Casper College
Radiography 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 Radiography 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, Sheridan Memorial Hospital, Riverton Memorial Hospital, Memorial Hospital of Carbon County, and Lander Valley Memorial Hospital. 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 Radiography 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.

Casper College Admissions 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:
   a. Submit a completed Casper College application for admission to Enrollment Services. Available online: www.caspercollege.edu A-Z index
   b. Submit applicable transcripts, immunization records and test scores, see the online catalog for specific eligibility requirements.
3. 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)
Program Structure
Casper College Radiography Program Mission, Goals, Learning Outcomes

Program Mission
The Associates of Science Radiography Program at Casper College provides education to produce competent medical radiographers eligible for employment or advanced education, by offering high quality educational and clinical experiences.

Purpose
The Radiography Program at Casper College provides quality learning opportunities for its students in order to accomplish its mission. It also encourages and supports life-long learning. By maintaining national accreditation, the radiography program will prepare students to meet the demands of the profession. This includes technical skills, as well as their ability to be intellectually adaptive and communicate well, to think analytically, to integrate knowledge, and to appreciate cultural and social diversity. Graduates will learn to exhibit and apply high ethical values and standards of practice in regard to patient care in the healthcare field.

Casper College Radiography Program Goals and Outcomes:

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 radiography community as entry level radiographers.

Outcomes:
A. Students will apply proper principles of radiation protection in regard to patient, self and others.
B. Students will utilize knowledge of anatomy, positioning, and physiology to demonstrate proper structures on the IR.
C. Students will demonstrate a working knowledge of appropriate patient care skills for radiographic procedures.

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

Outcomes:
A. Student will demonstrate the ability to compensate for varying patient conditions.
B. Student will be able to, while critiquing images identify and initiate changes needed to produce a quality image.

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.

Outcomes:
A. The student will provide effective patient education techniques for various imaging procedures through efficient communication skills.
B. The student will communicate effectively with their peers and other health care professionals.

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

Outcomes:
A. The student will demonstrate an appropriate professional work ethic in the clinical setting.
B. The student will demonstrate continued professional growth after graduation.

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.

Outcomes:
A. Students will complete the program.
B. Graduates will pass the ARRT examination on the 1st attempt.
C. Graduates who are seeking employment will find jobs within 6 months post-graduation.
D. Graduates will indicate satisfaction that the program adequately prepared them for the profession as an entry level radiographer.
E. Employers will indicate satisfaction that graduates of the program where adequately prepared as entry level radiographers.
# Casper College Radiography Program Integrated Curriculum - 15

## Summer I

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<tbody>
<tr>
<td>RDTK 1500 Intro. Rad Tech.</td>
<td>1</td>
<td>chest, abdomen, hand, Finger, wrist, forearm, elbow, vital signs, oxygen administration, body mechanics</td>
<td>Must be kept current.</td>
<td>Documentation of entry-level competencies in each of the required areas.</td>
<td>Hosp/Rad Dept. orientation, Outpatient Imaging Center Orientation, fire/electrical/clinical safety, surgery, vital signs and patient assessment, infection control/standard precautions, O2 administration DR/CR HIPPA Emergency Preparedness</td>
<td>Technique manuals</td>
<td>Complete assigned rotation and review skills</td>
<td>Patient Care Skills O2 administration EKG ED Rotation Endoscopy Ancillary rotations</td>
<td>Final supervisory evaluation, final grade determination, rotation evaluation</td>
<td>NA</td>
<td>NA</td>
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## Fall I - 13/15 cr. (15 wks)

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</thead>
<tbody>
<tr>
<td>ZOO 2040 Anatomy</td>
<td>4</td>
<td>humerus, shoulder, AC joints, clavicle, foot, toe, calcaneus, ankle, leg, knee, patella, femur, hips, pelvis, SJ joints, orthopedic procedure</td>
<td>Must be kept current.</td>
<td>Documentation of entry-level competencies in each of the required areas.</td>
<td>C-arm Code Blue Vital signs DEXA Scanning DR/CR Medical Emergencies Pharmacology Venipuncture</td>
<td>Technique manuals</td>
<td>Complete assigned rotation and review skills</td>
<td>Patient Care Skills Phlebotomy Pharmacology EKG Endoscopy</td>
<td>Midterm &amp; final supervisory evaluations, final grade determination, rotation evaluation.</td>
<td>Random Simulations</td>
<td>Final clinical positioning and film critique exam</td>
</tr>
<tr>
<td>RDTK 1610 Rad Imaging II</td>
<td>3</td>
<td>2</td>
<td>RDTK 1810 Clin. Ed. II</td>
<td>3</td>
<td>RDTK 1830 Pharmacology</td>
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## Spring I - 12 cr. (15 wks)

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</thead>
<tbody>
<tr>
<td>ZOO 2110 Physiology</td>
<td>4</td>
<td>gastrointestinal, gall bladder, barium enema, IV pyelogram, cystogram, C-T-L spine, coccyx, sacrum, sternum, thorax</td>
<td>Must be kept current.</td>
<td>Documentation of entry-level competencies in each area.</td>
<td>C-arm Cont. venipuncture module, vital signs, digital fluoroscopy and radiography, special procedures, specialty areas DR/CR, CT</td>
<td>Technique manuals</td>
<td>Complete assigned rotation and review skills.</td>
<td>Phlebotomy</td>
<td>Midterm &amp; final supervisory evaluations, final grade determination, rotation evaluation.</td>
<td>Random Simulations</td>
<td>Final positioning and film critique exam</td>
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<tr>
<td>Summer II – 5-7 Cr. (8 wks)</td>
<td></td>
<td>PE Comp Inform systems RDTK 2710 – Clin. Ed. IV</td>
<td>1 3</td>
<td>Mammography, surgical procedures, arthrogram, myelogram, pediatric, CT, O₂ and infection control</td>
<td>Must be kept current</td>
<td>Documentation of entry-level competencies in each of the required areas.</td>
<td>C-arm, surg asepsis, specialty rotations, oxygen administration, infection control, orthopedics, vital signs, dexiscan DR/CR</td>
<td>Q/A projects of film, x-ray equip, processor, etc</td>
<td>Complete assigned rotation and review skills.</td>
<td>Phlebotomy</td>
<td>Final supervisory evaluations, final grade determination, rotation evaluation.</td>
</tr>
<tr>
<td>Fall II – 15.5 cr. (15 wks)</td>
<td></td>
<td>ENGL 1020 English II POLS1000 US/WY Govt RDTK 2640 Rad. Bio &amp; Prot RDTK 2630 Rad. Path RDTK 2810 Clin Ed V</td>
<td>3 3 2 2 5</td>
<td>skull, facial bones, zygomatic arches, nasal bones, sella turcica, petrous pyramids, optic foramina, orbits, mandible, TMJ, sinuses, trauma and surgical procedures, Specialty Rotations</td>
<td>Must be kept current</td>
<td>Documentation of entry-level competencies in each of the required areas.</td>
<td>C-arm/Portable review QA projects Orthopedic rotations Vital Signs Venipuncture Review Specialty Areas in Imaging DR/CR</td>
<td>Q/A Projects Continued</td>
<td>Complete assigned rotation and review skills.</td>
<td>Phlebotomy</td>
<td>Midterm &amp; final supervisory evaluations, final grade determination, rotation evaluation.</td>
</tr>
<tr>
<td>Spring II – 14 cr. (15 weeks)</td>
<td></td>
<td>FA/Soc. Behav/Hum PE RDTK 2910 Clin Ed. RDTK 2930 Transition from Student to Radiographer</td>
<td>3 1 5 5 2</td>
<td>Review sessions, trauma radiography, pediatric studies, orthopedic studies, specialty rotations</td>
<td>Must be kept current</td>
<td>Documentation of entry-level competencies in the remaining required areas.</td>
<td>Immobile &amp; trauma, pediatric, specialty rotations continued Vital Signs DR/CR</td>
<td>Q/A projects continued</td>
<td>Complete assigned rotation and review skills.</td>
<td>Phlebotomy</td>
<td>Midterm &amp; final supervisory evaluations, final grade determination, rotation evaluation</td>
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</table>

Total Credits: 71.5 – 81.5

Total Length of Program: 24 Months

Degree Awarded: Associate of Science

INT-CURR13
Students will attend six clinical education courses. The schedule is devised to give the students the best opportunity to learn in a hands-on environment. Times may change depending on the clinical assignment. Second year students attend more clinical hours then first year students so they can fine-tune their clinical skills. The maximum hours of clinical and academic involvement shall not exceed 10 hours per day or a total of 40 hours per week.

****Students cannot makeup clinical time during college breaks or holidays

<table>
<thead>
<tr>
<th>CLINICAL EDUC.</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
<th>CLINICAL HRS/ WK</th>
<th>CLINICAL HRS/ SEMESTER</th>
<th>TOTAL CLINICAL DIDACTIC HRS/WK</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Summer</td>
<td>CC Campus</td>
<td>CC Campus</td>
<td>CC Campus</td>
<td>CC Campus</td>
<td>Clinical Orientation, simulation, observation</td>
<td>28.75</td>
<td>112.5</td>
<td>28.75</td>
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<tr>
<td>MINI MESTER -</td>
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<tr>
<td>MAY</td>
<td>9:00 – 4:00</td>
<td>9:00 – 4:00</td>
<td>9:00 – 4:00</td>
<td>9:00 – 4:00</td>
<td>Clinical Orientation, simulation, observation</td>
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<tr>
<td>I Summer</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>15</td>
<td></td>
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<tr>
<td>June only</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
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<tr>
<td>I Summer</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>28.25</td>
<td>112.5</td>
<td>28.25</td>
</tr>
<tr>
<td>JULY ONLY</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>Clinical Orientation, simulation, observation</td>
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<tr>
<td>II Fall</td>
<td>CC Campus</td>
<td>CC Campus</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>11.25</td>
<td>168.75</td>
<td>20.75</td>
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<tr>
<td>Lec:Lab</td>
<td>9:00 – 4:00</td>
<td>9:00 – 4:00</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
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<td>III Spring</td>
<td>CC Campus</td>
<td>CC Campus</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>11.25</td>
<td>168.75</td>
<td>20.75</td>
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<tr>
<td>Lec:Lab</td>
<td>Lec:Lab</td>
<td>Lec:Lab</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
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<tr>
<td>IV Summer</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical In-Service TBA</td>
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<td>JUNE ONLY</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>7:30-3:15</td>
<td>Clinical Orientation, simulation, observation</td>
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<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>18.75</td>
<td>281.5</td>
<td>25.75</td>
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<tr>
<td>7:30-3:30</td>
<td>7:30-3:30</td>
<td>7:30-11:00</td>
<td>CC Campus</td>
<td>9:00 – 4:00</td>
<td>Clinical Orientation, simulation, observation</td>
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<td>Lec:Lab</td>
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<td>Clinical Orientation, simulation, observation</td>
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<td>VI Spring</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical</td>
<td>Clinical Orientation, simulation, observation</td>
<td>18.75</td>
<td>281.5</td>
<td>24.75</td>
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<td>7:30-3:30</td>
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<td>7:30-11:00</td>
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<td>Clinical Orientation, simulation, observation</td>
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<td>Lec:Lab</td>
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<td>Lec:Lab</td>
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<td>Clinical Orientation, simulation, observation</td>
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TOTAL CLINICAL HOURS** 1125.5

7:30 a.m. - 3:30 p.m. [.5 = lunch, .25 x 2 = break]
7:30 a.m. - 3:15 p.m. [.5 = lunch, .25 x 2 = break]
AM = TBA Simulation 1 .25 hr
PM = TBA Simulation 1 .25 hr
** based on 60 min hours

Times will differ in specialty rotations, evening shifts, etc. check clinical rotation schedule, or w/clinical coordinator. Students are required to perform evening shift rotations. These rotations will not exceed 25% of their total clinical clock hours. Students may also travel to clinical sites located outside of Casper, and should plan their time accordingly to reach the site to begin clinical at their assigned start time.
1. All students are required to follow the regular Casper College vacation schedule. Students and program officials are required to consult current college catalogs for exact dates and times.

2. The following is an approximate vacation schedule for any given year:

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>NUMBER OF VACATION DAYS</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>1</td>
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<tr>
<td>Fall Break</td>
<td>1</td>
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<tr>
<td>Thanksgiving</td>
<td>3</td>
</tr>
<tr>
<td>Christmas</td>
<td>15 (approximate)</td>
</tr>
<tr>
<td>Equality Day</td>
<td>1</td>
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<tr>
<td>President’s Day</td>
<td>1</td>
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<tr>
<td>Spring Break</td>
<td>5</td>
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<tr>
<td>Easter</td>
<td>1</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>10-14</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>1</td>
</tr>
<tr>
<td>Fourth of July</td>
<td>1-2</td>
</tr>
<tr>
<td>Summer/Fall</td>
<td>15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>56-61 Days/Year</td>
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</tbody>
</table>

**No clinical makeup time can be completed during these times**
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 Associate of Science Radiography Program at Casper College.

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

3. Serves on the Radiography 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 radiography and education.

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 student radiographers 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 radiography 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 EDUCATION COORDINATOR

1. Responsible for facilitating evaluation of students in clinical setting. Participates in the program assessment process.

2. Provides for clinical in-service or didactic education of student radiographers. Correlates clinical education with didactic education.

3. Prevents abuse of students by other students or technologists and prevents student’s exploitation during clinical assignments.


5. Responsible for knowing major policies concerning student education at Casper College. Serves on Radiography Advisory Committee.

6. Acts as major student advisor in clinical environment when problems arise, and mediates such problems between students and clinical personnel, and informs program director of any decisions made.

7. Responsible for student safety in the clinical environment with respect to equipment safety, radiation protection, medical asepsis, and patient care.

8. Makes sure that all supervising radiographers are informed of program goals, objectives and policies.

9. Makes sure that the program director, clinical faculty, and student radiographers are informed of affiliate rules and regulations and enforces such policies as the need arises.

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

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

12. Maintains current knowledge of the discipline and educational methodologies through continuing professional development.

13. In conjunction with the program director, periodically reviews and revises clinical course materials.

QUALIFICATIONS

A. RT (R) ARRT or equivalent
B. Minimum of two years full time clinical experience
C. One year experience as an instructor in a JRCERT accredited program.
D. Baccalaureate Degree, with proficiency in clinical instruction, advising, curriculum development, and student evaluation utilizing appropriate educational methodologies.
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 knowledgable 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 Radiography 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) 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, a baccalaureate degree.
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 radiography or equivalent (i.e., unrestricted state license for the state in which the program is located.)
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.
POSITION SUMMARY

CLINICAL INSTRUCTOR (Affiliate)

RESPONSIBILITIES

1. Keeps Clinical Education Coordinator 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) ARRT or equivalent.
B. Must possess 2 years full time clinical experience.
POSITION SUMMARY

STUDENT RADIOGRAPHER

1. Maintain a maximum level of didactic, clinical and academic performance above a G.P.A. of 2.3.

2. Meets all regularly scheduled didactic and clinical education classes on time and notifies appropriate officials in case of tardiness or absence.

3. Adheres to acceptable radiation protection guidelines at all times in radiation environments. And must wear radiation monitoring at all times in the on-campus energized radiographic laboratory and clinical affiliates.

4. Maintains a positive attitude at all times during didactic and clinical educational classes and assignments.

5. Demonstrates the ability to cooperate in a positive attitude with other student radiographers, clinical instructors, clinical coordinator, radiologists, and college faculty.

6. Notifies either the clinical coordinator, the program director or the appropriate clinical instructor when educational needs are not being adequately met.

7. Adheres to acceptable medical and legal ethics in terms of patient care.

8. Maintains an appropriate professional appearance at all times in the clinical environment.

9. Completes all degree requirements and clinical education hours prior to taking the registry examination pending final consultation with the program director.

QUALIFICATIONS

A. Currently enrolled as an active student in the Radiography Program at Casper College.
STUDENT REPRESENTATION
RADIOGRAPHY ADVISORY COMMITTEE

The Casper College Radiography Advisory Committees primary goals are to:

A. Maintain contact between all program officials for the proper implementation of program goals and objectives.

B. Improve communication lines between program officials and students with respect to meeting the goals and objectives of the program mission.

C. Formulate program policy, create ideas for program improvement and curricular changes.

The Committee invites student representatives to participate in advisory committee functions. It is hoped that such representation will foster good relations with students in the program and provide an avenue of expression and communication for the hearing out of specific problems or concerns of the Radiography student body.

One representative from the entering freshman class and one member from the sophomore class will be elected by class vote and encouraged to participate at scheduled advisory committee meetings. Representatives who meet on days during clinical education will not have to make up the one or two hours of clinical education lost due to attending the meeting.

Student representatives are encouraged to bring to the advisory committee those concerns or interests of the peers in their class in order to achieve a constructive solution to the problems or issues.

Maximum participation of student representatives is encouraged at committee meetings.

The freshman and sophomore student representative is asked to participate in a monthly meeting with the director, the clinical coordinator and the clinical instructor.
Student Guidelines
**Core Performance Standards for Students Seeking Admission to a Health Sciences Program**

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 requirements. 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.

<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>

Approved by attorney, J. Z. Norman
Associate Degree for Radiography Education at 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 for the **first semester** of the radiography program:

**First Semester:** refer to the current Casper College catalog for tuition and fee rates.

- Background/Drug Screen/Immunization Tracker $100
- Books (approximate) $400
- 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)

Casper College provides, at no expense to students, liability (malpractice) insurance while radiography 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.

**Expenses for the second semester include:** refer to the current Casper College catalog for tuition and fee rates.

Books and supplies (approximate) $200-350

**Expenses for the third and fourth semester include:** refer to the current Casper College catalog for tuition and fee rates.

- Books and supplies (approximate) $200-350
- Health insurance (if not covered by another policy) $750 annually (2009-2015)
- Cap and gown fee $25
- Application for Radiography license $200
- ARRT exam $200
- Flu vaccination $15 (approximate)

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.

Revised 2015
VALUES

1. The condition or diagnosis of a patient must never be discussed with the patient, relatives or friends; in hallways and other places where patients and non-staff may overhear and perhaps misunderstand.

2. Oral and written reports must never be given over the phone or to unknown persons.

3. Although a student may know and understand what is happening, a student is to inform apprehensive patients that they are neither educated nor capable of taking responsibilities for making or interpreting any radiological diagnosis.

4. When a student is not sure of his or her capabilities under any clinical situation, a more experienced technologist or radiologist must be consulted prior to continuing.

5. Students are required to be pleasant, courteous, modest, and empathetic at all times with patients, co-workers, and other health professionals during clinical and didactic education.

6. Students are required to take considerable initiative in seeking out learning opportunities which coincide with educational objectives of didactic and clinical education.

7. Students having problems with any phase of the program should contact the program director.

8. Students having problems of a personal nature should contact a guidance counselor at Casper College.

9. Students are expected to behave in an ethical manner at all times during clinical education.

10. The radiography program demands intellectual honesty. Plagiarism or any form of dishonesty associated with the academic process will not be tolerated.

**Academic Dishonesty/On Line Education Integrity:**

Casper College demands intellectual honesty in all courses. Only admitted and registered Casper College students who have been assigned logins and passwords are allowed access to online courses. These secure logins verify the identity of the student. Proven plagiarism or any form of academic dishonesty associated with the academic process may result in course failure, dismissal from a program, or expulsion from Casper College, or other consequences. See the Casper College Student Code of Conduct for more information on this topic.
Casper College Radiography Program Student Outcomes

Upon completion of the Associate of Science degree radiography program, the graduate will be able to/will:

1. Synthesize and apply knowledge from the biological, physical and radiographic sciences to provide humanistic patient care;

2. Perform radiographic skills in a manner safe to the patient, other health team members, and self within the professional scope of practice;

3. Adapt radiographic positioning skills to various body habitus;

4. Adapt radiographic technique to various pathological conditions;

5. Adapt radiographic technique to accommodate different imaging machines and/or equipment.

6. Collaborate with other members of the health team and supervise others less skilled in the technical aspects of radiography.

7. Critique radiographs for accuracy of positioning and technique to meet the satisfaction of the radiologist;

8. Administer diagnostic radiation so as to minimize radiation exposure to the patient, other health professionals and self;

9. Demonstrate responsibility for continued personal and professional growth and education;

10. Pursue an advanced degree in radiography, should he or she so desire.

11. Effectively utilize communication skills within the health care setting.

12. Utilize skills to successfully incorporate critical thinking and problem solving within the health care setting.

13. Learn more effectively by being provided an on campus lab that is adequate, and contributes to the effective learning utilized in the clinical setting.
14. Provide adequate patient care and management skills during radiographic procedures.

15. Practice within the profession’s ethical and legal boundaries to meet the needs of the patient and health care community.
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 consisting of a pewter grey scrub top and black scrub pants and a white lab coat is to be worn when working in the clinical setting. (lab coat is optional, no sweater or sweatshirts can be worn. An approved vest can be worn for warmth.) 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. Socks or hose may be worn. These must be black, grey or white in color.
   d. 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, black, white or grey duty 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. Students are advised to also attend all regularly scheduled academic 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. Students will not be allowed to schedule an academic course during clinical hours unless program director has been notified.

6. As an incentive to be punctual and to maintain a healthy lifestyle, those students who have been punctual and have attended all clinic days and simulation classes will not be required to attend clinical education on the last clinical day prior to finals week of the fall or spring semester, as long as all other objectives of clinical education have been met.

7. The student may miss one clinical day with proper notification. To complete clinical hours they will be required to attend the last day of clinical prior to finals week. No clinical hours can be made up during college breaks or holidays. See clinical syllabus for further details.

8. Absences with doctor’s excuse: The student can miss two additional clinical days with an official doctor’s excuse. Student must follow notification policy for these to be considered excused absences. Doctor’s excuse must include the dates in which clinical was missed and must be turned into the clinical coordinator on the first day the student returns to clinical. These will be considered excused clinical absences. The two days must be made up during finals week of the semester the absences took place. Clinical hours cannot be made up during college breaks or holidays. 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. (see clinical syllabus)

9. 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.

10. 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.

11. All appointments must be scheduled outside of clinical and didactic course times.

12. Students are expected to meet the objectives of the clinical rotations. For this reason as well as safety issues, students on crutches will not be allowed in the clinical setting. Other injuries or post-surgical devices or restrictions will be looked at on an individual basis. Students may use their two allotted absence days with a doctor’s excuse for these types of absences. The student will make up this time on pre-arranged dates during finals week.

Definitions:

**Excused Absence:** Those qualified by illness of self with a doctors 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.

Doctors Excuse: An official note written and signed by a physician notifying faculty members that the student was excused from clinical for an illness, injury or surgery. Doctor bills or invoice statements will not be accepted.

RELATED WORK POLICY

The program recognizes that hospitals and clinics may hire students to work on a special license as intern technologists. The program takes no responsibility for any student while he/she is working outside of the program. The student should be aware that the liability insurance provided by the college only covers them while they are participating in the educational program and does not cover a student while employed by another facility. Casper College name-tags and TLD monitors are not to be worn while a student is working for another facility. Students absolutely cannot be paid by a clinical site during their clinical education rotations being performed for the Casper College Radiography Program. Not following this policy can result in immediate dismissal from the program.

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
Laurie Weaver  CC: 268-2587
Casper College School of Health Science Academic Assistant,
Work: 268-2235

CLINICAL EDUCATION CENTERS
Campbell County Memorial Hospital – 307-688-1601
Casper Outpatient Radiology Clinic - 307-232-5003
Central Wyoming Neurosurgery - 307-266-4000
Community Health Center- 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
MESA- 307-233-7296
Wyoming Surgery Center- 307472-8780
Clinical Faculty:

If you are calling the clinical instructor at home to report an absence, please contact the instructor on duty that day.
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. Radiology departments wanting to hire students on a paying basis may do so. However, such activities may not be used for purposes of obtaining clinical education hours.
4. During the course of clinical education, students will be required to perform the duties of a radiologic technologist. These activities are considered essential for the education of competent radiographers. Students are not to consider such activities as student exploitation.
5. 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.
6. Students are required to attend regularly scheduled clinical education shifts.
7. Students and clinical sites are required to follow the JRCERT and Casper College Radiography program policies in regard to direct, indirect and repeat supervision.

REGISTRY ELIGIBILITY REQUIREMENTS

1. Students must have completed all didactic, clinical education, and anatomy and physiology courses, with a cumulative GPA equal to or greater than a 2.3 and graduate with an Associates of Science Degree.
2. The student must not have been convicted of a felony, gross misdemeanor, or misdemeanor, with the exception of speeding and parking violations. Please see program director or contact the American Registry of Radiologic Technologists for further information.
3. Students must receive their Associate of Science Degree in Radiography.
4. Students must obtain and complete the registry application for eligibility to take the examination.
5. Students must obtain the signature of the program director on the application.
6. Applicants must demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures to be signed off by the program director.
STUDENT GUIDELINES

Student complaints in reference to JRCERT Standards

The Casper College Radiography Program is accredited by the Joint Review Commission on Education in Radiologic technology. We are held to the JRCERT Standards for an Accredited Educational Program in Radiological Sciences. A copy of these Standards is given to each student during the first week of classes in the radiography program at Casper College. Should any student believe the program is in violation of any standard, they should do the following:

1. Present a dated written complaint stating which Standard is believed to be in violation. The complaint should also include names of any student who has been affected, how the student(s) have been affected, date(s), to whom the complaint is directed, and suggestions for resolution.

2. Within 5 working days of the dated complaint, the program director will investigate the complaint, and/or direct the complaint to the appropriate college official. The director will keep the complainant informed.

3. Depending on the complaint, the appropriate college official will act within 5 working days of notification and get back to the program director.

4. If resolution is not reached within 15 working days from the initial complaint, the director and the student(s) may go to the Dean of the School of Health Sciences for mediation. At this point the complaint is in the official channel of the college and will be handled as a student grievance if mediation fails.

5. If the student is not satisfied after the grievance process, the JRCERT’s address is in the Standards and can be contacted at (312)-704-5300 or JRCERT or

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.
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 Radiography 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 Radiography 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:

A. 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 radiography courses (whether the same course twice or two different courses) will disqualify a student for readmission.

B. Academic Courses
   All students are encouraged to achieve a grade of "B" or better in the following academic courses, but must achieve a "C" in order to graduate from the program:
   1. Anatomy and Physiology
   2. Computer Science/Literacy
   3. Medical Terminology
   4. Pre-Calculus Algebra
   5. Sectional Anatomy
   *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.

   **Student Driver's License and Automobile Liability Policy Statement**

   Health Science students are responsible for transportation to activities associated with their program of study. This typically involves the utilization of a reliable, personal vehicle. All admitted Health Science students must provide copies of a valid driver's license and proof of auto insurance card for their personal vehicles. The minimum auto insurance requirements for Wyoming, or the state in which the vehicle is registered must be met. Students must maintain both for the duration of their health science program, and may be asked to present proof at any time during their program of study. To remain in compliance with this policy, students must also notify the program director or faculty should their driving or insurance status change at any time during their participation in a Health Science program. Health Science students, parents, guardians, heirs and estate release Casper College, and any agent thereof, of any and all legal liability which may accrue and understand that Casper College's insurance program will not cover any loss damage or claims incurred as a result of driving their personal vehicles for requirements and activities associated with their program. Health Science students understand and agree that they are wholly responsible for any other person they invited or accepted as a passenger and release Casper College from any and all responsibility and liability for passengers. Health Science students who are unable to present a valid driver's license and proof of auto insurance card must sign an additional waiver provided upon request.
POLICIES & PROCEDURES

RADIATION PROTECTION

It is the responsibility of the student radiographer to ensure that proper radiation protection techniques are utilized in all clinical and lab settings. According to the ALARA Principle, radiography students are required to gain knowledge in basic radiation protection techniques prior to performing any radiographic procedure on patients in the clinical setting (see syllabus for RDTK 1580, Radiographic Positioning I).

1. Casper College will furnish each student in the Radiography 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.

2. 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.

3. 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.

4. 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.

5. All students and instructors are required to wear their TLD radiation monitoring device in the Casper College Radiography Laboratory and at all clinical education centers. They are to be worn in the collar area. When a lead apron is to be worn the TLD should be placed on the outside of the apron.

6. 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. If staying in the room during any exposure students must wear lead aprons this is true during all fluoroscopic and portable procedures regardless of the distance from the primary x-ray beam
   D. Never hold a patient during any radiographic procedure when the exposure is on. Practice proper radiation protection in assisting with fluoroscopic exams.
   E. Use exposure factors that produce minimum radiation dose to patient and co-workers.
   F. Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.
   G. During fluoroscopy and C-arm procedures always wear your TLD outside the apron at collar level.
   H. Keep all doors closed during exposure.
   I. 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.
   J. All repeat exams must be performed with direct supervision. See repeat policy.
7. In the Radiography Laboratory at Casper College, HS 118, the use of human subjects in making radiographs is forbidden. Students must be supervised while using the Casper College lab facility.

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>
</table>
| ALARA Level I      | Whole body:  
                      1st year students: 30 mrem/monthly monitoring period  
                      2nd year students: 50 mrem/monthly monitoring period | 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. |
| ALARA Level II     | Whole body:  
                      1st & 2nd year students: 150 mrem/quarter | 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. |
| Embry-Fetus (Declared pregnant student) | 50 mrem/monthly monitoring period | Clinical Coordinator investigates and counsels. A formal report will be drafted to be kept on file and/or the student may be reassigned. |
POLICIES & PROCEDURES

Laboratory Usage Policy

Room 118
Equipment: Lab A, B, C, C-arm, Portable, Computed Radiography System

Intent:
The laboratory provides for instructor demonstration of exams presented in the radiographic positioning and clinical simulation courses. The lab is also utilized for experiments and demonstrations performed during Radiographic Imaging I and II.

These classes will also allow for students to gain supervised, hands on experience utilizing manikins for exposures to practice various imaging procedures. Students may also practice on each other, but under no circumstances can they make exposures on any human subject or on manikins without proper supervision. Through this method the student will obtain a level of self confidence and performance mastery which will allow them to perform radiographic procedures under the supervision of a qualified technologist.

The following rules must be followed when using the Casper College Radiography Lab:

1. The use of human subjects in making radiographs or for any exposures is forbidden.
2. All doors must be kept closed during exposures.
3. All students and instructors are required to wear their TLD when making exposures on manikins in the radiography lab. The TLD should be worn at the collar level.
4. All students must be behind a protective barrier during exposures in the radiography lab. See portable and C-arm rules for further details.
5. All participants must adhere to safe radiation protection guidelines. Please see the Radiation Protection Policies and Procedures outlined in this manual for further detail.
6. No exposure can be made by students without proper supervision.

C-arm and Portable Exposures: The rules listed above apply to usage of the c-arm and portable in the lab. Additional rules for this equipment are listed below.

Students must have an instructor present when making exposures with the portable and c-arm.

1. When making exposures using the portable the six foot exposure cord must be utilized so the student can stand behind the protective barrier during the exposure.
2. When using the C-arm lead aprons must be worn properly and at all times. The TLD must be placed on the collar outside of the apron.
3. All participants must adhere to safe radiation protection guidelines. Please see the Radiation Protection Policies and Procedures outlined in this manual for further detail.
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 65).

**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 students 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 65 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.

REPEAT RADIOGRAPH PROCEDURE

All images must be approved by the QC Technologist, a qualified supervising technologist, Clinical Coordinator or Clinical Instructor before the patient is dismissed from the radiology department. This procedure is in place to ensure the safety of both the student and the patient.

If a repeat radiograph is deemed necessary, the following procedure must be followed:

1. All images including film/screen, DR and CR must be reviewed by a technologist prior to sending a patient away from the department.

2. If a repeat is deemed necessary, the student is responsible for notifying a technologist or the Clinical Education Coordinator/instructor that (s)he has to repeat a radiograph and is entering the radiographic room to do so.

3. The student must repeat the image in the presence of one of the individuals listed above under direct supervision. This ensures that the proper correction was made by the student.

4. The repeat must be recorded in the student’s exam log book and verified by the supervising technologist.

5. If the student does not follow this policy, they will be considered for program probation or dismissal.
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 radiography 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. (See the repeat radiograph procedure on page 37.)

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 reviews and approves the procedure. A qualified radiographer must be present during student performance of a repeat of any unsatisfactory radiograph. Surgical procedures must always be directly supervised.

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 radiographic procedure is performed. This includes all exams including portable procedures. The availability applies to all areas where ionizing radiation is in use. A qualified radiographer must be present during all repeat exams in accordance with the direct supervision policy.
Casper College Radiography Program

Additional Clinical Hours

Students may request additional clinical hours in specialty rotations that they are interested in pursuing as a career option or in other imaging rotations where they feel additional time will benefit their education. The following procedure must be followed in order to perform additional clinical hours:

1. The student must submit the request in writing to the program director and the clinical site. Only approved program clinical sites are allowed.
   The request must include:
   a. The clinical site and rotation they are requesting.
   b. The exact dates and times they wish to perform the rotation.
2. The student must then have that clinical site approve their request in writing. The student will give a copy of the written site approval to the program director.
3. After the additional rotation is completed the student must turn in a signed time sheet and a completed objective/evaluation packet for that rotation.
4. Please review the related work policy which states that students absolutely cannot be paid by a clinical site during their clinical education rotations being performed for the Casper College Radiography Program.
5. All clinical program policies must be followed including, students having direct/indirect supervision during procedures and direct supervision during any repeat exams.
6. Students must be supervised by a qualified technologist during any clinical rotations while following the policies listed above.
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: The Casper College School of Health Science Counseling Form will be used as part of the verbal warning process. The form can be found on page 60.

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 Radiography 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 interferes 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. Also not following the repeat procedure on page 37.
POLICIES & PROCEDURES

TERMINATION/DISMISSAL
There are two basic ways a student can discontinue the Radiography 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 Radiography 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

REINSTATEMENT POLICY

A student who earns a final grade below a “C” in any clinical or didactic radiography course will be ineligible to continue in the program. Students have two choices if they wish to continue with the program. The first is to re-apply as a freshman student in June of the following year. The second is to re-apply for advanced standing in the program at the level where they left off if a space is available in that class. The second choice involves the following steps in accordance with this policy:

a. Re-entry into the program must occur within one year.

b. The student must inform the Program Director, in writing, of his/her desire to re-enter the program.

c. Reinstatement requires that the student prove competency up to the level where they will be entering. This involves:
   1. A competency positioning test involving 5-10 exams that the student covered in previous courses. The student must earn an 85% or better to pass.
   2. A written exam covering material from previous courses they completed. The student must earn a 75% or better to pass.

Re-entry will not be considered for the following reasons:

a. Failure of two or more didactic or clinical courses.

b. Re-applying beyond one academic year of failed grade.

c. Demonstrated violations of professional ethics and standards of practice.

d. Not achieving a cumulative college GPA of 2.3 or higher

e. Space is not available in the class the student wishes to apply for.

CLINICAL ACCESSIBILITY POLICY

The Casper College Radiography 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 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.
POLICIES & PROCEDURES

TRANSFER STUDENTS/ADVANCED PLACEMENT

Students wishing to transfer into the Casper College Radiography Program from another radiology program are subject to the following requirements:

1. Space availability.
2. The program the student is transferring from must be JRCERT accredited.
3. Student must have a 2.3 GPA or higher.
4. All transcripts must be reviewed by the Casper College Radiography Program Director to compare curriculum. Syllabi and course descriptions may be requested. Program Director will consult college registrar for transferability.
5. Two letters of recommendation: One from the current program director and another as a character reference.
6. A personal interview will be held with the student and conducted by a committee to include the CC program director, CC clinical coordinator, a representative from one of the clinical sites, and another outside individual. 
7. The applicant must meet all the requirements of the Casper College Radiography Program.
8. The applicant will be subject to the clinical site’s drug and alcohol screening.
9. The student may be required to prove clinical and didactic competence in areas previously studied to determine appropriate academic level of the applicant.
10. Must apply and be accepted to Casper College and have transcripts reviewed by the college registrar for transferability of general education and radiography courses.
VENIPUNCTURE

Students will be allowed to practice venipuncture techniques on each other only under the supervision of a faculty member and after the following items have been completed by the student:

- Successful completion of the venipuncture portion of RDTK 1830 Pharmacology for Radiographers
- Completion of venipuncture in-service
- Student has performed two successful punctures on a manikin
- Venipuncture release form located below has been signed and turned into the program director

Under no circumstances is a student to perform venipuncture on a patient without completing the steps listed above and passing a venipuncture competency exam with the Program Clinical Coordinator. Venipuncture in the clinical sites is to be performed under the direct supervision of a qualified technologist or nurse at all times.

I choose to allow my fellow radiography student peers to practice injection, venipuncture techniques on me. In freely making this decision, I hereby release Casper College and the radiography department faculty from responsibility for any complications that may result.

Be advised, if you have any medical condition that would place you or your peers at risk when participating in any of the above procedures, please do not sign this waiver.

Signed: _____________________________
Date: ______________________________
Witness: _____________________________
POLICIES & PROCEDURES

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 radiography 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
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. Radiography 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. Radiography 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. Radiography 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 Radiography 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 radiography 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 Radiography Program is committed to providing a safe environment for the student’s educational experiences. Students will receive information regarding radiation protection, body mechanics and standard precautions prior to entering the clinical setting in the following courses: RDTK 1500, 1530, 1580 and 1710. This information will be reviewed periodically throughout the program to ensure students are following safe practices in these areas. 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 radiography 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 radiography 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

**CLINICAL AGENCIES POLICIES & PROCEDURES**

**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°
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
CONLINAL 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. If portable unit is used in isolation patient's room, it will be washed with disinfectant of choice following procedure.
3. Following routine x-ray examination, radiographic table and x-ray film cassettes (if cassette comes in contact with patient) should be cleaned with disinfectant or equivalent preparation found in each radiographic room.
4. 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).
5. All portable radiographic equipment must be "wiped down" with hospital-approved disinfectant prior to entering any operating room suite.
6. 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.
CLINICAL AGENCIES POLICIES & PROCEDURES

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, 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 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.

Behaviors that may indicate a substance abuse problem

<table>
<thead>
<tr>
<th>Physiologic</th>
<th>Behavioral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slurred or rapid speech</td>
<td>Irritability and mood swings</td>
</tr>
<tr>
<td>Trembling hands</td>
<td>Isolation or avoidance of group work</td>
</tr>
<tr>
<td>Persistent rhinorrhea</td>
<td>Pattern of absenteeism and tardiness</td>
</tr>
<tr>
<td>Altered pupil dilation</td>
<td>Decreased clinical and academic productivity</td>
</tr>
<tr>
<td>Flushed face</td>
<td>Fluctuating clinical and academic performance</td>
</tr>
<tr>
<td>Red eyes</td>
<td>Change in dress or appearance</td>
</tr>
<tr>
<td>Odor of alcohol</td>
<td>Inappropriate responses</td>
</tr>
<tr>
<td>Unsteady gait</td>
<td>Elaborate excuses for behavior</td>
</tr>
<tr>
<td>Declining health</td>
<td>Decreased alertness/falling asleep in class</td>
</tr>
<tr>
<td></td>
<td>Dishonesty</td>
</tr>
</tbody>
</table>
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.
   - 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.
Student Contract Drug/Alcohol

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 Counseling Form

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:
MRI Safety Information for Radiography Students

As a radiography student you will be provided an opportunity to rotate through the Magnetic Resonance Imaging Department. In order to ensure student safety and the safety of others it is important that students understand the following rules when in the MRI environment. Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on and unsecured magnetically susceptible (ferromagnetic) materials even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause serious injury or damage to equipment, patient, and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the qualified MR personnel, especially the technologist’s responsibility to control all access to the scanner room. The technologist will guide you in the proper procedures for working in the MRI department. It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.

Items that need to be removed before entering the MR system room include:
• Purse, wallet, money clip, credit cards or other cards with magnetic strips
• Electronic devices such as beepers or cell phones
• Hearing aids
• Metallic jewelry, watches
• Pens, paper clips, keys, nail clippers, coins, pocket knives
• Hair barrettes, hairpins
• Any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under-wires
• Shoes, belt buckles, safety pins

Before entering the MRI scanner room, you will be asked to fill out a screening form asking about anything that might create a health risk. If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. You may be asked to have an x-ray to rule out this type of metal in the body. Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.

Examples of items or things that may create a health hazard or other problems:
• Pacemaker
• Implantable cardioverter defibrillator (ICD)
• Neurostimulator system
• Aneurysm clip
• Metallic implant
• Implanted drug infusion device
• Foreign metal objects, especially if in or near the eye
• Shrapnel or bullet
• Permanent cosmetics or tattoos
• Dentures/teeth with magnetic keepers
• Other implants that involve magnets
• Medication patches that contain metal foil (i.e. transdermal patch)

After the student completes the MRI Safety Form the Program Director will consult the MRI facility with any questions or concerns regarding your ability to work in a magnetic field.

**MRI Safety Form:**
After reviewing the MRI Safety for Radiography Students portion of this guide and reading the information below please complete the form and turn it in with your application packet.

The program faculty need to ensure your safety and everyone that will be clinically operating around you. We need critical information to be able to appropriately evaluate if it is safe for you to enter and work in the magnetic field.

Before entering the MRI scanner room, you will be asked to fill out a screening form asking about anything that might create a health risk. If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.
After reading the following passages if you have any questions about your safety, please feel free to contact the Program Director.

Do any of the following apply to you personally?

____ History of any surgical procedure that entails implanted electronic device(s), or any implant within/on your body you were not naturally born with? If yes, please list:

_______________________________________________________________

Please mark all others that apply to you:

____ Cardiac pacemaker, wires, or defibrillator
____ Brain aneurysm clips
____ Intracranial shunt: Programmable Type: Codman or Strata
____ History of welding, grinding, or metal in eyes
____ History of eye injury with metal or metal removed from eye
____ Middle ear prosthesis, hearing aid, or implant
____ Eye implant or prosthesis
____ Any known metal fragments, bullets, BB, pellets

Do you have any contraindications that would prevent you from entering the MRI Department?

_____________________________________________________________

I have reviewed the MRI Safety guidelines and completed the MRI Safety Form. I understand that this information is essential for not only my own safety but that of the patient and other MRI personnel.

_____________________________________________________________

Print Name

Signature

Date______________________________
Casper College Radiography Program
Voluntary Declaration of Pregnancy Form

**Before signing this form the student must review the Voluntary Declared Pregnancy Policy located on pages 37-38 of the Radiography Program Policy Manual.

I, the undersigned student in the Casper College Radiography Program, have thoroughly read and understand all the provisions contained in the Voluntary Declared Pregnancy Policy Manual for radiography students and hereby voluntarily declare my pregnancy status to the program administration. I have had an opportunity to meet with the program director to discuss my options. I understand that I can revoke this declaration in writing at any time.

Student Signature:____________________________________  
Date:____________________________________

Option Selected: Consult policy manual for complete description of each option. Please check the option you have selected. I understand I may change my selected option at any time.

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

☐ 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.

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

Today’s Date:_______________________  
Anticipated Delivery Date:______________________  
Estimated Conception Date:_____________________

Cumulative Exposure received from conception date to current date:__________________________

Program Director Signature ________________________________ Date_____________

Clinical Coordinator Signature_______________________________ Date___________

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Once accepted into the radiography program faculty will review the policy manual with radiography 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 Radiography program policies as outlined in the Radiography 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___________________________________________
Print Name________________________________________________
Date_________________________