



SwedishAmerican Hospital
School of Radiography
2024-2025 Student Handbook

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Section 1: Radiologic sciences

Radiologic sciences use radiation in the diagnosis and treatment of human disease. Subspecialties include radiography, radiation therapy, nuclear medicine, and diagnostic medical sonography (ultrasonography). Radiologic technologists use their knowledge of physics, human anatomy and physiology to create medically diagnostic images. The radiologic sciences combine advanced technology with human compassion.

Radiography

Radiography is the allied health profession that uses x-radiation to produce images of the human body.

- The radiographer performs x-ray examinations.
- The radiographer provides patient care, comfort, and education.
- The radiographer uses radiation safety and protection practices.
- The radiographer produces high quality diagnostic radiographs for physician interpretation.
- The radiographer assists in the performance of invasive and fluoroscopic procedures.

This profession requires technical skills related to proper use of x-ray equipment and radiation, as well as skills related to patient care. Radiography serves as the background for further specialization in the medical imaging modalities of computed tomography, magnetic resonance imaging, mammography, and angiography. Career opportunities are also available in education, management, and technical sales.

UW Health SwedishAmerican Hospital

We are a 339-bed, acute-care hospital serving northern Illinois. In addition, we have an outpatient center and a medical center in Belvidere. UW Health is the academic health system associated with the University of Wisconsin-Madison. It encompasses the research, education and patient care activities that take place at the UW School of Medicine and Public Health, and within all UW Health clinics.

Program sponsorship

UW Health SwedishAmerican Hospital sponsors the School of Radiography. We are a hospital based, certificate program. As the program sponsor, UW Health has primary responsibility for the professional education program and grants the terminal award -- the hospital certificate. UW Health has a working affiliation with the University of St. Francis. This affiliation allows St. Francis students to attend Radiography School and upon completion of the program, students will be awarded a baccalaureate of science from the University of St. Francis along with a certificate from UW Health.

Program accreditation

The JRCERT (Joint Review Committee on Education in Radiologic Technology) accredits the UW Health SwedishAmerican School of Radiography. Accreditation ensures that we meet or exceed national standards regarding the quality of the program. Program accreditation also guarantees that graduates are eligible for national certification and state licensure. A copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences is posted on the bulletin board outside the classroom for applicant or student review. For more information about accreditation status, contact the JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901, (312) 704-5300, mail@jrcert.org or their [website](#).

Admissions

Admission is competitive. We receive approximately 30+ applications each year and accept up to ten qualified applicants. Applicants admitted to the program must meet academic and professional admission standards. We offer applicants two options: A certificate track or a baccalaureate track.

The difference between these options is in:

- Number of college courses completed before admission to the hospital program.
- Cost of tuition
- Availability of financial aid. (Financial aid is available for the baccalaureate track. There is NO financial aid for the certificate track).
- Awards granted upon completion.

Another difference is if the student earns academic credit. While enrolled in the School of Radiography, certificate track students and baccalaureate track students complete the same courses. Both tracks satisfy the educational requirements from the ARRT to be eligible to sit for the national registry exam and gain employment as a radiographer.

Certificate track

Applicants that select the certificate track will attend the School of Radiography for 21 months and do not wish to complete the requirements for a four-year baccalaureate degree; applicants are required to have an associate degree. In the process of earning that degree, applicants must complete eight prerequisite college courses to qualify for admission into the program. All science courses must be completed within the 5 years prior to being accepted including human anatomy and physiology I & II, chemistry, and medical terminology. Certificate track students do not earn academic credits or a degree and are not eligible for financial aid. There are scholarships available through the Rockford Health Career Foundation, UW Health SwedishAmerican Hospital, and the Guminski Scholarship. Most scholarship opportunities fund tuition for the second year only. Certificate track students pay tuition directly to UW Health SwedishAmerican Hospital and earn a radiography certificate upon successful completion of the program. Successful completion of the program qualifies the graduate to sit for the ARRT national certification examination and for eligibility for Illinois State licensure.

Baccalaureate track

The baccalaureate track is for students seeking a four-year degree. Students must complete two years of pre-requisite college courses BEFORE enrolling. We do not grant academic credit. However, the School has a baccalaureate degree affiliation with the University of St. Francis. This affiliation provides students with an option to earn a Bachelor of Science in radiography. The University of St. Francis provides pre-professional education, grants academic credit for the hospital-based curriculum, and awards the baccalaureate degree upon successful completion of the hospital certificate program. USF will accept transfer credit from Rock Valley College, or another accredited college of your choice, to meet the pre-professional requirements. While enrolled in the School of Radiography, the baccalaureate-track student pays tuition to USF and is eligible for the University's financial aid programs. Upon successful completion of the 21-month program and the two years of pre-requisite college courses, baccalaureate track students earn a radiography certificate from UW Health SwedishAmerican Hospital and a Bachelor of Science degree from the University of St. Francis. Successful completion of the pre-professional courses and the radiography curriculum qualifies the graduate to sit for the ARRT national certification examination and for eligibility for Illinois State licensure.

Students interested in pursuing the baccalaureate degree option should contact the Coordinator of Allied Health Enrollment at the University of St. Francis (800) 735-7500. Students may also apply to USF.

ALL students entering the program must either have a minimum of an associate degree OR be enrolled in the baccalaureate track through the University of St. Francis. This is required by the American Registry of Radiologic Technologists (ARRT).

Academic credit

UW Health SwedishAmerican Hospital does not award academic credit. We use a credit hour system to calculate student grade point averages and determine student eligibility for graduation. For clinical courses, students earn 1 credit hour per 80 contact hours/semester. For didactic courses, students earn 1 credit hour per 2 contact hours/week.

For information on how a student may earn academic credit for completion of clinical courses, contact the University of St. Francis Office of Transfer Student Admissions at (800) 735-7500.

Tuition and fees

Certificate track students pay tuition directly to UW Health SwedishAmerican Hospital. Total tuition cost for the program is \$7,000. Tuition payments and any additional online fees are due the first week of classes for each Phase.

Phase/term	Tuition due	Due date
Phase I/Fall	\$ 1,500	Aug 2024
Phase II/Spring	\$ 1,500	Jan 2025
Phase III/Summer	\$ 1,000	May 2025
Phase IV/Fall	\$1,500	Aug 2025
Phase V/Spring	\$1,500	Jan 2026
	<u>\$7,000</u>	

Baccalaureate track students pay tuition directly to the University of St. Francis. Through a tuition sharing agreement, the student does not pay additional tuition to UW Health. Please contact the University of St. Francis (Stfrancis.edu) for information regarding tuition for the baccalaureate track.

Book fees

The student is responsible for the purchase and cost of required textbooks. Book fees will vary depending on current pricing and instructor textbook selection. Estimated total book costs for both years are approximately \$1800. The most updated edition needs to be purchased.

Housing and board

If you need recommendations, please speak with the faculty. We do not provide housing or board. Meals are available to students in the hospital cafeteria at the employee rate with ID badge. No special board plan or meal tickets are necessary.

Other student expenses

Students are responsible for the purchase of uniforms, school supplies, pre-entrance physical examination/vaccinations, criminal background check, educational conference expenses, online clinical record keeping fee and travel to and from clinical sites. Costs will vary for each item year to year.

Each accepted student is required to submit a \$250 NON-REFUNDABLE deposit to hold a spot in that year's class. Failure to submit this deposit by the stated date will result in a forfeiture of a roster spot. There is a one-time fee of \$150 for our online clinical attendance/record keeping system, [Trajecsys](#).

Students are required to attend a seminar/conference their senior year. They are responsible for any non-funded expenses for the trip. This could be the entire cost of the trip. This would include (ALL transportation, hotel, registration, mock registry, food, and beverage). Fundraising may be done to help offset these costs.

Financial aid

UW Health does not administer student financial aid. Certificate track students are not eligible for financial aid but once enrolled, may apply for scholarships as available.

Baccalaureate track students are eligible for the University of St. Francis financial aid programs. For more information, contact the USF Financial Aid Office at (815) 740-3403.

Refund policies

Admission testing fees, acceptance fees, uniforms and book fees are non-refundable.

Baccalaureate track

The institutional refund policy describes how tuition will be handled. The federal refund policy determines which portions of Federal Title IV aid need to be returned to the federal programs.

Institutional refund policy

For USF students, refunds for withdrawal from the university will be made only after proper withdrawal forms have been completed. The forms are available in the Registrar's Office.

Failure to properly notify this office renders the student ineligible for a refund. Full tuition is charged unless the student makes a formal withdrawal. The following schedule applies to all USF academic programs. Tuition charges will be computed according to the following schedule: Number of weeks from the published start date of the course: FULL-TERM COURSES

During the....	Refund
1st or 2nd Week	100%
3rd or 4th Week	75%
5th Week and after	0%

For additional information, please consult the USF website for more information regarding refunds.

Certificate track

Tuition follows the schedule below. A student dismissed from the School of Radiography is not eligible for a tuition refund. The student is responsible for applying for all refunds.

Number of weeks attended:	% Tuition refunded
1-2 weeks	75%
3-4 weeks	50%
After 5 weeks	0%

Graduation requirements

To be eligible for graduation, students must:

- Complete all required didactic and clinical courses.
- Attain a minimum of a C grade (80%) in all required didactic and clinical courses.
- Complete all required clinical education requirements, clinical rotation objectives, clinical competency evaluations, and final competencies.
- Complete any make up clinical hours.
- Complete one Developmental Test (DT) with an overall score of 80% or greater. This includes scoring an 80% in each of the four DT categories.
- Pay all tuition and fees payable to UW Health SwedishAmerican Hospital.
- Return all hospital property including ID badges, markers, and dosimeter.
- Be on good status/compliance with all our policies and procedures. See section five for further academic policies.

When all above requirements are met, the student may attend our graduation ceremony held at completion of the program. All attendees will receive a certificate and school pin.

Certification and licensure

Successful completion of the UW Health SwedishAmerican School of Radiography makes the graduate eligible for the national examination of the American Registry of Radiologic Technologists (ARRT). Once the exam has been completed and passed, graduates may use the professional designation of R.T.(R) which represents Registered Technologist - Radiography. If you would like additional information about the exam or the technologist registry, you can contact ARRT, 1255 Northland Drive, St. Paul, MN 55120-1155, (651) 687- 0048. You can also visit arrt.org.

Most states require that radiologic science professionals obtain a license in that state in addition to being on the national registry. Information on becoming licensed in Illinois is available through the Illinois Emergency Management Agency, Division of Nuclear Safety (IEMA-DNS), 1035 Outer Park Drive, Springfield, IL 62704 or at iema.illinois.gov.

Section 2: Admission policy

Non-discrimination statement

We provide equal opportunity for admission to all individuals regardless of race, color, religion, gender, age, disability, or national origin.

Professional and academic admission standards

The applicant:

- Needs to be 18 years of age to enter the program to comply with radiation protection regulations.
- Is required to be a high school graduate (or equivalent) and before starting the program, earned a minimum of an associate degree or be enrolled in the baccalaureate program at USF.
- Has completed specific prerequisite course work with a grade of “C” or better.
- Has earned a 2.5 minimum cumulative grade point average in college or higher to be considered for admission. Admission procedures favor applicants with superior academic achievement.
- Must be of good moral character, as verified through supplied references. A criminal background check is required before admission to the program. The applicant must complete the criminal background check before August 1st of the enrollment year.
- Needs to be able to perform the essential functions of a radiographer, as outlined in the student handbook.
- Will need to complete the required pre-placement physical examination to verify ability to perform essential functions. The program will not enroll a student who fails to complete the required physical form and background check prior to the August start date.
- will be responsible for providing an updated official transcript before they can begin classes in August. Failure to prove prerequisite compliance will result in non-admittance into the program.

Criminal background check

UW Health SwedishAmerican School of Radiography is required by the Illinois Health Care Worker Background Check Act to perform a criminal background check on all program applicants. Applicants must submit to a criminal background check prior to enrollment.

Instructions will be provided. The student is responsible for all fees (approximately \$50). We reserve the right to disqualify applicants based on criminal history. Students with a questionable history are advised to complete the pre-application ethics review process with the ARRT (American Registry of Radiologic Technologists) prior to applying to the program.

Applicants can review this process by accessing the ARRT website at arrt.org and clicking on “Ethics” and then “pre-application process”.

Pre-entrance physical exam

Upon acceptance, the applicant must have a physical examination prior to enrollment. This certifies the student’s health status and documents the student’s ability to fulfill the essential functions of the radiographer. Each student will be provided with a pre-placement packet. They will need to gather all immunization data and have an exam done at UW Health Associate Health Services. Call (779) 696-4112 to schedule an appointment. The following are required by Associate Health:

1. A tuberculosis screening.
2. A urine drug screen test (student must arrive with full bladder for test).
3. Respiratory mask fitting will be performed and is required to be repeated annually.
4. The following vaccination records must be provided at time of appointment:
 - Proof of immunity to measles, mumps, rubella via documentation of 2 MMR vaccines OR documentation of positive titers.
 - Proof of immunity varicella via documentation of 2 varicella vaccines OR documentation of positive varicella titer.
 - Documentation of Hepatitis B vaccine series AND positive Hepatitis B titer (A.H.S. may provide this vaccine and titer to students if necessary).
 - T-dap vaccination (available in AHS if necessary).
5. Seasonal flu and COVID vaccines will be offered to all students.

Prerequisites

- In addition to, or within the earned associate degree, the applicant must complete a minimum of eight prerequisite college courses before starting classes at the School of Radiography. A grade of “C” or above is required for all courses.
- Courses can be taken at Rock Valley College, the University of St. Francis or another regionally accredited college or university. All science courses must be completed with the last five years to be accepted. All prerequisite courses must be approved by the program director. If you have any questions, please contact the program director.
- Application may be made prior to all prerequisite courses being completed. Applicants may be admitted conditionally pending completion of all required prerequisites and proof of completion of courses by submission of official transcript prior to classes beginning August. Failure to prove prerequisite compliance will result in non-admittance into the program.

Prerequisite courses

*All science courses must be completed within 5 years prior to being accepted. This includes human anatomy and physiology I & II, chemistry, and medical terminology.

Human Anatomy and Physiology I & II

1. For certificate track students Rock Valley College course BIO 185 Foundations of Human Anatomy and Physiology is acceptable. For baccalaureate track applicants, the two Rock Valley College courses BIO 281 “Human Anatomy and Physiology I” AND BIO 282 “Human Anatomy and Physiology II” satisfy this requirement ***CHM 120 is a prerequisite for these courses*** OR
2. The student may complete BIOL 02.221 “Human Anatomy” AND BIOL 02.252 “Human Physiology” at the University of St. Francis. Baccalaureate students must take the USF prerequisite course BIOL 124/5 “Principles of Biology I” prior to enrollment in “Human Anatomy” and “Human Physiology.”

Speech

1. For baccalaureate track AND certificate track applicants, the Rock Valley College course SPH 131 “Fundamentals of Speech”
- OR
2. University of St. Francis course ACAF 01.101 “Core I Speech” both satisfy this requirement.

Composition or College Writing I

1. For baccalaureate track AND certificate track applicants, the Rock Valley College course ENG 101 “Composition”
OR
2. University of St. Francis course ENGL 06.111 “College Writing I” satisfy this requirement.

College Algebra

1. For baccalaureate track AND certificate track applicants, the Rock Valley College course MTH 120 “College Algebra” OR MTH 220 “Elements of Statistics”
OR
2. Completion of the University of St. Francis course MATH 13.105 “Introduction to Statistics” also satisfies this requirement.

Chemistry

1. For baccalaureate track applicants, students must complete CHM 120 “General Chemistry I” at Rock Valley College. ***Prerequisite for this course is College Algebra
OR
2. CHM 120 “Foundations of Chemistry” at USF

General Psychology

1. For baccalaureate track AND certificate track applicants, students must complete the Rock Valley College course PSY 170 “General Psychology”
OR
2. PSYC 111 “General Psychology” at USF.

Medical Terminology

1. For baccalaureate track AND certificate track applicants, students must complete the Rock Valley College HLT 110 “Medical Terminology”
OR
2. RADG 320 “Medical Terminology” at USF

Baccalaureate track prerequisite general education/liberal arts courses.

Admission through University of St. Francis requires completion of these additional course.

- College Writing II or Composition and Literature
- Introduction to Literature or a Literature Elective
- Fine Arts Elective
- Foundations of Western Thought or Humanities Elective
- Approved History Elective
- Human Behavior and the Social Environment II
- Introduction to Philosophical Thinking
- Approve Philosophy Elective
- Introduction to Theology
- Approve Theology Elective
- Introduction to Radiologic Sciences
- Biology with lab

Additional College Mathematics/Science/Healthcare related courses

Although not required, the program recommends the applicant complete additional college math, science and healthcare related courses that are above the minimum requirements. Admission procedures favor those applicants who have completed such courses.

Applying to the School of Radiography

1. Completed applications are due by March 15th of the year an applicant intends to enroll. The application is available on our website at careers.uwhealth.org/school-radiology.
2. Due to the competitive nature of admission to the program, early application is encouraged. Application must include the names, complete address, and e-mail address of three academic or professional references (no family or friends).
3. A \$35 application fee is required. A money order or certified check made payable to UW Health SwedishAmerican Hospital should be sent to the address below. Applications are not reviewed until the application fee has been received.
4. Providing official high school and ALL college transcripts is the responsibility of the applicant. Official copies of transcripts should be sent directly to the Program Director at the address below. Official electronic transcripts are also accepted.
5. Applicants are required to perform eight-hour per day of clinical observation in the UW Health SwedishAmerican Hospital Medical Imaging department as part of the admissions process. It is the applicant's responsibility to call (779) 696-4966 to schedule the observation after the application has been submitted.
6. Applicants seeking admission to the baccalaureate track must also contact and apply to the [University of St. Francis](https://www.usf.edu). Official transcripts must also be sent to USF. For additional information, call the director of allied health enrollment at (815) 740-5037.

Submit official transcripts to:

UW Health SwedishAmerican Hospital School of
Radiography
Connie Salsbury, Program Director
1401 E. State Street
Rockford, IL 61104
csalsbury@uwhealth.org

Admission process

We admit a maximum of ten students each year. By limiting enrollment, we can increase the quality of the student's clinical experience. Admission is competitive and admission is determined by a points system. Each applicant will be scored on the following criteria and each criterion is assigned a score. We then calculate an average score and sum score for each applicant. Applicants with a high average and sum score will receive preference.

1. Grade point average of prerequisite courses
2. Number of additional college science, math and/or healthcare related courses completed.
3. College cumulative grade point average
4. Average of observation evaluation scores
5. Average of scores from three references
6. Healthcare experience bonus points
7. Repeat applicant points

Only fully completed applications will be considered. Once final decisions are made, applicants will be notified by April 1 of the application year. Students who are accepted for admission must complete the required pre-entrance physical exam with Associate Health Services and the criminal background check by August 1 of the enrollment year.

Program calendar

The program covers two academic years, beginning in the fall term of the junior (first) year. Classes begin in mid-August. Divisions of the two-year calendar are professional phases I, II, III, IV and V. While enrolled, the student attends 32 to 40 hours per week at UW Health SwedishAmerican Hospital, in a combination of classroom, laboratory and clinical experiences. The student must attend during the summer term between the first and second years in the program to complete all required clinical experiences. The program concludes at the end of the spring semester of the senior (second) year. Students complete alternating weeks of didactic and clinical education. Didactic education includes classroom courses and laboratories. The student attends clinical education in the hospital observing, assisting, and performing patient procedures. (For a detailed calendar, please see section 2.)

The profession of radiography

Radiography is x-ray examinations that are performed for medical diagnosis.

The radiographer:

- Obtains medical images of patients as requested by a physician.
- Medical images are sent for diagnostic interpretation by a radiologist.
- Operates high voltage equipment and applies x-radiation to the patient's body to produce a radiograph; a medical image of a patient's anatomy and physiology adapting the exam to the patient's condition.
- Exercises professional judgment in the performance of procedures and maintains the ethical standards of the profession.
- Selects the x-ray equipment, exposure factors and accessory devices necessary for the exam.
- Provides radiation protection for self, the patient, and other health care workers.

Radiography is performed by people proven competent through completion of an approved educational program that includes clinical experience. Following entry into the profession, areas of specialization for a radiographer include the modalities of computed tomography, ultrasonography, cardiovascular and interventional angiography, mammography, nuclear medicine, magnetic resonance imaging and radiation therapy.

Persons contemplating educational preparation to enter this profession should be aware of the essential functions of the radiographer. Applicants to the program should use the essential functions to guide their career decision-making and to estimate their potential for success in the field.

Scope of the Radiographer practice

- The radiographer performs radiographic procedures and assists in performance of fluoroscopic and invasive procedures, for the purpose of medical diagnosis or interventional treatment. As a medical imaging specialist, the radiographer performs the following duties and responsibilities:
 - Operates, handles, and manipulates radiographic and fluoroscopic equipment and accessories.
 - Assists the radiologist in the performance of fluoroscopic and invasive procedures.
 - Performs quality assurance and quality control checks.
 - Visually evaluates images for image quality, exposure factors and proper patient positioning.
 - Uses critical thinking skills and sound judgment in decisions to repeat poor quality images.
 - Uses good judgment in situations where the procedure should be delayed, modified, or where the ordering physician or the radiologist should be consulted.
 - Applies principles of radiation protection in clinical practice, recognizing the professional responsibility to reduce the risk of unnecessary radiation exposure to patients and self. The radiographer uses radiation protection apparel appropriately (lead gloves, aprons, and shields).
- The radiographer performs diagnostic services while providing for the physical and psychological needs of the patient. As a patient care provider, the radiographer performs the following duties and responsibilities.
 - Communicates effectively with patients, their families, other health care workers and physicians.
 - Obtains a patient clinical history as required for the procedure. The radiographer documents all pertinent information and makes this information available to the radiologist.
 - Provides appropriate care specific to the age of the patient.
 - Provides patient education and instruction - to allow informed patient consent, to minimize patient anxiety, and to ease the performance of the procedure.
 - Documents information accurately and legibly in the written and electronic patient records
 - Performs venipuncture and administers intravenous contrast as allowed by department protocol and state law. The radiographer monitors the patient for signs of contrast reaction and provides appropriate patient care if anaphylaxis occurs.
 - Responds to emergency situations - providing first aid, patient care and CPR as necessary.
 - Move patients from bed to wheelchair or cart, from wheelchair or cart to radiographic table, moving the patient while on the radiographic table, transporting patients in wheelchairs and on carts, and assisting patients while walking.

- Handles patient care equipment and accessories such as intravenous pumps, venipuncture supplies, urinary catheters, enema supplies and immobilization devices.
- Applies principles of infection control, aseptic technique, and standard precautions to protect the patient and self from risk of infectious disease.
- The radiographer maintains values congruent with the ARRT Code of Ethics, and the profession's scope of practice - and adheres to national, institutional, and departmental standards and policies regarding procedural protocol and patient care. As a health care professional, the radiographer performs the following duties and responsibilities.
 - Conducts themselves professionally, responds to patient needs and supports colleagues and associates in providing quality patient care.
 - Acts to advance the main objective of the profession - to provide patient services with full respect for human dignity.
 - Delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, socioeconomic status, or any other characteristic protected by law.
 - Practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with their designed purposes, and employs procedures and techniques appropriately.
 - Assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
 - Acts as an agent through observation and communication obtaining pertinent information for the physician to aid in the diagnosis and treatment of the patient. The radiographer recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
 - Practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
 - Respects confidences entrusted during professional practice respecting the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
 - Continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Essential functions of a radiographer

Below is a list of functions that a radiographer needs to be able to perform their job. Read carefully and decide if you can perform them. If you cannot, you may want to reconsider radiography as a career choice for you. After acceptance into the Radiography Program, if you have a documented disability, we will make every effort to provide reasonable accommodations for you.

1. Observational skills

- Assess the patient's needs.
- Recognize the need for prompt medical attention in a variety of settings and locations.
- Understand the details, density, and contrast of a radiographic image to determine if it is optimal for the radiologist's interpretation.
- Detect changes in equipment operation (i.e., overheating, incorrect meter readings).

2. Communication skills

- Communicate with patients and other health care providers.
- Recognize the patient's nonverbal communication.
- Communicate promptly and effectively both verbally and written.
- Communicate effectively in medical terminology with the physician and other health personnel.
- Display compassion, empathy, integrity, concern for others, interest, and motivation.
- Document in writing using medical terms, all information needed on the patient requisition for an optimum diagnosis by the radiologist.

3. Motor skills

- Safely lift a minimum of 50 pounds and occasionally as much as 75 pounds.
- Be able to stoop/bend, squat, crouch, kneel, crawl, climb, and reach above shoulder level.
- Elicit information from a patient by diagnostic maneuvers (palpation).
- Safely manipulate and use controls (x-ray tube that is located up to six feet from the radiographic/fluoroscopic room floor).
- Maintain an upright, erect position with the entire body supported by the feet for as long as 7 hours during the workday.
- Function efficiently while wearing lead protective apparel.
- Utilize the equipment needed to obtain temperature, pulse, respiration, and blood pressure.

4. Cognitive functions

- Able to adapt to a crisis, flexible schedules, and/or change in environment.
- Function effectively under stressful conditions.
- Visually concentrate and/or focus thoughts or efforts for long periods of time.
- Exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

Section 2: Academic calendar 2024-2025

May 13, 2024	Summer session begins
May 27, 2024	Memorial day-no class or clinical
June 17, 2024	New student orientation
June 24-28, 2024	Summer mid-term break
July 4, 2023	Independence day-no class or clinical
August 9, 2024	End of summer session
August 12-16, 2024	Intersession break
August 19, 2024	Fall session begins
September 2, 2024	Labor Day-no class or clinical
October 21-25, 2024	Fall mid-term break
November 28-29, 2024	Thanksgiving break-no class or clinical
December 13, 2024	End of fall session
Dec 16, 2024- Jan 3, 2025	Winter break
January 6, 2025	Spring session begins
February 24-February 28, 2025	Spring mid-term break
March 17-18, 2025	Easter break-no class or clinical
May 1, 2025	Pinning ceremony for class of 2024
May 3, 2025	USF graduation ceremony

Tentative

Academic calendar 2025-2026

May 5-9, 2025	Interession Break
May 12, 2025	Summer Session Begins
May 26, 2025	Memorial Day-No Class or Clinical
June 11,2025	New Student Orientation Summer
June 23-27, 2025	Mid-term Break
July 4, 2025	Independence Day-No Class or Clinical
August 8, 2025	End of Summer Session
August 11-15, 2025	Interession Break
August 18, 2025	Fall Session Begins
September 1, 2025	Labor Day-No Class or Clinical
October 20-24, 2025	Fall Mid-term Break
November 27-28, 2025	Thanksgiving Break-No Class or Clinical
December 12, 2025	End of Fall Session
Dec 15, 2025-Jan 2, 2026	Winter Break
January 5, 2026	Spring Session Begins
February 23-27, 2026	Spring Mid-term Break
April 2-3, 2026	Easter Break-No Class or Clinical
May 7, 2026	Pinning Ceremony for Class of 2025
May 9, 2026	USF Graduation Ceremony

Section 3: Curriculum

Program curriculum

The professional curriculum of the UW Health SwedishAmerican School of Radiography follows the standardized ASRT Curriculum Guide for Radiography Programs. This document is available for review at asrt.org. We will be offering some courses in an online format using Canvas software in conjunction with the University of St. Francis.

Due to the potential for changes in the ASRT requirements, the School of Radiography reserves the right to modify the professional curriculum as necessary to ensure the quality of the program and its continued accreditation. Any changes are communicated promptly to all students and will be accomplished within the total 66 semester hours of education. School of Radiography course descriptions are included in this section of the Student Handbook.

Calculation of Credit Hours

Clinical courses: 80 contact hours=1 semester hour

Didactic courses: 2 contact hours/week = 1 semester hour

UW Health SwedishAmerican Hospital does not award academic credit but uses a credit hour system to calculate student grade point averages and determine student eligibility for graduation. UW Health SwedishAmerican course numbers are used by the University of St. Francis in awarding of academic credit for baccalaureate track students. For information on how a student may earn academic credit for completion of courses, please contact the University of St. Francis (800) 735-7500.

School of radiography course listing

Professional Phase I		Fall Session	
RADG 42.331	Methods of Patient Care		3
RADG 42.380	Radiographic Procedures I		5
RADG 42.430	Radiographic Pharmacology		2
RADG 42.305	Radiography Clinical Experience I		3
RADG 42.310	Intro. To Clinical Radiologic Science		2
			15
Professional Phase II		Spring Session	
RADG 42.371	Radiographic Imaging		3
RADG 42.381	Radiographic Procedures II		5
RADG 42.350	Radiographic Physics		2
RADG 42.335	Ethics and Law (online)		2
RADG 42.307	Radiography Clinical Experience II		4
			16
Professional Phase III		Summer Session	
RADG 42.481	Special Procedures		3
RADG 42.374	Digital Radiography and PACS		2
RADG 42.421	Sectional Anatomy (Online)		2
RADG 42.407	Radiography Clinical Experience III		3
			10
Professional Phase IV		Fall Session	
RADG 42.410	Radiographic Critique I		2
RADG 42.460	Health Care and Radiology Administration I (online)		1
RADG 42.440	Pathology I		2
RADG 42.360	Radiobiology and Radiation Protection		2
RADG 42.450	Quality Management		2
RADG 42.408	Radiography Clinical Experience IV		4
			13

Professional Phase IV	Spring Session	
RADG 42.411	Radiographic Critique II	2
RADG 42.461	Health Care and Radiology Administration (online)	1
RADG 42.441	Pathology II	2
RADG 42.491	Radiography Registry Review	3
RADG 42.409	Radiography Clinic Experience V	4
		12

Total Credits for Radiography Professional Education: 66

Phase I Fall Session Courses

Course name:	Introduction to Clinical Radiologic Sciences
Course number:	RADG 42. 310
Credit hours:	2
Instructor:	Connie Salsbury MS, RT(R)(CT)
Prerequisites:	RADG 42.320 Medical Terminology; A&P I & II

This course provides the student with an overview of radiography, radiation therapy, and their role in health care delivery. It includes orientation to UW Health, the department and program. The course outlines student responsibilities through a review of all pertinent policies and procedures, the structure of the health system and roles of various departments and health professionals. The course also includes other topics to ease the student's transition into clinical experience including to quality customer service, dynamics of learning, the history of medicine and radiologic technology, imaging equipment and examinations, ethics, law and professional development in radiologic technology, economics of radiology, quality assurance and radiation safety. Also covered are professional organizations involved in the certification of radiologic professionals and accreditation of educational programs.

Course name:	Methods of Patient Care
Course number:	RADG 42. 331
Credit hours:	3
Instructor:	Connie Salsbury MS, RT(R)(CT)
Prerequisites:	RADG 42.320 Medical Terminology; A&P I & II

This course provides the student with the basic concepts of patient care, including consideration for the physical, developmental, and psychological needs of the patient and family. The course covers routine and emergency patient care procedures including basic EKG, infection control, patient assessment, patient education, venipuncture and contrast injection, introduction to pharmacology, and interacting with the terminally ill. The course includes certification in cardiopulmonary resuscitation and clinical demonstration of patient care skills.

Course name: [Radiographic Procedures I](#)
Course number: RADG 42. 380
Credit hours: 5
Instructor: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
Prerequisites: RADG 42.320 Medical Terminology; A&P I & II

This course employs anatomy review, positioning demonstrations, and presentation of radiographs of the human body. Students learn both routine and non-routine radiographic examinations of the following body segments: chest, abdomen, upper extremity, digestive system and urinary system. The curriculum integrates the Radiographic Procedures course and the Radiographic Clinical Experience course. It promotes student clinical competence in all assigned radiographic procedures as well as thorough knowledge of related anatomy and positioning theory and concepts. As the course progresses, it integrates clinical applications of radiation protection and technique selection as appropriate. Includes laboratory experiences.

Course name: [Pharmacology](#)
Course number: RADG 42. 430
Credit hours: 2
Instructor: Connie Salsbury MS, RT(R)(CT)
Prerequisites: RADG 42.320 Medical Terminology; A & PI & II

Explore the role of the radiographer in the administration of contrast media and related medications. Covered topics include the radiographer scope of practice, legal implications, pharmacology overview, drug measurements and dose calculations, contrast media, preventive care and emergency response to contrast media reactions, imaging pharmaceutical compatibility, select drug administration techniques and documentation requirements.

Course name: [Radiography Clinical Experience I](#)
Course number: RADG 42.305
Credit hours: 3
Instructor: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
Prerequisites: RADG 42.320 Medical Terminology; A&P I & II

You will progress through a series of clinical rotations which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in Radiographic Procedures I and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 320 hours of clinical experience in general and fluoroscopic radiographic procedures under direct supervision of a radiographer. The student will begin documenting competency in radiographic and patient care procedures.

Phase II Spring Session Courses

Course name:	Radiographic Imaging
Course number:	RADG 42.371
Credit hours:	3
Instructor:	Connie Salsbury MS, RT(R)(CT)
Prerequisites:	RADG 42.310 Introduction to Clinical Radiologic Sciences; RADG 42.331 Methods of Patient Care; RADG 42.430 Radiographic Pharmacology; RADG 42. 380 Radiographic Procedures I

This course provides knowledge of x-ray generation and the prime factors that govern and influence the production of x-rays. It is designed to develop the student's understanding of radiographic quality, the photographic and geometric properties which control and influence radiographic quality (density, contrast, detail, and distortion), technical factor selection systems including automatic exposure control, and accessory radiographic devices (beam restriction, filtration, grids). Problem solving and critical thinking skills will be emphasized in technique formulation and exposure calculations.

COURSE NAME:	Radiographic Procedures II
COURSE NUMBER:	RADG 42.381
CREDIT HOURS:	5
INSTRUCTOR:	Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
PREREQUISITES:	RADG 42.310 Introduction to Clinical Radiologic Sciences; RADG 42.331 Methods of Patient Care; RADG 42.430 Radiographic Pharmacology; RADG 42. 380 Radiographic Procedures I

This continuation of Radiographic Procedures I includes all routine and selected non-routine procedures of the lower extremity, spine, bony thorax, cranium, facial bones, and sinuses. The course includes laboratory and is integrated with the Radiographic Clinical Experience course. Following completion of Procedures II, the student can perform all routine radiographic examinations. The student must integrate concepts from radiation protection and exposure technique to produce optimal quality diagnostic radiographs with minimal radiation exposure to the patient. This course, a continuation of the Junior level Radiography Clinical Experience, utilizes week-long clinical rotation assignments. Emphasis is on continued development of clinical competency and professional development.

COURSE NAME: [Ethics and Law in the Radiologic Sciences](#)
 COURSE NUMBER: RADG 42.335
 CREDIT HOURS: 2
 INSTRUCTOR: Waylon Malmay, MSRS, RT(R)(T)
 PREREQUISITES: RADG 42.310 Introduction to Clinical Radiologic Sciences;
 RADG 42.331 Methods of Patient Care.
 RADG 42.430 Radiographic Pharmacology;
 RADG 42. 380 Radiographic Procedures

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the radiologic sciences professional. Covered topics include elements of ethical behavior, ethical issues, and dilemmas in health care, interacting with the terminally ill patient, the scope of practice of radiologic sciences professionals, sources of law, elements of malpractice, employment issues, and litigation. The course emphasizes the student's ability to apply concepts of ethics and law in the development of professional attributes. Course requirements include leading class discussions of issues and case studies.

COURSE NAME: [Radiography Clinical Experience II](#)
 COURSE NUMBER: RADG 42.307
 CREDIT HOURS: 4
 INSTRUCTOR: Connie Salsbury, MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
 PREREQUISITES: RADG 42.310 Introduction to Clinical Radiologic Sciences.
 RADG 42.331 Methods of Patient Care;
 RADG 42.430 Radiographic Pharmacology;
 RADG 42. 380 Radiographic Procedures I;
 RADG 42.305 Radiography Clinical Experience I

This course is a continuation of Radiography Clinical Experience I. Students complete clinical rotation assignments in which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Radiographic Procedures II course and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures.

Phase III Summer Session Courses

COURSE NAME:	Special Procedures
COURSE NUMBER:	RADG 42.481
CREDIT HOURS:	3
INSTRUCTOR:	Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
PREREQUISITES:	RADG 42.305 & 42.307 Radiography Clinical Experience I & II; RADG 42.380 & 42.381 Radiographic Procedures I & II; RADG 42.350 Radiographic Physics; RADG 42.371 Radiographic Imaging

This course covers the advanced radiographic, fluoroscopic, and invasive procedures, emphasizing patient care, procedural protocol, and equipment and accessories used. We cover the following topic areas: trauma radiography, pediatric and geriatric radiography, special procedures (myelography, hysterosalpingography, and arthrography). Opportunities to explore advanced imaging modalities (CT, MRI, and cardiovascular interventional procedures, nuclear medicine, radiation therapy, ultrasound, mammography, and bone densitometry) are also provided.

COURSE NAME:	Digital Radiography and PACS
COURSE NUMBER:	RADG 42.374
CREDIT HOURS:	2
INSTRUCTOR:	Connie Salsbury MS, RT(R)(CT)
PREREQUISITES:	RADG 42.305 & 42.307 Radiography Clinical Experience I & II; RADG 42.380 & 42.381 Radiographic Procedures I & II; RADG 42.350 Radiographic Physics; RADG 42.371 Radiographic Imaging

This course provides the student with knowledge of how to acquire, process, and produce clear radiographic images using CR/DR equipment. How to work with CR/DR workstations, including advanced image processing and manipulation functions. The student will understand PACS workstations, archiving solutions, and system architectures. The course will cover the most effective techniques for digitizing film, printing images, and preparing image files. Comprehensive quality control and management guidelines for PACS, CR, and DR.

COURSE NAME: [Sectional Anatomy](#)
 COURSE NUMBER: RADG 42.421
 CREDIT HOURS: 2
 INSTRUCTOR: Connie Salsbury MS, RT(R)(CT)
 PREREQUISITES: Human Anatomy and Physiology I & RADG 42.305 &
 42.307 Radiography Clinical Experience I & II;
 RADG 42.380 & 42.381 Radiographic Procedures I & II;
 RADG 42.350 Radiographic Physics.
 RADG 42.371 Radiographic Imaging

This course provides the student with an understanding of anatomy from a 3D perspective. The study of anatomy in the transverse, sagittal, and coronal planes increase the understanding of gross anatomy and patient positioning. The course provides clinical application of information to the cross-sectional imaging modalities of computed tomography and magnetic resonance imaging. The course utilizes a body region approach to sectional anatomy and emphasizes the location and relative position of the structures studied.

COURSE NAME: [Radiography Clinical Experience III](#)
 COURSE NUMBER: RADG 42.407
 CREDIT HOURS: 3
 INSTRUCTOR: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
 PREREQUISITES: RADG 42.305 & 42.307 Radiography Clinical Experience I & II;
 RADG 42.380 & 42.381 Radiographic Procedures I & II;
 RADG 42.350 Radiographic Physics.
 RADG 42.371 Radiographic Imaging

This course is a continuation of Radiography Clinical Experience II. The course emphasizes the continued development of clinical competency and professional development. Senior students complete clinical rotation assignments which reinforce and provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures and Special Procedures courses and patient care skills covered in the Methods of Patient Care course. Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 320 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer as appropriate. The student will continue attaining, maintaining, and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments.

Phase IV Fall Session Courses

COURSE NAME:	Radiographic Pathology I
COURSE NUMBER:	RADG 42. 440
CREDIT HOURS:	2
INSTRUCTOR:	Connie Salsbury MS, RT(R)(CT)
PREREQUISITES:	RADG 42.305 & 42.307 & RADG 42.407 Radiography Clinical Experience I, II& III. RADG 42.380 & 42.381 Radiographic Procedures I & II; RADG 42.350 Radiographic Physics. RADG 42.371 Radiographic Imaging. RADG 42.374 Digital Radiography & PACS; RADG 42.481 Special Procedures

A body system approach to the demonstration of human disease through medical imaging. We emphasize adaptations of routine positioning and radiographic technique to best demonstrate pathology and maximize diagnostic quality. Topics include patient care considerations relating to disease processes. Discussions include which imaging method or modality will best demonstrates each pathological condition. Review of radiographs from computed tomography, ultrasound, magnetic resonance, mammography, special procedures, and nuclear medicine systems covered include the respiratory, skeletal, gastrointestinal, and urinary.

COURSE NAME:	Radiographic Critique I
COURSE NUMBER:	RADG 42. 410
CREDIT HOURS:	2
INSTRUCTOR:	Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
PREREQUISITES:	RADG 42.305 & 42.307 & RADG 42.407 Radiography Clinical Experience I, II& III. RADG 42.380 & 42.381 Radiographic Procedures I & II; RADG 42.350 Radiographic Physics. RADG 42.371 Radiographic Imaging. RADG 42.374 Digital Radiography & PACS; RADG 42.481 Special Procedures

Through the evaluation of radiographs, students integrate concepts learned in previous course work to critique the diagnostic quality of radiographs. This course emphasizes critical thinking, synthesis of information from across the curriculum and the application of theory in practice. Topics include guidelines for radiographic technique, and radiographic critique of the chest, abdomen, upper extremity, lower extremity, hip and pelvis.

COURSE NAME: [Health Care and Radiology Administration I](#)
 COURSE NUMBER: RADG 42. 460
 CREDIT HOURS: 1
 INSTRUCTOR: Sue Krueger MS, MBA, RT(R)(T) RADG 42.310 Introduction to Clinical
 PREREQUISITES: Radiologic Sciences,
 RADG 42.335 Ethics and Law in the Radiologic
 Sciences

This course provides the student with a comprehensive overview of the history, development and features of the US health care delivery system. Topics include introductions to health care finance, economics, and health insurance. The course focuses on the forces and concepts driving health care today. Discussions include how these changes are likely to affect the future of the industry, the delivery of radiologic services, and the individual health care worker.

COURSE NAME: [Radiobiology & Radiation Protection](#)
 COURSE NUMBER: RADG 42.360
 CREDIT HOURS: 2
 INSTRUCTOR: Connie Salsbury, MS, RT(R)(CT)
 PREREQUISITES: RADG 42.305 & 42.307& RADG 42.407 Radiography
 Clinical Experience I, II & III; RADG 42.380 & 42.381
 Radiographic Procedures I & II; RADG 42.350
 Radiographic Physics; RADG
 42.371 Radiographic Imaging; RADG 42.374 Digital
 Radiography & PACS; RADG 42.481 Special Procedures

This segment provides an overview of the principles of interaction of radiation with living systems. It presents the effects of irradiation of biological molecules and organisms and the factors affecting biological response. Topics include early and late effects of radiation exposure, epidemiological studies of radiation effects and the acute radiation syndromes. The radiation protection segment of provides an overview of the principles and practices of radiation protection. The course emphasizes the responsibility of the radiologic sciences professional in providing radiation protection to the patient, personnel and the public. The concepts covered include: ALARA (As Low as Reasonably Achievable) NID (Negligible Individual Dose), the dose limiting standards, radiation detection and measurement, radiation protection regulations, advisory and regulatory agencies and their roles, and clinical applications of radiation protection principles.

COURSE NAME: [Quality Management](#)
 COURSE NUMBER: RADG 42. 450
 CREDIT HOURS: 2
 INSTRUCTOR: Connie Salsbury MS, RT(R) CT
 PREREQUISITES: RADG 42.305 & 42.307 & RADG 42.407 Radiography Clinical Experience I, II& III.
 RADG 42.380 & 42.381 Radiographic Procedures I & II;
 RADG 42.350 Radiographic Physics.
 RADG 42.371 Radiographic Imaging;
 RADG 42.374 Digital Radiography & PACS;
 RADG 42.481 Special Procedures

This course covers continuous quality improvement programs and the application of quality management concepts in diagnostic radiology. Covered topics include governmental impact on quality management and the JCAHO 10 Step Program. Also included are quality control and quality assurance for radiographic equipment, ancillary equipment, fluoroscopic equipment, advanced imaging equipment, and repeat and artifact analysis.

COURSE NAME: [Radiography Clinical Experience IV](#)
 COURSE NUMBER: RADG 42.408
 CREDIT HOURS: 4.0
 INSTRUCTOR: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
 PREREQUISITES: RADG 42.305 & 42.307& RADG 42.407 Radiography Clinical Experience I, II& III.
 RADG 42.380 & 42.381 Radiographic Procedures I & II;
 RADG 42.350 Radiographic Physics.
 RADG 42.371 Radiographic Imaging.
 RADG 42.374 Digital Radiography & PACS.
 RADG 42.481 Special Procedures

This continuation of the Radiography Clinical Experience III emphasizes the continued development of clinical competency and professional development. Senior students complete clinical rotations which provide opportunities for observation, assistance and participation in radiographic procedures which are covered in the Procedures and Special Procedures courses and patient care skills covered in the Methods of Patient Care course.

Emphasis is placed on application of concepts in the actual performance of procedures. Students will complete 400 hours of clinical experience in general radiographic and fluoroscopic procedures and trauma radiography under direct and/or indirect supervision of a radiographer. The student will continue attaining, maintaining and documenting competency in radiographic procedures. Students are also provided an opportunity to observe in some of the advanced imaging modality departments.

Phase V Spring Session Courses

COURSE NAME: Radiographic Pathology II
 COURSE NUMBER: RADG 42. 441
 CREDIT HOURS: 2
 INSTRUCTOR: Connie Salsbury MS, RT(R)(CT)
 PREREQUISITES: RADG 42.380 & 42.381 Radiographic Procedures I & II;
 42.440 Radiographic Pathology

This course is a continuation of RADG 42.440 and covers body system pathology of: cardiovascular, nervous, hematopoietic system, endocrine, reproductive, and miscellaneous disorders.

COURSE NAME: Radiographic Critique II
 COURSE NUMBER: RADG 42. 411
 CREDIT HOURS: 2
 INSTRUCTOR: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
 PREREQUISITES: RADG 42.380 & 42.381 Radiographic Procedures I & II.
 42.410 Radiographic Critique I.

This continuation of Critique I, covering radiographic critique of the spine, bony thorax, cranium, and facial bones.

COURSE NAME: Health Care and Radiology Administration II
 COURSE NUMBER: RADG 42. 461
 CREDIT HOURS: 1
 INSTRUCTOR: Sue Krueger MS, MBA, RT(R)(T)
 PREREQUISITES: RADG 42.460 Health Care and Radiology Administration I

This is a continuation of RADG 42.460. We will cover topics related to quality care and management issues in radiology and radiation therapy departments. During the course, students will take a closer look at current changes in health care and how they impact decisions regarding future planning and delivery of services. This course is also a writing intensive course (WIC). This means that a significant amount of the learning activities is designed to give students continued opportunity to further develop writing skills while meeting course objectives.

COURSE NAME: [Radiography Clinical Experience V](#)
COURSE NUMBER: RADG 42.409
CREDIT HOURS: 4
INSTRUCTOR: Connie Salsbury MS, RT(R)(CT) & Trinity Johnson MSRS, RT(R)
PREREQUISITES: RADG 42.305 Radiography Clinical Experience I,
RADG 42.307 Radiography Clinical Experience II,
RADG 42.407 Radiography Clinical Experience III,
RADG 42.408 Radiography Clinical Experience IV

This continuation of Radiography Clinical Experience IV provides opportunity for final student learning outcomes assessment. Phase IV clinical requirements include successful completion of final clinical competencies in all major areas of radiography including critical thinking and problem-solving. Successful completion of final competencies is a program graduation requirement. Emphasis in this course is on continued professional development and proficient performance of all radiographic procedures, with opportunity for continued exploration during of the advanced imaging modalities.

COURSE NAME: [Radiography Registry Review](#)
COURSE NUMBER: RADG 42.491
CREDIT HOURS: 3
INSTRUCTOR: Connie Salsbury MS, RT(R)(CT)
PREQUISITES: All RADG courses

We will review each area of content for the ARRT examination in preparation for the student certification. It assists students in organizing review efforts and emphasizes the synthesis of information from across the course. Included are developmental testing, simulated registry exams, review of radiographs and review games. An aver 80% score on all simulated registry examinations is a prerequisite for graduation.

Required textbooks

Students are responsible for purchasing textbooks prior to each session. Textbooks need to be the correct edition of for each class as many books have various editions. The purchase of used books should be done with caution. Some textbooks and workbooks have activities/assignments included that are used as part of the course grade. Credit for these assignments must be the original work of the student and not of the previous owner of the book.

Below is a listing of the textbooks used over the two years of the program. Textbooks can be ordered from many Internet sites such amazon.com, barnesandnoble.com and elsevier.com along with others. Students will be given an updated list to reflect any changes in edition of the required textbooks for the upcoming sessions several weeks in advance.

Phase I

Course	Textbook/Workbook
Introduction to Clinical Radiologic Science	Introduction to Radiologic and Imaging Sciences and Patient Care: Adler & Carlton
Methods of Patient Care	Introduction to Radiologic and Imaging Sciences and Patient Care: Adler & Carlton Patient Care in Radiograph: Ehrlich & Coakes
Radiographic Procedures I	Merrill's Atlas of Radiographic Positioning & Radiologic Procedures: Long, Rollins & Smith, 3 volume set Merrill's Pocket Guide to Radiography: Long, Curtis & Smith
Pharmacology	Introduction to Radiologic and Imaging Sciences and Patient Care: Adler & Carlton Pharmacology- and Drug Administration for Imaging Technologists: Jensen and Peppers

Phase II

Course	Textbook/Workbook
Radiographic Physics	Essentials of Radiographic Physics and Imaging: Johnston & Fauber Introduction to Radiologic and Imaging Science and Patient Care: Adler & Carlton
Radiographic Imaging	Essentials of Radiographic Physics and Imaging: Johnston & Fauber Radiographic Imaging and Exposure: Fauber Introduction to Radiologic and Imaging Science and Patient Care: Adler & Carlton
Radiographic Procedures II	Same as Radiographic Procedures I
Ethics and Law in the Radiologic Sciences	Law and Ethics for Clinicians; Jacquelyn Kay Hall

Phase III

Course	Textbook/Workbook
Special Procedures	Same as Radiographic Procedures I & II
Sectional Anatomy	Sectional Anatomy for Imaging Professionals: Kelley & Petersen Online access code for Sectional Anatomy for Imaging Professionals: Kelley & Petersen
Digital Radiography & PACS	Digital Radiography and PACS: Carter & Veale

Phase IV

Course	Textbook/Workbook
Radiographic Pathology I	Comprehensive Radiographic Pathology: Eisenberg & Johnson
Radiobiology & Radiation Protection	Radiation Protection in Medical Radiography: Statkiewicz-Sherer, Visconti, Ritenour, Haynes
Health Care and Radiology Administration I	Healthcare Administration: Planning, Implementing, & Managing Organized Delivery Systems: Wolper (rent from school)
Radiographic Critique I	Radiographic Image Analysis: McQuillen-Martensen Workbook Radiographic Image Analysis: McQuillen-Martensen
Quality Management	Quality Management in the Imaging Sciences: Papp

Phase V

Course	Textbook/Workbook
Radiographic Critique II	Same as Radiographic Critique I
Health Care & Radiology Administration II	Same as Health Care and Radiology Administration I
Registry Review	Mosby's Comprehensive Review of Radiography: Callaway W/ online access code Lange's Q&A for Radiography Examination: Saia
Radiographic Pathology II	Same as Radiographic Pathology I

Section 4: Resources and services

School library

The school maintains a reference library. You can find materials in both the classroom and Medical Imaging resource room 2015. Reference books, periodicals and audio-visual aids related to radiologic technology are available for student use. You must be a current student and use your code to enter the resource room. Books may be checked out for a period of two weeks through the program director or the radiography instructor. Audio-visuals cannot be removed from the classroom but can be viewed outside regularly scheduled class times.

Students wishing to use the library during scheduled clinical time must have the approval of the supervising technologist and the clinical coordinator before leaving their clinical assignment. Students will be charged replacement cost for any lost or damaged reference materials. The University of St. Francis Library is also available for students.

Computers

Students have access to computers, located in the resource room (Rm 2015) in addition to the hospital library on the second floor of the hospital. Only current students can access the resource room, but the hospital library is available to everyone.

Hospital library

The library is located on the second floor of the hospital near the Medical Imaging department and is for student use 24 hours a day, seven days a week. Students will need their hospital badge to access the room. Computer resources are available.

Tutoring/remedial instruction

Tutoring and remedial instruction are available to all students on an individual basis. The student should request assistance. Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

Counseling and student advising

Students can request their grade at any time. Faculty may schedule a private conference with students if they feel it is needed but students should never hesitate to seek counseling.

Health insurance

Students are provided insurance to cover student injuries that occur during clinical experience. This plan does not provide any other coverage, and so it is recommended that the student should maintain adequate health insurance during enrollment.

Associate Health services

Students can use Associate Health Services in the same manner a hospital employee would. They are open Monday-Friday, 7 a.m.-4:30 p.m. Treatment of minor illness or injury will be provided to students according to the AHS standing medical directives. There is no charge to students for the following use of AHS.

- Tuberculosis screenings upon admission or after any exposure to TB.
- Hepatitis-B
- Flu vaccinations
- Screenings for UTI
- Pregnancy
- Strep throat
- Injuries that occur while in the clinical setting

Work-related injuries will be treated in the emergency department and a confidential associate occurrence report is required for any alleged work-related injury. If the injury occurs after work hours or is non work related, please contact your primary care provider.

When medical services are not covered as part of AHS, will bill the student's insurance company. The student is then responsible for that portion not covered by insurance. The rates charged for these services will vary. (These rates are used when services outside of regular employee health hours occur)

Important phone numbers:

Associate Health Services	(779) 696-4112
Emergency Department	(815) 961-2430

Career planning and graduate placement

Sessions on resume writing and interviewing skills are conducted for the senior students as part of the Radiography Registry Review course. Educational and employment-planning options are also taught through this course. Human resources can also provide support for these skills. Information regarding application to educational programs in the advanced modalities is also available upon request.

Students are encouraged to request letters of reference from instructors or clinical supervisors. Official copies of UW Health SwedishAmerican School of Radiography transcripts are available upon request.

Section 5: Policies and procedures

Students are to be familiar with and comply with all policies and procedures of UW Health SwedishAmerican Hospital, the department of Medical Imaging and the School of Radiography. Failure to comply with these policies could make the student subject to disciplinary procedures, as outlined in this section. All hospital/medical imaging policies can be found on Uconnect.

Attendance policy

Student clinical and didactic schedules do not exceed forty hours per week. Regular and prompt attendance is mandatory. The student schedule includes alternating weeks of clinical rotations and classes. Students receive printed class and clinical schedules at the beginning of each phase.

Attendance records are part of the permanent student file. The student transcript includes the number of total days absent per phase. The student must call/text the program director at least 60 minutes prior to class if they will be absent or tardy (779) 696-4966 and contact the appropriate faculty by method arranged. During clinical rotation, the student must also contact their assigned area to notify them of absence or tardy. A call is required for each day of absence.

When a student fails to provide proper notification, the absence is unexcused, and must be made up regardless of how many personal days they have remaining. Violation of any of the provisions of the attendance policy will result in reduction in the clinical or didactic grades for the course work or clinical time missed. The student may also be subject to disciplinary procedures, up to and including dismissal.

Didactic weeks

Students can attend classes anywhere from 8 a.m. to 4 p.m. Monday through Thursday of class week. Semester classes/credits vary so please note the schedule will vary.

Instructors schedule a one-hour lunch break and short breaks between class sessions. Students are encouraged to use the Fridays off during didactic weeks to study, conduct research, complete computer assisted instructional projects, or make up missed clinical time.

Students are responsible for all missed class work missed. Instructor discretion will determine if student can make up assignments and quizzes and when they are due. Instructors may include attendance as a portion of the academic course grade.

Clinical attendance

Shift times for clinical weeks vary, including day and evening rotations. A limited number of second shift (evening) and night rotations are assigned.

The supervising technologist schedules student breaks, based on department workload. Students must always remain in the assigned clinical area. The instructor/ clinical coordinator or supervising technologist must approve any non-scheduled student assignments or absences from scheduled assignments (including leaving early). During all clinical assignments, the student is allowed a 30-minute lunch break and two 15-minute breaks.

Students are given five personal/sick days per academic year that do not need to be made up. If more than five days are used, the student must make up all missed clinical time beyond those five days. Personal days do not roll-over to the following year.

Personal/sick time can be taken in increments of four hours. For example, if a student leaves after lunch for an appointment, they will not be required to use/make up the entire day. Just four hours. Clinical days absent beyond the five personal/sick days must be made up hour for hour.

Students with an unauthorized absence from the assigned clinical area must make up the lost time, as assigned by the radiography instructor. Students are to clock in and be ready to perform at their assigned clinical time and cannot clock out early unless instructed so by the supervising technologist. Repeat instances of unexcused clinical absence will result in disciplinary procedures, which may include dismissal from the program.

Any student accumulating more than 40 hours of clinical make-up time will be placed on clinical probation. Clinical grades depend in part on clinical attendance. (See page 82-83, clinical grading procedures)

Missed clinical time will be reassigned by the program director on the Friday of the next class week (not to exceed 40 hours per week unless a waiver is signed by the student). A student may voluntarily make up clinical time at other times, with the approval of the program director. A student may also make up missed clinical time during the next scheduled break, or after graduation.

In addition to the Program Director, a student absent during a clinical assignment must also notify their clinical area.

Department	(779)-696-4766
ER/OR/PM's	(779)-696-4836
Belvidere	(815)-544-1341
Orthollinois Riverside	(815)-398-9491
Orthollinois Roxbury	(815)-398-9491

Clinical tardiness

If a student is more than eight minutes late at clock-in for scheduled clinical hours, they are considered tardy. Three incidences of tardy in a phase/semester will count as a full day absence and will result in a written reprimand, as well as the loss of eight personal hours. If student has no personal time remaining, they will be required to make- up eight hours of clinical time. Each tardy after the initial three and reprimand, will subsequently count as four additional hours of personal time. Tardiness for clinical assignments will also result in a reduction in the student's clinical grade.

Overtime

While students may elect to accumulate more than 40 clinical hours per week due to emergency situations, staying to complete exams, etc. they may not accumulate overtime for punching in early without approval from the program director. Time off for overtime, should be requested through the radiography instructor. Time off cannot be schedule during class time, or limited special rotations (for example, CT, MRI, overnights, or US). The student must take time back for overtime as it is accumulated. The student may not accumulate greater than 24 hours of overtime. Additional overtime hours above this limit will not be credited.

Time and attendance system

Student's clock-in to record all clinical hours as instructed during program orientation. Students must accurately record clinical time. If a student records clinical time and was not in the assigned rotation, the student is subject to disciplinary procedures. Any falsifying of time records will result in a two-day suspension for all students involved. A second incident will result in immediate dismissal.

Compassionate leave

Hospital policy allows students up to three days of bereavement in the event of the death of a spouse, child, parent, spouse's parent, grandparent or spouse's grandparent, brother, sister, or spouse's brother or sister. This does not count towards your allotted personal/sick time.

Emergency leave

A student may request an emergency leave by submitting a written request to the radiography instructor or program director. The student must make up all missed clinical time (if it exceeds your allotted personal days) and/or class assignments.

Leave of absence policy

This policy is to accommodate the student who is temporarily unable to maintain required attendance in the program, due to unforeseen circumstances beyond their control. A student may not use a leave of absence to avoid dismissal from the program for disciplinary reasons.

If a student is absent for more than two weeks, they must request a leave of absence, in writing, to the program director. All requests for leave of absence must be approved by the Executive Committee which includes the program director, the radiography instructor, the clinical preceptor, the medical imaging supervisor, the medical imaging manager, the medical imaging director, and the USF advisor of radiography.

All information is confidential. A leave of absence for medical or personal reasons may not exceed one year. The "student pregnancy policy" covers a leave of absence due to pregnancy.

When a Leave of Absence is granted, a written LEAVE OF ABSENCE AGREEMENT is prepared. The student signs this agreement and receives a copy. The agreement will outline the terms of the student's leave; including the requirements the student must meet to stay eligible for return to the program.

A student granted leave must apply to reenter the program within one year from the start of the leave. Failure to apply within one year will require the student to begin at Phase one. To be re-admitted, students must complete placement testing to assess their level of knowledge. This will determine which phase they will be placed in. Depending on the placement testing results, some students may be required to begin at Phase one.

Denial of approval of leave of absence results when the student has:

- Failed to maintain the required clinical or didactic grade point averages.
- Accumulated make-up clinical hours more than 40 hours.
- Was placed on probation or suspension.

Any student who fails to meet the requirements of the leave of absence agreement and/or the attendance policy will be subject to dismissal. Any student may not re-enter the program after a dismissal.

Student withdrawal

Students who wish to withdraw from the program must submit a written resignation to the program director who will meet with the student and provide counseling. The student then has two weeks to reconsider the withdrawal and return to the program. They will be required to make up all missed clinical time and class assignments.

Upon withdrawal all hospital property must be returned, and outstanding debts need to be paid to the hospital by the end of the two-week notice period. The student is responsible for applying for any refunds that may be due.

Dress code policy

Students are required to always comply with the UW Health dress code policy while in clinical settings. Failure to comply with the dress code policy will result in clinical make up time and other punishment deemed appropriate by the clinical coordinator and/or the program director.

General

The overall appearance of every student should reflect good taste, portray a positive image, and not cause unfavorable comments or criticism. Management of the School of Radiography reserves the right to determine appropriate standards of personal appearance.

Students not properly dressed per the dress code policy or departmental/school policies may be verbally warned and sent home to change. Repeated violations are subject to corrective action as outlined in the disciplinary policy section. Hair, beards, mustaches, and sideburns should be clean, neatly styled and/or trimmed. Long hair should be secured to prevent interference with patient care and safety. No more than two earrings per ear should be worn and they should be of a size and style appropriate for the work environment and consistent with department policy.

Personal Grooming

Cleanliness is a must in any work setting. Special attention should be given to personal hygiene to help insure the comfort and protection of patients, coworkers, and other students. Good hygiene including daily bathing, showering, shampooing of hair, oral care, and the use of deodorant before coming to work is strongly encouraged. Perfume or other such products should be used with care. Students involved with direct patient care may not wear perfumes as they may have an adverse impact on a patient's health status (allergic reactions, nausea).

Fingernails need to be well manicured and a length that allows one to perform their job functions while not interfering with patient care. Due to recommendations from the Center for Disease Control, artificial nails and pierced nails will not be worn by direct caregivers. This includes students working in nursing and ancillary/clinical service departments. Artificial nails include, but are not limited to, wraps, acrylics, tips, tapes, and appliques. Nail polish may be worn consistent with department policy. All clothing should fit properly and be of a style and type appropriate for the position, duties, and physique of each student. Appropriate undergarments should be worn and not be visible through outer garments.

Clinical areas

- Students must wear a uniform in the approved color and style for their department as specified by the program director (navy blue). Students will be notified by the program director or clinical coordinator of all uniform requirements.
- Footwear must be clean, in good repair and of the approved style to meet departmental requirements and consistent with a professional appearance.
- Photo ID badges are to be always worn while in the clinical setting.
- Dosimeter badge must be worn at collar level.
- Service award pins and school pins may also be worn.
- No other pins, buttons or insignia may be worn unless approved by the Human Resources. Jewelry and accessories should be conservative in nature.
- Socks or pantyhose must be always worn in patient care and clinical areas.

Non-clinical areas

Didactic education takes place in the Medical Imaging department. Students are required to dress in either business casual attire or scrubs. You will need to wear your hospital badge, as it is needed for entry to the Medical Imaging department.

Markers, badges, and name tags

- Each student receives a photo identification badge which needs to be always worn in the clinical setting.
- ID badges are official forms of identification and allow access to restricted areas.
- ID badges provide you with an employee discount in the hospital cafeteria.
- Wear the badge facing forward and clearly visible.
- Do not obscure with markers, stickers, or anything else.
- Lost ID badges must be reported immediately to the Safety and Security Office and the program director.
- ID badges are property of the hospital and must be returned upon leaving the program.
- The badge also allows access to the linen carts, surgical scrubs for OR rotations, and the PM parking lot.

Radiographic identification markers

- One left and one right lead marker are issued to each student.
- The markers identify the images exposed by the student.
- Student must always have these markers with them while in the clinical area.
- Do not loan these markers to anyone else.
- Students are responsible for replacement of lost markers.
- Markers will have the student's initials, a directional arrow or gravity BB, and "ST" to signify a student performed the examination.

Student Supervision policy

The following student supervision guidelines are based on the *JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences*.

The ratio of staff to students prior to student competency in each examination or procedure shall not exceed 1:1. Until the student achieves the program's required competency (having passed the competency exam) in a given procedure, all clinical assignments must be carried out under the *DIRECT supervision* of a registered radiographer.

- A qualified radiographer reviews the request for examination in relation to the student's level of achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the examination.
- A qualified radiographer reviews the images with the student before approving them.
- A qualified radiographer is present during the performance of any repeat of any unsatisfactory image.

After demonstrating competency (having passed a Clinical competency exam on that specific procedure), students are allowed to perform that specific examination under *INDIRECT supervision* -- meaning that a qualified radiographer is *immediately available* to assist the student, regardless of the level of student competency.

- The radiographer must be in proximity (adjacent) to the room in which the examination is being performed.
- This immediate availability applies to all areas where ionizing radiation equipment is in use.
- Students are not allowed to be in the operating room or go on a portable exam alone.
- Telephones and electronic devices do not constitute immediate availability.
- A qualified radiographer reviews the images with the student before approving them.
- All unsatisfactory images that must be repeated can only be done in the presence of a qualified radiographer, regardless of the student's level of competency.

Any student who performs radiographic examinations without proper supervision is subject to disciplinary procedures, including probation, suspension, and eligibility for dismissal, in addition to a ten-point deduction in the clinical grade. This policy will be reviewed at the start of each phase to ensure knowledge and promote compliance.

Radiation protection policy

The School of Radiography advocates strict adherence to the principle of ALARA. All radiation exposures should be kept "As Low as Reasonably Achievable".

Radiation protection and monitoring

Students must also comply with UW Health's radiation safety and personnel dosimetry policy which will be given to students during clinical orientation and can be found on Uconnect.

Radiation monitoring badges are required to be worn by students while in a clinical rotation. Badges must be left in the control area at the end of each clinical day. If the student loses the badge, it must be reported to the program director and the radiation safety officer immediately. Any accidental exposures must also be reported.

Current radiation exposure records are reviewed quarterly and maintained by the radiation safety officer. Students may request, a report of cumulative exposure at any time. Any reports showing radiation exposure beyond a dose of 5 msv (500 mrem or 0.5 rem) per quarter will be disclosed to the student as soon as the Radiation Safety Officer is made aware. The Radiation Safety officer will contact the student and program director, by telephone, within 2 business days of received report. A counseling session will be scheduled with the student, radiation safety officer and clinical coordinator within 3 business days of disclosure. This counseling session will be documented on a verbal counseling form and maintained in the student's file.

Exposure exceeding 50msv (5,000 mrem or 5 rem) in one year will also require written report to the Illinois Emergency Management Agency (IEMA) describing the incident(s) leading to exposure and any corrective actions initiated by the safety officer. Any correspondence received from IEMA or exposure monitoring agency regarding specific exposure incident(s) will be maintained in exposure files and student file.

Students are to return badges upon leaving the program for any reason. If students are found in the clinical area without a dosimeter badge, participation in clinical activities will be suspended until such time that a badge can be obtained.

Radiation dosimeters

Each student receives an OSL badge dosimeter to monitor radiation exposure which should be always worn in clinical areas. The proper location of the OSL badge is on the collar, facing forward, on the outside of the protective apron. At the end of each clinical shift, the student leaves the dosimeter on the dosimeter board in the radiology department. The OSL badge must not be worn outside the hospital. The student must report lost or damaged badges, or any exposure to the badge that does not reflect the student's exposure. A pregnancy declared radiography student will be issued an additional dosimeter to be worn at waist level.

Radiation dosimetry reports

- Student radiation exposure reports are available in the radiation safety officer's office within 30 days of badge submission.
- When available, the program director will review the report with students. Students can also review these reports at any time through the radiation safety officer or the program director.
- Students must report any incident that may inaccurately affect their exposure reading (leaving a badge on an apron in a fluoroscopy/OR room) or loss of a badge.
- Questions about the report should be shared with the program director. Student may be referred to the radiation safety officer.
- Student dosimetry reports are not part of the permanent student record.
- Students are responsible for forwarding a personal record of their cumulative radiation exposure to an employer upon graduation.
- The radiation safety officer will forward the student dosimetry record to employers upon written request of the student, at no charge.

Student pregnancy policy

Federal regulations require that UW Health SwedishAmerican Hospital ensure that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 5.0 mSv during the entire pregnancy. A limit of 0.5 mSv per month of a declared pregnancy is also enforced.

To comply with these lower dose limits, we follow the medical imaging occupational pregnancy policy concerning student pregnancy. The purpose of this policy is to:

- Allow the pregnant student to make an informed decision regarding voluntary written declaration of pregnancy.
- Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.
- Provide for the fair treatment of the pregnant student and maintain the quality of their clinical education.

During orientation, each student receives a copy of this policy, and a copy of the NRC Instructions Concerning Pregnant Women. The student then signs documentation of understanding of the policy and the instructions. It can also be found on UConnect.

Students who are pregnant during enrollment must decide whether to declare their pregnancy Declaration is voluntary. A student who elects not to declare the pregnancy is subject to the higher dose limit allowed to other students (5msv/0.5 rem per quarter). The student is not recognized as pregnant under the terms of this policy. A student who elects to declare a pregnancy will be subject to the lower embryo/fetus dose limit (0.5 msv/month).

While a declaration of pregnancy is completely voluntary, it must be in writing. A verbal declaration is not official. The student must submit the 'declaration of pregnancy form', page 56 to the program director, providing student name, a declaration that they are pregnant, the estimated date of conception (month and year only) and the date of the letter. Proof of pregnancy is not required.

The lower dose limit is in effect until the declared student notifies the program director that they have given birth, are no longer pregnant or no longer wish to be considered pregnant (revokes the declaration). If the student works within the medical imaging department and declares their pregnancy for work, that does not mean they have declared for the program. They would need to declare separately for school (and vice versa). The declared pregnant student may elect to stay in the program and complete their studies as scheduled, withdraw, or take a one-year leave of absence. Options include:

- Remain in the program on a full-time basis with no modification.
- Remain in the program on a full-time basis with modification to their clinical assignment objectives. This modification may result in the student not being able to meet the required clinical objectives of the program.

Remain in the Program

If the declared pregnant student elects to remain in the program, we recommend the following guidelines.

- Always wear a double-sided apron when an apron is required.
- Wear a G-8 radiation monitoring badge at waist level under the apron during all clinical hours (in addition to the standard G-1 badge worn at collar level)
- Avoid unnecessary exposure and stand behind a protective barrier whenever possible.
- Maintain as much distance as possible from the beam and patient during exams where you need to stay in the room.
- Never hold a patient or IR during an exposure.

Adjustments in the clinical schedule of the declared pregnant student are required if dose equivalent limit of 5.0 mSv is reached during the pregnancy. The student is reassigned to low -exposure clinical rotation or elect to take a leave of absence.

Pregnancy leaves of absence

If the pregnant student elects to take a one-year leave of absence, they could return to the program at the beginning of the same semester the following year to complete their studies. The pregnancy leave of absence must comply with the leave of absence policy. All information about a student leave of absence due to pregnancy is confidential.

To be eligible for graduation, the declared pregnant student must have completed all required clinical competencies. The required length of program attendance can be extended until all clinical requirements of the program have been met. This program extension may NOT exceed more than one year beyond the student's originally scheduled graduation date, or the student will be subject to dismissal.

Withdrawal

If the student wishes to withdraw their pregnancy declaration, for any reason, they can do so any time by filling out the 'written withdrawal' (see pg. 57) form. No other documentation is required to withdraw the declaration. The student may withdraw this declaration at any time.



Declaration of Pregnancy

This form is my official declaration of pregnancy. In accordance with the NRC's regulations at 10 CFR20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant.

I believe I became pregnant in _____
(month and year).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 5 mSv (0.5 rem). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

I will adhere to the UW Health occupation pregnancy policy until I submit a withdrawal of pregnancy. There is no other documentation required with this submission.

Student signature

Program director signature

Student name printed

Date written declaration received.



Withdrawal of pregnancy

I am withdrawing my previous declaration of pregnancy. I understand by submitting this form I agree to the removal of any previous school/clinical related policy and/or restrictions imposed on me because of my pregnancy and for the removal of additional dosimeters.

I also understand that it is my sole responsibility to submit this written declaration to the school's program director, and the withdrawal is not effective until it is submitted. There is no other documentation required with this submission.

Student signature

Program director signature

Student name printed

Date written declaration received.



MEDICAL IMAGING POLICY AND PROCEDURE MANUAL

SECTION PERSONNEL PRACTICE	POLICY NUMBER 50.7200.008.001
NAME Occupational Pregnancy	EFFECTIVE DATE 1/26/2017 SUPERSEDES NUMBER - DATE 50.7200.008 08/09/2013

I. PURPOSE:

To establish guidelines to prevent and/or minimize radiation exposures to the developing embryo/fetus of occupational radiation workers, and to allow the pregnant occupational radiation worker to make an informed decision regarding voluntary declaration of pregnancy

II. SCOPE:

This policy applies to female employees and physicians who are subject to occupational radiation exposure during the performance of procedures conducted under the authority of the Medical Imaging Department.

III. PRACTICE:

IEMA and NRC regulatory limits require that the radiation dose to an embryo/fetus due to occupational exposure of a declared pregnant woman not exceed 5 msv (0.5 rem) (500 mrem) during the entire pregnancy. It is recommended that this does also be kept below 0.5 msv (0.05 rem)(50 mrem) per month of pregnancy. The Medical Imaging Department, in order to comply with these lower dose limits, institutes the following policy:

- A. During orientation, each radiation worker receives a copy of this policy, and a copy of the *NRC Instructions Concerning Pregnant Women* (Appendix 1). The employee then signs documentation of understanding of the policy and the instruction. This policy is also reviewed annually during the mandatory radiation safety in-service
- B. The employee who becomes pregnant must decide whether or not to declare her pregnancy. Declaration of pregnancy is voluntary.
 - The employee who elects not to declare the pregnancy is subject to the higher dose limit allowed all other occupational radiation workers, 50msv (5 rem or 5000 mrem) per year, or 5 msv (0.5 rem or 500mrem) per quarter for students. The employee is not recognized as pregnant under the terms of this policy.
 - The employee who elects to declare their pregnancy will be subject to the lower embryo/fetus dose limit.
 - Declaration of pregnancy must be in writing. Verbal notification of pregnancy is not official. The employee must submit a letter to the Radiation Safety Officer (with a copy to the Medical Imaging Manager), providing employee

name, a declaration that she is pregnant, the estimated date of conception (month and year only) and the date of the letter. Documented proof of pregnancy is not required.

- The lower dose limit is then in effect until the declared pregnant employee notifies the Radiation Safety Officer in writing that she has given birth, is no longer pregnant or no longer wishes to be considered pregnant (revokes the declaration). A copy of this written notification is also to be provided to the Medical Imaging Manager.

C. In order to monitor and reduce embryonic/fetal dose, the declared pregnant occupational radiation worker will:

1. Wear a fetal radiation dosimeter at waist level under the lead apron, in addition to the collar dosimeter worn at collar level.
2. Employ the concepts of time, distance and shielding as appropriate to the imaging modality and procedure.
 - a. Radiation Safety:
 - Wear a wrap-around lead apron at all times when an apron is required.
 - Never hold a patient or IR during a radiographic or fluoroscopic x-ray exposure.
 - Remain in the control booth or stand as far as practical during fluoroscopic exposures, while not compromising patient safety.
 - b. Computed tomography: Never remain in the CT scan room during exposure.
 - c. Nuclear medicine; Wear a wrap-around apron for injections.

IV. GENERAL

- A. The Radiation Safety Officer will monitor employee dosimetry records and provide individualized dose reduction plans as necessary.
- B. Any female employee may request that she be issued a fetal dosimeter. Issuance of a fetal dosimeter does not imply a declaration of pregnancy by the employee.
- C. Work restrictions due to pregnancy, pregnancy leave of absence and/or pregnancy related job transfers are governed by existing Employee Health Service and Human Resource policies. This policy is not intended to replace or supersede these policies.

V. AUTHORITY

Issued by

Director, Medical Imaging Department

Date

Radiation Safety Officer

Date

Academic policies

Academic credit

UW Health SwedishAmerican Hospital does not award academic credit. We use a credit hour system to calculate student grade point averages and determine student eligibility for graduation. Clinical courses are awarded one credit hour per 80 contact hours per semester. Didactic courses are awarded one credit hour per two contact hours/per didactic week. For information on how a student may earn academic credit for completion of UW Health SwedishAmerican courses, please contact the University of St. Francis Counselor at (800) 735-7500.

Grading policies

The School of Radiography employs the following grading scale for all courses:

93 -100%	A
86 - 92	B
80 - 85%	C
79% and below	F

Each student must maintain an 80% grade average in all required didactic and clinical courses. A student who fails to maintain the minimum required grade average is subject to probation. Failure to improve the grade to the minimum 80% following probation results in student dismissal from the program. Student probation may also result from clinical deficiencies or unprofessional behavior. Depending on the seriousness of the infraction, each student is allowed three probation periods during enrollment. Dismissal from the School will result when it becomes necessary to issue a fourth probation.

Didactic courses

For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all the following in calculating and weighting the course grade: homework assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, group projects, laboratories, and attendance.

Academic counseling

At minimum, students receive a grade report for each course at midterm and at the end of each phase. The program director meets with students individually as needed. All students are provided with regular feedback concerning academic and clinical progress and professional development including identification of student strengths and areas for improvement. Student academic counseling may occur at any time deemed necessary by the faculty, or upon the request of the student.

Academic probation

Students must maintain an 80% average in all didactic courses. Instructors periodically calculate a course grade for the purpose of monitoring student progress. Students may receive grade reports at any time upon request.

Any student failing to maintain the required 80% average in a didactic course may be placed on academic probation. The program director will hold a conference with the student to inform them of the academic deficiency and prepare a written probation notice. The student signs the notice and receives a copy. The original notice becomes part of the student's confidential record.

The student receives a minimum one-month period (instructor discretion) to improve the course grade to the 80% required. Individualized instructional plans may be developed to assist the student in learning the required material. Following the completion of the probation, the program director holds a second conference with the student. The probation period ends if the student has improved the grade to the required 80% or above. Dismissal from the program will result if the student fails to attain the required 80% average by the end of the probation period and/or the end of the semester. Failure to successfully obtain an 80% in any course by the end of the semester results in failure of that course. Any course failure results in dismissal from the program.

Each student is allowed up to three probation periods during enrollment. Dismissal from the program results the fourth time it is necessary to place a student on probation. This limit includes academic probation, clinical probation, and/or disciplinary probation.

Each course instructor may use grading practices as outlined in the course syllabus.

Disciplinary procedures

While enrolled in the School of Radiography, all students must conduct themselves professionally abiding by the American Registry of Radiologic Technologists' Code of Ethics. Applicants can review this document at arrt.org. Students must also comply with the policies and procedures of UW Health, the medical imaging department, and the School of Radiography. Any student not complying with policies and standards is subject to disciplinary action.

Due process

A student with a grievance or a complaint related to the operation or compliance with educational standards should follow the grievance or student complaint procedure found later in this section.

Professional associations

Senior students will attend a spring educational conference of a professional society. All expenses for any educational experience, including, but not limited to, transportation, lodging, and meals are the responsibility of the student. Students are encouraged to fundraise to offset these costs.

Student records

During enrollment, the student record includes the following:

- Student application
- College transcripts
- Clinical and didactic grades
- Didactic evaluations
- Attendance records
- Clinical education records
- Records of student conferences/disciplinary actions
- Health record (kept in the AHS office)
- Radiation dosimetry record

After completion of the program (either through graduation or termination), the permanent record includes:

- School transcript (including attendance record)
- Any disciplinary actions (including dismissal)
- Application for admission
- Registry result (pass/fail)

We maintain the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act (FERPA). A locked file in the office of the program director houses all student records. Information from student records is released ONLY after receipt of a written request from the student per the transcript request on the school's website.

Official transcripts can be mailed directly to other institutions, upon written request by the student. Unofficial transcripts will be mailed to the student. The radiation safety officer will forward dosimetry reports to employers or schools, upon written request of the student.

Graduation requirements

The School of Radiography is a competency-based program, completed in five phases of study. A radiography student is eligible for graduation only after meeting the following criteria:

- Successful completion with a minimum 80% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements.
- Completion of any make-up clinical hours
- Payment of all remaining tuition and fees to UW Health SwedishAmerican Hospital and/or USF.
- Is in good status/compliance with school policies and procedures.
- Has returned of all hospital property, including ID badges, markers, library resources, dosimetry badges, etc.
- Has obtained an overall score of at least 80% on one development test (DT). This includes passing each section (image production, safety, procedures, and patient care) with an 80% or higher at least one time during their senior year.
- Students will not be signed off to take their ARRT registry until successfully passing a DT.

The School of Radiography holds a graduation ceremony at the completion of the program, and awards graduates a diploma and a school pin.

Disciplinary policy

While enrolled in the School of Radiography, all students must conduct themselves professionally. Students must abide by the American Registry of Radiologic Technologists' Code of Ethics and comply with the policies and procedures of UW Health, the medical imaging department, and the School of Radiography. Non-compliance is subject to disciplinary action. The program director determines the type and severity of disciplinary action and when counseling, reprimand, probation, and suspension are employed. The School of Radiography Executive/Grievance Committee is responsible for all decisions regarding student dismissal and to hear student grievances and appeals of disciplinary procedures. The Grievance Appeals Committee consists of the vice president of clinical services and the vice president of human resources. The Executive/Grievance Committee is defined in this section of the student handbook.

Counseling

Counseling is used by the faculty or staff to correct a student's conduct, performance, or attendance. All counseling sessions are confidential and conducted in a positive and constructive manner. The student receives goals and solutions for the problem(s) that prompted the counseling session. Documentation of each counseling session becomes a part of the student file and is kept confidential. If counseling does not solve the problem, the student will be subject to additional discipline, the severity of which will depend on the student's violation.

Reprimand

A reprimand is a written warning for any violation of policy, forms of misconduct, and/or improper attitude. Depending on the situation, the student may be placed on probation and/or suspended. A student who fails to adhere to a reprimand is immediately suspended. Documentation of any incident resulting in a reprimand becomes part of the student's permanent file. Any student who accumulates a total of three reprimands will be placed on probation. If they are already on probation when a third reprimand takes place, the student will be suspended. This will also count as an additional probation period of which students are only allowed three before they are dismissed from the program.

Probation

Probation is a period ranging from one to three months. During probation, the student must correct misconduct, poor attitude, and/or failure to maintain the required grade point averages. When a student is placed on probation, the program director will meet with the student and present the student with a written notice of probation. The student will be informed of the reason for the probation and the length of the probation period. The student is informed of goals that must be accomplished by the end of the probation. The student and the program director sign the written probation notice. The student receives a copy of this notice, with the original placed in the student's confidential file.

At the end of the probation period, the student has a second counseling session with the program director. If the student has met the goals, the probation period ends. A written release from probation notice is given to the student. If the student has failed to meet these goals, dismissal from the program results. Following are examples of instances that will result in probation.

- Unprofessional behavior or failure to follow school or departmental policy (disciplinary probation). This includes any behavior deemed unprofessional or inappropriate by the program director.
- Failure to maintain didactic grades (academic probation) or clinical grades or progress (clinical probation).

A student may have only three probation periods during enrollment. Dismissal from the program results when the need for a fourth probation arises.

Suspension

Suspension is the removal of a student from the academic and/or clinical areas of the program for a period of one to five days. A student who fails to adhere to policy or does not comply with a reprimand, probation and/or counseling will be suspended. A counseling session is held, and the student is presented with a written notice of suspension. The student is responsible for all class material covered during the suspension and must complete all homework assignments and tests given during the suspension.

The program director schedules the student to make up all missed clinical hours. Personal hours cannot be used to cover the suspension. Documentation of all incidents resulting in suspension becomes part of the student's permanent record. A student who fails to adhere to the guidelines of the suspension, within the time frame given in the notice of suspension, is dismissed from the program.

Dismissal

Dismissal is termination of a student for acts of severe misconduct or poor performance. Dismissal may also result from repeated violations of minor discrepancies or following a probationary period.

Cause for dismissal includes, but is not limited to:

- Abusive treatment of patients, visitors, or staff.
- Discrimination based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, socioeconomic status, or any other characteristic protected by law.
- Willful damage of hospital property.
- Conduct likely to jeopardize the normal and efficient operation of the hospital.
- Threatening, intimidating, harassing, or coercing other persons.
- Unauthorized possession of any weapon on hospital premises.
- Being under the influence of drugs, narcotics, or intoxicants on hospital property.
- Theft, pilfering, fraud, or other forms of dishonesty.
- Insubordination or refusal to perform assigned duties.
- Absent without cause or without permission.
- Disorderly conduct or fighting on hospital premises.
- Malicious gossip or derogatory attacks concerning anyone associated with the hospital.
- Unauthorized disclosure of hospital acquired confidential information, including information regarding patients, physicians, fellow students, and employees.
- Falsification of hospital or school records.
- Accumulation of four probation periods.
- Cheating on tests or assignments, to include plagiarism.
- Lying or other forms of deception.
- Infractions of the policy and procedures of the school and/or the hospital.
- Failure to remove themselves from probation within the allotted timeframe.
- Acquiring a fourth probation during the program
- Failing to achieve a Final course grade of an 80% or higher in any course.

Dismissal procedure

The Executive Committee reviews all documentation regarding potential student dismissal. This committee consists of the program director, the radiography instructor, the clinical preceptor, the medical imaging supervisor, the medical imaging manager, the medical imaging director, and the USF advisor of radiography. If the Executive Committee recommends dismissal, the program director prepares a written notice of dismissal that outlines the specific reasons for dismissal and provides notice of a hearing where the student may answer the charges. The program director then meets with the student to present the notice of dismissal. The following may then occur:

- The student may elect to withdraw from the program. In this case, the student's permanent record will state that the student withdrew.
- The student may elect to proceed with a hearing before the Executive Committee, where program officials present the case for dismissal and the student may rebut the evidence presented.

The allegations against a student are presumed to be false until they are found to be true by direct, competent evidence of misconduct. This presumption allows the student to remain silent during the hearing without having such silence held against them. The status of the student is not altered pending the dismissal action, except for reasons related to the student's or others' physical or emotional safety. In such cases, the student is suspended until the dismissal process is completed.

If the Executive Committee decides not to dismiss the student, the student is then reinstated in the program. If the Executive Committee finds for dismissal, the student is terminated from the program and is not eligible for reinstatement.

Due Process/Student Grievance Policy and Procedures

Students, as consumers of the educational program offered by the UW Health SwedishAmerican Hospital School of Radiography, have the right to file a grievance about issues they feel require a response and/or resolution. The UW Health SwedishAmerican Hospital School of Radiography prefers to solve problems by internal procedures within the School if at all possible before the formal Student Grievance Procedure is activated.

This policy provides a procedure for any radiography student who has a problem, question, or complaint regarding any aspect of their enrollment, to have the complaint reviewed by appropriate authorities. This procedure also applies to terminated students.

Other issues include, but are not limited to:

- Alleged discrimination based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, socioeconomic status, or any other characteristic protected by law.
- Sexual harassment complaints should be directed to human resources.
 - Because of the sensitive nature of this kind of complaint, a conference with the human resources director will replace the first step of the grievance procedure.
 - The HR director will counsel with the student to determine the appropriate action that is required.
- Academic matters
- Disciplinary actions, including termination, which may be imposed on a student.

Non-academic complaints (minor)

Non-academic complaints which do not require a formal grievance should be submitted in writing to the program director. Examples include general building safety/cleanliness, equipment malfunctions, etc.

Grievance Policy Procedure guidelines

A problem, question, or complaint may become a formal grievance if the results of a conference with the student's instructor or program director are not satisfactory. The complaint should be handled in the following sequence:

- I. Student must go to the instructor/technologist where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.
- II. In cases where the instructor/technologist is not the program director, a meeting with the program director may be requested after the student's initial meeting with the instructor/technologist fails to resolve the complaint. This meeting must take place within three business days of the initial meeting.
- III. If a satisfactory outcome is not possible after the second step, the student may file a formal grievance in writing to the program director within five business days of the meeting, requesting a hearing with the Executive/Grievance Committee. This meeting should take place within ten business days of receipt of the formal letter.
- IV. In cases of grievance, the Executive/Grievance Committee will consist of the Program Director, the radiography instructor, the clinical preceptor, the medical imaging supervisor, the medical imaging manager, the medical imaging director, and the USF advisor of radiography. (Minus any individual the complaint may be directed at).
- V. Last step: If the student is not satisfied with the response of the Executive/Grievance Committee, the student has one last opportunity for appeal. A written notice of appeal must be submitted to the program director within five business days of the meeting of the Executive Committee. A meeting with the Grievance Appeal Committee must take place within ten business days of receipt of the notice of appeal. The Grievance Appeal Committee is composed of the vice president of human resources and the vice president of clinical services. The decision of the Grievance Appeals Committee is final.

Failure on the part of the student to comply with the steps as outlined in this process will result in termination of the process.

Complaint resolution procedure

The Joint Review Committee on Education in Radiologic Technology accredits the UW Health SwedishAmerican Hospital School of Radiography. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. The Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) are available upon request in the program director's office. Students who have concerns regarding the program's compliance with the STANDARDS should follow the procedures outlined in the program's grievance procedure. If the student does not feel that the program and UW Health have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern. The JRCERT can be contacted at:

**Joint Review Committee on Education in Radiologic
Technology**

20 N. Wacker Drive Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

Email: mail@jrcert.org

Website: www.jrcert.org

Student rights and responsibilities

All students:

1. Have the right to institutional policies and procedures safeguarding the freedom to learn.
2. Are responsible for knowledge and application of the policies and procedures.
3. Have the right to admission without discrimination based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, socioeconomic status, or any other characteristic protected by law.
4. Have the responsibility to accept others without discrimination based on race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, socioeconomic status, or any other characteristic protected by law.
5. Have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgment.
6. Are responsible for knowing material offered in any course of study.
7. Have the right to orderly procedures of academic evaluation without prejudice.
8. Are responsible for maintaining standards of academic performance for each course.
9. Have the right to confidentiality by all School of Radiography employees.
10. Have the responsibility for corresponding confidentiality.
11. Have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
12. Are responsible for maintaining confidentiality of their records.
13. Have the right to discuss appropriate issues and to express opinions.
14. Are responsible for maintaining a positive public image for UW Health.
15. Have the right to participate in the formulation of institutional policies affecting academic and student affairs.
16. Are responsible for participation in formulating and implementing institutional policies.
17. Have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
18. Are responsible to know these policies. Disciplinary action may result from violations of these policies.
19. Have the right to adequate safety precautions within the hospital and its facilities.
20. Are responsible for practicing safety measures within the hospital.
21. Have the right to participate with faculty in periodic review of the grading system.
22. Are responsible for seeking clarification or assistance from faculty regarding academic status.

Miscellaneous policies

Student safety and incident reports

Students must comply with hospital policies for reporting unusual occurrences. Hospital orientation presents information about safety issues, hospital security, and incident reporting. Students are also required to complete the annual UW Health Safety Fair Module requirements online. A student with any concern or problem relative to safety issues should seek assistance from the supervising radiographer or the radiography instructor. The student must immediately report any unusual occurrence or incident to the department supervisor. This includes proper use of the medical imaging ionizing radiation equipment policy (Given during clinical orientation and available on UConnect).

Infection control policy

Standard precautions prevent the transmission of communicable diseases, and provide for the safety of students, staff, and patients. Students must comply with the hospital standard precautions policy supplied during orientation and available on UConnect. For further reference, the student may consult the infection control manual in the light room. The student must also complete the hand hygiene tutorial online.

Parking and transportation policy

Each student receives a hospital parking permit. Display in the vehicle's left rear window. Students must comply with hospital parking policies. Students receive this information during orientation. Any parking fines or traffic citations are the sole responsibility of the student and must be paid prior to graduation.

Smoking policy

All UW Health properties are smoke-free. There is no smoking allowed on campus, hospital property or clinic property. (Including personal vehicles). Students must comply with this policy. Failure to do so will result in disciplinary action.

Substance abuse testing policy

The School of Radiography complies with the UW Health substance abuse testing policy. This policy is reviewed during orientation and can be found on UConnect.

Student employment policy

Non-technical employment in the medical imaging department may be available to students during enrollment. The manager and supervisor make all hiring and scheduling decisions. This employment is unrelated to student clinical requirements and is not under our control.

All applicable Illinois Emergency Management Agency regulations are followed. Students do not take the place of qualified staff.

Students may seek employment while enrolled but should consider the following:

- Education must not be jeopardized by working excessive hours. This could result in poor performance in school.
- Changes to clinical or didactic schedules to accommodate a work schedule will not be arranged.
- Students employed by UW Health will never administer ionizing radiation during their work hours. Doing so will result in disciplinary action, which may include removal from the program.

Student orientation and in-services

Students are required to attend the following educational activities in addition to the courses listed in the program's curriculum:

- **Orientation**
Students must attend new employee orientation (NEO). NEO introduces new students to Associate Health Services, guest relations, patient rights, body mechanics, confidentiality, quality management, safety and security, corporate compliance, and infection control.
- **Program orientation**
During the first week, new students are oriented to the student handbook and all program policies and procedures.
- **Clinical education orientation**
Before entering clinical, students review the clinical education plan. This reinforces understanding of clinical expectations prior to the start of clinical rotations.
- **Senior orientation**
Students review the student handbook and policies at the beginning of Phase IV.
- **Safety fair**
Students must complete the annual safety modules online. This reviews information covered during NEO including skills in all areas. Topics may include radiation and MRI safety, student supervision, infection control, fire safety, and confidentiality. Students are required to attend/complete all hospital in-services/activities.
- **Educational seminars**
Students attend a radiology conference during their senior year and may attend the annual RSNA conference in Chicago.

Section 6: Clinical education plan

This section outlines the systems, methods, and instruments used to develop, evaluate, and document student clinical progress. The plan integrates clinical and didactic education to maximize student achievement of program objectives and was designed using the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences, the ASRT Professional Curriculum for Radiography, the ASRT Scope of Practice for the Radiographer and the ARRT Radiography and Clinical Competency Requirements.

The method used for clinical education involves the use of clinical rotation objectives, clinical laboratory evaluations, clinical competency evaluations, clinical performance evaluations, and final competency evaluations. The program director, clinical preceptor, and the supervising radiographers are responsible for the evaluation of student achievement of clinical objectives. Overall progress and affective behaviors are evaluated on an ongoing basis, and achievement of all program objectives is audited periodically and verified prior to completion of the program.

Clinical plan orientation

Student orientation

Student orientation to the clinical education plan occurs during School orientation at the beginning of the program and a review occurs again at the beginning of the senior year.

Radiographer orientation

All radiographers involved in clinical supervision of students receive an orientation to the clinical education plan with program faculty as a requirement of orientation to the medical imaging department. The staff radiographer position description includes radiographer supervision and evaluation of radiography students. The annual performance review of each staff radiographer includes an evaluation of effectiveness in student supervision and evaluation. The online annual safety fair includes a module regarding student supervision and evaluation. All medical imaging employees and students are required to view this module and pass the post-test.

Clinical education sequencing

Clinical rotation objectives follow a logical sequence of increasingly complex assignments and are closely correlated to the didactic curriculum. This allows the student to progress from observation of radiographic examinations, to assisting, and finally to performing examinations under direct, and later, under indirect supervision. The student gains a level of knowledge and competency that allows for successful performance as a radiographer.

- Didactic instruction: Classroom lectures and discussions introduce students to the assigned unit of the Procedures course.
- Clinical laboratory demonstration: The instructor(s) demonstrates and simulates the projections discussed in the classroom. The students practice performing their positioning skills through simulation.
- Didactic evaluation: A written test evaluates student cognitive learning.
- Simulation: The clinical preceptor/program director evaluates student clinical skills by observing the student simulate the performance of radiographic examinations. This does not involve actual exposures. These evaluations constitute a portion of the clinical grade, and successful completion is a prerequisite to the performance of the examination on a patient.
- Patient examinations performed under direct supervision: Following successful completion of the simulation, the student may perform that examination on patients under the direct supervision of a registered radiographer.
- Clinical competency: Following successful completion of simulations, the student may request to perform a clinical competency exam under direct supervision. The student must inform the evaluating radiographer prior to performance of the exam so that the evaluator can observe the entire process which is to be evaluated. The supervising radiographer directly observes the student perform a patient exam and will evaluate the student's performance. All declared clinical competency exams must be submitted and recorded whether they are successful or unsuccessful. Successful completion of a clinical competency exam by the student for that anatomical area is a prerequisite to the performance of that particular examination on patients under Indirect supervision.
- Patient examinations performance under indirect supervision: Following successful completion a clinical competency exam for a specific radiographic examination, the student may then perform that exam on patients under indirect supervision, in compliance with the clinical supervision policy. A radiographer must still be in ear-shot of the student, must be present for any repeat images, and approve all images before releasing the patient.

- Re-check laboratory and clinical competency evaluations: The clinical instructors or program director may periodically conduct unannounced re-check evaluations. By either simulating an exam or observing the students perform a patient exam, the clinical instructors evaluate student retention and clinical proficiency.
- Final competency evaluations: During the senior year, the student must complete this evaluation. At minimum, the student must perform each of the ARRT's mandatory (36 in total) radiographic examinations and 15 of the elective examinations. These are to be done on a patient, under the direct supervision of the supervising radiographer or clinical instructor. The final competencies evaluate and document student performance of each required exam. The student must inform the radiographer prior to performance of the exam, so that they can observe (no assisting) the entire process which is to be evaluated. All declared final competencies must be submitted whether they are successful or unsuccessful. Successful completion of final competencies is a graduation requirement. *Final competencies cannot be performed on an examination that you have never completed before. You must have at least one prior clinical competency on that procedure to perform a final competency.

Student clinical supervision policy

Each student is assigned a supervising registered radiologic radiographer on every clinical assignment. The student must report to the supervising radiographer of the assigned clinical area at the beginning of each clinical shift and must inform the supervising radiographer of any scheduled class or clinical activity that will require the student's release from the clinical area. The student must notify/obtain permission from the supervising radiographer and the program director before leaving the assigned clinical area for any reason.

The student supervision guidelines are based on the JRCERT Standards for an Accredited Educational Program in the Radiologic Sciences.

- The ratio of staff to students prior to student competency in each examination or procedure shall not exceed 1:1.
- Students will not hold patients during an exam. No exceptions.
 - The technologist should use tape, sponges, or other devices to keep the patient still or hold them in position for the exam.
 - Family members or employees should provide holding when necessary.
- Students cannot hold an IR during an exam. No exceptions.

Until the student achieves the program's required competency (having passed the competency exam) for each specific procedure, all clinical exams for that specific procedure must be carried out under the DIRECT supervision of a registered radiographer.

Direct supervision requires that:

- A qualified radiographer reviews the request for examination in relation to the student's level of achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the examination.
- A qualified radiographer reviews the images with the student before approving them and releasing the patient.
- A qualified radiographer is present during the performance of the repeat of any unsatisfactory image.
- Students are under direct supervision until they are "comped" on an exam and will always have a technologist with them. No exceptions.

After demonstrating competency (having passed a clinical competency exam on that specific procedure) students can perform examinations under INDIRECT supervision.

Indirect supervision requires:

- The student to have successfully performed a clinical competency on this specific procedure.
- A qualified radiographer to be immediately available to assist the student, regardless of the level of student competency.
- The radiographer to be in close proximity to the room in which the examination is being performed.
- The radiographer must be in earshot. Telephones and electronic devices do not constitute immediate availability.
- This immediate availability applies to all areas where ionizing radiation equipment is in use.
- Students to be accompanied by a radiographer anytime they are in the operating room or going on a portable exam.
- A qualified radiographer to review the images with the student before approving them and releasing the patient.
- The radiographer to be present if any unsatisfactory images must be repeated, regardless of the student's level of competency.

After successfully completing an exam, students are under indirect supervision only for that *specific* exam. For example, a student has passed a competency for a routine chest x-ray. They are now under Indirect supervision for ONLY routine chest x-rays.

Any student who performs radiographic examinations without proper supervision is subject to disciplinary procedures, including eligibility for dismissal and a ten- point deduction in the clinical grade.

This policy will be posted in all clinical areas and reviewed at the start of each phase to ensure knowledge and promote compliance.

Clinical attendance

Attendance is extremely important during clinical education. Students must be present to observe, learn and perform procedures. In addition, being dependable is essential for healthcare professionals. Attendance and punctuality demonstrate a level of professionalism that is required in the field.

- Students are allowed five clinical absences per calendar year for sickness and/or personal leave.
- Students unable to attend clinical need to call the department and notify a technologist at least 30 minutes prior to their scheduled rotation.
- Students must call each day they are absent, even if they are consecutive days.
- Students must notify the program director of their absence.
- Students not notifying the clinical site in a timely manner will be subject to disciplinary action.
- Failure to notify the assigned area will be considered an unexcused absence.
- Unexcused absences must be made up with a reduction in the clinical grade.
- Three unexcused absences over the course of the program will result in dismissal from the program.
- Students using more than their allotted five clinical days may be subject to disciplinary action.
- All days more than the five allowed personal days will be made up hour for hour. Additionally, there will be a deduction in the clinical grade. Exceptions will be considered in case of extenuating circumstances, such as medical leave, serious illness, or bereavement leave (in addition to the days offered in the UW Health bereavement policy). Appropriate documentation may be required.
- Students who accumulate three tardy notices in a semester will be written up and lose a minimum of eight hours of personal time.
 - Tardy is defined as being more than 7 minutes late for clinical assignment.
 - Each successive tardy will be an additional loss of 4 hours of personal time.
 - If the student has no remaining personal time, it will need to be made up.
 - Exceeding 3 tardies will result in a grade deduction.

Students are to not to be scheduled for more than 40 hours per week combined class and clinical. A student may request permission to exceed 40 hours if they choose to do so. Permission will be granted depending on clinical space and availability to maintain the 1:1 student to tech ratio.

Student documentation requirements

Each student must complete clinical requirements. A portion of the clinical grade depends on the student's timely completion of all required documentation. All documentation must be submitted.

Clinical competency evaluations

Each student must successfully complete the required number of competency evaluations per phase to progress within the program.

- Competency evaluations must be recorded whether the attempt is successful or unsuccessful. This provides important information to faculty regarding the clinical progress of each student.
- Students must inform the evaluating radiographer prior to performance of the exam so that the evaluator can observe the entire process to be evaluated.
- The total number of comps completed per term comprises a portion of the clinical grade. Failure to complete the required number will result in a reduction in the student's clinical experience course grade.
- All clinical competency evaluations attempted must be submitted. Failure to submit all attempts or falsifying documents will result in disciplinary action.

Room/equipment competency evaluations

- The student must successfully complete all room/equipment competencies during the fall session of phase one. This evaluates the student's overall knowledge in using the radiographic rooms and equipment.
- The student must complete a room/equipment competency evaluation prior to performing any clinical competency exams in that room.
- The student must demonstrate proficiency in the tasks outlined on each evaluation.

Final competency objective and evaluations

At the start of phase three, the student can begin the final competency objective.

- The student must perform the ARRT's entire 36 mandatory and 15 elective examinations on patients under the direct observation of the supervising radiographer or clinical instructor.
- The radiographer documents completion of each examination by signing off on the final competency exam.
- All final competencies must be completed prior to graduation.
- All final competency evaluations attempted must be submitted whether pass or fail. Failure to submit all attempts or falsifying documentation will result in disciplinary action.

Special procedures

In the summer session between junior and senior year, you will be enrolled in special procedures class. This class will introduce you to the advanced modalities in medical imaging. You will also rotate through the various modalities in phase III and will have objectives that are correlated to special modalities.

During the clinical rotation in CT, MRI, Ultrasound etc., the student will complete an assignment that correlates with that modality. Timely completion of these requirements constitutes a portion of the clinical grade.

Clinical grade policy

The clinical grade is calculated at the mid-term and each student receives a mid-term evaluation (excluding the Phase I and Phase III as they are shorter). At the end of each semester, every student will receive a final evaluation. Students will receive a clinical grade for each session as outlined below:

- Phase I is Fall session
- Phase II is Spring session
- Phase III Summer session
- Phase IV is Fall session
- Phase V is Spring session

Clinical grade calculation

The student's clinical grade is first calculated as the base clinical grade, expressed as a percentage. Then, clinical points may be added or deducted to obtain the Final Clinical grade.

Base clinical grade

Weighting of the Base Clinical Grade during Phase I (Fall)

Simulations	25%
Room/Equipment Competencies	25%
Clinical Competency Evaluations	25%
Final Evaluation	25%

Weighting of the base clinical grade during Phase II (Spring)

Simulations	20%
Clinical Competency Evaluations	40%
Mid-Term Evaluation	20%
Final Evaluation	20%

Weighting of the Base Clinical Grade during Phase III (Summer)

Clinical Competency Evaluations	30%
Specialty Rotation Objectives	30%
Final Evaluation	40%

Weighting of the Base Clinical Grade during Phase IV (Fall)

Mid-Term Evaluation	20%
Technique Sheets	20%
Final Competencies	40%
Final Evaluation	20%

Weighting of the Base Clinical Grade during Phase V (Spring)

Mid-Term Evaluation	20%
Final Competencies	40%
Technique Sheets	20%
Final Evaluation	20%

Clinical points

Below are circumstances that could impact your base clinical grade. This list aids students in determining how each will affect the clinical grade and is not meant to be all-inclusive. Point additions for exemplary performance or point deductions for inappropriate actions occur at the discretion of program faculty, and on the recommendation of supervisors, radiographers, or radiologists.

School policy concerning disciplinary procedures take priority over the clinical grading system in all situations. Repeat violations of policies result in a reduction in the student's clinical grade. Some violations will also cause the student to be subject to disciplinary procedures, up to and including dismissal from the program.

Clinical points	
Special recognition by patient or staff	+1
Each subsequent day absent after allotted 5 sick/personal days	-1
Third tardy in a semester	-1
Each successive tardy after the third tardy	-1
Unexcused absence from clinical assignment	-1
Performing examinations without proper supervision	-5
Failure to follow professional appearance policy	-1
Failure to comply with radiation protection policy	-2
Failure to properly identify a patient	-2
Failure to follow standard infection control precautions	-2
Unprofessional language or behavior	-2
Refusing to do an examination in which you have been trained on	-2
HIPAA violations (may include suspension and/or dismissal)	-10
Failure to clean up assigned clinical area	-1
Failure to follow the electronic device policy	-1

Clinical probation

- Students must maintain a minimum 80% at the midterm progress report and the final cumulative radiography clinical experience grade average.
- Any student not maintaining an 80% is subject to be placed on clinical probation at the discretion of the program faculty.
- Clinical probation period cannot extend through the following Phase.
- At the end of the probation period, the student must have attained a minimum grade of 80% in that clinical course.
- Any student failing to attain the 80% clinical experience grade in the probationary period is subject to dismissal from the program.
- A student is allowed only three probationary periods during enrollment, with dismissal from the program being enforced when a fourth probation is necessary.
- This includes academic probation, clinical probation, and any disciplinary probation.
- Please refer to the section 5 policies and procedures.

Glossary of clinical education terms

CLINICAL: Observing, assisting, or performing hands-on procedures in the hospital or clinic setting.

CLINICAL COMPETENCY EXAMINATION: Also known as a COMP. The student performs a radiographic examination on a patient under the direct observation of the supervising radiographer or the Program Director/coordinator. This must be completed successfully before the student can perform this examination under indirect supervision. All attempts must be submitted.

COMPETENT: The ability to function with indirect supervision and assume those duties and responsibilities that are set forth in the clinical objectives. This is obtained after you have successfully performed Clinical competency examination on that specific procedure.

DIDACTIC: A term used when discussing classroom learning experiences, as opposed to CLINICAL experiences.

DIRECT SUPERVISION: A registered radiographer is present in the control area with the student during the performance of the examination.

FINAL COMPETENCY EXAMINATION: These are completed by the supervising radiographer to document student achievement of final comps prior to graduation. You must be in Phase III or higher to Final Comp on an exam. All attempts must be submitted.

INDIRECT SUPERVISION: A registered radiographer is immediately available to assist the student (within line of sight or within a distance to hear the student request assistance). Telephones and electronic devices are not considered indirect supervision. This does not apply to Portables and C-Arm cases, or when repeating images is required, where you are always under Direct Supervision.

LABORATORY: A work time scheduled for demonstration of clinical procedures, for positioning practice and for simulations.

PROFICIENCY: An advancement in knowledge and skills that is acquired through the repeated performance of patient radiographic examinations. Proficiency is being able to perform above the minimum competency level.

Clinical Competency Requirements

PHASE	QUARTER	NUMBER OF COMPS REQUIRED
PHASE I	FALL 7 weeks (Aug - Dec)	5 Clinical Comps You will also enter exams you assisted, observed, and performed-but didn't comp- in the "Daily Log" section of Trajecsys to reflect your activity for each clinical day/rotation.
PHASE II	SPRING 8 weeks (Jan - May)	25 Clinical Comps You will continue to "log" exams in Trajecsys.
PHASE III	SUMMER 6 weeks (May - Aug)	20 Clinical/Final Comps You can start Final comping on exams. You must have a Clinical Comp before you can Final Comp. Both will count towards your total comps for this Phase.
PHASE IV	FALL 8 weeks (Aug - Dec)	25 Clinical/Final Comps A majority of these should be Final comps but can be Clinical Comps for less common or more difficult exams.
PHASE V	SPRING 8 weeks (Jan - May)	25 Clinical/Final Comps (This number can be less if a majority of the Final comps have already been completed in previous semesters) *A total of 51 (36 required/minimum of 15 elective) Final competency exams must be completed before graduation.

Clinical rotations

PROFESSIONAL PHASE I

7 wks M-F

RADG 42.305 RADIOGRAPHY CLINICAL EXPERIENCE I		
1	Department(FLUORO)	7:00-3:30
2	Department(FLUORO)	8:00-4:30
3	ER/OR 2	6:30-2:30
4	ER DAY	6:00-2:00
5	ER PM	2:30-10:30
6	ER PM/OR	2:30-10:30
7	Transport	7:00-3:30
8	MI RN, File Room	7:00-3:30
9	BELVIDERE	7:00-3:30
10	BELVIDERE PM	2:30-11:00

PROFESSIONAL PHASE II

8 wks M-F

RADG 42.307 RADIOGRAPHY CLINICAL EXPERIENCE II		
1	Department(FLUORO)	7:00-3:30
2	Department(FLUORO)	8:00-4:30
3	Float	9:00- 5:30
4	ER DAY	6:00- 2:00
5	ER PM	2:30-10:30
6	ER PM/OR	2:30-10:30
7	OR 1	6:30-2:30
8	ER/OR 2	6:30-2:30
9	BELVIDERE	7:00 -3:30
10	Belvidere PM	2:30-11:00

PROFESSIONAL PHASE III

6 wks M-F

RADG 42. 407 RADIOGRAPHY CLINICAL EXPERIENCE III		
1	Department(FLUORO)	7:00-3:30
2	Department(FLUORO)	8:00-4:00
3	Orthollinois (Roxbury)	8:00-4:00
4	ER DAY	6:00-2:30
5	ER PM	2:30-10:30
6	ER PM/OR	2:30-10:30
7	OR 1	6:30-2:30
8	ER/OR 2	6:30-2:30
9	BELVIDERE	7:00-3:30
10	Orthollinois (Riverside)	8:00-4:00

PROFESSIONAL PHASE IV

8 wks M-F

RADG 42.408 RADIOGRAPHY CLINICAL EXPERIENCE IV		
1	Department(FLUORO)	7:00-3:30
2	Department(FLUORO)	8:00-4:00
3	Orthollinois (Roxbury)	8:00-4:00
4	ER DAY	6:00-2:30
5	ER PM	2:30-10:30
6	ER PM/OR	2:30-10:30
7	OR 1	6:30-2:30
8	ER/OR 2	6:30-2:30
9	BELVIDERE	7:00-3:30
10	Orthollinois (Riverside)	8:00-4:30

PROFESSIONAL PHASE V

8 wks M-F

RADG 42.409 RADIOGRAPHY CLINICAL EXPERIENCE V		
1	Department(FLUORO)	7:00-3:30
2	Orthollinois (Riverside)	8:00-4:00
3	Orthollinois (Roxbury)	8:00-4:00
4	ER DAY	6:00-2:30
5	ER PM	2:30-10:30
6	ER PM/OR	2:30-10:30
7	OR 1	6:30-2:30
8	ER/OR 2	6:30-2:30
9	BELVIDERE	7:00-3:30
10	ER Overnights	10:30-7:00am

All times and Rotations are subject to change

Appropriate supervision will be always maintained in accordance with the JRCERT supervision standards.

Section 7: Goals and outcomes

UW Health mission statement

Through excellence in healthcare and compassionate service, we care for our community.

School of Radiography mission statement

Through excellence in education and a quality-focused environment, we provide our healthcare community with competent and compassionate radiographers.

Goals and expected outcomes

To fulfill the School of Radiography's mission, we have established specific and measurable outcomes for program and student learning outcomes. These outcomes and benchmarks are used to evaluate the degree to which the School has met its mission, and to guide and provide motion for continuous program improvement.

Goals

1. Develop competent radiographers.

Outcomes:

- a. Students will accurately position patients.
- b. Students will apply principles of radiation protection.

2. The student will develop critical thinking skills.

Outcomes:

- a. The student will manipulate technical factors for various patient conditions and exams.
- b. The student will evaluate radiographic images for image quality and positioning.

3. The student will practice effective communication skills

Outcomes:

- a. The student will demonstrate oral communication skills.
- b. The student will acquire effective written communication skills.

Outcome assessment plan review and reporting

The program director has primary responsibility for the development and revision of the outcomes assessment plan, student assessment, gathering of data and writing the annual outcomes assessment report with input from the clinical receptor(s).

The Executive Committee conducts an annual review of the outcomes assessment plan, providing recommendations for revisions as necessary. The Executive Committee also reviews and makes recommendations for revisions in program curriculum, policy, and procedures. The Executive Committee also serves as the Admissions Committee which makes the final recommendations for applicants accepted into the program.

The public and other communities of interest can access the program effectiveness data on our website.