asleep</td>
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<td>in class</td>
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<td>Dishonesty</td>
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Procedure for the Alleged Chemically Impaired Health Sciences Student

1. The health sciences faculty or clinical supervisor is to gather and document data on behaviors. If the student demonstrates impaired behaviors in the classroom, campus lab or clinical site the faculty or clinical supervisor will:
   - Notify the director of program of the pending situation.
   - Remove the student to a private area and provide the opportunity for the student to explain the observed behavior(s)
   - If client care is involved, relieve the student of the client assignment.
   - Students suspected of drug or alcohol use will NOT be permitted to return to clinical while awaiting test results, and absence time will accrue. In the event that a student is suspected of illegal drug or alcohol abuse through second hand knowledge, the suspected student may voluntarily submit to a drug and/or alcohol test to further clear any suspicion.
   - Send the student with a designated driver to the Occupational Health Office at 245 Fenway, for drug/alcohol testing or an identified site that is available at the geographical clinical site location
   - The Occupational Health Office will be contacted for a referral location that is accessible to the clinical site
   - Notify the Occupational Health Office, 577-4300, or the identified site that is available at the geographical clinical site location, of the student’s name and impending arrival
   - A student’s refusal to submit to drug/alcohol testing will be considered failure to comply with a reasonable request. At that time the student’s actions would be considered noncompliant with the program policies and would be grounds for disciplinary action, and may result in termination from the program.
   - The student and director of the program will be notified of results.
   - Collaborate with the clinical site regarding substance-abuse policies pertaining to student in the clinical setting, if applicable.

2. An information meeting will be scheduled prior to the results of the drug/alcohol testing, or prior to disciplinary action.

3. Information Meeting
   Involved health sciences faculty and the clinical supervisor (s), the director of the program and the student review the documentation of the alleged substance abuse and discuss the procedures that will be followed for procedure implementation.
   - Make student aware of the faculty’s/ supervisor’s allegations.
   - Review the procedure.
   - Present documentation concerning student’s behaviors and provides the student with opportunity to discuss the observations.
   - Documentation of the student’s behaviors, faculty’s recommendations for follow-up, the student’s written response to the allegations, and the date and time for the intervention meeting.
   - Documentation is dated and signed by the faculty/ supervisor (s), director of the program and the student.
   - Original is placed in student file and copy is given to student.
4. **Intervention Meeting**
   a. Involves faculty/supervisor(s) who identified the problem, appropriate faculty, the student, a student support person, if desired, and the director of program. The purpose of the meeting is to:
      - Review the student’s behavior and classroom/clinical performance.
      - Discuss the policy for impaired health sciences students and its implementation.
      - Discuss the academic consequences related to the policy violation.
      - Secure the student’s agreement to seek a comprehensive substance abuse evaluation.
   b. Documentation is completed that articulates the problem behaviors, any academic consequences, the student’s agreement to seek a professional evaluation for a potential substance abuse problem, and the student’s understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
   c. The director of program provides the student with contact information for the Wyoming Professional Assistance Program (WPAP) so that a professional evaluation can be done.
   d. The student may not attend program lecture classes or clinical until a substance abuse evaluation is obtained.
   e. If the student refuses to obtain an evaluation, s/he is dismissed from the program.
   f. If the student tests positive, the student is dismissed from the program secondary to the student being unable to continue at the clinical site.
   g. The student, faculty and the program director sign documentation of the intervention meeting and it is then placed in the student file with a copy provided to the student.

6. A “Student Grievance Procedure” is available in the [Casper College Student Handbook and Annual Campus Security Report](#) if the student believes the allegation(s) regarding chemical impairment and the outcome of the intervention meeting are not justified.
Possible Outcomes

The student arranges for and pays for the substance abuse evaluation from the Wyoming Professional Assistance Program (WPAP).

1. The substance abuse evaluation does not substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
2. The substance abuse evaluation does substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program and will not be granted readmission or admission to any Health Sciences program.
3. The substance abuse evaluation does substantiate the alleged substance abuse by the student and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the treatment program with quarterly reports provided to the director of the program. The student is allowed to continue in the program as long as s/he is compliant with the treatment contract and the clinical agency is in agreement.
4. In specific circumstances, at the discretion of the division and the college, a student may not be allowed to return to the program, even if the student is willing to be rehabilitated.
5. The student may choose to exit the program and seek counseling.
6. If the student desires to re-enter the program, the quarterly reports from WPAP will be requested as part of re-admission process.
7. Consideration will be given to the student request to re-enter the program at the point of exit, if no more than one year as lapsed and the student successfully completes requirement competencies and/or examinations.

Guidelines for the Student Who Has a Positive Drug Screen

1. Should a student test positive at any time on the drug and alcohol screen, the student and the director of the program will be notified by the department of Occupational Health Management- or the identified site that is available at the geographical clinical site location.
2. See the Health Sciences Division Procedure for the Alleged Chemically Impaired Student, the 'Intervention Meeting' for policy application.

Revised 1/14
Student Contract

I, ______________________, will receive a comprehensive substance abuse evaluation conducted by the Wyoming Professional Assistance Program (WPAP).

- I understand that the payment for the evaluation, treatment, and follow-up care will be my responsibility.
- If no treatment is recommended, evidence of such will be provided to the director of the program before I return to lecture or clinical.
- For consideration of continuation or re-entry into a health sciences program:
  - I must complete the program determined by the substance abuse professional (SAP) if treatment is recommended.
  - Written evidence of my treatment program completion, ability to return safely without impairment to the program, and my after care plan will be submitted to the director of the program.
- It has been explained to me that the grade of (I) incomplete or (W) withdraw will be awarded for courses interrupted by my treatment.
- I have been informed that it is my responsibility to fully disclose my chemical impairment and extent of the treatment received at the time I apply for licensure or certification to the appropriate state agency.
- In addition to this contract, I will be asked to sign a “Treatment and Monitoring Agreement” with WPAP and a “Monitored Treatment Program (MTP)” contract with the members of the MPT who include: Casper College, the designated clinical agency and Wyoming Professional Assistance Program.
- I have also been informed that a written reinstatement request must be submitted for the semester that I desire to return to the program.
- I understand that further evidence of chemical impairment in the classroom or clinical laboratory will result in immediate termination of my enrollment in the health sciences program at Casper College.
- If my enrollment in the program is terminated based on violation of the terms or conditions of this contract, I will not be granted readmission to that program or any other health sciences program at Casper College.

Date: ______________________________________________

Student signature    (agreement) ______________________________________

(disagreement____________________________________

Witness signature: _________________________________________________
Casper College School of Health Science: Student Success Plan

Date:___________________

Student Name:___________________________

Attending Faculty:________________________

Class/Clinical Rotation:_____________________

1. Underline one or more areas of concern:

   Academic   Performance   Professionalism   Attendance   Other

2. Explanation of the conflict, issue or problem:

3. Student: Please rephrase in your own word(s) the area(s) of concern:

4. Steps for Resolution:

   A. Goal(s):

      B. Student: The primary responsibility for bringing your performance to an acceptable level is yours. The behavior contract below is the set of actions you need to take to improve your performance for this class/clinical rotation:

5. Resources needed:

6. The timeframe for meeting the goal and improved performance is:

Your performance in relation to the above issue will be assessed in an on-going manner to ensure sustained performance at an acceptable level in the future.

I agree to this contract and will take the necessary steps to bring my performance to an acceptable level for this class/clinical rotation.

Student signature: ________________________  Faculty signature: ________________________
Casper College Computed Tomography Program

Once accepted into the Computed Tomography program faculty will review the policy manual with Computed Tomography students. It is the student’s responsibility to understand and follow all program policies.

Once you have reviewed the policy manual and have had all your questions and concerns addressed please read the statement below and sign in the appropriate space provided.

I have reviewed and fully understand the Casper College Computed Tomography program policies as outlined in the Computed Tomography Program Policy Guidelines Manual. I agree to abide by these policies during my time in the program. I understand that if I have questions regarding any of these policies that I should contact the program director immediately.

Student Signature____________________________________

Date_________________________