

Casper College name-tags and radiation monitors are not to be worn while a student is working for a facility. Student Interns may not participate in clinical activities while on-the-clock as an intern.

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, instructor, and clinical site, and fill out the absence/tardy quiz in Moodle.

Didactic and Clinical

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Clinical Education Centers

Banner Wyoming Medical Center 307-577-2383

Black Rock Imaging (Gillette) 307-682-8228

Campbell County Memorial Hospital (Gillette) 307-688-1000

Community Health Center of Central Wyoming (CHCCW) 307-233-6000

Converse County Memorial Hospital (Douglas) 307-358-2122

Hot Springs Memorial Hospital (Thermopolis) 307-864-3121

Mesa Immediate Care 307-233-7300

Outpatient Radiology 307-232-5003

Rocky Mountain Oncology 307-235-5433

Sheridan Memorial Hospital 307-672-1050

Summit Medical Center 307-232-6600

Washakie Medical Center (Worland) 307-347-3221

Western Medical Associates 307-233-0600

Wyoming Surgical Center 307-472-8780

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. However, it is understood that availability of scheduled procedures fluctuates and therefore, at the discretion of the supervising technologist, in order to optimize the student's clinical education experience, the student may participate in another appropriate area of the radiology department. Please note, a minimum 1:1 student/precepting staff ratio must be maintained and **students scheduled to a specific area have preferential choice for participation and competencies in that area.**
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.
5. Students must obtain the signature of the program director on the ARRT 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 in the prerequisite class RDTK1500 Intro to Rad Tech, in each class the Program Director teaches, and on the Radiography Program website. Should any student believe the program is in violation of any standard, they should do the following in this order:

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 Academic Chair for Health Sciences, then to the Health Science Dean for mediation. At this point the complaint is in the official channel of the college and will be handled as a student grievance if mediation fails.
 5. If the student is not satisfied after the grievance process, the JRCERT's address is in the Standards and can be contacted.

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 could then take your problem through the appropriate chain of command starting with your instructor, the program director, then the academic chair, Dean, and lastly the vice president for academic affairs.

Student Grievances

Casper College is an equal opportunity institution and as such does not discriminate based on 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.

Students who believe they have been discriminated against or have been treated unfairly may seek resolution through the student grievance process except for sexual misconduct or discrimination violations, which should be referred to the Sexual Misconduct and Discrimination Policy. Disagreement with the college's or program's policies, procedures, or regulations, is not grounds for a grievance. Grievances may be addressed through an informal resolution, formal resolution, or grievance hearing. Below is the student grievance link.

https://catalog.caspercollege.edu/content.php?catoid=22&navoid=18915#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 incident 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
1-74.9	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:

- A. 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 requisite academic courses, but must achieve at least a "C" in order to graduate from the program:
 1. Anatomy and Physiology
 2. Medical Terminology
 3. Pre-Calculus Algebra
 4. Sectional Anatomy
 5. English
 6. 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, according to the number of clinical hours scheduled daily.

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 badge. It is the student's responsibility to exchange the Radiation Monitor by the 10th of each month. Students will be charged the estimated 25\$ post-processing fee if Radiation Monitor 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 Radiation Monitor -ID number (not student name) in the classroom each month.
3. Radiation 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 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 monitor 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. Students are required to shield patients according to the clinical facility policy. Students must wear shielding for all procedures when in the room where the x-ray equipment is being energized, and keep a minimum of 6 feet distance from the patient and the radiation source- this includes all surgical, portable, and fluoroscopic exams.
 - b. Never hold the Image Receptor, or a patient, during any radiographic procedure when the exposure is on. Practice proper radiation protection in assisting with fluoroscopic exams.
 - c. Use exposure factors that produce minimum radiation dose to patient and co-workers. Collimate to the anatomy of interest.
 - d. Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.
 - e. During fluoroscopy and C-arm procedures always wear your Radiation Monitor outside the apron at collar level.
 - f. Keep all doors closed during exposure.
 - g. All women of childbearing age shall be asked if they are pregnant before a radiograph in the clinical setting is taken. A completed and signed pregnancy questionnaire is required for each of these patients.
 - h. All repeat 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 Radiation Safety Officer (PD) 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	Radiation Safety Officer (PD) 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	Radiation Safety Officer (PD) 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

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 Radiation Monitor when making exposures on manikins in the radiography lab. The Radiation Monitor should be worn at the collar level.**
4. All students must be behind a protective barrier during exposures in the radiography lab. See portable 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.

Portable Exposures: The rules listed above apply to usage of the portable in the lab. Additional rules for this equipment are listed below. **Students must have an instructor present when making exposures with the portable.**

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. Lead aprons must be worn properly and at all times. The Radiation Monitor 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 radiation 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 delivery _____

Repeat Radiograph Procedure

All radiographs must be approved by the clinical Preceptor, a qualified staff 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 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/preceptor 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, fluoro, and mobile procedures must always be directly supervised.

Indirect Supervision- Supervision provided by a qualified practitioner who is immediately available to assist students regardless of the level of student performance. Immediately available is interpreted as the physical presence of a qualified practitioner at the location where a radiographic procedure is performed. This includes all exams including portable procedures. **All student acquired images must be approved by a licensed and registered 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) Students may not perform a competency exam until the didactic portion has been covered in class.

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- Example Clinical Yearly Reminder Letter

1. **Reviewing Images**-Students are not allowed to formally QC their own radiographs without supervision. It is essential that students critique their own 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. As much as possible, **students are required to participate in all procedures within their assigned area.** However, it is understood that availability of scheduled procedures fluctuates and therefore, at the discretion of the supervising technologist, in order to optimize the student's clinical education experience, the student may participate in another appropriate area of the radiology department. Please note, a minimum 1:1 student/precepting staff ratio must be maintained and **students scheduled to a specific area have preferential choice for participation and competencies in that area.**
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. The JRCERT defines direct supervision as student supervision by a qualified radiographer 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 physically present during the procedure, and
- reviews and approves the procedure and image.

Once students have passed a competency then **indirect supervision** is acceptable. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available, within speaking distance, to assist students regardless of the level of student achievement. All images must be QC'd by a technologist.

4. **Repeat exams-** During any repeat, a licensed and registered technologist must provide **direct supervision**. Students are required to document all repeats in their procedure log. These are then validated by a supervising technologist. This validation indicates the student was supervised during all repeat exams.
5. **Portable/Fluoro/Surgical Exams-** Students must be **directly supervised** during fluoro, surgical, and mobile exams, including mobile fluoroscopy procedures regardless of the level of competency. Students may perform the exam; however, the technologist must be present in the room. 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, surgery and fluoroscopic exams.
6. **Radiation Safety-** The program emphasizes the importance of radiation safety for the patient, student, staff members and technologist under the ALARA philosophy. Students are required to shield patients according to the clinical facility policy. Under our accreditation standards **students are not allowed to hold patients, or the image receptor**, during exposures except when assisting with fluoroscopic studies. Students must wear shielding for all procedures when in the room where the x-ray equipment is being energized, and keep a minimum of 6 feet distance from the patient and the radiation source- this includes all surgical, portable, and fluoroscopic exams.
7. **Clinical Assignments and Objectives:** Students are required to turn in all clinical objectives, evaluations, procedure logs and assignments specific to their clinical experience after the completion of a rotation. Late assignments will result in a 10% deduction per day. Students must adhere to the Clinical Accessibility Policy and maintain any facility requirements (such as Banner modules and compliance, PPD tests, flu shots, etc.). We continue to see changes with Covid19, and students are required to follow any covid requirements the clinical facility deems necessary.
8. **Professionalism:**
 - a. Uniform: The dress code must be followed during clinical rotations. Professional appearance is essential to providing quality patient care.
 - b. Professional behavior is expected at all times during clinical rotations. Radiography students must always adhere to the CC HS Civility Statements.
9. **Social Media Policy Statement - Prohibited Recording Device Use, Social Networking Participation, and Public Disclosures of Care**
Personal electronic devices: 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, **student use of cellular phones, SmartWatches, tablets, Kindles, or other personal electronic devices during lectures, labs, or clinical rotations, without instructor permission, is prohibited. Permission must be requested and granted for each use.** 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.

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.

Moodle clinical time clocks must be filled out correctly and completely. Clocking in or out from your phone is unacceptable. Using your phone in clinical is considered academic dishonesty. A breach of any of these provisions could lead to an immediate dismissal from the program.

- 10. Emergency Evacuation:** Exit HS building onto College Drive. Completely descend stairs and move away from staircase so that emergency personnel can ascend stairs.

Student Resources

<p>Wellness Center – Union/University building, Second floor, Room 202A (UU 202A) Phone number: 307-268-2267</p>	<p>Financial Aid finaid@caspercollege.edu Phone: 307-268-2323, 1-800-442-2963 Text 307-268-2996 Fax: 307-268-2611 In person: Enrollment Services on the third floor of the Gateway Center</p>	<p>ADA accommodations Jennifer McLeod Disability Services Counselor 307-268-2557, Fax 307-268-3058 Location: Walter H. Nolte Gateway Center, Rm. 342</p>
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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 discussion is kept in the student's file.
2. Written warning: If a second violation occurs after a verbal discussion 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/infraction after a written discussion, 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 the student fails to improve performance, has an additional violation, 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 or immediately dismissed 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 patients, healthcare workers, instructors, and peers.
- 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 in a manner that affects the 1:1 ratio, or causes unfair practices regarding competency examination opportunities, or occurs without the discretion of the supervising technologist.
- 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 may 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 may be immediately dismissed from the program for the following reasons:
 - a. Accruing any of the probation behaviors listed above.
 - b. Failing a drug screen test (Initial drug screen failure=immediate dismissal/program acceptance will be rejected)
 - c. Breaking probation (Violating *any* policy while on probation).
 - d. Placement on probation for more than two policy infractions within the two-year period of the program.
 - e. A grade of "F" or "U" from any didactic or clinical course automatically results in immediate dismissal from the program.

- f. Allowing cumulative G.P.A. to drop below 2.50.
- g. Unwarranted conduct as a student radiographer. 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.
 - Failure to meet professional behavior expectations for student radiographers
 - 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
 - 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 may result in immediate dismissal from the program, without prior documentation of any violations. Failure to remain in assigned clinical rotation, failure to participate in all exams, failure to have images checked by a technologist, losing a clinical site, and/or failure to adhere to direct/indirect supervision policy will most likely 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 with documented special issues may be eligible for reinstatement. 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. Written exam(s) covering material from previous courses they completed. The student must earn a 75% or better to pass. If successfully completed, student may move on to part b;
 - b. Competency positioning tests involving the exams that were covered in previous courses. The student must earn an 85% or better to pass.

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

1. Written or Competency exam(s) are not successfully completed on first attempt.
2. Failure of two or more didactic or clinical courses.
3. Being dismissed from the program.
4. Being refused access to any clinical site.
5. Re-applying beyond one academic semester of failed grade.
6. Violations of professional ethics and/or standards of practice.
7. Not achieving and or maintaining a cumulative college GPA of 2.5 or higher
8. 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 employment ceased involuntarily and you 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 and Radiology management 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 the program**.

Students who are denied clinical accessibility, at any facility, at any time prior to or during a program, will be dismissed.

Students must maintain their program acceptance requirements. Medical facility objectives, modules, and exams must be met monthly. Failure to maintain clinical compliance may result in immediate dismissal from the program.

All students must pass a background check per facility requirements 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. Program Director will consult college registrar for transferability.
5. Two letters of recommendation: One from the current program director, and another from a faculty member or technologist 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. A Proficient score or higher on the ATI Test of Essential Skills (ATI/TEAS) is required as part of the application process. **Developmental and Basic scores are not eligible to apply.**

8. The applicant must meet all the requirements of the Casper College Radiography Program.
9. Prior students who failed to meet the requirements of this Policy Manual will not be considered.
10. The applicant will be subject to the clinical site's drug and alcohol screening.
11. The student may be required to prove clinical and didactic competence in areas previously studied to determine appropriate academic level of the applicant.
12. Must apply and be accepted to Casper College and have transcripts reviewed by the college registrar for transferability of general education and radiography courses.

Venipuncture

Name _____ Date _____

Student Signature _____

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 successful punctures on a manikin
- Venipuncture release form 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.

After completing a comprehensive course in pharmacology, contrast media administration, ethics, and venipuncture the student will be required to perform two venipunctures in the clinical setting. Please have the supervising technologist sign and date under the proper column once the student has completed each venipuncture.

Date of Venipuncture	Exam	Supervisors Signature	Comments

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 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

Clinical compliance is dictated by our facility partners. Covid immunization has been required in the past, and may be reinstated. Students must adhere to any updated requirements throughout the duration of the Program.

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 and clinical facility within 1 week following each injection.

Two-Step TB Skin Test

TB skin test results must be filed with the program director and clinical facility. 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 and clinical facility 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 and clinical facility prior to the start of the program.

Chicken Pox

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

Flu Immunization

Provide proof of the flu shot each fall semester.

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. Refrain 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 and/or the facility infection control department to institute appropriate measures. Such treatment will be rendered at the expense of the individual student.

- D. The Student will keep records of immunizations and testing required by clinical agencies to meet the dictates of regulatory agencies and supply such records to clinical agencies as requested and necessary.

Material Safety Data Sheet (MSDS)

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

Workplace Hazards

The Casper College Radiography Program is committed to providing a safe environment for the student's educational experiences. Students will receive information regarding radiation protection, body mechanics and standard precautions prior to entering the clinical setting in the following courses: RDTK 1500, 1530, 1580 and 1710. This information will be reviewed periodically throughout the program to ensure students are following safe practices in these areas. Workplace hazards such as, but not limited to, classroom safety, fire, natural disasters and other emergency situations as well as departmental policies and procedures and hazardous material regulations will be reviewed during program, hospital and clinical orientations. College courses outside the radiography program requiring the use of various chemicals in lab will review safety issues related to the use of each chemical with students prior to their use. General chemical and electrical safety rules for the radiography department are listed below. 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, eye protection will be used if recommended or indicated.
3. Gowns, masks, gloves, eye protection 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, Stedy's, or wheelchairs will be thoroughly cleaned with disinfectant 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, masks, eye protection and gloves are indicated if blood splattering is likely.
4. Masks, gowns, gloves, and protective goggles should be worn if aerosolization or splattering is likely to occur, such as in certain dental and surgical procedures, wound irrigation, tube placement, 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 a patient during any examination or treatment 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 misdemeanor, 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

- A. The faculty of the School of Health Science has a professional and ethical responsibility to the student and clients. The faculty requires that health science 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 science programs including classroom, laboratory, and clinical settings.
- B. 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 science 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. <https://www.caspercollege.edu/wp-content/uploads/2022/09/2021-CC-Annual-Security-Fire-Safety-Report.pdf> In addition, the health science faculty will intervene with the chemically impaired student as outlined in the established School of Health Science procedure.
- C. 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.

- D. 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.
- E. The health science 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 offers 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. Health science 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:
 - A. Notify the director of program of the pending situation. The director will notify dean and others as appropriate.
 - B. Remove the student to a private area and provide the opportunity for the student to explain the observed behavior(s)
 - C. 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.
 - D. 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.
 - E. If no obvious impairment is displayed, the student may be allowed to attend lecture or laboratory on campus while awaiting test results at the program director's and/or dean's discretion.
 - F. 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.
 - G. The student and director of the program will be notified of results.
 - H. The director will collaborate with the clinical site regarding substance-abuse policies pertaining to student in the clinical setting, if applicable.
 - I. If the drug/alcohol test is negative, a student will be given an opportunity to make-up clinical or fieldwork absence time.
 - J. 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 science faculty, the clinical supervisor(s), the director of the program, and the student review the documentation of the alleged substance abuse and discuss the procedures that will be followed for procedure implementation.
 - Make student aware of the faculty's/ supervisor's allegations.
 - Review the procedure.
 - Present documentation concerning student's behaviors and provides the student with opportunity to discuss the observations.
 - Documentation of the student's behaviors, faculty's recommendations for follow-up, the student's written response to the allegations, and the date and time for the intervention meeting will take place at this meeting.
 - Documentation is dated and signed by the faculty/ supervisor (s), director of the program and the student as soon as possible.
 - Original is placed in student file and copy is given to student.

- 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.
 - While waiting for drug/alcohol test results or professional evaluation plan, if no obvious impairment is determined, a student may attend lecture or lab at the director's and/or dean's discretion.
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, and his or her expense, and to release the results to the program director and/or dean.
 - 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, at his/her expense, 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 information regarding a professional evaluation, if requested.
- D. The student may not attend program clinical or fieldwork until a professional substance abuse evaluation and plan are obtained. The plan must align with clinical and fieldwork accessibility policies for the program's sites. If the plan does not align with the clinical and fieldwork accessibility policies, the student may be terminated from the program. A student may attend lecture or laboratory if deemed appropriate by the program director, involved faculty, and/or dean.
- 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 Datebook if the student believes the allegation(s) regarding chemical impairment and the outcome of the intervention meeting are not justified.

Updated by Dean of HS- 5/2018

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

Student Agreement & Consent

Please read and initial each section of this agreement and consent form, and sign and date.

Initial

_____ As a student in the School of Health Science, I understand that per Standard Precaution Policies at the cooperating clinical agencies, I will wear either eyeglass shields or goggles while on clinical rotations to prevent fluid splashes to my eyes.

- Goggles/eyeglass shields will be worn in any situation that could result in contact with blood or other body fluids, i.e.:
 - A. Surgical procedures
 - B. Fluoroscopy
 - C. Invasive procedures
 - D. Handling articles contaminated with body fluid
 - E. Cleaning up body fluid spills
 - F. Working with hostile clients that may spit
 - G. Handling catheters
 - H. Venipuncture
 - I. Adjusting tubes or procedural equipment
 - J. Imaging orifices (Fluoro/removing piercings or dentures etc.)
- Instructors may determine additional procedures or situations where the goggles or eyeglass shields must be worn.
- I understand that I must purchase my own goggles or eyeglass shields and understand the above requirements.
- I understand that I am responsible for this equipment. If the goggles/eyeglass shields are lost or broken, I will be responsible for replacing them before returning to my clinical rotation.
- I agree to use other personal protective equipment/apparel in any infection control situation (lab, clinical, etc.).

_____ I give my permission for Casper College instructors to place my graded assignments and/or evaluations in the receptacles in the academic assistant's office, HS 202.

_____ I accept the responsibility of maintaining health insurance while I am a Health Science Student attending Casper College.

_____ I accept the responsibility of maintaining a current driver's license and car insurance as I drive to clinical sites while I am a Health Science Student attending Casper College.

COMMITMENT TO MY PEERS AND OTHERS

_____ **With our shared goal of excellence, I commit to the following:**

I will accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of the Health Science team. (The pronoun "I" is the student. "You" refers to any member of the Health Science team, clinical facility employees, classmates, faculty, staff, etc.).

1. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is when I need advice or help in deciding how to communicate with you appropriately.
2. I will establish and maintain a relationship of functional trust with you and every member of this team. My relationships with each of you will be equally respectful, regardless of job title, level of educational preparation, or any other differences that may exist.
3. I will not engage in the "3Bs" (bickering, back-biting, and blaming) and ask you not to as well.
4. I will practice the "3 Cs" (caring, commitment, and collaboration) in my relationship with you and ask you to do the same with me.
5. I will not complain about another team member and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.
6. I will accept you as you are today, forgiving past problems, and ask you to do the same with me.
7. I will be committed to finding solutions to problems rather than complaining about them or blaming someone for them and ask you to do the same.
8. I will affirm your contribution to the quality of our work.
9. I will remember that neither of us is perfect and that human errors are opportunities - not for shame or guilt, but for forgiveness and growth.
10. I will make myself available for collaboration when needed.
11. I will show respect as defined in all my interactions with others by:

Not interrupting

Listening

Allowing open dialogue

Being aware and accepting of others

Respecting your beliefs

Dealing with you directly and privately if I have a problem

Giving you my full attention

Not snapping to judgment or prejudging the situation

Being open minded

Not feeding into chaos

Avoiding the use of "killer-phrases"

Understanding that we all have a role to fulfill

Understanding the process

Addressing my issue, but then dropping it

Saying what I mean, without being mean in saying it

_____ In order to promote a culture of leadership, acceptance and empowerment in healthcare, I agree to follow these behaviors as clarification of the Health Science Core Performance Standards, specifically: Interpersonal abilities, Communication, and Professionalism.

_____ I have read the Casper College Radiography Program Policy Manual which includes the School of Health Science Handbook. I fully understand the contents and agree to abide by the policies therein.

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 and I fully understand and will adhere to all of the policies presented therein.

Student Name Printed: _____

Student Signature: _____

Date: _____

Radiography Policy Manual and Health Science Agreement

I have read the Casper College Radiography program and Health Science Policy Manuals. 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: _____