



Radiography Program Policy Manual and Guidelines

Casper College[™]

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Contents

Health Science Student Handbook.....	5
Admission, Progression, and Core Performance Standards.....	5
Health Science Core Performance Standards – Table 1.....	6
Casper College’s Emergency Response Guide.....	6
Casper College Nondiscrimination Statement and Title IX Information.....	6
Digital Learning Academic Integrity Statement.....	7
Health Science General Policy Statements and Procedures.....	7
School of Health Science Civility Statement.....	7
Clinical Accessibility Policy Statement.....	7
Student Driver’s License and Automobile Liability Policy Statement.....	7
Health Insurance Policy Statement.....	8
Social Media Policy Statement.....	8
Background Check and Drug Testing Policy Statement.....	8
Radiography Policy Manual.....	9
Introduction.....	9
State Authorization Reciprocity Agreement (SARA) Compliance.....	9
Program Structure.....	9
Mission.....	9
Purpose.....	9
Program Goals.....	10
Casper College Radiography Program Integrated Curriculum.....	11
Clinical Education Schedule.....	15
Vacation/Breaks.....	16
Position Summaries.....	17
Program Director.....	17
Clinical Education Coordinator.....	18
Clinical Instructor (Faculty).....	19
Clinical Preceptor.....	20
Student Radiographer.....	21
Adjunct Faculty.....	20
Clinical Staff.....	21

Student Representation – Radiography Advisory Committee.....	23
Policy and Procedures	24
Values	24
Casper College Radiography Program Student Outcomes.....	24
Uniform Policy	24
Attendance	25
Related Work Policy.....	26
Contacts for Absences or Tardiness	27
Student Exploitation	27
Registry Eligibility Requirements	28
Violation of Standards Complaint Procedure.....	28
Chain of Command.....	29
Student Grievances	29
Grade Determination	29
Grade Point Average	29
Clinical Clock Hours vs. Clinical Credit Hours	30
Radiation Protection	30
Laboratory Usage Policy	32
Pregnancy	33
Repeat Radiograph Procedure	34
Occurrence Reports	34
Direct and Indirect Supervision.....	34
Additional Clinical Hours.....	35
Student Scope of Practice- Clinical Reminder Letter.....	35
Probation/Termination.....	36
Reinstatement Policy	38
Clinical Accessibility Policy	39
Transfer Students.....	39
Venipuncture	41
Injury/Illness	42
Covid19	43
Hepatitis-B.....	42
TB Skin Test.....	42

MMR	42
BLS.....	42
Chicken Pox.....	42
Tdap.....	42
Clinical Agencies – Policies and Procedures	43
Blood Borne Pathogens	43
Material Safety Data Sheet (MSDS)	44
Workplace Hazards	44
Communicable Diseases.....	45
Infection Control	45
Blood & Body Fluids “Barrier”	47
FERPA.....	47
Background Check/Drug-Alcohol Policy.....	48
Procedure for the Alleged Chemically Impaired Health Sciences Student	50
Casper College School of Health Science: Student Success Plan	54
Acceptance into Radiography Program.....	55
Student Handbook Agreement	55
Radiography Policy Manual Agreement	55

Please note: Email is the official form of communication at Casper College. As a Radiography student, or applicant, you are required to check your email at least 3 times a week.

Health Science Student Handbook

Admission, Progression, and Core Performance Standards

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 at the [Casper College web site](#) 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.
4. For admission and progression in a Casper College Health Science Program, a qualified individual is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. 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 on [Casper College website](#).
5. The Health Science fields are practice disciplines with cognitive, sensory, affective, and psychomotor performance requirement. Based on these requirements, a list of "Core Performance Standards" has been developed. These standards are part of program courses, and some of the standards are more prevalent than others. These standards will be used to assist faculty, the Program Director, and the School of Health Science Dean in determining whether a student meets the essential eligibility requirements for admission and progression in the program. These standards should also be used to assist students in determining whether accommodations or modifications are necessary for the student to meet program requirements. Students who identify potential difficulties with meeting the "Core Performance Standards" must communicate their concerns to the Accommodative Services Counselor as well as the Program Director. Determination is made on an individual basis as to whether a student meets the essential eligibility requirements or whether or not the necessary accommodations or modifications can be made reasonably for participation in the Health Science program.
6. For your safety and for the safety of patients, if you have any medical condition that may require accommodations, work with your instructor, the program director, and the office of Disabilities Services to discuss necessary accommodations. Examples of medical conditions that may require accommodations include but are not limited to autoimmune disorders, pregnancy, and acute or chronic health conditions.
7. All admitted Health Sciences students are expected to participate in simulation activities and consent to video recording to optimize instruction and learning. All learning activities associated with simulation are confidential.
8. Readmission into a Casper College Health Science Program or transfer between Casper College Health Science programs is at the discretion of the faculty and dean. The faculty and dean will base readmission or transfer decisions on the adopted general Health Science "Core Performance Standards" and specific department criteria.

- All Health Science students should familiarize themselves with Casper College’s Student Handbook and Student Code of Conduct found online at the [Casper College web site](#) as they are responsible for the content and compliance with the policies and procedures.

Health Science Core Performance Standards – Table 1

ISSUE	STANDARD
Critical thinking	Critical thinking ability to exercise non-clinical and clinical judgment in a timely manner
Interpersonal	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
Communication	Communication skills sufficient for interaction with peers, faculty, staff, administrators, patients/clients, families, and groups in verbal, nonverbal, and written form
Mobility	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
Motor skills	Gross and fine motor skills sufficient to provide safe and effective patient/client care
Hearing	Auditory ability sufficient to monitor and safely assess health needs
Visual	Visual ability with or without corrective lenses sufficient for observation and assessment necessary in safe patient/client care
Tactile	Tactile ability sufficient for physical assessment of patient/client
Professionalism	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.

Casper College’s Emergency Response Guide

The Casper College community, including students, should familiarize themselves with CC’s emergency response guide and sign up for text alerts. Students should follow instructions from faculty and building marshals for drills and emergency events. [Casper College emergency response guide.](#)

Casper College Nondiscrimination Statement and Title IX Information

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Linda Toohey, associate vice president for student services at 125 College Dr, Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd, Ste 310, Denver, CO 80204-3582; 303-844-5695 or TDD 303-844-3417.

Digital Learning Academic Integrity Statement

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 and hybrid 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.

Health Science General Policy Statements and Procedures

School of Health Science Civility Statement

Adapted from University Libraries Penn State University

Civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the verbal and written words we choose, but in our tone, demeanor, and actions. All School of Health Science members are responsible for and expected to exemplify and promote civility. The School of Health Science is committed to creating and maintaining a positive learning and professional, working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

Clinical Accessibility Policy Statement

Casper College Health Science programs utilize 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's position on your participation 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 employment issue **or other issue(s)** and have not complied with the above, you could be denied entry in a Health Science program or **be dismissed from program**. **Students who are denied clinical accessibility at any time prior to or during a program will be dismissed.**

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.

Health Insurance Policy Statement

Students enrolled in any of the health science programs are required to present proof of health insurance and to maintain personal health insurance for the duration of their program. Students may be required to present proof of health insurance at any time during their program of study.

Social Media Policy Statement

Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care

To ensure compliance with both Federal and State student and 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 classroom, laboratory, simulation, clinical and/or field experiences.

Students are strictly prohibited from including or posting information pertaining to classroom, laboratory, simulation, 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.

Background Check and Drug Testing Policy Statement

1. Students enrolled in any of Casper College's health science programs will participate in clinical experiences in a variety of agencies. Prior to participating in the clinical experiences, students will be subject to that agency's requirements for a background check, immunizations, and drug testing and drug abuse prevention policies. Students are then subject to the random drug testing policy of that agency.
2. Following graduation, several of the state and/or national licensing or certification (registry) boards, 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.

Radiography Policy Manual

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 our clinical affiliates. 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.

The Program Director, in consultation with the Clinical Coordinator, 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 20 N. Wacker Drive, Chicago, IL 60606-2901, (312) 704-5300.

State Authorization Reciprocity Agreement (SARA) Compliance

Once you have graduated from our program, you will be eligible to take the national exam through the American Registry for Radiologic Technologists (ARRT). Earning your registry will make you eligible to apply for radiography jobs in the United States. Each state will have its own licensure requirements. The licensure requirements for the Wyoming State Board of Radiologic Technologist Examiners is available on the [Wyoming government radiology web site](#).

Program Structure

Mission

The Associates of Science Radiography Program degree 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 lifelong 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.

Program Goals

I. Clinical Performance and Competence

Students will produce high quality images by possessing the knowledge, clinical application, radiation safety practices and patient care skills needed to meet the needs of the radiography community as entry-level radiographers.

II. Problem Solving and Critical Thinking

Students will demonstrate sound problem solving and critical thinking skills necessary to function effectively in the clinical setting.

III. Communication

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

IV. Professional Growth and Development

Students will understand the purpose and importance of professional values, ethics, continuing education, and lifelong learning.

V. Program Effectiveness

Graduates will fulfill the needs of the health care community. The program will provide the community with graduates who are able to function as an active member of the health care team.

Casper College Radiography Program Integrated Curriculum

Revised 10/18.

Summer I – 8 cr. (10 weeks): First Year Clinical Education I

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strateg y X Final
RDTK 1500 Intro. Rad Tech.Pre- Requisite RDTK 1530 Care & Mgmt. RDTK 1580 Rad. Positioning RDTK 1710 Clin. Ed. I	1 2 2 2	Chest, Abdomen, Hand, Finger, Wrist, Forearm, elbow, vital signs, oxygen administration, body mechanics	Must be kept current.	Documentation of entry-level competencies in each of the required areas.	Hosp/Rad Dept orientation, Outpatient Imaging Center Orientation, fire/electrical safety, surgery, vital signs and patient assessment, infection control, O2 administration DR/CR	Technique manuals	Complete assigned rotation and review skills	Patient Care Skills O2 administration	Final supervisory evaluation, final grade determination, rotation evaluation	NA	NA

Fall I – 13/15 cr. (15 weeks): First Year Clinical Education II

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strategy X Final
ZOO 2040/2015 Anatomy RDTK 1610 Rad Imaging I RDTK 1680 Positioning II RDTK 1810 Clin. Ed. II RDTK 1830 Pharmacology	4 3 2 3 1	humerus, shoulder, AC jts, clavicle, Foot, toe, Calcaneus Ankle, leg, knee, patella, femur, hips, pelvis, SI jts, orthopedic procedure	Must be kept current and on student's person at all times.	Documentatio n of entry- level competencies in each of the required areas.	C-arm Code Blue Vital signs DEXA Scanning DR/CR	Technique manuals	Complete assigned rotation and review skills	Patient Care Skills Phlebotomy lab pharmacology	Midterm & final supervisory evaluations, final grade determination, rotation evaluation.	Random Simulations	Final clinical positioning and film critique exam

Spring I – 12 cr. (15 weeks): First Year Clinical Education III

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strategy X Final
ZOO 2110/2025	4	gastrointestinal, gall bladder,	Must be kept current	Documentation of entry-level competencies in each area.	C-arm Cont. venipuncture module, vital signs, digital fluoroscopy and radiography, special procedures, specialty areas DR/CR, CT	Technique manuals	Complete assigned rotation and review skills.	Phlebotomy lab, Patient care	Midterm & final supervisory evaluations, final grade determination, rotation evaluation.	Random Simulations	Final positioning and film critique exam
Physiology	3	barium enema, IV pyelogram,									
RDTK 1640 Rad. Imaging II	2	cystogram, C-T-L spine, coccyx,									
RDTK 2580 Positioning III	3	sacrum, sternum, thorax									
RDTK 1910 Clin. Ed III	3										
HLTK 2200 Sect. Anatomy											

Summer II – 5-7 cr. (4 weeks): Second Year Clinical Education IV

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strategy X Final
PE	1	Mammography, surgical procedures,	Must be kept current	Documentation of entry-level competencies in each of the required areas.	C-arm, surg asepsis, specialty rotations, oxygen administration, Panorex orientation, infection control, orthopedics, vital signs, dexiscan DR/CR	Q/A projects of film, x-ray equip, processor, etc.	Complete assigned rotation and review skills.	Phlebotomy lab	Final supervisory evaluations, final grade determination, rotation evaluation.	Impromptu evaluations [refer to syllabus]	NA
Comp Inform systems	3	arthrogram, myelogram, pediatric, CT, O ₂ and infection control									
RDTK 2710 – Clin. Ed. IV	2										

Fall II – 15.5 cr. (15 weeks): Second Year Clinical Education V

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strategy X Final
ENGL 1020 English II	3	skull, facial bones, zygomatic arches, nasal bones.	Must be kept current	Documentation of entry-level competencies in each of the required areas.	C-arm/Portable review QA projects Orthopedic rotations Vital Signs Venipuncture Review Specialty Areas in Imaging DR/CR	Q/A Projects Continued	Complete assigned rotation and review skills.	Phlebotomy lab	Midterm & final supervisory evaluations, final grade determination, rotation evaluation	Impromptu evaluations [refer to syllabus]	Final positioning and film critique exam
POLS1000 US/WY Govt	3	sella turcica, petrous pyramids, optic foramina, orbits,									
RDTK 2640 Rad. Bio & Prot	2	mandible, TMJ, sinuses, trauma and surgical procedures, Specialty Rotations									
RDTK 2630 Rad. Path	2										
RDTK 2810 Clin Ed V	5										

Spring II – 14 cr. (15 weeks): Second Year Clinical Education VI

Curriculum	CR	Strategy I Simulation Lab	Strategy II Procedure Log	Strategy III Competency	Strategy IV In-service	Strategy V Quality	Strategy VI Clinical Activities	Strategy VII Multi-skilling	Strategy VIII Student	Strategy IX Impromptu	Strategy X Final
FA/Soc. Behav/Hum PE RDTK 2910 Clin Ed. VI RDTK 2930 Transition from Student to Radiographer	3 1 2 5	Review sessions, trauma radiography, pediatric studies, orthopedic studies, specialty rotations	Must be kept current	Documentation of entry-level competencies in the remaining required areas.	Immobile & trauma, pediatric, specialty rotations continued Vital Signs DR/CR	Q/A projects continued	Complete assigned rotation and review skills.	Phlebotomy lab	Midterm & final supervisory evaluations, final grade determinatio n, rotation evaluation	Impromptu evaluations [refer to syllabus	Q/A of film, x- ray equipme nt processo r, etc. final compet ency Positioni ng compet ency exam
Total Credits 71.5 – 81.5		Total Length of Program: 24 Months		Degree Awarded:	Associate of Science INT-CURR98						

Clinical Education Schedule

Session	Mon	Tues	Wed	Thurs	Fri	Clinical Hrs/Wk	Clinical Hrs/Semester	
I Summer MINI MESTER - MAY	CC Campus 8:00 – 5:00	CC Campus 8:00 – 5:00	CC Campus 8:00 – 5:00	CC Campus 8:00 – 5:00	CC Campus 8:00 – 5:00			35
I Summer June	Clinical Orientation, simulation, observation	Clinical Orientation, simulation, observation	Clinical Orientation, simulation, observation	Clinical Orientation, simulation, observation	Clinical Orientation, simulation, observation			15
I Summer JULY	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical 7:30-3:15	28.25	112.5	28.25
II Fall	CC Campus Lec:Lab	CC Campus Lec:Lab		Clinical 7:30-12:45	Clinical 7:30-12:45	11.25	168.75	20.75
III Spring	CC Campus Lec:Lab	CC Campus Lec:Lab		Clinical 7:30-12:45	Clinical 7:30-12:45	11.25	168.75	20.75
IV Summer JUNE ONLY	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical 7:30-3:15	Clinical In- Service TBA	28.25	112.5	28.75
V Fall	Clinical 7:30-3:30	Clinical 7:30-3:30	Clinical 7:30–11:00	CC Campus Lec:Lab		18.75	281.5	25.75
VI Spring	Clinical 7:30-3:30	Clinical 7:30-3:30	Clinical 7:30-11:00	CC Campus Lec:Lab		18.75	281.5	24.75

Total clinical hours: 1,125.5

Based on 60-minute hours

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. Each student is required to attend each clinical rotation.

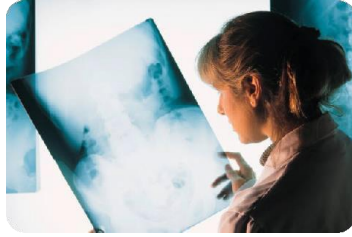
Students will attend six clinical education courses. The schedule is devised to give the students the best opportunity to learn in a hands-on environment. Times may change depending on the clinical assignment. Second year students attend more clinical hours than first year students so they can fine-tune their clinical skills. The maximum hours of clinical and academic involvement shall not exceed a total of 40 hours per week. Students must be available to attend any clinical shift – early morning, days, and late evenings. Students must be able to attend all clinical sites.

Vacation/Breaks

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.

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

Holiday	Number of Vacation Days
Labor Day	1
Fall Break	2
Thanksgiving	3
Christmas	15
Equality Day	1
President's Day	1
Spring Break	5
Easter	1
Spring/Summer	10-14
Memorial Day	1
Fourth of July	1-2
Summer/Fall	15
Total	56-61 Days/Year



Position Summaries

Program Director

1. In consultation with the college administration and the medical advisor, plans, organizes, budgets, implements, and evaluates the Associate of Science Radiography Program at Casper College, assuring effective program operations.
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. Responsible for teaching a substantial amount of didactic courses, implementing clinical education student objectives, and establishing evaluation criteria for both areas.
6. Maintains office hours for student consultation, clinical consultation, and program organization and administration.
7. Maintains student and program records.
8. Keeps current in field of radiography and education.
9. Participates in professional organizations and encourages continuing education for students and community radiographers.
10. Undertakes any activity deemed appropriate by the college administrative officials.
11. Recruits and serves as chairperson of the student selection committee for new student radiographers at Casper College in the spring semester.
12. Assures effective program operations.
13. Plans program budget.
14. Oversees ongoing program accreditation and assessment processes.
15. Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development.
16. Assumes the leadership role in the continued development of the program.

Qualifications

- A. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.
- B. Documents three years' clinical experience in the professional discipline.
- C. Documents two years' experience as an instructor in a JRCERT- accredited program.
- D. Holds, at a minimum, a master's degree; For master's degree programs, a doctoral degree is preferred.
- E. Proficient in curriculum design, evaluation, instruction, program administration, and academic advising.

Clinical Education Coordinator

1. Correlating and coordinating clinical education with didactic education and evaluating its effectiveness
2. Participating in didactic and/or clinical instruction
3. Supporting the program director to assure effective program operations
4. Participating in the accreditation and assessment processes
5. Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development
6. Maintaining current knowledge of program policies, procedures, and student progress
7. Responsible for evaluation of students in clinical setting.
8. Provides for clinical in-service or didactic education of student radiographers.
9. Prevents abuse of students by other students or technologists and prevents student's exploitation during clinical assignments.
10. Keeps appropriate student records.
11. Responsible for knowing major policies concerning student education at Casper College. Serves on Radiography Advisory Committee.
12. 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.
13. Responsible for student safety in the clinical environment with respect to equipment safety, radiation protection, medical asepsis, and patient care.
14. Ensures that all supervising radiographers are informed of program goals, objectives and policies.
15. Ensures that the program director and student radiographers are informed of affiliate rules and regulations and enforces such policies as the need arises.
16. Keeps the medical advisor informed of administrative matters regarding students, program goals, and objectives.
17. Undertakes any activity deemed appropriate by the college administrative officials.

Qualifications

- A. Holds at a minimum, a bachelor's degree; For master's degree programs, holds, at a minimum, a master's degree;
- B. Proficient in curriculum development, supervision, instruction, evaluation, and academic advising;
- C. Documents two years' clinical experience in the professional discipline;
- D. Documents one year's experience as an instructor in a JRCERT accredited program;
- E. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in radiography

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.
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 concerning student educational processes at Casper College. Serves on the Radiography Advisory Committee.
7. Preparing and maintaining course outlines and objectives, instructing, and evaluating student progress
8. Participating in the accreditation and assessment process
9. Supporting the program director to assure effective program operations
10. Participating in periodic review and revision of course materials
11. Maintaining current knowledge of professional discipline
12. Maintaining appropriate expertise and competence through continuing professional development
13. Provides for clinical in-services of student radiographers.

Qualifications

- A. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.
- B. Minimum of two years full time clinical experience
- C. Shall demonstrate proficiency in clinical instruction and student evaluation

Adjunct Faculty

1. Preparing and maintaining course outlines and objectives, instructing and evaluating students, and reporting progress
2. Participating in the assessment process, as appropriate;
3. Serves on the Radiography Advisory Committee.
4. Participating in periodic review and revision of course materials.
5. Maintaining current knowledge of the professional discipline, as appropriate
6. Maintaining appropriate expertise and competence through continuing professional development.

Qualifications

- A. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.
- B. Holds academic and/or professional credentials appropriate to the subject content area taught
- C. Is knowledgeable of course development, instruction, evaluation, and academic advising

Clinical Preceptor

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. Participating in the assessment process, as appropriate;
6. Keeps clinical records and results of conferences with students confidential and secured.
7. Maintaining knowledge of program mission and goals
8. Understanding the clinical objectives
9. Maintaining current knowledge of program policies, procedures, and student progress and monitoring and enforcing program policies and procedures
10. Familiarizes the student with agency policies concerning equipment safety, radiation protection, medical asepsis, and patient care.

Qualifications

- A. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.
- B. Must possess 2 years full time clinical experience.
- C. Proficient in supervision, instruction, and evaluation

Clinical Staff

1. Understanding the clinical competency system;
2. Understanding requirements for student supervision;
3. Evaluating students' clinical competence, as appropriate
4. Supporting the educational process;
5. Maintaining current knowledge of program clinical policies, procedures, and student progress

Qualifications

- A. Holds current American Registry of Radiologic Technologists (ARRT) certification and registration in radiography.

Student Radiographer

1. Maintains a maximum level of didactic, clinical and academic performance; GPA above 2.5.
2. Meets all regularly scheduled didactic and clinical education classes on time and notifies appropriate officials in case of tardiness or absence.
 - a. Does not exceed 2 tardies or 2 absences throughout the entire two-year program. Adheres to all Casper College, and Radiography Program Policies.
 - b. Attends clinical for the entire time, remains in scheduled location, and participates in all exams.
 - c. Makes up any missed time at clinical at Program's convenience
3. Adheres to acceptable radiation protection guidelines at all times in radiation environments. Must wear radiation monitoring badges at all times in the on-campus energized radiographic laboratory and clinical affiliates.
4. Demonstrates the ability to cooperate in a positive attitude with other student radiographers, clinical instructors, clinical coordinator, radiologists, and college faculty. Maintains professional behavior at all times during didactic and clinical educational classes and assignments. Remains in assigned rotation and participates in all exams.
5. Notifies either the clinical coordinator, the program director or the appropriate clinical instructor when educational needs are not being adequately met, in a professional and constructive manner.
6. Adheres to acceptable medical and legal ethics in terms of patient care. Ensures patient safety and confidentiality.
7. Adheres to program dress code, with appropriate professional appearance and behavior at all times.
8. 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 Committee meets two times each year in the fall and spring. If necessary a summer meeting is scheduled. Its 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.



Policy and Procedures

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, caring, and empathetic at all times with patients, co-workers, classmates, Casper College employees, 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 the Casper College Wellness Center.
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.

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 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 contributed 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.

Uniform Policy

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 uniform consisting of black scrub pants, gray scrub tops, 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.) White, grey or black undershirts may be worn – with no adornments. The uniform must be clean and neatly pressed. No light or see-through fabric allowed. Uniforms must be cling-free and wash-and-wear. Keep them clean and well pressed at all times. Socks or hose will be worn.
2. Masks – cloth masks are required if you are within 6 feet of a patient or classmate. Four (4) masks are recommended. Masks must be clean and laundered regularly.
3. Shoes - Clean, white, gray or black duty shoes with matching laces and a low or medium heel are required. The heel and toe are to be closed. Rubber soles and heels are preferred. Be sure shoes and shoelaces are clean.
4. Lab Coat - Only lab coats may be worn for warmth. Sweaters or sweatshirts may not be worn in patient care areas. An approved, logo-free, 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, scented lotions, or cologne is to be worn. All College and Clinical facilities are smoke-free campuses.
6. Cosmetics/nails/eyelashes - These are to be used in moderation for daytime wear. Fingernails must 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. Eyelashes must be natural -no artificial eyelashes allowed.
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. Only natural hair colors are permitted. Unconventional hairstyles or hair coloring is not permitted.
8. Jewelry/Tattoo's - Watch- A watch must be worn with either a digital or sweep second hand. Earrings- A maximum of two pairs of post studs in each ear may be worn, in the ears only (no dangles). Rings- Students may wear a plain wedding band. Tattoos must be covered at all times. NOTE: If in a surgical rotation - no jewelry at all including, watches, rings, necklaces, and earrings.
9. Name Pin, Incidentals - The Casper College Radiography Program name tag is to be worn on the left side of the uniform or lab coat. Students must have a black pen, personal right and left markers, and radiation TLD film badge. The facility ID badge must be worn during clinical education at that site. The badge is to be worn so that the face is visible. Clinical site badges are to be worn only at the specified clinical site. Eye protection or face shields are required.
10. Personal electronic devices - Use of cellular phones, SmartWatches, tablets, Kindles, or other personal electronic devices during lectures, labs, or clinical rotations, without instructor permission, is **prohibited**. Using any of these devices during any form of testing is also **prohibited**. If a student is found using any of these devices in a testing situation, academic dishonesty will be assumed and the student may be dismissed from the program. Personal laptop computers are permitted for use during lectures at the instructor's discretion. Use of any recording devices is strictly prohibited on campus in faculty offices; during all classroom, study group, laboratory, simulation, clinical and/or field experiences.

Students will be verbally warned one time of any infraction in the uniform policy, sent home to correct the infraction, and will need to make up lost clinical time. A second offense may result in probation. A third offense will result in dismissal proceedings.

Attendance

Definitions:

Excused Absence: Those qualified by illness of self with a doctor's excuse, or death of an immediate family member. More than two absences, excused or unexcused, is considered excessive.

Unexcused absence: Any absence that is not emailed and/or called to clinical site before 7:30 a.m. or that is not pre-arranged. An unexcused absence will result in a minimum grade deduction of 10% per day off final grade for all classes missed. It is not acceptable to leave clinicals early. Excessive tardiness or absences will result in probation and possible dismissal from the program due to unprofessional behavior.

Tardy: Student arriving to clinical or didactic education past the rotation/class start time. More than two tardies is considered excessive.

Doctors Excuse: An official note written and signed by a physician notifying faculty members that the student was excused from clinical for any health condition, and can now attend clinicals without modification of clinical requirements (ex: illness, injury, pregnancy or surgery). Doctor bills or invoice statements will not be accepted. Notes from the Casper College Wellness Center are acceptable.

1. Students are required to attend all didactic and clinical education courses.
2. Prior to any absence, students are required to notify the program director and clinical coordinator by email 24 hours in advance. Students are also required to notify their clinical site.
3. Emergency absences will be handled on an individual basis, but the clinical instructor and program director must be emailed (prior to the start of class if possible.) If this procedure is not followed, the absence will be considered unexcused. Two or more unexcused absences, from clinical or didactic class, may result in the student being dismissed from the program. Under no circumstances will one student be responsible for reporting the absence of any other student.
4. Students are required to be punctual. If a student is to be late to clinical education, the program director **and** class instructor must be notified by email, and the clinical site must be called. Two or more tardies may result in the student being placed on program probation.
5. Students will not be allowed to schedule an academic course during clinical hours unless program director has approved the course.
6. Any missed clinical time must be made up during finals week. Any missed didactic or simulation time must be made-up within one week of the absence.
7. Absences with doctor's excuse: The student can miss two days with an official doctor's excuse. Doctor's excuse must include the dates 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. They cannot be made up at any other time during the semester. **Any additional absences will result in a clinical grade deduction, academic probation, or program termination.**
8. The student should be aware 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.
9. Any deviation from the normal clinical education schedule must be submitted to the program director, in writing, and approved by the clinical education coordinator.
10. All appointments must be scheduled outside of clinical and didactic course times.
11. 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, post-surgical devices, or restrictions will be looked at on an individual basis. Students may use their two allotted clinical absence days with a doctor's excuse. The student will make up this time on pre-arranged dates during finals week. Students may not attend clinical on holidays that are observed by Casper College.

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 any facility. Casper College name-tags and TLD monitors are not to be worn while a student is working for a 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

If a student is going to be absent or tardy for didactic or clinical education classes, that student **is REQUIRED** to email the program director and clinical coordinator or instructor on duty that day, and fill out the absence/tardy quiz in Moodle. Students must also call the scheduled clinical site.

Didactic and Clinical

Jennifer Harshman: 268-2587 or jharshman@caspercollege.edu

Rick Johnson: 307-268-2718 or rjohnson@caspercollege.edu

Fred Kuck: 307-268-2239 or fredk@caspercollege.edu

Char Smith charlene.smith@caspercollege.edu

Casper College Health Science Academic Assistant: 268-2025

Clinical Education Centers

Campbell County Memorial Hospital: 307-688-1601

Casper Orthopedics/Wyoming Surgical Center: 307-265-7205

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

Outpatient Radiology: 307-232-5012

Riverton Memorial Hospital: 307-856-4161

Sheridan Memorial Hospital: 307-672-1050

Summit Medical Center: 307-232-6600

Western Medical: 307-577-5100

Wyoming Medical Center: 307-577-2383

WMC East: 307-995-8100

WMC MESA Clinic: 307-234-6765

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, and are expected to participate in all clinical exams.
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, and remain in their assigned locations.
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 2.5.
2. The student must not have been convicted of a felony, gross misdemeanor, or misdemeanor, with the exception of minor speeding and parking violations. Please see program director and contact the American Registry of Radiologic Technologists for further information.
3. Students must earn their Associate of Science Degree in Radiography.
4. Students must obtain and complete the registry application for eligibility to take the examination. Appropriate photo must be attached.
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. Continuing education is required by the ARRT, along with meeting Continuous Qualifications Requirements every 10 years. See the ARRT website for more information.

Violation of Standards Complaint Procedure

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 made available 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 Division Chair for Health and Life 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.

- If the student is not satisfied after the grievance process, the JRCERT's address is in the Standards and can be contacted.

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 department head, then the division chair, and lastly the vice president for academic affairs.

Student Grievances

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 sexual harassment, 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 to the clinical instructor, clinical 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 than other courses on campus. Grades for didactic courses and clinical education will be determined using the following scale:

<u>Percent</u>	<u>Grade</u>
92-100	A
83-91	B
75-82	C
1-74.99	F

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:

- Didactic/Clinical Education Courses - All students must maintain a minimum cumulative GPA of 2.5 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 at least 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
6. English
7. Introduction to Radiography

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. The schedule will include two 15-minute breaks and one 30-minute lunch break.

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. 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 10th of each month. Students will be charged the 22\$ post-processing fee if TLD is late.
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. All records will be displayed by TLD-ID number (not student name) in the classroom each month.
3. Radiation TLD monitoring results will be reviewed monthly in the classroom. 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 personal 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. Never hold a patient during any radiographic procedure when the exposure is on. Practice proper radiation protection in assisting with fluoroscopic exams.
 - d. Use exposure factors that produce minimum radiation dose to patient and co-workers. Collimate to the anatomy of interest.
 - e. Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.
 - f. During fluoroscopy and C-arm procedures always wear your TLD outside the apron at collar level.
 - g. Keep all doors closed during exposure.
 - h. 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.
 - i. All repeat exams must be performed with direct supervision.
7. In the Radiography Laboratory at Casper College, HS 118, the use of human subjects in making radiographs is forbidden.

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:

ALARA Action Level	Dose Level	Action to be taken
ALARA Level I	Whole body: <i>1st year students:</i> 30 mrem/monthly monitoring period <i>2nd year students:</i> 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: <i>1st & 2nd year students:</i> 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.
Embryo-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.

Laboratory Usage Policy

Room 118

Equipment: Lab A, B, C, 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 allow for students to gain hands on experience utilizing manikins for exposures to practice various imaging procedures. Students may not perform exposures on manikins without proper supervision. Students may practice on each other, but under no circumstances can they make exposures on any human subject. 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.

These 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.

Pregnancy

Any student who thinks or knows she is *pregnant is encouraged, but not required to notify* the program director and clinical coordinator so that appropriate and responsible actions may be initiated to protect the unborn fetus and mother from unnecessary exposure to radiation (ALARA).

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

If the student chooses to notify the program, and is prescribed limitations by her physician, she will need to get an official written statement from her physician stating all limitations she is subject to. She will be given information in the form of the NRC Regulatory Guide #8.13. After reading the information and asking any questions necessary, she will be required to pass a quiz over the material. At this point, the student in consultation with the clinical coordinator and program director will make one of the following informed decisions.

1. The student may elect to leave clinical education and remain in didactic and academic courses until after the pregnancy. After delivery, the student is allowed back into the clinical environment and continues on towards the completion of all courses. This option will require the student to extend the program period until all clinical objectives are met.
2. The student may elect the *unmodified* option, which is to stay in all phases of the program (clinical, didactic, and academic) and as a result of this have her clinical experience reduced to a level that is consistent with good radiation protection practices. That is, the student would likely not be required to do heavy lifting tasks, and those tasks associated with the greatest chances for operator exposure to scatter radiation. It may also require extension of the clinical portion of the program until all clinical objectives are met. Note: each semester must be complete before the student can move on to the next semester. In addition, the student will be required to wear a 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 milliSeivert) or below for the entire gestational period.

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

Student

Program Director

Date

Estimated date of conception

Repeat Radiograph Procedure

All radiographs 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 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 radiograph **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 initialed by the supervising technologist.
5. If the student does not follow this policy, they will be placed on program probation or dismissed.

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.

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

Direct and Indirect Supervision

Direct Supervision- Student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and 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. All student acquired images must be approved by a licensed technologist. 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.

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)

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

Repeat radiographs always require direct supervision.

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 complete their Moodle 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, or preceptor, during any clinical rotations while following the policies listed above.

Student Scope of Practice- Clinical Reminder Letter

1. Reviewing Images - Students are not allowed to formally QC their own radiographs without supervision. It is essential that you critique your work and understand what is acceptable in regard to image quality; however, a technologist must approve all images prior to sending them to the radiologist for interpretation.
2. Students should participate in all procedures within their assigned area. However, if all the exams are completed in that area then you are expected to participate in another appropriate area of the radiology department that is considered educational and beneficial to you. This can be left up to the discretion of the supervising technologist.
3. Students must have direct or indirect supervision at all times. Direct supervision is required for all procedures in which a student has not passed a competency. Once you have passed a competency then indirect supervision is acceptable. During indirect supervision a technologist must be available in the immediate vicinity to assist you if necessary.
4. Repeat exams - During any repeat the technologist must provide direct supervision. You are required to document all repeats in your procedures log. These are then validated by a supervising technologist. This validation indicates that you were supervised during all repeat exams.
5. Portable Exams - Students must be supervised during all portable exams. Indirect supervision is acceptable during portable exams if you have passed a competency in this area. This means that a technologist must be in the immediate area ready to assist. All students are required to wear lead shielding during any procedure where they are in the room while the x-ray equipment is being energized, this includes all portable and fluoroscopic exams.

6. Surgery Procedures - Students must have direct supervision during surgery procedures. You may perform the exam; however, the technologist must be present in the room.
7. Radiation Safety - The program emphasizes the importance of radiation safety for the patient, student, other staff members and technologist under the ALARA philosophy. You are required to shield all patients of child bearing years. Under our accreditation standards you are not allowed to hold patients during exposures except when assisting with fluoroscopic studies. You must wear shielding for all procedures where you are in the room when the x-ray equipment is being energized, this includes all portable and fluoroscopic exams.
8. Clinical Assignments and Objectives - Students are required to turn in all clinical objectives, evaluations, procedure logs and assignments specific to their clinical experience one week after the completion of a rotation. Late assignments will result in a 10% deduction per day.
9. Professionalism:
 - i. Uniform: The dress code must be followed during clinical rotations. Professional appearance is essential to providing quality patient care.
 - ii. Professional behavior is expected at all times during clinical rotations. Radiography students must always adhere to the HS Civility Statements.
10. Social Media Policy Statement - Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care:
 - i. Personal electronic devices: Use of cellular phones, SmartWatches, tablets, Kindles, or other personal electronic devices during lectures, labs, or clinical rotations, without instructor permission, is **prohibited**. Using any of these devices during any form of testing is also **prohibited**. If a student is found using any of these devices in a testing situation, academic dishonesty will be assumed and the student may be dismissed from the program. Personal laptop computers are permitted for use during lectures at the instructor's discretion. Use of any recording devices is strictly prohibited on campus in faculty offices; during all classroom, study group, laboratory, simulation, clinical and/or field experiences. Please see the Health Science Social Media Policy.
 - ii. A breach of any of these provisions could lead to an immediate dismissal from the program.

Probation/Termination

A student can be subject to immediate dismissal without prior disciplinary action.

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 violates the program policies or guidelines, action must be taken to ensure quality and safety. The following actions will be taken when a policy or procedure, or any combination of policies and procedures are violated:

1. Verbal warning: A record of any verbal warning is kept in the student's file.
2. Written Warning: If a second violation occurs after a verbal warning a formal written notification to the student will be filed. A copy will be provided to the student, and a will be maintained in the student's file.
3. Probation: If the student displays any unacceptable behavior/infracton 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.
4. Dismissal: If, after the appropriate actions have been carried out and the student fails to improve

performance or continues any unacceptable behavior/infraction, the student will be dismissed from the program.

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/or they violate the quality and safety standards put forth by the program.**

- A. Violation of dress code; chemically impaired behavior; allowing immunizations, driver's license, BLS, TB or health insurance to lapse.
- 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 excused or unexcused absences, or tardiness. (Excessive is defined as 2 absences or 2 tardies).
- G. Dishonesty or cheating.
- H. Utilizing unapproved electronic devices. Accessing an electronic device during testing. Failure to follow the Social Media Policy.
- I. Breaking patient confidentiality.
- J. Not following the guidelines of direct and indirect supervision as outlined in these policies. Not following the repeat procedure. Allowing a patient to leave without images being approved by a licensed technologist.
- K. Failure to participate in clinical exams.
- L. Failure to remain in assigned clinical rotation/department.
- M. Failure to meet any of the requirements outlined in this manual, the Health Science Handbook, and/or Casper College handbook.

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 *any* 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 2.50.
- f. Unwarranted conduct as a student radiographer in didactic or clinical education may result in immediate dismissal from the program: Some examples include:
 - Misuse of college or clinical affiliate property.
 - Intoxication during classes or labs didactic and clinical education.
 - Committing a felony during education in the program.
 - Repeating a radiograph without direct supervision.
 - Failure to maintain clinical compliance.
 - Allowing a patient to leave without images being approved by a licensed technologist.
 - 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.
 - Falsifying clinical timeclock – forgetting to utilize Moodle, unsanctioned IP address
 - Willful refusal to follow policies outlined in this manual.
 - Disregard for radiation protection policies. Breaking patient confidentiality.
 - Utilizing unapproved electronic devices. Accessing electronic devices during any form of testing.
 - Unethical behavior –academic dishonesty or cheating.
 - Posting clinical or class experiences on social media.

Any infraction involving an ethical or safety issue can result in immediate dismissal from the program. Failure to remain in assigned clinical rotation, failure to participate in all exams, failure to have images checked by a technologist, and/or losing a clinical site, can result in immediate dismissal. 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.

Reinstatement Policy

A student who earns a final grade below a "C" in any clinical or didactic radiography course will be ineligible to continue with their current standing in the program. Students have two choices if they wish to continue with the program in a different cohort. The first is to re-apply as a freshman student in 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:

1. Re-entry into the program must occur within one year.
2. The student must inform the Program Director, in writing, of his/her desire to re-enter the program.
3. Reinstatement requires that the student prove competency up to the level where they will be entering. This involves:
 - a. Competency positioning tests involving the exams that the student covered in previous courses. The student must earn an 85% or better to pass.

- b. Written exams 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. Being dismissed from the program.
- c. Being refused access to any clinical site.
- d. Re-applying beyond one academic semester of failed grade.
- e. Violations of professional ethics and/or standards of practice.
- f. Not achieving and or maintaining a cumulative college GPA of 2.5 or higher
- g. Space is not available in the class which the student wishes to apply.

Clinical Accessibility Policy

Casper College Health Science programs utilize 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's position on your participation 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 employment issue **or another issue(s)** and have not complied with the above, you could be denied entry in a Health Science program or **be dismissed from program**. **Students who are denied clinical accessibility at any time prior to or during a program will be dismissed.**

Students must maintain their immunizations, BLS, TB test, Flu shot, Driver's License, and Health Insurance. Wyoming Medical Center HealthStream objectives must be met monthly. Failure to maintain clinical compliance may result in immediate dismissal from the program.

All students must pass a background check as each facility requires and a Wyoming Medical Center/Banner drug screening prior to starting clinical education. Random drug screenings can occur throughout the duration of the program.

Transfer Students

Students wishing to transfer into the Casper College Radiography Program from other institutions 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 2.5 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.
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. Prior students who failed to meet the requirements of this Policy Manual will not be considered.
9. The applicant will be subject to the clinical site's drug and alcohol screening.

10. The student may be required to prove clinical and didactic competence in areas previously studied to determine appropriate academic level of the applicant.

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 RDTK 1830 Pharmacology for Radiographers
- Completion of venipuncture in-service
- Student has performed three successful punctures on a manikin
- Venipuncture release form located below has been signed and turned in to 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: _____

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.

Covid19

Provide evidence of full Covid19 immunization.

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 \$60- \$120, 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.

MMR

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

BLS

Student must obtain BLS 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

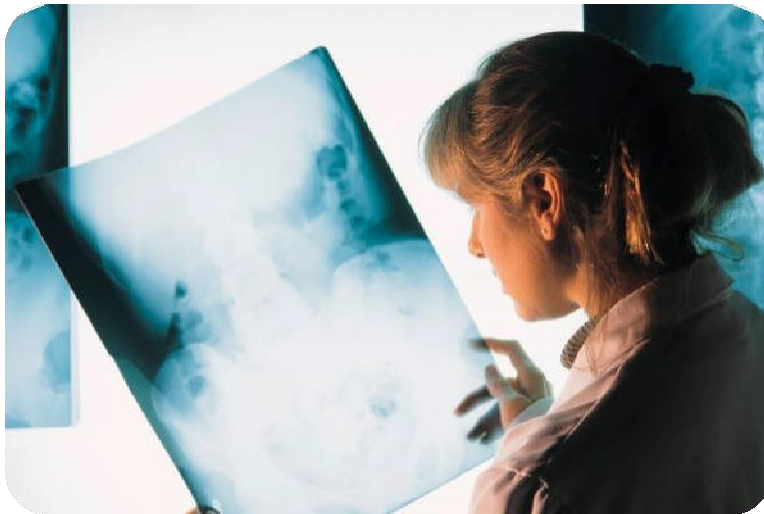
Provide evidence of Chicken Pox immunization or provide a varicella titer.

Tdap

Tdap must be given within 10 years of your graduation date. Tdap is a combination vaccine that protects against three potentially life-threatening bacterial diseases: tetanus, diphtheria, and pertussis (whooping cough).

Driver's License

Students must maintain a valid driver's license and vehicle insurance for the duration of the program.



Clinical Agencies – Policies and Procedures

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:
 - a. Routine use of suitable eye protection and the use of other personal protective equipment/apparel as deemed appropriate by faculty and/or agency staff.
 - b. Disposal of all sharps in an approved sharps container and of all disposable contaminated materials in red garbage bags.
 - c. Refraining from direct patient care and the handling of patient-care equipment until exudative lesions or weeping dermatitis resolves.
 - d. 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 a 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. Students must also keep a copy of their personal records.

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.

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 99 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

Infection Control

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

Personnel:

Any student with an infectious process must report to the clinical coordinator/instructor before assignment.

Personal 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, Steadi's 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 in 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 appropriate disinfectant following procedure.
3. Following routine x-ray examination, radiographic table and x-ray CR cassettes or Imaging Receptor 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 Sterilization to be autoclaved (if instrument is re-usable).
5. X-ray CR cassettes and IR shall be cleaned with hospital-approved disinfectant following any contact with isolation patient.
6. All portable radiographic equipment must be "wiped down" with hospital-approved disinfectant prior to entering any operating room suite.
7. All "used" disposable supplies contaminated with blood/body fluids, must be placed in a red sanitation bag for proper disposal. These "red" bags must be kept separate from normal trash items.

Cut Down and Puncture Examinations:

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

Blood & Body Fluids "Barrier"

1. Hands should always be washed or alcohol gel used, before and after contact with patients. If hands come in contact with blood, body fluids or human tissue, they should immediately be washed with soap and water.
2. Gloves should be worn whenever contact with patient clothing, skin, 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.

FERPA

Privacy of Student Records. The Family Educational Rights and Privacy Act (FERPA) outlines the rights of students and the responsibilities of educational institutions in the maintenance and security of student records. The rights of students under this act include the following, subject to conditions and limitations specified in the act:

1. The right to access official records directly related to the student. Students may request to amend education records for inaccurate or misleading information but they may not challenge a grade, an opinion, or a substantive decision. Students have the right to a hearing pertaining to denied requests and may submit a personal statement in the record regarding the dispute.
2. The right to limit disclosure of personally identifiable information contained in education records. Casper College may release student information to excepted parties per this act without student consent. The college considers the following information to be directory information and, in response to public inquiry, may be disclosed in conformance with state law, at the college's discretion, without prior consent of the student: (a) student name, (b) city and state of current address, (c) major field of study, (d) educational level, (e) participation in officially recognized activities and sports, (f) weight and height of athletic

team members, (g) dates of attendance, (h) degrees and awards, and (i) enrollment status. Students who wish to restrict the release of their directory information are encouraged to do so by completing the Request to Withhold Directory Information Form in Enrollment Services during the first 14 calendar days of the fall or spring semester or the first four calendar days of the summer session. Students can opt-out at any time during the semester but requests are not retroactive.

3. The right to file a complaint concerning alleged failure by Casper College to comply with the Act with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington DC 20202-4605.
4. The information contained in educational records, except for directory information, will not be disclosed to anyone without the prior written consent of the student.

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

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

The health sciences faculty is cognizant of the various state board recommendations on chemically impaired students who apply for licensure and will communicate this information to students. Faculty recommends that on application for licensure the student offer full disclosure of chemical dependence and extent of the treatment received.

[Behaviors that may indicate a substance abuse problem](#)

Physiologic

- Declining health
- Slurred or rapid speech
- Trembling hands
- Persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Odor of alcohol
- Unsteady gait

Behavioral

- Irritability and mood swings
- Isolation or avoidance of group work
- Refusing to perform exams
- Pattern of absenteeism and tardiness
- Leaving assigned clinical rotation

- Decreased clinical and academic productivity
- Fluctuating clinical and academic performance
- Change in dress or appearance
- Inappropriate responses
- Elaborate excuses for behavior
- Decreased alertness/falling asleep in class
- Dishonesty
- Depression
- Difficulty controlling anger
- Extreme emotions/dramatic behaviors
- Flat affect
- Relationship concerns
- Self-Injury
- Stress/anxiety
- Threats to harm self or others

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 on campus, notify security (2688) and request a drug/alcohol test, at the student's expense, if determined to be necessary. If patient/client care is involved, relieve the student of the client assignment.
 - Students suspected of drug or alcohol use or who display obvious impairment will NOT be permitted to return to class, lab, clinical or fieldwork assignments while awaiting test results, and absence time will accrue. In the event that a student is suspected of illegal drug or alcohol abuse through second hand knowledge, the suspected student may voluntarily submit, at his/her expense, to a drug and/or alcohol test to further clear any suspicion.
 - Send the student with a designated driver to the Occupational Health Office at 245 Fenway, for drug/alcohol testing or an identified site that is available at the geographical clinical site location
 - The Occupational Health Office will be contacted for a referral location that is accessible to the clinical site
 - Notify the Occupational Health Office, 577-4300, or the identified site that is available at the geographical clinical site location, of the student's name and impending arrival
 - A student's refusal to submit to drug/alcohol testing will be considered failure to comply with a reasonable request. At that time the student's actions would be considered noncompliant with the program policies and would be grounds for disciplinary action, and may result in termination from the program.
 - The student and director of the program will be notified of results.
 - Collaborate with the clinical site regarding substance-abuse policies pertaining to student in the clinical setting, if applicable.

- If the drug/alcohol test is negative, a student will be given an opportunity to make-up clinical or fieldwork absence time.
 - If the drug/alcohol test is positive, a student will not be allowed make-up time for clinical/fieldwork, and absence time will continue to accrue. Disciplinary action will be taken and may result in termination from the program.
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.

- a. Make student aware of the faculty's/ supervisor's allegations.
 - b. Review the procedure.
 - c. Present documentation concerning student's behaviors and provides the student with opportunity to discuss the observations.
 - d. 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.
 - e. Documentation is dated and signed by the faculty/ supervisor (s), director of the program and the student.
 - f. Original is placed in student file and copy is given to student.
 - g. If obvious impairment or admission of drug/alcohol use is determined, the information meeting may be bypassed and/or become an intervention meeting. The student will be removed from class, laboratory, and clinical assignments.
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.
 - Secure the student's agreement via a FERPA release to allow the program director and/or dean to discuss the student's academics and behaviors with the health care provider whom the student has chosen for the 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, labs 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.
5. 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 has 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 Substance Abuse Contract

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

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

Date: _____

Student signature:

(agreement) _____

(disagreement) _____

Witness signature: _____

Casper College School of Health Science: Student Success Plan

Date: _____

Student Name: _____

Attending Faculty: _____

Class/Clinical Rotation:

1. Underline one or more areas of concern:

Academic Performance Professionalism Attendance Other

2. Explanation of the conflict, issue or problem:

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

4. Steps for Resolution:

- a. Goal(s):

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

5. Resources needed:

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

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

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

Student signature

Faculty signature

Acceptance into Radiography Program

I understand the requirements of the Casper College Radiography Program, and accept my invitation to attend.

Student Name Printed: _____

Student Signature: _____

Date: _____

Student Handbook Agreement

I have read the Casper College Student Handbook for the Radiography Program housed in the School of Health Science and I fully understand and will adhere to all of the policies presented therein.

Student Name Printed: _____

Student Signature: _____

Date: _____

Radiography Policy Manual Agreement

I have read the Casper College Radiography and Health Science Policy Manual. I fully understand, and will adhere to, all of the policies presented therein, for the duration of my time in the Casper College program.

Student Name Printed: _____

Student Signature: _____

Date: _____