

# REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY

2023-2024 Program Information

*Regional West Medical Center School of Radiologic Technology operates under the auspices of Regional West Health Services and its officers, including any governing boards. The school is physically located at 3701 Avenue D, Scottsbluff, Nebraska. Its mailing address is 4021 Avenue B, Scottsbluff, Nebraska.*

Revised 4/26/2023  
Effective dates: Aug. 13, 2023 to Aug. 11, 2024



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# SCHOOL CALENDAR

Regional West Medical Center School of Radiologic Technology School Calendar August 2023 through August 2024	
Date	Significance
July 21, 2023	New student orientation
Aug. 14, 2023	Classes begin.
<b>Sep. 4, 2023</b>	<b>Labor Day holiday (no classes)</b>
<b>Nov. 24 - 25, 2023</b>	<b>Thanksgiving holiday (no classes)</b>
<b>Dec. 25, 2023 - Jan. 2, 2024</b>	<b>Christmas break (no classes)</b>
Feb. 9, 2024	Last day of term
Feb. 10, 2024	Classes begin
April 18 - 20, 2024	NSRT annual meeting
<b>April 21 - 27, 2024</b>	<b>Spring break</b>
<b>May 27, 2024</b>	<b>Memorial Day holiday (no school)</b>
<b>July 4, 2024</b>	<b>Independence Day holiday (no classes)</b>
July 26, 2024	Last day of classes for graduates
<b>Aug. 2, 2024</b>	<b>Graduation</b>
Aug. 3, 2024	Last day of term

Regional West Medical Center School of Radiologic Technology School Calendar August 2024 through August 2025	
Date	Significance
July 19, 2024	New student orientation (tentative)
Aug. 12, 2024	Classes begin.
<b>Sep. 2, 2024</b>	<b>Labor Day holiday (no classes)</b>
<b>Nov. 28 - 29, 2024</b>	<b>Thanksgiving holiday (no classes)</b>
<b>Dec. 25, 2024 - Jan. 1, 2025</b>	<b>Christmas break (no classes)</b>
Feb. 15, 2025	Last day of term
Feb. 16, 2025	Classes begin
April 17 - 19, 2025	NSRT annual meeting (tentative)
<b>April 20 - 26, 2025</b>	<b>Spring break</b>
<b>May 26, 2025</b>	<b>Memorial Day holiday (no school)</b>
<b>July 4, 2025</b>	<b>Independence Day holiday (no classes)</b>
July 25, 2025	Last day of classes for graduates
<b>Aug. 1, 2025</b>	<b>Graduation</b>
Aug. 2, 2025	Last day of term



# HISTORY

## HISTORY OF SPONSORING ORGANIZATION

Since its inception in 1924, Regional West has grown from a small community hospital to a progressive and impressive regional referral center. The Northwest Conference of the Methodist Church established the West Nebraska Methodist Episcopal Hospital in 1924 as a 20-bed facility. The hospital changed its name to West Nebraska General Hospital in 1967 when the hospital's new 112-bed facility opened north of town. In 1977, West Nebraska General Hospital acquired St. Mary Hospital. During this era, the two buildings were known respectively as the WNGH North and WNGH South Units. The hospital's capacity increased to 262 beds. In 1988, the hospital's name changed to Regional West Medical Center to better reflect its service area of more than 14,000 square miles.

Regional West Medical Center now serves over 140,000 people in a four-state region. In 1989, Medical Plaza North, a new medical office building, opened to better serve employees and patients. In 1994, Regional West became a Level II Trauma Center. In 2000, Medical Plaza South opened, providing clinic space for the influx of physicians and expanding hospital services. Today the South Unit is known as St. Mary Plaza and is the location for the radiography program's classrooms and offices.

As western Nebraska's largest hospital, Regional West offers a full continuum of comprehensive healthcare services – from emergency care through outpatient rehabilitation. Its growth continued with the acquisition of several physician clinics in 2008 and the Ambulatory Surgical Center in 2009. Regional West is the state's only Level II Trauma Center west of Kearney, providing 24-hour emergency and trauma care for patients throughout the Nebraska panhandle and eastern Wyoming. Regional West has received recognition for its Cancer Treatment Center and Acute Rehabilitation Unit. It is nationally accredited as a Comprehensive Center by the Metabolic and Bariatric Surgery Accreditation and Quality Improvement Program (MBSAQIP), a joint program of the American College of Surgeons and the American Society for Metabolic and Bariatric Surgery.

Regional West Health Services is the parent company of Regional West Medical Center, a 188-bed regional referral center. As the region's only tertiary referral medical center, Regional West offers care that spans more than 32 medical specialties provided by over 28 physician clinics. Regional West provides comprehensive and innovative healthcare services for the people of western Nebraska and the neighboring states of Colorado, South Dakota, and Wyoming.

## REGIONAL WEST MISSION, VISION, VALUE STATEMENT

**Our Mission:** We are committed to advancing the health and wellness of the individuals and communities we are honored to serve.

**Our Vision:** Our vision is that patients, physicians, and staff are valued and are the receivers and givers of healthcare that is safe, efficient, and of the highest quality both now and in the ever-changing future.

**Value Statement:** We ask – always – what is in the best interest of the patient?

### History of the Radiography Program

Regional West Medical Center School of Radiologic Technology was founded in 1951. The original goal of the program was focused on educating personnel for employment in the hospital. Through the years, emphasis shifted to prepare students for a wide variety of facilities. Today, students learn radiologic procedures that enable graduate technologists to work in a small community hospital or in a large metropolitan medical center. In each instance, the graduate is qualified to contribute to the field of



medical imaging by providing high quality imaging skills while exhibiting excellent professional attributes. In 1998, the program relocated to St. Mary Plaza, and in 2009 moved into new classrooms within St. Mary Plaza.

### **The School's Mission Statement**

Through our education and clinical experience at Regional West Medical Center School of Radiologic Technology, we emphasize the importance of effective communication, providing superior patient care, and becoming competent healthcare professionals.

### **Program of Study**

Regional West Medical Center School of Radiologic Technology offers a 24-month program of study leading to an Associate of Applied Science degree in Radiography. The website for the school is located at [School of Radiologic Technology | Regional West Health Services \(rwhs.org\)](http://www.rwhs.org).

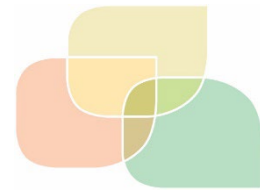
### **Program Objective**

Students entering the program shall complete the courses offered with at least a 3.0 GPA; participate in clinical activities to gain the knowledge and skills necessary to perform radiographic procedures with a high degree of ability; earn an Associate of Applied Science degree from the program; and, upon graduation, successfully pass the American Registry of Radiologic Technologists examination in radiography.

### **Program Goals**

Upon graduation from the radiographer program, the student will:

- Demonstrate the skills necessary to perform as an entry-level radiographer
- Demonstrate critical thinking and problem solving skills
- Demonstrate effective communication skills



## ACCREDITATIONS

### JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Regional West Medical Center School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT is the accrediting agency for many radiography programs. The JRCERT standards are put in place so that a program maintains a high quality in education for the students as well as protects the student and public from unwarranted or unsafe policies or practices.

Students are provided with a copy of the JRCERT standards as a part of the student handbook after enrolling in the program. Students have online access to the handbook, in addition to a pdf copy. Students may also access the standards at [JRCERT Standards - JRCERT](#).

Provision is made for students to identify allegations regarding the program's non-compliance with the current JRCERT standards. A student who has an allegation that the program is not in compliance with the current standards is advised to complete the JRCERT allegation form and submit it to the program director.

No student will be subject to reprimand or harassment as a result of initiating a complaint, providing testimony, or assisting a fellow student with the presentation of a complaint. The program will maintain a record of allegations and their resolution.

The JRCERT standards are put in place so that a program accredited by JRCERT maintains a high quality in education for the students as well as protecting the student and public from unwarranted or unsafe policies or practices.

To contact the JRCERT Committee on Education in Radiologic Technology:  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive  
Suite 2850  
Chicago, IL 60606-2901  
[www.jrcert.org](http://www.jrcert.org)  
Phone 312-704-5300  
Fax 312-704-5304  
[mail@jrcert.org](mailto:mail@jrcert.org)

### STATE OF NEBRASKA

Regional West Medical Center School of Radiologic Technology is accredited by the State of Nebraska under provisions of sections 85-1617 through 85-1621, Revised Statutes of Nebraska. The program is authorized to operate by the Nebraska Commissioner of Education under the provisions of Nebraska Revised Statutes, Sections 85-1601 through 85-1658 by the State of Nebraska Department of Education.

The student may contact the program director of Private Postsecondary Career Schools at the Nebraska Department of Education in the case of a complaint.

**Program Director of Private Postsecondary Career Schools**  
**Nebraska Department of Education**  
PO Box 94987 | Lincoln, NE 68509  
402-471-4825



## **NATIONAL CERTIFICATION EXAMINATION**

Program graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification examination in radiography. The application fee for the examination is \$225. Generally, to sit for the exam, the student must graduate from an accredited program, have obtained an associate (or more advanced) degree, and have high moral standards. Graduates must not have engaged in any activity inconsistent with the Standards of Ethics as established by the ARRT. Applicants are required to report felonies, misdemeanors, or academic honor code violations as part of the application process. For more information about the ethical ARRT expectations for registered technologists, access the ARRT website at [Home - ARRT](#). To maintain certification, radiologic technologists must complete at least 24 hours of continuing education every two years and the continuing qualifications requirements (CQR) every 10 years.

## **AFFILIATIONS**

Agreements are in place with area colleges or universities for student to transfer credit from the program toward an academic degree.

### **Transfer Agreements**

The program and Western Nebraska Community College (WNCC) have an affiliation agreement in place that allows for the transfer of credits between the two entities.

The program and Eastern Wyoming College (EWC) have a have an affiliation agreement in place that allows for the transfer of credits between the two entities.

### **Bachelor's Degrees**

The program and University of Nebraska-Kearney (UNK) established an affiliation agreement in 2004. In 2006, the program and Chadron State College (CSC) also established an affiliation agreement. Students completing the program and the academic institution's educational requirements may apply for a baccalaureate degree at the respective institution.

In 1999, the University of Nebraska Medical Center (UNMC) and the program initiated a memorandum of understanding to offer a distance education program for graduates who want to further their education in CT and MRI while residing in the Scottsbluff area. UNMC also offers a distance program for graduate radiologic technologists pursuing a baccalaureate degree in Radiation Sciences. For more information regarding these UNMC programs, go to [Home | Allied Health | University of Nebraska Medical Center \(unmc.edu\)](#).

Students should contact the affiliated college or university concerning transfer of credit hours from Regional West Medical Center School of Radiologic Technology.



# Radiography Program Organization

Program Director Stephanie Cannon, MSRS, R.T.(R)(ARRT)

Program Instructor Darren Wells, BA, R.T.(R)(ARRT)

## Adjunct Didactic Faculty

Sarah Houk, BS, R.T.(R)(VI)(ARRT)  
Josh Lively, MHA, R.T.(R)(VI)(ARRT)  
Karen Prouty, R.T.(R)(BD)(ARRT), CDT  
Rachel Rusch, BS, R.T.(R)(N)(ARRT)  
Lanna Zulkoski, BS, R.T.(R)(M)(ARRT)

## Clinical Instructors

Kelli French, R.T.(R)(ARRT)  
Samantha Hudson, R.T.(R)(CT)(ARRT)  
Amber Makey, AAS, R.T.(R)(M)(ARRT)  
Katy Harimon, BS, R.T.(R)(M)(ARRT)  
Karen Prouty, R.T.(R)(BD)(ARRT), CDT  
Randy Prouty, BS, R.T.(R)(ARRT)  
Renee Salas, AS, R.T.(R)(ARRT)  
Janelle Scott, BS, R.T.(R)(CT)(ARRT)  
Randi Stichka, BS, R.T.(R)(M)(CT)(ARRT)  
Alyssa Walker, AS, R.T.(R)(CT)(ARRT)

## Educational Advisory Committee

Stephanie Cannon, MSRS, R.T.(R)(ARRT), program director  
Darren Wells, BA, R.T.(R)(ARRT), program instructor  
Carolyn Anglesey, R.T.(R)(M)(CT)(ARRT), Box Butte General Hospital  
Diagnostic Imaging administration  
Katy Harimon, BS, R.T.(R)(M)(ARRT), Regional West Medical Center  
Imaging Services  
Josh Lively, MHA, R.T.(R)(VI)(ARRT), Regional West Medical Center  
Imaging Services administration  
Levi Keener, MHA, R.T.(R)(CT)(MR)(ARRT), Community Hospital  
Medical Imaging administration  
Michelle Parks, community member  
Alyssa Walker, AS, R.T.(R)(CT)(ARRT), Morrill County Community Hospital  
Radiology Services  
Karen Prouty, R.T.(R)(BD)(ARRT), CDT, admission coordinator  
Randy Prouty, BS, R.T.(R)(ARRT), chief clinical preceptor  
Randi Stichka, BS, R.T.(R)(M)(CT)(ARRT), Morrill County Community  
Hospital-Radiology Services administration  
First-year student (to be designated)  
Second-year student (to be designated)

## **EDUCATIONAL ADVISORY COMMITTEE**

The radiography program is under the direction of the program director with advisement from the Instructors' Committee and the Educational Advisory Committee. The Advisory Committee is composed of the program director, a Regional West radiology administrator, clinical instructors, didactic instructors, student and employee representatives, and a member of the public. The committee handles a variety of responsibilities, including evaluation and development of curriculum, program effectiveness, student discipline, and future development of the program.





## CLINICAL EDUCATIONAL SETTINGS

Each day, students assist technologists and physicians in performing radiographic procedures. The student, after demonstrating competency, will perform examinations with indirect supervision. However, no matter how high the level of clinical experience a student has achieved, a technologist is always readily available to provide guidance to the student during procedures. Currently, the program has six different locations where students acquire clinical experience.

### REGIONAL WEST HEALTH SERVICES – SCOTTSBLUFF, NEBRASKA

Within the Medical Center complex, three different imaging areas are designated as clinical education settings: Regional West Medical Center Imaging Services Department, Regional West Physicians Clinic-Orthopaedics, and Regional West Physicians Clinic-Family Medicine.

#### Regional West Medical Center

Regional West Medical Center's Imaging Services department is the largest clinical educational setting for the program. The department consists of nearly 60 registered technologists, a team of 12 radiology nurses, and a 12-member support team. Radiology Imaging Associates (RIA) provides radiology services and interpretation of images for the Imaging Services Department. RIA is composed of over 100 radiologists and is centered out of Denver, Colorado.

Services available through the Imaging Services department are:

- Bone densitometry
- C-arm imaging
- Computed tomography (CT)
- Digital subtraction angiography
- Computed and direct digital radiology
- Digital fluoroscopy
- Magnetic resonance imaging
- Digital mammography
- Interventional radiography
- Portable radiography
- Nuclear medicine (including SPECT and PET imaging)
- O-Ring imaging
- Stereotactic mammographic biopsy
- Tomography
- Ultrasonography (abdominal and obstetrics)
- Vascular duplex sonography

The Regional West Imaging Services Department performs approximately 60,000 procedures annually.

#### Regional West Physicians Clinic-Orthopaedics

Regional West Physicians Clinic-Orthopaedics has served the panhandle of Nebraska since 1961.

The goal at Regional West Physicians Clinic-Orthopaedics is to provide exceptional healthcare to patients by providing them with information and options of treatment, both conservative and surgical, for their orthopaedic concerns.

Two radiographers are employed in the Orthopaedic clinic.

#### Equipment

- Two radiography units



### **Regional West Physician Clinic–Family Medicine**

The Family Medicine clinic provides general diagnostic radiology service as well as bone densitometry. While it offers on-site X-ray service at all of its clinics, including Scottsbluff, Gering, Morrill, and Urgent Care in Scottsbluff, radiography students attend clinical assignment only at the Medical Plaza South site.

Two radiographers are employed in the Medical Plaza South clinic in Scottsbluff.

#### Equipment

- Radiography unit

### **BOX BUTTE GENERAL HOSPITAL - ALLIANCE, NEBRASKA**

Vision: The greatest place to receive care, to work, to practice medicine.

Mission Statement: To lead and innovate in healthcare delivery and community wellness.

Values: Safety ... Excellence ... Compassion ... Integrity ... Devotion ... Teamwork

Nineteen physicians, nurse practitioners, and physician assistants are on staff at Box Butte General Hospital. Fourteen technologists, including two contracted employees and two support employees, are employed in the Diagnostic Imaging department.

#### Equipment:

- CT
- Fluoroscopy/radiography
- Mobile radiography
- Nuclear medicine
- MRI
- Ultrasound
- Echocardiography
- Digital mammography
- DEXA

### **COMMUNITY HOSPITAL – TORRINGTON, WYOMING**

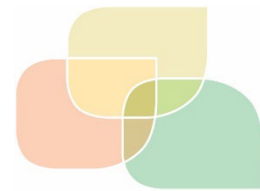
Mission statement: The Wyoming Community Hospital cares for you and your family.

The Community Hospital is a primary healthcare facility located in southeast Wyoming, which also serves western Nebraska, providing care in a variety of settings including hospital, family, and specialty clinics. Its emphasis on excellent customer service and focus on teamwork create a positive and dynamic working environment where employees are encouraged to grow and develop.

Ten physicians are on staff at Wyoming Community Hospital. Six technologists are employed in the Radiology Department.

#### Equipment:

- CT
- Fluoroscopy/radiography
- Digital mammography
- Mobile radiography
- Mobile MRI
- Mobile nuclear medicine
- Ultrasound



## **MORRILL COUNTY COMMUNITY HOSPITAL – BRIDGEPORT, NEBRASKA**

Mission statement: To exceed the expectations of those we serve by providing the highest quality healthcare services possible. Through collective values, we will create a challenging and inspiring organization of the best people, working together as a team, to accomplish our mission and improve our communities.

Two physicians, three nurse practitioners, two physician assistants, and 16 specialty providers serve at Morrill County Community Hospital. The Department of Radiology has four full-time, two part-time radiologic technologists, and one ultrasound technologist.

### Equipment:

- Radiography
- CT
- Mobile radiography
- Ultrasound
- Mobile MRI
- Mobile nuclear medicine



## MOST RECENT PROGRAM OUTCOMES

### Academic Year 2021-2022

#### Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

**Credentialing Examination:** The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 <sup>st</sup> attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2018	<b>4 of 5 - 80%</b>
Year 2 - 2019	<b>2 of 2 - 100%</b>
Year 3 - 2020	<b>4 of 5 - 80%</b>
Year 4 - 2021	<b>6 of 7 - 86%</b>
Year 5 - 2022	<b>3 of 3 - 100%</b>
<b>Program 5-Year Average</b>	<b>19 of 22 - 86.0%</b>

**Job Placement:** The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within 12 months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 – 2018	<b>5 of 5 - 100%</b>
Year 2 – 2019	<b>2 of 2 - 100%</b>
Year 3 – 2020	<b>5 of 5 - 100%</b>
Year 4 – 2021	<b>6 of 6 - 100%</b>
Year 5 – 2022	<b>3 of 3 - 100%</b>
<b>Program 5-Year Average</b>	<b>21 of 21 - 100.0%</b>



**Program Completion (Graduation Rate):** The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2022	<b>3 of 3</b>
<b>Annual Completion Rate</b>	<b>100.0%</b>



### Program Outcome Assessment Criteria Data

The program has developed an assessment plan that evaluates the program's student learning outcomes in relation to the program's goals. This assessment is used to improve student learning and educational quality for continuous improvement and accountability of the program.

**Employer Satisfaction:** A survey is sent to employers of graduates. The employers will indicate satisfaction with program graduates. Benchmark of 90% positive.

Employer Satisfaction	Benchmark 90%
Year	Results
Year 1 – 2018	<b>98.16 %</b>
Year 2 – 2019	<b>100 %</b>
Year 3 – 2020	<b>94 %</b>
Year 4 – 2021	<b>98.5 %</b>
Year 5 – 2022	<b>98 %</b>
<b>Program 5-Year Average</b>	<b>97.73 %</b>

**Graduate Satisfaction:** A survey is sent to graduates six months after graduation. Graduates will indicate satisfaction with program graduates. Benchmark of 90% positive.

Graduate Satisfaction	Benchmark 90%
Year	Results
Year 1 – 2018	<b>97.6 %</b>
Year 2 – 2019	<b>100 %</b>
Year 3 – 2020	<b>100 %</b>
Year 4 – 2021	<b>96.5 %</b>
Year 5 – 2022	<b>98 %</b>
<b>Program 5-Year Average</b>	<b>98.42 %</b>



**Goal 1:** The student, upon graduation, will demonstrate the skills necessary to perform as an entry-level radiographer.

**Student Learning Outcome A:** The student will comprehend and apply the principles of ALARA for patients and others

Goal 1, SLO A	Benchmark 90 %
Year	Results
Year 1 – 2018	<b>93.58 %</b>
Year 2 – 2019	<b>96.26 %</b>
Year 3 – 2020	<b>90.59 %</b>
Year 4 – 2021	<b>93.17 %</b>
Year 5 – 2022	<b>93.93 %</b>
<b>Program 5-Year Average</b>	<b>93.51 %</b>

**Student Learning Outcome B:** The student will demonstrate knowledge of anatomy and pathology.

Goal 1, SLO B	Benchmark 90 %
Year	Results
Year 1 – 2018	<b>95.05 %</b>
Year 2 – 2019	<b>97.55 %</b>
Year 3 – 2020	<b>93.27 %</b>
Year 4 – 2021	<b>94.43 %</b>
Year 5 – 2022	<b>93.34 %</b>
<b>Program 5-Year Average</b>	<b>94.73 %</b>



**Student Learning Outcome C:** The student will consistently demonstrate quality patient care skills.

Goal 1, SLO C	Benchmark 90 %
Year	Results
Year 1 – 2018	<b>96.00 %</b>
Year 2 – 2019	<b>99.75 %</b>
Year 3 – 2020	<b>84.34 % *</b>
Year 4 – 2021	<b>96.65 %</b>
Year 5 – 2022	<b>93.32 %</b>
<b>Program 5-Year Average</b>	<b>94.01 %</b>

\* Students' clinical education time was discontinued early due to COVID-19 restrictions placed in March 2020. This led to the incomplete data for one of the measurement tools with no fourth term data available. **ACTION: First week of third and fourth term, the clinical course syllabi will be reviewed with students emphasizing the venipuncture, EKG, and phlebotomy requirements. Check on progress during evaluations. Explore the addition of clinical sites where these are part of the technologists' duties (i.e. Urgent Care, clinics).**

**Student Learning Outcome D:** The student will consistently operate the radiographic equipment to optimize the quality of images produced.

Goal 1, SLO D	Benchmark 90 %
Year	Results
Year 1 – 2018	<b>98.57 %</b>
Year 2 – 2019	<b>98.66 %</b>
Year 3 – 2020	<b>97.96 %</b>
Year 4 – 2021	<b>97.40 %</b>
Year 5 – 2022	<b>98.52 %</b>
<b>Program 5-Year Average</b>	<b>98.22 %</b>





**Goal 2:** The student, upon graduation, will demonstrate critical thinking and problem solving skills.

**Student Learning Outcome A:** The student will demonstrate critical thinking and problem solving skills in modifying patient care because of the patient's condition.

Goal 2, SLO A	Benchmark 90%
Year	Results
Year 1 – 2018	<b>97.65 %</b>
Year 2 – 2019	<b>99.05 %</b>
Year 3 – 2020	<b>97.46 %</b>
Year 4 – 2021	<b>97.14 %</b>
Year 5 – 2022	<b>97.70 %</b>
<b>Program 5-Year Average</b>	<b>97.80 %</b>

**Student Learning Outcome B:** The student will demonstrate appropriate critical thinking and problem solving skills in performing radiographic procedures.

Goal 2, SLO B	Benchmark 90%
Year	Results
Year 1 – 2018	<b>97.21 %</b>
Year 2 – 2019	<b>99.06 %</b>
Year 3 – 2020	<b>96.41 %</b>
Year 4 – 2021	<b>97.15 %</b>
Year 5 – 2022	<b>97.86 %</b>
<b>Program 5-Year Average</b>	<b>97.54 %</b>



**Goal 3:** The student, upon graduation, will demonstrate effective communication skills.

**Student Learning Outcome A:** The student will use appropriate oral communication in discourse with patients, peers, and medical staff.

Goal 3, SLO A	Benchmark 90%
Year	Results
Year 1 – 2018	<b>96.54 %</b>
Year 2 – 2019	<b>98.38 %</b>
Year 3 – 2020	<b>95.43 %</b>
Year 4 – 2021	<b>95.59 %</b>
Year 5 – 2022	<b>95.12 %</b>
<b>Program 5-Year Average</b>	<b>96.21 %</b>

**Student Learning Outcome B:** The student will accurately read and exhibit active listening to understand and comprehend presented information.

Goal 3, SLO B	Benchmark 90%
Year	Results
Year 1 – 2018	<b>96.78 %</b>
Year 2 – 2019	<b>95.61 %</b>
Year 3 – 2020	<b>94.97 %</b>
Year 4 – 2021	<b>96.71 %</b>
Year 5 – 2022	<b>96.67 %</b>
<b>Program 5-Year Average</b>	<b>96.15 %</b>

Updated: 4/25/2023



# APPLICATION INFORMATION

## APPLICATIONS

Complete your application form at:

[Application Form | Regional West Health Services \(rwhs.org\)](http://rwhs.org)

There is no application fee.

## ADMISSION POLICY

No discrimination based on age, race, creed, sex, nation of origin, handicap (provided the handicap does not present a hazard to others and the institution can meet needed accommodations), marital status, or any other legally protected status shall be made to persons applying to the program.

Applicants applying to the program shall meet the following requirements:

1. The applicant must be a high school graduate or the equivalent.
2. The applicant must have attained the age of 18 years prior to the start of the program.
3. The applicant must have a minimum of 35 hours of college credit. Credit hours may be taken at any college or university. Regional West's School of Radiologic Technology has established the following as prerequisites of college credit prior to entering the program:

English composition	6 hours
College algebra or higher math class	3 hours
Statistics	3 hours
Anatomy & Physiology	3-4 hours
Chemistry with a lab	3-4 hours
Physics	3-4 hours
Communications	3 hours
Humanities/social sciences	6 hours
Medical Terminology	2 hours
Elective (suggest A&P II, computer science, Advanced mathematics, science course)	3 hours
Total	35-38 hours

The student must demonstrate at least a grade of "C" for each prerequisite course to be accepted by the program.

4. The applicant must complete and return the application form to the program by the first business day of February. There is no application fee.
5. Other items that must be submitted are:
  - a) Official high school transcripts
  - b) College transcripts
    - a. The student must demonstrate a cumulative GPA of at least 2.5 to be considered for a position.
  - c) Observation form, including questions.



- d) Reference forms are available for the applicant. The applicant will be required to send application reference forms to his or her references. The person identified as a reference should complete the form, seal it in an envelope, and sign the back of the envelope over the sealed edge of the flap. The applicant or reference then mails the form back to the School of Radiologic Technology.

Reference forms are used in the selection process to identify areas of concern or in the occasion of a tie. Since the reference forms are confidential, they will be destroyed after the selection of students.

Electronic reference forms can also be sent to references by the program. The applicant must provide the reference's email address at the time of submitting the application. The link to the reference form will be sent to the exact email address submitted on the application form.

All submissions necessary for application to the program must be postmarked no later than Feb. 20 and sent to:

Regional West Medical Center  
School of Radiologic Technology  
4021 Ave B  
Scottsbluff, NE 69361

6. In order to participate in this program and to be an effective radiographer, students must be able to meet specific technical standards. These standards include certain communication, physical, sensory, mental, and behavioral requirements for the safe performance of radiologic procedures.

**a) Sensory Requirements**

Perception of the patient and surrounding environment is necessary to perform competent health assessments and interventions. Operation of equipment requires functional use of vision, hearing, tactile, and olfactory senses. Examples of these requirements include but are not limited to:

- Sufficient vision and hearing to monitor the patient's condition during the radiographic procedure; the ability to distinguish typical from non-typical sounds created by the operating radiographic equipment.
- Vision sufficient to allow accommodation between brightly lit and dimly lit environments.
- Sufficient vision to discriminate between gray-scale tones and image brightness associated with the radiographic image and video display monitors.
- Sufficient sight to read printed and computer text, observe the patient's condition from a distance, and manipulate equipment and accessories.
- The ability to detect changes in environmental odors and temperatures.



### **b) Communication Requirements**

The applicant must have the ability to use multiple communication techniques (verbal, written, nonverbal, group processes, and information technology) that enables effective communication with others. Examples of these requirements include but are not limited to:

- Speech skills sufficient to be understood by others, the ability to understand the communication of others, and the ability to understand and assess non-verbal communications.
- The ability to communicate proficiently in the English language (read, write, and speak) in order to relate with patients, patients' families, and employees.
- The ability to accurately collect and document appropriate information and to report this information to members of the healthcare team.
- The ability to communicate with sensitivity as well as teach, explain, direct, and counsel patients.

### **c) Psychomotor Requirements**

The applicant must possess the gross and fine motor functions necessary to perform patient assessment and diagnostic interventions. Such interventions require coordination of gross and fine muscular movements, stamina, and equilibrium. Examples of these requirements include but are not limited to:

- The ability to maintain physical demands that require a full range of body motion, including walking, raising arms above head, and hand-eye coordination; and sufficient gross and fine motor skills to perform patient care and equipment adjustment.
- The ability to stand and walk for prolonged periods of time, up to eight hours per day.
- Possession of sufficient muscle strength and low back and knee stability to lift and carry grids, cassettes, positioning devices; and wear lead aprons and other shielding devices needed in performing radiographic procedures.
- The ability to assist patients, including transport via wheelchair, gurney, or bed, and transfers to and from wheelchair, gurney, or patient bed to a procedure table.
- The ability to hold and use a writing instrument and operate a computer keyboard for recording information.
- The ability to move, adjust, and manipulate a variety of X-ray equipment (including the physical transportation of mobile X-ray machines) in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.



- The ability to physically place patients in proper positions for the examination according to established procedures and standards for speed and accuracy.

**d) Intellectual-Conceptual, Integrative, and Qualitative Abilities**

The applicant has sufficient psychological stability to be able to respond appropriately and efficiently in emergent situations. Examples of these requirements include but are not limited to:

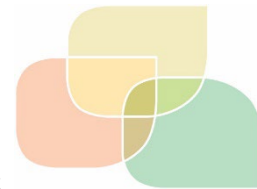
- The ability to calculate and select proper technical exposure factors according to the physical dimensions and pathology of the patient and to work with speed and accuracy necessary to complete the requirements of the procedure while ensuring quality care and safety of the patient.
- The ability to measure, calculate, reason, analyze, evaluate, synthesize, problem solve, and use critical thinking skills to find practical solutions for didactic or clinical situations.
- The ability to comprehend three-dimensional structures and understand the spatial relationships of these structures.
- The ability to understand complex problems and to collaborate and explore alternative solutions.

**e) Behavioral and Social Attributes**

The applicant shall possess the emotional health required for full use of one's intellectual abilities and demonstrate good judgment with prompt and sage completion of all responsibilities. The applicant must have the ability to develop effective relationships with patients. Examples of these requirements include but are not limited to:

- The social skills necessary to interact effectively with those of the same or a different culture with respect, politeness, and discretion.
- Possession of the emotional health required for full utilization of intellectual abilities and support of the patient during radiographic procedures.
- The ability to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, and function in the face of uncertainties inherent in the clinical setting and with patients.
- Possession of moral reasoning and ethical behavior appropriate for a healthcare professional.

The applicant will need to be able to perform each of these tasks in a reasonably independent manner with or without accommodation. The applicant must acknowledge that he or she is capable of meeting the technical standards listed or that the applicant needs an accommodation. If an accommodation is necessary because of a disability, it is the applicant's responsibility to provide documentation of the medical need and to request the specific accommodation in writing from a Licensed Independent Practitioner (LIP).



The program will endeavor to satisfy requests for reasonable accommodations; however, the program cannot guarantee an accommodation. The program director will consult with hospital administration to determine whether the medical center can meet the applicant's need. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the medical center, the applicant, the Educational Advisory Committee, and the program director when indicated. Students with disabilities will adhere to the same admission, progression, dismissal, and readmission policies as all students.

7. Applicants should tour Regional West's Imaging Services Department. It is necessary to complete Regional West's Confidentiality Requirements prior to that tour. Applicants must complete the job shadowing requirements as outline on the Nebraska Panhandle Area Health Education Center's website, [Programs | Nebraska Panhandler Area Health Education Center \(np-ahcec.org\)](http://Programs | Nebraska Panhandler Area Health Education Center (np-ahcec.org)). This tour may be done in conjunction with the interview for applicants.
8. All applicants are required to observe radiographic procedures for at least four hours within a radiology department and submit a completed observation form.
9. It is required that those accepted into the program be in good physical and mental health. Candidates accepted into the program must complete an enrollment assessment. Regional West Occupational Health Department will provide this assessment free of charge to the student. The assessment will include:
  - a) A drug test
  - b) Assessment of blood pressure, weight, and height
  - c) Blood draw for required tests (Rubeola, Rubella, Mumps, Varicella, Hepatitis B antibody)
  - d) Mycobacterium tuberculosis screening test or chest X-ray
  - e) General health history
  - f) Latex exposure history
10. Prior to the beginning of classes, candidates accepted into the program must complete all pre-requisite coursework with at least a "C" grade and pre-admission paperwork. Official transcripts for all pre-requisites must be submitted prior to beginning classes. A failure to submit an official transcript for a pre-requisite prior to the start of classes will result in the withdrawal of the offer of enrollment.
11. To be accepted into the program, a student must pass the pre-enrollment drug and alcohol testing and background checks for Regional West Medical Center and Banner Health.

Students accepted in the program shall be responsible for tuition payments; professional membership fees; their own room and board; the purchase of books, uniforms, transportation costs to clinical and didactic sites; and their own healthcare as described by Student Health Policy 722.8.23.05.

*A radiologic technologist may be exposed to electrical and radiant energy hazards, as well as infectious diseases, when imaging infectious patients. Students shall be instructed in proper procedures to reduce the chance of being affected by these hazards.*



## **OBSERVATION FORMAT**

Applicants may often have a misconception of the type of work that a radiologic technologist performs. The observation period introduces these responsibilities to the applicant. The student should complete the form and have the supervising technologist sign off at the end of the observation period before returning it to the program director.

1. Prospective applicants will comply with the observation/job shadowing policies of the facility where the observation will take place.
2. Job shadowing students must maintain patient confidentiality at all times. Patient names, patient procedures, or results of procedures must not be revealed in any manner.
3. The applicant must observe and note the general responsibilities and interactions of the radiologic technologist with the patients and indicate his or her findings. Observations and findings should be computer generated on a separate sheet to be sent in with the completed observation form.
4. Applicants must complete the observation form and return it to the program director's office. Completed questions are used in the student selection process; therefore accurate, complete answers are of significance in the application process. Handwritten submissions will not be accepted.

## **STUDENT SELECTION CRITERIA**

Program applicants must submit an application form by the first business day of February of the year the applicant wishes to enter the program. To complete the application process, each applicant must also submit high school transcripts, college transcripts, a completed observation form, and references.

The applicant must confirm all submissions necessary for application are postmarked no later than Feb. 20.

The admission coordinator will review the application of each applicant prior to the interview date and advise the applicant in writing, and by email, of areas of deficiency in meeting application requirements.

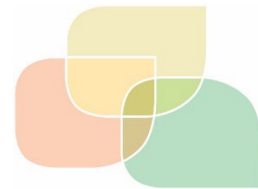
The Selections Committee will extend invitations to applicants who meet the admission criteria for an interview for positions in the program. The committee will provide interview dates to applicants in writing and email.

The program will offer an interview to applicants, pending resolution of any deficiencies, by a specified cutoff date. Applicants must demonstrate completion of a plan to complete courses identified as the prerequisites for the program before being scheduled for an interview.

The program requires students in the program to be academically proficient to graduate from the program. Applicants with an overall college grade point average (GPA) of 2.5 or greater will be offered an interview, provided that the applicant has demonstrated that the pre-requisite courses will be completed before the beginning of the program in August.

The program will use the following three categories in the selection of students:



**Interviews**

The interviewers will complete the interview summary form immediately after interviewing each applicant. The form used will identify a five-point system for each item, with five being the best rating.

**Written Communication Skills**

The applicant will be required to complete a written interview question during the interview process. With this essay and the previously submitted observation form questions, members of the Selections Committee (Writing Section) will evaluate the writing skills of each applicant. The form used will use a four-point system for each item, with four being the best rating. The program will not reveal the applicant's name to the person who evaluates the written submissions. The total score will be based one-third on grammar and spelling, one-third on content, and one-third on critical thinking.

**College GPA**

A cumulative college GPA will be figured from all college courses completed prior to the interview date.

**References**

Electronic reference forms can be sent to references by the program. The applicant must provide the reference's email address at the time of submitting the application. The link to the reference form will be sent to the exact email address submitted on the application form.

The admissions coordinator will compile the numerical components for the references of each applicant. The form used will identify a five-point system for each item, with five being the best rating. If the reviewer of the reference identifies an area of concern during the reference review, the reviewer will communicate the concern to the interviewers for further investigation of the issue.

**Weighting of Criteria**

The college GPA and the written assignments each have a 33% weight, and the interview has a 34% weight in the application selection. After completion of interview, the data for each applicant from each of these three categories is compiled by adding, averaging, and ranking the selection criteria for each applicant. Applicants will be selected from this ranking.

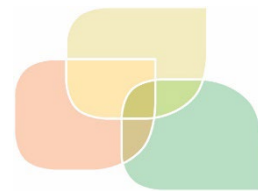
The program will offer a position to the top applicants by rank order. In the event of a tie, the Selection Committee will use the following criteria to break the tie: references, comments from references, or re-interviewing applicants with the same score.

The program will notify each applicant of his or her status in regard to acceptance into the program.

The conditional student is defined as an applicant who has been provisionally accepted into the program and must complete prerequisite courses, background checks, pre-enrollment drug screening, or any other requirements for admission into the program.

An applicant identified as an alternate will be notified of his or her status. The program will contact an alternate regarding admission into the program if a selected candidate does not enter the program. After July 15, the program will no longer contact an alternate for filling of any openings.

The program can select a maximum of seven students each year. The Educational Advisory Committee will be responsible for determining the actual number of students accepted into the



program each year. The Educational Advisory Committee will take in to account the available number of employee technologists in clinical educational settings during daytime hours, excluding radiation oncology, nuclear medicine, ultrasound, MRI, or those at a management/supervisory level when determining the number of available positions.

Not all available positions may necessarily be filled.

The conditional student must complete all prerequisite classes before the first day of classes in the program and demonstrate completion by submission of an official transcript.

Applicants accepted into the program who do not decide to enroll in the program are sent an evaluation form. The form will be used to identify issues that may compromise an applicant accepting a spot in the program. The results of these evaluation forms will be reviewed by the Educational Advisory Committee.

### **BACKGROUND CHECK**

Clinical education settings provide vital hands-on experience for a student as he or she advances in his or her education. The student is involved in patient contact and should be held to the same standards of patient safety as any hospital employee. Regional West uses background checks to confirm students enrolled in the program do not have a criminal history that may indicate a safety risk to patients, employees, or fellow students.

All conditionally accepted students are required to successfully complete a pre-acceptance background check prior to beginning the program. A background check is done only after an applicant has been conditionally accepted into the program. The background check will be performed in compliance with the Fair Credit Reporting Act. This information will not be used as a basis for denying enrollment unless the information indicates the conditionally accepted student is not suitable for the position.

All information obtained from the background check process will only be used as part of the pre-enrollment process and will be kept confidential.

Students conditionally accepted into the program will receive background check forms with their acceptance letter. The conditionally accepted student must complete the background forms and submit it to the program director for submission to the appropriate facility by the date indicated in the letter. Failure to obtain a background check by the stated deadline will result in non-entry into the program. The cost of this background check is included in the first term fees.

Regional West's Human Resources (HR) Department is responsible for all aspects of the initial background check process for conditional students. A representative from the HR Department will advise the Imaging Services director, who will notify the program director if any conditionally accepted student fails to pass the background check.

A conditionally accepted student who fails the background check will receive a certified letter from the program director. Receipt of this certified letter does not automatically exclude enrollment in the program. The conditionally accepted student should contact the program within five days of the receipt of the certified letter if the student wants to appeal the finding of the background check or exclusion from enrollment. Failure to contact the program within five days will result in the rescinding of the offer of enrollment.



## **APPEALS**

A criminal conviction does not automatically disqualify an applicant from consideration as a student at Regional West. The following items will be considered when evaluating the conviction:

- Nature and gravity of the criminal offense
- Nature of the duties and responsibilities of the individual as a student and prospective employee
- A pattern of other related criminal convictions
- Age of the applicant when the criminal offense occurred
- Time since the criminal conviction and/or completion of the sentence

If the criminal history check reveals criminal convictions that the applicant failed to disclose on the application, the offer of enrollment will be withdrawn unless the individual shows that a report is in error.

If the student wishes to appeal this decision and continue the admission process, the student must meet with the program director and present in writing the reasons why the student should not be considered a risk to patient safety. This process must be completed within 10 days of receipt of the letter from program officials of ineligibility to enter the program due to results of the background check.

Within five days after the meeting, the program director will write a recommendation regarding admission to the program. The decision to accept the conditional student into the program will be determined by the Educational Advisory Committee within 10 days after receipt of the recommendation. The Educational Advisory Committee may consult legal counsel with questions regarding the appeal.

A student who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, certain offences involving moral turpitude, or violation of academic honor codes prior to admission or during the course of the Radiologic Technology Program may not be eligible for certification and registration by the American Registry of Radiologic Technologist (ARRT).

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for a pre-application review with the ARRT in order to obtain a ruling of impact of a felony, misdemeanor, or honor code violations on the student's eligibility for certification and registration.

A pre-application review procedure for the ARRT exam is available at the ARRT website at: [Ethics Review - ARRT](#).

### **Banner Health:**

The Community Hospital in Torrington, a subsidiary of Banner Health, requires its own background check for students rotating through that clinical educational setting. This process is handled by MyClinicalExchange.com. MyClinicalExchange.com will notify the program and the student if a student fails to pass Banner Health's background check. A student who fails this background check, but not the previous background checks, will not be scheduled for clinical education rotations at Community Hospital.



## HAZARDS

The student should be aware of the following possible hazards while in the radiography program:

- A radiologic technologist may be exposed to electrical and radiant energy hazards
- A radiologic technologist may be exposed to infectious diseases when radiographing patients

## TECHNICAL STANDARDS

In order to participate in this program and to be effective radiographers, students must be able to meet specific technical standards. These include certain communication, physical, sensory, mental, and behavioral requirements for the safe performance of radiologic procedures. A radiologic technologist must be capable of following technical standards in order to perform his or her duties:

### Sensory Requirements

Perception of the patient and surrounding environment is necessary to perform competent health assessments and interventions. Operation of equipment requires functional use of vision, hearing, tactile, and olfactory senses. Examples of these requirements include but are not limited to:

- Sufficient vision and hearing to monitor condition of the patient during the radiographic procedure; the ability to distinguish typical from non-typical sounds created by the operating radiographic equipment
- Vision sufficient to allow accommodation between brightly lit and dimly lit environments
- Sufficient vision to discriminate between gray-scale tones and image brightness associated with the radiographic image and video display monitors
- Sufficient sight to read printed and computer text, observe the patient's condition from a distance, and manipulate equipment and accessories
- The ability to detect changes in environmental odors and temperatures

### Communication Requirements

The applicant must have the ability to use multiple communication techniques (verbal, written, nonverbal, group processes, and information technology) that enable effective communication with others. Examples of these requirements include but are not limited to:

- Speech skills sufficient to be understood by others, the ability to understand the communication of others, and the ability to understand and assess non-verbal communication
- The ability to communicate proficiently in the English language (read, write, and speak) in order to relate with patients, patients' families, and employees
- The ability to accurately collect and document appropriate information and to report this information to members of the healthcare team
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### Psychomotor Requirements

The applicant must possess the gross and fine motor functions necessary to perform patient assessment and diagnostic interventions. Such interventions require coordination of gross and fine muscular movements, stamina, and equilibrium. Examples of these requirements include but are not limited to:

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- The ability to stand and walk for prolonged periods of time, up to eight hours per day.
- Possession of sufficient muscle strength and low back and knee stability to lift and carry grids, cassettes, positioning devices; and to wear lead aprons and other shielding devices needed in performing radiographic procedures



- The ability to assist patients, including transport via wheelchair, gurney, or bed, and transfers to and from wheelchair, gurney, or patient bed to a procedure table
- The ability to hold and use a writing instrument and operate a computer keyboard for recording information
- The ability to move, adjust, and manipulate a variety of X-ray equipment (including the physical transportation of mobile X-ray machines) in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy
- The ability to physically place patients in proper positions for the examination according to established procedures and standards for speed and accuracy

### **Intellectual-Conceptual, Integrative and Qualitative Abilities**

The applicant has sufficient psychological stability to be able to respond appropriately and efficiently in emergent situations. Examples of these requirements include but are not limited to:

- The ability to calculate and select proper technical exposure factors according to the physical dimension and pathology of the patient and to work with speed and accuracy necessary to complete the requirements of the procedure while ensuring quality care and safety to the patient
- The ability to measure, calculate, reason, analyze, evaluate, synthesize, problem solve and use critical thinking skills to find practical solutions for didactic or clinical situations
- The ability to comprehend three-dimensional structures and understand the spatial relationships of these structures
- The ability to understand complex problems and to collaborate and explore alternative solutions

### **Behavioral and Social Attributes**

The applicant must possess the emotional health required for full use of one's intellectual abilities and demonstrate good judgment with prompt and sage completion of all responsibilities. The applicant must have the ability to develop effective relationships with patients.

Examples of these requirements include but are not limited to:

- The social skills necessary to interact effectively with those of the same or a different culture with respect, politeness, and discretion
- Possession of the emotional health required for full utilization of intellectual abilities and support of the patient during radiographic procedures
- The ability to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, and function in the face of uncertainties inherent in the clinical setting and with patients
- Possession of moral reasoning and ethical behavior appropriate for a healthcare professional

The applicant will need to be able to perform each of these tasks in a reasonably independent manner with or without accommodation. The applicant must acknowledge that he or she is capable of meeting the technical standards listed or that the applicant needs an accommodation. If an accommodation is necessary because of a disability, it is the applicant's responsibility to provide documentation and to request the specific accommodation in writing by a licensed independent practitioner.

The program will endeavor to satisfy requests for reasonable accommodations; however, the program cannot guarantee an accommodation. The program director will consult with hospital administration to determine whether the medical center can meet the applicant's need. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the medical center, the applicant, the Educational Advisory Committee, and the program director when indicated. Students with disabilities will adhere to the same admission, progression, dismissal, and readmission policies as all students.



# PROGRAM COST

**Estimated cost for the 2023-2024 year**

**\$23,318.00/year**

Estimated attendance cost by category

Category	Cost
<b>Tuition and fees</b>	\$4,760.00
<b>Housing and meals</b>	\$11,000.00
<b>Books and supplies (first year)</b>	\$1,570.00
<b>Transportation</b>	\$3,188.00
<b>Miscellaneous</b>	\$2,800.00

## Grants and scholarships

### Foundation Legacy Scholarship – Regional West Foundation

Eligible students for these scholarships must be:

- Enrolled as a sophomore, be a full-time student (second level, or higher), with a 3.2 GPA
- Have a desire to pursue employment in the Regional West service area

### Volunteer and Friends of Regional West Scholarship

### Veteran’s benefits estimated at \$10,746 per term

For more information, contact affiliated college or university where co-enrolled and applying for financial aid.

## Net Costs

Co-enrolled with Chadron State College

[CSC Net Price Calculator](#)

Co-enrolled with University of Nebraska-Kearney

[UNK Net Price Calculator](#)

No co-enrollment

[RWMC School of Radiologic Technology Net Price Calculator](#)

## Options to pay net costs

Work options ..... N/A

## Loan Options

Contact affiliated college or university where co-enrolled and applying for financial aid for this information.



**Other Options**

Contact affiliated college or university where co-enrolled and applying for financial aid for this information.

**Estimated costs by term**

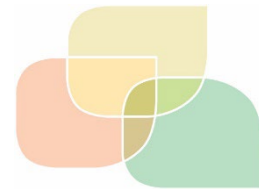
First Year-First Term (six months)		First Year-Second Term (six months)	
<b>Program Tuition*</b>	\$2,000.00	<b>Program Tuition*</b>	\$2000.00
<b>Fees</b>	\$440.00	<b>Fees</b>	\$320.00
<b>Room and Board</b>	\$5,500.00	<b>Room and Board</b>	\$5,500.00
<b>Books/Supplies</b>	\$1,570.00	<b>Books/Supplies</b>	\$0.00
<b>Transportation</b>	\$1,308.00	<b>Transportation</b>	\$1,880.00
<b>Miscellaneous</b>	\$1,400.00	<b>Miscellaneous</b>	\$1,400.00
<b>Total</b>	\$12,218.00	<b>Total</b>	\$11,100.00
<b>Yearly Estimated Cost: \$23,318.00</b>			

Second Year-First Term (six months)		Second Year-Second Term (six months)	
<b>Program Tuition*</b>	\$2,000.00	<b>Program Tuition*</b>	\$2,000.00
<b>Fees</b>	\$335.00	<b>Fees</b>	\$385.00
<b>Room and Board</b>	\$5,500.00	<b>Room and Board</b>	\$5,500.00
<b>Books / Supplies</b>	\$250.00	<b>Books / Supplies</b>	\$250.00
<b>Transportation</b>	\$1,880.00	<b>Transportation</b>	\$1,308.00
<b>Miscellaneous</b>	\$1,400.00	<b>Miscellaneous</b>	\$1,400.00
<b>Total</b>	\$11,365.00	<b>Total</b>	\$10,843.00
<b>Yearly Estimated Cost: \$22,208.00</b>			

The costs above are estimates and should not be considered all-inclusive. The charges for tuition and fees are subject to change without prior notification.

\*Additional tuition costs may be incurred if co-registering with another academic institution during the enrollment period.





## **TUITION POLICY**

Regional West Medical Center School of Radiologic Technology charges tuition each term. Payment for each program term is required. The program consists of four six-month terms with a total program length of 24 months.

Each student shall return his or her completed tuition payment agreement/enrollment contract before the beginning of the program. The student will receive a copy of the plan submitted for signatures of the student and the program director. The payment schedule identified on this agreement will continue throughout enrollment, unless the student makes a request in writing to the program director for a change and completes a new, signed payment plan.

### **Payment Plans**

Three tuition payment options are available to all students.

**Plan A**-The single payment plan where the student may make one tuition payment for an entire year (two terms).

**Plan B**-The single payment plan requires full term's tuition be paid at the beginning of each program term.

**Plan C**-The installment plan allows for monthly payments over five consecutive months of each program term.

- First term payments will be due on or before the date identified on the school calendar for the months of October, November, December, January, and February.
- Second term payments will be due on or before the date identified on the school calendar for the months of March, April, May, June, and July. Pre-payments will be accepted.

Students shall make payments to the program director or to the Central Billing Cash Office and obtain a receipt. The student must then present a copy of the receipt to the program director to confirm the payment is recorded. Students should request a receipt for each payment from the program director.

A student should notify the program director if unable to make a tuition payment on the specified due date.

Payments are to be made on time as specified by the student's signed agreement. A student who is not paying according to his or her agreement will be counseled. Students who are not meeting their financial obligations will not be allowed to enroll in the next term.

A student failing to complete tuition payments before graduation will not have grades released or a degree issued until the balance of tuition and/or fees are paid.

The University of Nebraska-Kearney, Chadron State College, Western Nebraska Community College, Eastern Wyoming College, or any other institution's tuition and fees are separate charges and must be handled through that institution's business offices.

The charges for tuition and fees are subject to change without prior notification.

### **Veteran Benefits**

"Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, Regional West Medical Center School of Radiologic Technology will not impose any penalties due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs on recipients of Chapter 31 and Chapter 33 VA Benefits.





Regional West Medical Center School of Radiologic Technology will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides Regional West Medical Center School of Radiologic Technology a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33, and ending on the earlier of the following dates:

- 1.) The date on which payment from the VA is made to the institution or
- 2.) 90 days after the date the institution certified tuition and fees following the receipt of the COE (Certificate of Eligibility)

Additionally, Regional West Medical Center School of Radiologic Technology will not require that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Regional West Medical Center School of Radiologic Technology due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits, and has been verified by the school certifying official as benefit eligible. This requirement is limited to the portion of funds paid by VA.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/qibill](http://www.benefits.va.gov/qibill).*

### **Refunds**

Full tuition refunds will be made for the term if the student withdraws or discontinues the program within two weeks after the beginning of the term. No tuition refunds will be made if the student discontinues the program any time after two weeks from the beginning of the term.

Refunds are determined based on the official beginning of the term as stated by the program and the student's last day of attendance. The program shall mail all refunds due within 60 days following the student's drop date.

No refunds will be made for purchased books and supplies.

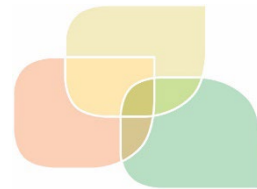
### **Withdrawals/Dismissals**

A student who withdraws or is dismissed from the program has no obligation for further tuition payments to Regional West Medical Center School of Radiologic Technology. However, transcripts will not be released for any term completed until tuition for that term is paid.

While the program does not provide any direct federal or state financial aid to a student enrolled in the program, the student who receives federal or state financial aid as a result of co-enrollment with another academic institution will be subject to the student refund procedure requirements of the Higher Education Reauthorization Act of 1998. Details regarding this requirement are available at the University of Nebraska-Kearney, Chadron State College, Western Nebraska Community College, or Eastern Wyoming College financial aid offices.

A student who withdraws or is dismissed should be aware he or she may have to repay all or a portion of any federal or state financial aid he or she has received.

A student returning to program after a medical or pregnancy leave will pay tuition only for the portion of the program where tuition has not been previously collected during the two years of

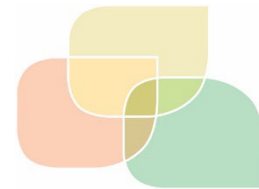


the program.

**Record Keeping**

The program will maintain a financial record of tuition expenses and payments made to Regional West Medical Center School of Radiologic Technology for each student while enrolled in the program.

This record will remain in the student’s file for a minimum of five years after graduation or leaving the program.



## TUITION PAYMENT AGREEMENT AND ENROLLMENT FORM

*These forms are not to be completed until the student has been accepted into the program.*

### REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY PLAN A TUITION PAYMENT AGREEMENT AND ENROLLMENT CONTRACT

I acknowledge that I have received a copy of the handbook for Regional West Medical Center School of Radiologic Technology.

I agree to pay my tuition and fees for the first and second term to Regional West Medical Center School of Radiologic Technology in one payment of for the program year of August 20\_\_ to August 20\_\_ on or before Nov. 1, 20\_\_.

In addition, I agree to pay my tuition and fees for the third and fourth term to Regional West Medical Center School of Radiologic Technology in one payment of for the program year of August 20\_\_ to August 20\_\_ on or before Nov. 1, 20\_\_.

I understand that Western Nebraska Community College, University of Nebraska-Kearney, Chadron State College, Eastern Wyoming College, or any other institution's tuition and fees are not included in Regional West Medical Center's tuition and fees, and I have the responsibility to pay these monies directly to the respective institution.

I understand a full tuition refund for that term will be made if I withdraw or am discontinued from the program within two weeks after the beginning of the term. No tuition refunds for a term will be made if I withdraw or am discontinued from the program at any time after two weeks from the beginning of that term. Refunds are to be determined from the beginning of the term as stated by the program and the last day of attendance of the student. The program shall make all refunds due within 60 days following a student's drop date. I acknowledge that no refunds will be made for purchased books and supplies.

I understand payments are to be made on time as specified by this agreement. If I fail to make payments on time, I will not be allowed to enroll in the next term and may be subject to the Corrective Action Policy. I acknowledge that my final grades or my associate degree will not be issued until the balance of tuition and fees are paid to the program.

If I withdraw or am dismissed from the program, I have no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology; however, I understand transcripts will not be released for any term completed until tuition for that term is paid.

I also acknowledge that if I wish to change my payment plan, I must complete a new Tuition Payment Agreement and Enrollment Contract and submit it to the program director.

---

Student's Name

Student's Signature

Date

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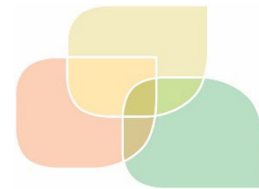
Program Director's Signature

Date

Copy 1 for program director

Copy 2 for student

Revised 1/20/21



REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY  
PLAN B TUITION PAYMENT AGREEMENT AND ENROLLMENT CONTRACT

I acknowledge that I have received a copy of the handbook for Regional West Medical Center School of Radiologic Technology.

I agree to pay my tuition and fees to Regional West Medical Center School of Radiologic Technology in two payments for the program year August 20\_\_ to August 20\_\_. The first payment for the program term of August 20\_\_ to February 20\_\_ will be made on or before Nov. 1, 20\_\_, and the second payment for the program term of February 20\_\_ to August 20\_\_ will be made on or before May 1, 20\_\_.

In addition, I agree to pay my tuition and fees to Regional West Medical Center School of Radiologic Technology in two payments for the program year of August 20\_ to August 20\_\_\_\_. The first payment for the program term of August 20\_\_ to February 20\_\_ will be made on or before Nov. 1, 20\_\_ , and the second payment for the program term of February 20\_\_ to August 20\_\_ will be made on or before May 1, 20\_\_.

I understand that Western Nebraska Community College, University of Nebraska-Kearney, Chadron State College, Eastern Wyoming College, or any other institution’s tuition and fees are not included in Regional West Medical Center’s tuition and fees, and I have responsibility to pay these monies directly to the respective institution.

I understand a full tuition refund for a term will be made if I withdraw or am discontinued from the program within two weeks after the beginning of that term. No tuition refunds for a term will be made if I withdraw or am discontinued from the program at any time after two weeks from the beginning of that term. Refunds are to be determined from the beginning of the term as stated by the program and the last day of attendance of the student. The program shall make all refunds due within 60 days following a student’s drop date. I acknowledge that no refunds will be made for purchased books and supplies.

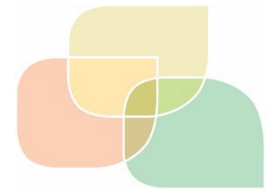
I understand payments are to be made on time as specified by this agreement. If I fail to make payments on time, I will not be allowed to enroll in the next term and may be subject to the Corrective Action Policy. I acknowledge that my final grades or my associate degree will not be issued until the balance of tuition and fees are paid to the program.

If I withdraw or am dismissed from the program, I have no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology. However, I understand transcripts will not be released for any term completed until tuition for that term is paid.

I also acknowledge that if I wish to change my payment plan, I must complete a new Tuition Payment Agreement and Enrollment Contract and submit it to the program director.

Student’s Name	Student’s Signature	Date
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Program Director’s Signature	Date
Copy 1 for program director      Copy 2 for student	Revised 1/20/21



REGIONAL WEST MEDICAL CENTER SCHOOL OF RADIOLOGIC TECHNOLOGY  
PLAN C TUITION PAYMENT AGREEMENT AND ENROLLMENT CONTRACT

I acknowledge that I have received a copy of the handbook for Regional West Medical Center School of Radiologic Technology.

I agree to pay my tuition and fees to Regional West Medical Center School of Radiologic Technology in 10 installments of one-tenth of the tuition and fees charged for the program year of August 20\_\_ to August 20\_\_. These payments will be due on or before the date identified on the school calendar for 10 consecutive months starting \_\_\_\_\_ for the first year.  
Month Year

In addition, I agree to pay my tuition to Regional West Medical Center School of Radiologic Technology in 10 installments of one-tenth of the tuition and fees charged for the program year of August 20\_\_ to August 20\_\_. These payments will be due on or before the date identified on the school calendar for 10 consecutive months starting \_\_\_\_\_ for the second year.  
Month Year

I understand that Western Nebraska Community College, University of Nebraska-Kearney, Chadron State College, Eastern Wyoming College, or any other institution's tuition and fees are not included in Regional West Medical Center's tuition and fees, and I have responsibility to pay these monies directly to the respective institution.

I understand a full tuition refund for a term will be made if I withdraw or am discontinued from the program within two weeks after the beginning of that term. No tuition refunds for a term will be made if I withdraw or am discontinued from the program at any time after two weeks from the beginning of that term. Refunds are to be determined from the beginning of the term as stated by the program and the last day of attendance of the student. The program shall make all refunds due within 60 days following a student's drop date. I acknowledge that no refunds will be made for purchased books and supplies.

I understand payments are to be made on time as specified by this agreement. If I fail to make payments on time, I will not be allowed to enroll in the next term and may be subject to the Corrective Action Policy. I acknowledge that my final grades or my associate degree will not be issued until the balance of tuition and fees are paid to the program.

If I withdraw or am dismissed from the program, I have no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology. However, I understand transcripts will not be released for any term completed until tuition for that term is paid.

I also acknowledge that if I wish to change my payment plan, I must complete a new Tuition Payment Agreement and Enrollment Contract and submit it to the program director.

\_\_\_\_\_  
Student's Name Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

Copy 1 for program director

Copy 2 for student

Revised 1/20/21

TUITION POLICY 722.8.03.05



## **FINANCIAL AID**

The program satisfies the definition of an eligible institution and has been approved to grant in-school deferment of repayment of Federal Family Education Program loans and Federal Direct student loans.

The program does not directly participate in Title IV Federal Student Aid Program but rather relies on the academic institution where the student is co-registered to confirm that the student qualifies for federal financial aid. The program has an obligation to be in compliance with federal and state financial aid requirements to remain eligible for students to receive financial aid while in the program.

Regional West Medical Center School of Radiologic Technology offers federal financial assistance only through agreements with Chadron State College, the University of Nebraska-Kearney, Western Nebraska Community College, and Eastern Wyoming College.

The University of Nebraska-Kearney (UNK) and Chadron State College (CSC) offer federal and state financial aid to students in the program who are pursuing a bachelor's degree. Western Nebraska Community College (WNCC) and Eastern Wyoming College (EWC) offer federal and state financial aid to students in the program who are pursuing an associate's degree.

The program has met the requirements for the GI Bill® that provides education benefits to veterans and their dependents.

Prior to registration, a program official will meet with all prospective students to discuss financial aid options. Financial aid options to be discussed include but are not limited to:

- Federal financial aid availability through co-enrolled institutions
- Scholarship availability
- Veteran benefits
- Including estimated cost of living expenses and amounts of cost above that covered by veteran benefits

For more information regarding loans and application paperwork, the student should contact his or her personal banking institution or the college financial aid office where the student is co-registered.

## **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Federal regulations require that minimum standards of satisfactory academic progress be established for a student receiving federal financial aid. These policies must be the same as, or more strict than, the institution's standards for a student enrolled in the same educational program who is not receiving assistance under the Title IV/Title VIII programs.

### **Standard Curriculum**

The curriculum as identified by the program is based on the currently established ASRT radiography curriculum.

### **Satisfactory Progress**

The program has established a standard curriculum and academic performance standards. The standard curriculum also establishes time allowed to complete each increment of the curriculum. The selective admission criterion of the program indicates normal progress expectations from admitted students. Regularly admitted and enrolled students are expected to achieve progress according to the program standards.

These standards apply to each academic term or any portion thereof:



1. Students must maintain a cumulative grade point average of at least 3.0 (80%) as identified by the program’s grading policy. If the GPA falls below 3.0 (80%), this is an indication of a failing course or courses.
2. The student who fails a course will be dismissed from the program and the financial aid office where the financial aid originated (academic institution where the student is co-registered) will be notified of the dismissal. The student may appeal the grade using the appeal process found in the Corrective Action policy.
3. Full-time students must complete the program within 150% of the published length of the educational program.
4. Students must report all financial aid from any source to the financial aid office where the financial aid originated (academic institution where the student is co-registered).
5. Students receive periodic reports (usually monthly) on academic progress in consultation with the program director, didactic instructor, and chief clinical instructor.
6. Progress shall normally be measured as soon as possible after the end of each term.
7. Since the program itself does not disburse financial aid, the program makes no provisions for financial aid probation or suspension. However, the financial aid office from where the financial aid originated may place the student under probation or suspension.

**Satisfactory Progress for Students with Co-Registered Status**

The program director, upon request from Western Nebraska Community College, Eastern Wyoming College, University of Nebraska-Kearney, or Chadron State College, will communicate the academic status of students co-registered with the institution to meet the requirements for releasing financial aid to students.

**Appeals**

The student should contact the financial aid office at the academic institution where the student has co-registered to make an appeal for a financial aid suspension.

**Standards of Progress for Veteran and/or Eligible Person**

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person’s Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed above in the college catalog consisting of overall grade point average, pace, program length, maximum time for completion, attendance, and/or conduct.

**REGISTRATION AND COURSE SCHEDULE**

Students must register for classes at Regional West Medical Center School of Radiologic Technology for each term by meeting with their assigned program official. Students who are co-registered with University of Nebraska-Kearney, Western Nebraska Community College, Eastern Wyoming College, or Chadron State College are responsible for registering for classes through these institutions.

**First Year Courses**

Fall Term		Credit Hours
200	INTRODUCTION TO RADIOLOGIC TECHNOLOGY	2
210	MEDICAL ETHICS	1
220	PRINICIPLES OF PATIENT CARE	2
230	RADIOGRAPHIC PROCEDURES I	3
240	RADIATION PHYSICS I	1
260	HEALTH PHYSICS I	1
285-A	RADIOGRAPHIC POSITIONING AND LAB	0.5
290	CLINICAL EDUCATION I-A	8
Total		18.5





Spring Term		Credit Hours
235	RADIOGRAPHIC PROCEDURES II	3
270	RADIOGRAPHIC EXPOSURE I	1
370	DIGITAL IMAGING	3
320	ADVANCED PATIENT CARE	1
285-B	RADIOGRAPHIC POSITIONING AND LAB	0.5
295	CLINICAL EDUCATION II-A	8.5
Total		17

### Second Year Courses

Fall Term		Credit Hours
365	RADIOGRAPHIC PATHOPHYSIOLOGY	3
375	RADIOGRAPHIC EXPOSURE II	2
380	ADVANCED IMAGING PROCEDURES	3
390	CLINICAL EDUCATION II-A	13
Total		21

Spring Term		Credit Hours
340	RADIATION PHYSICS II	2
350	IMAGING EQUIPMENT	2
360	HEALTH PHYSICS II	2
369	RADIOBIOLOGY	2
395	CLINICAL EDUCATION II-B	12
399	REVIEW AND PRESENTATION	1.5
Total		21.5

## COURSE DESCRIPTIONS

### 200 Introduction to Radiologic Technology

2 credit hours      Begins first term

This course introduces the student to the goals of the program, the obligations of the student in the program, an introduction to radiation safety associated with radiation and the hospital environment, the hospital philosophy and organizational structure of the hospital, the Imaging Services Department and its goals, and an overview of the field of radiologic technology.

### 210 Medical Ethics

1 credit hour      Begins first term

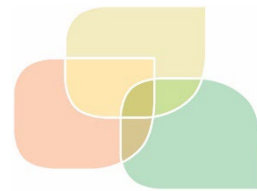
This course discusses the origin of medical ethics. It introduces students to the concepts of professional ethics and ethical behavior. It provides a basic understanding of criminal versus civil law and the terminology related to these topics. Professional standards of practice and a code of ethics are discussed, as well as the responsibility of the radiologic technologist to each of these. The concept of self-governance is discussed.

### 220 Principles of Patient Care

2 credit hours      Begins first term

This course introduces the basic concepts of patient care and radiation protection, including body mechanics, patient observation, physical examination, vital signs determination, emergencies and their management, medical-surgical asepsis, management of oxygen systems, intravenous and nasogastric therapy, urinary drainage systems, and standard precautions and medications encountered in the Radiology Department.





### **230 Radiographic Procedures I**

3 credit hours                      Begins first term

This course presents an overview of systemic and skeletal anatomy, positional radiographic projection, anatomic relationship terminology, and imaging principles. Identity of anatomy, physiology, and pathology of the following anatomic structures/systems will be discussed: chest; abdomen; upper extremity; bony thorax, ribs and sternum; upper and lower GI systems; trauma, mobile, and surgical radiography; and pediatric, geriatric, and bariatric patients. Radiographic positioning for these structures/systems for radiographic examinations will be taught to ensure the student has a basic foundation upon which to build in the clinical environment.

### **235 Radiographic Procedures II**

3 credit hours                      Begins second term

A continuation of course 230, this course continues with identity of anatomy, physiology, and pathology of the following anatomic structures/systems: humerus and shoulder girdle, lower extremity, femur and pelvic girdle, spine, cranium, facial bones, urinary and reproductive systems and venipuncture, and special radiographic procedures. Positioning for these structures for radiographic examinations will be taught to ensure the student has a basic foundation upon which to build in the clinical environment.

### **240 Radiation Physics I**

1 credit hour                      Begins first term

This introductory course provides a review of unit conversions and mathematic equations associated with the concepts presented. It discusses a basic history of medical imaging, and covers matter, energy, and the atom. Electrostatics, magnetism, electrodynamics are all presented in relation to X-ray production. Electric circuit of the X-ray machine is introduced as well as the X-ray tube itself. Interactions of X-radiation with matter and the physical properties of radiation are also communicated.

### **260 Health Physics I**

1 credit hour                      Begins first term

This course covers the basic definition of ionizing radiation and describes the interactions of ionizing radiation with matter. Topics will include radiation quantities and units of measure, sources of radiation, and radiation monitoring technique. Discussions will cover the concepts of background equivalent radiation time (BERT) and As Low as Reasonably Achievable (ALARA). The content presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public.

### **270 Radiographic Exposures I**

1 credit hour                      Begins second term

This course provides a thorough understanding of the different technical factors and how altering these technical factors affects the signal in the remnant beam. This knowledge is intended to guide the student's practical application of technique selection based on sound principles and practices.

### **285-A Radiographic Positioning Lab and Evaluation of Radiographs**

0.5 credit hour                      Begins first term

This laboratory course is taken in conjunction with Radiographic Procedures I. The course evaluates radiographs for proper radiographic technique, positioning, anatomical visualization, projection identification, and proper image receptor size selection. Pathologic considerations of selected radiographs are discussed.

### **285-B Radiographic Positioning Lab and Evaluation of Radiographs**

0.5 credit hour Begins second term

This laboratory course is taken in conjunction with Radiographic Procedures II. The course evaluates radiographs for proper radiographic technique, positioning, anatomical visualization,



projection identification, and proper image receptor size selection. Pathologic considerations of selected radiographs are discussed.

### **290 Clinical Education I-A**

8 credit hours                      Begins first term

This course provides clinical application of radiographic positioning taught in Radiographic Procedures I, patient care as taught in Principles of Patient Care, and radiographic safety as taught in Health Physics I. Students schedule themselves for daytime and weekend shifts.

### **295 Clinical Education I-B**

8.5 credit hours                      Begins second term

This course provides clinical application of radiographic positioning taught in Radiographic Procedures I and II, patient care as taught in Principles of Patient Care and Advanced Patient Care, and radiographic exposure techniques as taught in Radiographic Exposures I and Digital Imaging. Students schedule themselves for daytime and weekend shifts.

### **320 Advanced Patient Care**

1 credit hour                              Begins second term

The course includes an overview of phlebotomy and venipuncture techniques, including administration of radiographic contrast agents and pharmacology. The student will also be introduced to an overview of common lab values. Students will learn theory and basic techniques of EKG and be instructed in aspects of human diversity.

### **340 Radiation Physics II**

2 credit hours                              Begins fourth term

This course presents an in-depth look at the various aspects of physics, especially electromagnetic and particulate radiation as it pertains to radiology. It also reviews electrodynamic, X-ray machine circuits, X-ray tube and X-ray production.

### **350 Imaging Equipment**

2 credit hours                              Begins fourth term

This course discusses the operation and physics associated with different types of equipment used in diagnostic radiology. Quality assurance is also discussed, as well as quality assurance testing for radiographic, fluoroscopic, and tomographic units.

### **360 Health Physics II**

2 credit hours                              Begins fourth term

This course reinforces ALARA concepts taught during Course 260 Health Physics I as well as presenting new topics. This course will foster an understanding of the perceptions of radiation risk. Students will learn the federal, state, and accrediting agencies' requirements for measuring and limiting radiation dose. Different radiation quantities and the units used to measure them are thoroughly examined. The various equipment used to measure radiation and their characteristics will be discussed. Equipment design and structural layouts will be discussed as they relate to radiation protection. The proper method of monitoring occupational radiation levels will be included, and the methods of limiting radiation dose to both personnel, patients, and the general public will be presented.

### **365 Pathophysiology**

3 credit hours                              Begins third term

The course will review human physiology, pathologies, and congenital abnormalities of all systems, advanced discussion of image evaluation, and application of critical thinking to viewing radiographic images.



### **369 Radiobiology**

2 credit hours                      Begins fourth term

This course defines the effects of radiation on the human body from the cellular level to the effects on the entire body. The student learns short-term and long-term responses of the body to radiation from the developing embryo through adulthood.

### **370 Digital Imaging**

3 credit hours                      Begins second term

This course will provide instruction regarding radiographic image acquisition and processing for various types of radiographic recording media including PSP (CR) and FPD (DR). It is also a continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of variables in image production. An in-depth look at PACS is also covered.

### **375 Radiographic Exposure II**

2 credit hours                      Begins third term

This course provides an in-depth analysis of the factors that govern and influence the production of radiographic images in enabling the student to apply this information to clinical situations.

### **380 Advanced Imaging Procedures and Sectional Anatomy**

3 credit hours                      Begins third term

This course provides a brief overview of mammography, nuclear medicine, ultrasound, computed tomography, interventional radiography, cardio-angiography, magnetic resonance, and bone densitometry. This course will provide the student with instruction in anatomy of the circulatory system and brain, correlating with sectional anatomy. Comprehensive sectional anatomy of the cranium and facial bones, brain, spine, neck, thorax, abdomen, pelvis, and upper and lower extremities will also be incorporated into this course.

### **390 Clinical Education II-A**

13 credit hours                      Begins third term

A continuation of Courses 290 and 295 Clinical Education IA and IB. Students, with increasing autonomy, move toward indirect supervision and are allowed more independence to reinforce skills previously used. The student schedules him or herself for radiography clinical areas and other modalities in the department.

### **395 Clinical Education II-B**

12 credit hours                      Begins fourth term

A continuation of Courses 390. Students, with increasing autonomy, move towards indirect supervision and are allowed more independence to reinforce skills previously used. The student schedules himself or herself for radiography clinical areas and other modalities in the department.

### **399 Review and Presentation**

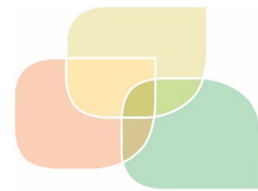
1.5 credit hours                      Begins fourth term

This course provides the student with independent investigation regarding the various aspects of radiology and the opportunity to present information by posters, case studies, and papers. The course also provides students with the opportunity to prepare for the national certification examination.

### **TRANSFER POLICY**

A student desiring transfer to Regional West Medical Center School of Radiologic Technology must have all pertinent information and previous educational records (including college and radiography program transcripts) sent to the program director prior to any determination of acceptance.

A student transferring into the program must complete the application form. References submitted must include his or her current program director and at least one of the clinical instructors from the former program.



A transfer shall be approved on an individual basis with emphasis on performance and references. Courses with grades of 80% or better shall be deemed as transferable into the program. Grades lower than 80% in radiography program courses will require remedial training and retesting in those areas by the student.

The Educational Advisory Committee shall meet to determine whether to accept the student into the program.

Acceptance shall also be dependent on the number of students in the current cohort and availability of vacant positions within the program. The acceptance of a transfer student shall be subject to the limits of class size as determined by JRCERT.

If accepted into the program, the student will need to have appropriate background checks, pre-admittance drug testing performed, and submit required immunization records prior to admission. The student transferring into the program shall comply with the program and sponsoring institution policies and pay tuition appropriate for the term enrolled.

The student will be placed into the appropriate year of training dependent on previous classes. Generally, if the student has completed Anatomy and Positioning, he or she will be placed in the second-year class.

The transfer student must meet Regional West Medical Center School of Radiologic Technology requirements, including all classes or their equivalences, prior to graduation. This shall include requirements for clinical education courses.

**Transferring Out of the Program:**

A student wishing to transfer out of the Regional West Medical Center School of Radiologic Technology Program should contact the program director about transfer of grades and other needed materials. Grades will be released only upon written request by the student and if the student is in good financial standing with the program.

**CONSIDERATION FOR A REQUEST FOR READMISSION**

A student may be dismissed from the program due to various circumstances, including failing a course, continued poor didactic or clinical performance, disciplinary intervention, or because of continuous or recurring illness. In certain circumstances, a student may seek readmission to the program. The student seeking readmission must follow the routine schedule for application to the program.

**Inadequate Didactic and or/Clinical Performance Including Course Failure**

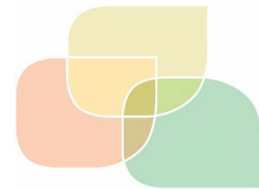
The student's academic performance is constantly monitored. Students failing a course or failing to demonstrate progress in didactic or clinical performance will be dismissed.

A student may request readmission to the program by seeking an interview with the Educational Advisory Committee [EAC].

During the interview with the EAC, the student shall provide written documentation of his or her reasons for seeking readmission.

The student must provide written documentation of objectives and realistic goals to the EAC indicating the steps he or she will take to improve academic and/or clinical performance.

The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote



simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

Further course failures will result in immediate termination from the program. Student recidivism in didactic or clinical performance will lead the Educational Advisory Committee to follow the Corrective Action Policy.

If a second termination occurs, the student has no recourse in seeking any further readmission to the program.

### **Disciplinary Intervention**

A student terminated as a result of a disciplinary action generally will not be readmitted. The EAC may, by a majority vote, agree to hear a student's request for reapplication, taking into consideration the nature of the violation of school or hospital policy.

If the EAC votes to evaluate the student's request for readmission, the student shall appear before the committee.

During the hearing with the EAC, the student shall provide written documentation of his or her reasoning for seeking readmission. The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

If there are further violations of program or hospital policies such that the student's actions indicate recidivism, the EAC will follow the Corrective Action Policy that may include immediate termination.

If a second termination occurs, the student has no recourse in seeking any further readmission.

### **Long-Term or Recurring Illness**

A student terminated due to a long-term or recurring illness may apply for readmission.

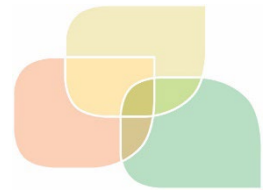
Consideration for readmission is dependent upon the student's demonstration that he or she is capable of meeting the technical standards of the program or if an accommodation is necessary, documentation from a licensed independent practitioner must be provided by the student. The EAC may request an interview with the student if it is deemed necessary.

The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

If the student's illness returns such that a medical leave again becomes necessary, the EAC will, with the guidance of the student's licensed independent practitioner, determine whether the student can continue in the program.

If the EAC votes to allow a terminated student's application for any of the above reasons, the student will apply to the program as any other new applicant:

1. The terminated student must complete a new application form.
2. The terminated student will be required to complete the observation period and associated questions.
3. The terminated student must submit any new transcripts for courses taken since dismissal from the program.

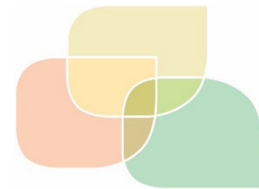


4. The terminated student must provide references.
5. The terminated student will be interviewed by the selection committee.
6. If the terminated student is selected to enter the program, the student will need to complete background checks and pre-enrollment drug/alcohol testing.
7. The readmitted student is subject to current program and hospital policies.

Students readmitted to the program under this policy continue to be subject to the Corrective Action Policy.

If the EAC votes not to allow the student's application, the student may not seek readmission for at least one year.

Other causes for dismissal from the program not identified in this policy will be evaluated by the EAC to determine if the student is eligible to apply for readmission.



# ACADEMIC POLICIES

## ACADEMIC PERFORMANCE

Students enrolled in the program are expected to make satisfactory academic progress toward completing the program requirements. The program sets academic standards for governing satisfactory academic progress. Failure to maintain such standards may result in academic probation or dismissal from the program.

### Academic Integrity and Professional Conduct

Freedom to learn depends on appropriate opportunities and conditions in the classroom, laboratory, on campus, and in clinical settings. Faculty, employees, students, and visitors respect the conditions conducive to such freedom by conducting themselves in a responsible manner, abiding by the policies and procedures of Regional West Medical Center.

Accordingly, the program has developed general guidelines pertaining to academic integrity and personal conduct which provide and safeguard the rights of individuals to fully exercise their freedom to pursue academic goals without undue interference from others.

### Minimum Standards of Academic Integrity

For an understanding between students, faculty, and employees concerning what types of activity constitute violations of academic integrity, several definitions and examples are provided below. These examples are not intended to be all-inclusive and actions not listed here may also be considered violations. A violation of the standards of academic integrity is viewed as a very serious matter for the program. Such a violation will, in most cases, lead to corrective action. A student who wishes to appeal charges of violations of academic integrity and/or proposed disciplinary action may do so under the provisions of the Corrective Action Policy.

Instructors will also impose standards of conduct, which may be more rigorous than the minimum standards cited here. Students are obligated to follow these guidelines and to ask instructors for guidance in special circumstances.

### Cheating

A general definition of cheating is the use or attempted use of unauthorized materials or information for an academic exercise. Examples of cheating include:

1. Using unauthorized materials such as books, notes, calculators, or other aids during an examination or other academic exercise
2. Receiving unauthorized assistance from another person during an exam or exercise such as copying answers, receiving answer signals, conversation, or having another person take an exam for you
3. Providing assistance to another person during an exam or exercise, such as allowing your answers to be copied; signaling answers, including via text messaging on cell phones or any other electronic device; or taking an exam for someone else
4. Obtaining answers and/or other information, without authorization, from someone who has previously taken an examination
5. Including all or a portion of previous work of another person's assignment without authorization

### Academic Misconduct

Academic misconduct is defined as the falsification of official documents and/or obtaining records, examinations, or documents without authorization. Several examples of academic misconduct are:

1. The unauthorized acquisition of all or part of an un-administered test





2. Selling or otherwise distributing all or part of an un-administered test
3. Changing answers or a grade on an examination without authorization
4. Falsification of information on an official program document such as a grade report, a transcript, an instructor's grade book or an evaluation file, or being an accessory to an act of such falsification
6. Forging the signature of an authorizing official on documents such as letters of permission, petitions, transcripts, and or other official documents
7. Unauthorized entry into a building, office, file, or computer database to view, alter, or acquire documents

### **Fabrication**

Fabrication can be defined as the forgery or falsification of information for an academic exercise.

Some examples of fabrication are:

1. Indicating a laboratory experiment has been repeated numerous times or done in a controlled environment when it has not, thus leading to an invented or uncorroborated conclusion
2. Altering an original source document, misquoting, or misrepresenting a source to support a point of view or hypotheses
3. Changing and resubmitting academic work returned by an instructor, such as an examination, research paper, or other types of assignments without first notifying the instructor

### **Plagiarism**

Plagiarism is defined as stealing and passing off as one's own words or ideas, or the ideas of another without including the appropriate citation.

## **STANDARDS OF BEHAVIOR**

Students in the radiography program are responsible for their behavior while in the classroom and clinical environment. Didactic and clinical instructors will periodically evaluate students' classroom and clinical behavior.

The standards of behavior for a student radiographer are:

I will demonstrate concerns for human dignity for my fellow classmates and the instructors by:

- Treating classmates and instructors as I would like to be treated
- Honoring each other's differences as individuals
- Exercising teamwork
- Refraining from swearing or using rude gestures
- Respecting others during testing by minimizing talking and other disruptive actions
- Turning in course work on time

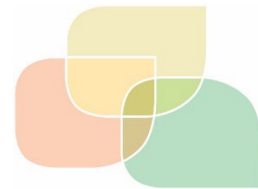
I will show empathy for others by:

- Making eye contact when communicating with others
- Speaking clearly
- Being courteous in verbal, non-verbal, and written communication
- Answering and transferring telephone calls in a professional manner
- Keeping the classroom areas tidy
- Minimal tardiness at the beginning of the day and after lunch
- Not sleeping during class

I will demonstrate honesty, trust, and confidentiality in dealing with others by:

- Protecting the privacy and confidentiality of others
- Listen to other's questions, concerns, and thoughts without interrupting





- Making no excuses and blaming no other person
- Projecting a positive attitude
- Refraining from cheating, fabrication, plagiarism, and falsifying records

I will be qualified to meet or exceed customer needs by:

- Following hospital, department, and program policies and procedures
- Being creative and cost effective in the use of resources
- Logging off of computers, turning out lights, and closing doors at the end of the day
- Refraining from damaging hospital, department, or program equipment
- Being committed to learning
- Using critical thinking and problem-solving skills
- Participating in classroom activities, including answering and asking questions

### **CLASSROOM EXPECTATIONS**

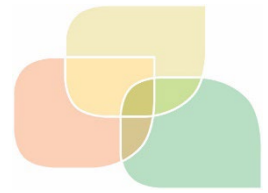
- Students are not allowed to play electronic games at any time during class.
- Students must limit cell phone usage and text messaging to break time or over lunch hour. Personal cell phones must be located in the student's locker except during lunch hour or breaks. Exceptions are at the discretion of the instructor.
- Students may not listen to electronic devices while taking exams.
- Snacks and drinks are allowed in the classroom during class but must be limited to the following: snacks that may be eaten without silverware ("finger foods," granola bars, etc.); drinks should be in containers that would be unlikely to spill (exceptions may be made for school-sponsored activities). No drinks may be taken into the computer room.
- Breakfast and lunch must be eaten before coming to class.
- Students must utilize lockers for storage of books, papers, coats, and other personal items.
- At the end of each day, all student belongings must be stored in lockers or taken home by the student rather than leaving this material in the classrooms or clinical areas.
- Books or other educational materials belonging to the school and used by the student during the day must be returned to the appropriate storage area at the end of the day.
- Papers, posters, etc. may not be taped or affixed to walls or other surfaces with pins or tacks. Mounting strips may be used for short-term displays. Bulletin boards should be used whenever feasible.
- Students must log off of computers in the school before walking away from the computer.

Corrective action may be implemented for a student's failure to comply with these expectations.

### **EXPECTATIONS OF STUDENTS IN THE CLINICAL EDUCATION SETTING**

While in clinical education settings, students are expected to benefit from the experience. Clinical education provides student opportunities to develop and hone the necessary skills of a technologist. Students, while in the clinical setting, should begin developing a work ethic in preparation for employment after graduation. Therefore, the following requirements are identified:

- Students are not allowed to play electronic games at any time during clinical attendance.
- The student must not enter the clinical educational setting with the routine expectation to eat breakfast.
- Students must limit cell phone usage to break times or over lunch hour. Students may not access cell phones at any time when caring for patients.
- Students should participate in patient exams as opposed to other activities.
- Students are expected to participate in activities accomplished by the technologists at the clinical setting, including transporting patients, processing images, pulling previous images,



cleaning rooms, and other associated activities. Students should do these activities with the technologist. If students are assigned these activities without technologist participation or rather than doing patient exams, the student should inform the program director.

- Students should observe and participate in advanced imaging examinations when there are no diagnostic exams to be performed.
- Students should review positioning and technique selection with technologists.
- Students should plan for and do homework only when other clinical activities are not occurring.

Students who fail to comply with these requirements will be subject to corrective action.

## **ATTENDANCE**

The student shall attend classes for the radiography program as indicated on class schedules. The student is required to notify program officials of the inability to attend any class. Tardiness and early departure are also regulated.

The start date for beginning of classes at Regional West Medical Center School of Radiologic Technology shall be in August, with the actual date to be determined by the Educational Advisory Committee.

Graduation from the program is two years after the beginning of the program with the actual date to be determined by the Educational Advisory Committee.

## **DEFINITIONS**

### **Absences**

An absence occurs when a student misses more than one-half of his or her assigned shift for class or clinical assignment or leaves before completing his or her assigned shift without prior approval. A half-day absence will be identified when a student was absent for class or clinical assignment for at least four hours of the scheduled day.

### **Tardy**

A student is considered late (tardy) if he or she clocks in more than five minutes after the time scheduled. Tardiness is also defined as failing to clock in using the software system.

### **Early Departure**

An early departure is one in which the student clocks out before the scheduled end of his or her shift without permission from their supervising technologist or a program official.

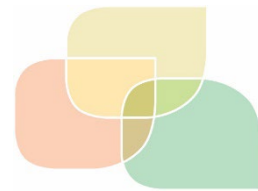
### **Failure to Clock-out**

A student fails to clock out using the software system at the end of his or her shift.

## **ATTENDANCE PROCEDURE**

A student shall clock in using program software for all the following: clinical experiences, didactic classes, mandatory program meetings, or as designated by the program director.

A student should clock in using software at the scheduled time or slightly before scheduled time. If the student has difficulty clocking in on the computer system at a clinical educational setting or in the classroom, the student is responsible for notifying a program official to prevent being charged with an unexcused tardy.



Arrival and departure times will be determined by the time identified on the timecard software. Students shall not clock in or out for other students or employees.

A copy of the student's attendance will be maintained for a permanent record. Each student will take a one-hour lunch break for clinical or didactic assignments. The student must clock out and back in for his or her lunch break. During clinical assignments in Scottsbluff, the student is scheduled for a nine-hour day with one hour for lunch. When on clinical assignment in Alliance, Torrington, or Bridgeport, an eight-hour day (to allow for driving time) is required with a one hour lunch.

Variations of time taken for lunch are at the discretion of the supervising technologist and must be approved by the supervising technologist.

Students may leave before the end of their scheduled shift with approval from their supervising technologist or a program official. If the student has failed to complete a majority of their clinical shift (6 hours for an 8-hour shift, 5 hours for a 7-hour shift), their supervising technologist must inform the program official via email of their decision to allow the student to leave early.

Students failing to complete the majority (6 hours for an 8-hour shift, 5 hours for a 7-hour shift) of their scheduled clinical time will be required to use vacation time for that day as outlined in the Illness, Holidays and Vacation policy, 722.8.24.30. This is true even if the departure time is approved by their supervising technologist or program official.

A student leaving prior to the end of their shift without technologist or program official approval will be considered as having an early departure.

### **Notification of Tardiness**

Minimal excused tardiness is allowed, but the student must discuss the tardiness with a program official, who will determine whether the tardy will be excused. A Student Request for Time-off form must be completed by the student in order for the program official to excuse a tardy. The student should present this form as soon as possible. If the form is not received within one week of the tardy occurrence, the tardy will be considered unexcused. An excused tardy will be indicated on the program software by program officials.

If a student finds it necessary to be late, he or she is required to notify both the program director and the assigned clinical educational setting for the day at the earliest possible time. Leaving a message on answering machine or sending an email or a text message is considered acceptable notification. Phone numbers for clinical educational settings are given at the end of this policy. Consideration may be given to extenuating circumstances that prevent a student from giving timely notice.

**Any** tardy in excess of six tardy arrivals in one term or any unexcused tardy will be treated as an absence. This day will be subtracted from vacation/sick time remaining for the student or will require make-up time if the student does not have any vacation/sick time.

### **Notification of Absence**

If a student finds it necessary to be absent, he or she is required to notify both the program director and the assigned clinical educational setting in advance or at the earliest possible time for that day. Leaving a message on answering machine or sending an email or a text message is considered acceptable notification. Phone numbers for clinical educational settings are given at the end of this policy.

Consideration may be given to extenuating circumstances that prevent a student from giving timely notice. As a courtesy to the program and other students, when a student is unable to attend a make-up day scheduled by the student, he or she should notify the program officials of

the absence.



### **Maintaining Contact**

Students are to maintain contact with the program director or designee, for any period of absence beyond one day, except in cases where the student has provided medical documentation covering a specified period or the student has taken vacation days.

Frequency of contact between a student and the program director or designee during extended absences is to be agreed upon by the student and the program director or designee or as specified by the medical certification covering a specified period.

### **Absence Without Notice (No Call/No Show)**

Upon three consecutive scheduled days absence without notice, a student is presumed to have voluntarily quit the program, and will be terminated from the program. Any single absence without notice may be subject to the Corrective Action Policy for failure to follow policy. Program officials may consider, at their discretion, extenuating circumstances surrounding a no call/no show absence.

### **Notification of Failure to Clock Out**

Students must notify the program official of their failure to clock out and provide their clock out time as soon as they are aware of their failure to clock out. Leaving a message on an answering machine or sending an email or a text message is considered acceptable notification. Phone numbers for program officials are given at the end of this policy.

If the student becomes aware of his or her failure to clock out by notification from a program official, the student must respond with the clock out time within three class days of the notification email. Failure to provide the clock out time within three class days will make the failure to clock out an early departure. Consideration may be given to extenuating circumstances that prevent a student from giving timely notice.

### **Early Departure**

All early departures will be treated as an absence. This day will be subtracted from vacation/sick time remaining for the student or will require make-up time if the student does not have any vacation/sick time.

Any unexcused early departure will be indicated on the program software by program officials.

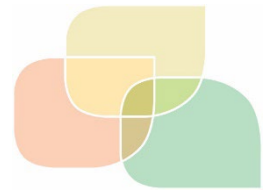
### **Overtime**

A student shall not be required to be present in the clinical area beyond his or her scheduled shift. Occasions may arise where the student may voluntarily remain after scheduled hours. For example, a student may volunteer to stay late to assist a technologist with a large influx of patients in the department or to observe an interesting case.

Any time that is in addition to the student's regularly scheduled hours shall be voluntary on the part of the student. A student who has didactic or clinical education beyond the regularly scheduled hours shall inform the program director. The program director shall then schedule the student to take time off to confirm that the 40-hour week is not exceeded.

Students shall not abuse this privilege by remaining unnecessarily after hours. So the overtime hours are valid, the supervisory technologist for the shift must contact a program official by either phone, text message, or email. Any overtime above 40 hours as a result of the attendance at meetings shall be compensated as time off during that same week if possible.

Overtime may not be accumulated by the student. Students are responsible for communicating with program officials about overtime obtained during any week. Utilization of overtime by the student for time off must be approved by the program director.



If overtime hours are found at week's end because the student failed to report these hours, the hours will be subtracted from the time that the student left early during the week. If overtime still exists, the student will be scheduled for appropriate amount of time off in the next week for compensation.

### **Variations in Attendance**

In some instances, the physical condition of a student may prevent attendance in clinical assignments but he or she is still capable of reporting to didactic class. The student must provide to the program director written documentation from a licensed independent practitioner (LIP) to be excused from the clinical assignment. A written release from a LIP is necessary for the student to return to clinical attendance. Prior to graduating, the student must make up the lost clinical time in excess of the provided vacation/illness time. The student is expected to continue to attend the scheduled didactic classes as specified by policy or instructor while restricted from clinical education.

In some situations, the student may be restricted in the amount of participation in the Clinical Educational Setting due to an injury. The student must provide written documentation from a LIP as to the level of restriction. A written release from a LIP is necessary to return from restrictions for the student in the clinical environment.

The program director may determine that due to the level of LIP restriction, the student compromises patient care and may restrict the student from clinical assignment until released by the LIP.

### **Self-Isolation, Quarantine Attendance**

Attendance using a remote connection or by distance learning is allowed in a limited number of situations and for didactic classes only.

Students may attend didactic class time remotely if in-person attendance is prohibited due to:

- Regional West Medical Center Occupational Health mandate requiring self-isolation/quarantine
- Regional West Medical Center Infection Control mandate requiring self-isolation/quarantine
- Public Health Department mandate requiring self-Isolation/quarantine
- Medical leave requiring self-isolation/quarantine

Approval by program officials must be obtained prior to remote attendance.

Students must be logged on with video enabled by the normal clock-in time. Students may use personal devices to clock into online time clock when attending remotely. Students must be clocked in prior to 7:06 a.m. or they will be considered tardy. The student's video must be enabled throughout class time to verify student attendance and engagement.

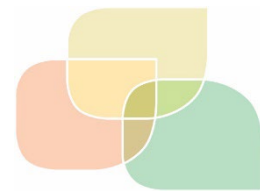
The student's health must be well enough for him or her to meet the Standards of Behavior (policy 722.8.24.25) for the classroom. All Standards of Behavior for the classroom must be met at the remote location just as in the in-person classroom.

Attendance via remote connection MUST not exceed 49% of the planned class time.

## **COUNSELING EVENTS**

### **Excessive Absence**

The program director will initiate a coaching session per the Corrective Action Policy with the student if the student exceeds the allowed number of absences in a school year.



The program director will initiate a coaching session per the Corrective Action Policy for an episode of a student failing to notify the program director or a clinical instructor of a change in the assigned area.

The purpose of the coaching session is to make the student aware that he or she has been absent frequently enough to draw attention to the variation or not keeping program officials informed of variation in the schedule and to be certain that the student understands this policy and the possible consequences of violation.

The coaching session will be documented in the student's permanent file and this documentation will reflect, if appropriate, that the student has been informed of available Student Assistance Program services and their phone number.

Habitual offenders (those who have an established pattern of occurrences) may also trigger initiation of the Corrective Action Policy.

Prescheduled times away from class using vacation days, bereavement, jury duty, etc. are not considered occurrences for the purpose of this policy.

### **Excessive Tardiness**

The program director will initiate a counseling session with the student for having three episodes of tardiness within a one-term period.

The purpose of the coaching session is to make the student aware that he or she has been tardy frequently enough to draw attention for this variation and to be certain that the student understands this policy and the possible consequences of violation. The counseling session will be documented in the student's permanent file.

### **Excessive Failure to Clock Out**

The program director will initiate a counseling session with the student for having two episodes of failure to clock out within a one-term period.

The purpose of the counseling session is to make the student aware that he or she has failed to clock out against program policy and to be certain that the student understands this policy and the possible consequences of violation. The counseling session will be documented in the student's permanent file.

### **Review of Record**

Attendance, tardiness, and early release records will be reviewed periodically by program officials and students during the student's self-evaluation. Students may also review their attendance, tardy, and early release records on the program's software and request any correction of errors, if necessary.

### **ILLNESS/HOLIDAYS/VACATION**

All students must attend all didactic classes and clinical assignments unless previous arrangements have been made with a program official. Failure to arrange for an absence will be declared an unexcused absence, possibly resulting in a failing grade, probation, suspension and/or dismissal from the program. Chronic offenders of this policy will be dismissed from the program following the Corrective Action Policy.

The following are days that may be taken off for students in the program:

- Fifteen days are allowed for illness or vacation for each year. Six half days are allowed per year as part of those 15 days.



- Two school breaks with another break possible for incoming second year students
- Six holidays (these are required days off)

### **Illness**

A student is required to inform the program director or his/her designee and the assigned clinical education setting for the day when illness or injury arise which will prevent attendance for the day, whether clinical or didactic. Students must inform a program official and a clinical supervisor of their illness or injury as early as possible. Failure to do so will result in an unexcused absence with appropriate corrective action. Illnesses that extend beyond three days require a written statement from the attending LIP or Occupational Health for the student to be able to resume classes.

When the program official has received notification from the student stating that he or she is ill, the program official will record the student's symptoms using the Employee Illness Report and submit it to Occupational Health. Any student with COVID-19 or symptoms of COVID-19 must remain at home and notify Regional Wet Occupational Health, along with the program official and clinical site (if applicable). Occupational Health will make arrangements for COVID-19 testing at no cost to the student. Students must remain at home and self-isolate until COVID-19 test results are obtained. Based on the results obtained and current symptoms, Occupational Health will make the determination for monitoring and return to school.

A student is to maintain contact with the program director or his/her designee on a daily basis as long as symptoms remain. If determined by Occupation Health or seen by a LIP who has determined the student must be off work for a determined length of time, a statement from Occupational Health or the LIP taking him or her out of class and/or clinical assignment must be provided to the program director or designee. When the student is ready to return to class and/or clinical assignment, he or she must provide a written release from Occupational Health or an LIP.

A student who comes to assigned clinical areas or classroom and is ill will be sent home at the determination of the program director or supervisor.

### **Communicable Disease**

If a determination is made that a student possibly has a communicable illness, the student will not be allowed to come to class or clinical assignment or, if at class or clinical, will be sent home.

When a student is found to have an infectious/communicable disease or physical condition precluding the safe performance of assigned duties and responsibilities, he or she will be immediately removed from class and/or clinical assignment.

A student who is ill with a communicable disease will not be allowed to attend clinically assigned areas until a written notification from the LIP is received.

The program will defer to the sponsoring organization's policy on influenza-like illnesses when a student has influenza-like symptoms.

### **Vacation**

Vacation days must be requested in writing and submitted to the program for approval. Vacation requests for three sequential days or longer must be submitted to the program in writing two weeks prior to the desired date. All vacation time less than three days (including half-days) must be submitted a minimum of 24 hours in advance. (EXAMPLE: A full day of vacation must be submitted by 7 a.m. the day before. An afternoon half-day of vacation must be submitted by 11 a.m. the day before).





Any unapproved vacation time will require make-up time to be completed during the current term.

### **Half days**

A student may take up to six half days (three full days) of the allowed 15 days per year for illness or vacation. After using the six half days, the student must take off the entire day when calling in sick or taking a vacation day. Exceptions will be made for a LIP script. For other circumstances, the student may request the Educational Advisory Committee to consider a variance.

A student taking days off is responsible for contacting instructors and making up the class material missed.

A student requesting time off for vacation can cancel that request with no penalty.

This policy is not applicable for bereavement leave unless the student takes more time off than identified in the Program Policy on Leaves #722.8.24.35.

### **School Breaks**

Two school breaks are scheduled for students. Winter break is the week between Christmas Eve and New Year's Day. Spring break is the week following the NSRT Annual Conference, the date of which varies, but is usually the end of April to the middle of May. These breaks are not part of the identified holidays, vacation, or illness days.

One other break is available to incoming second year students the week after graduation each year. This break is contingent upon the completion of clinical course requirements as listed in the clinical education contract by Aug. 1 and all didactic course assignments by their assigned due dates. Students failing to meet the specific requirements will have scheduled clinical days during that week.

### **Holidays**

The sponsoring institution's six holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

A student must take off these recognized holidays. A student may not schedule himself or herself for makeup time during the listed holidays.

A student should not purposely schedule himself or herself for more vacation days than the allowed days left after his or her previously used illness or vacation days.

A first-year student exceeding the allowable amount of time off for the first year will have that time deducted from the 15 days allowed of vacation or sick days during the second year.

A second-year student exceeding the allowable amount of time off will make up the time prior to graduating. If makeup is necessary in order for the student to receive his/her diploma, this will be straight time (one day in the clinical environment for each day to be made up). Any sick days taken in excess of the allowable days must be made up prior to graduating.

A student may voluntarily make up time when exceeding the allowable vacation and/or illness time. The student must notify the program director or clinical instructor the date when time is to be made up. Makeup time will be allowed only in four-hour increments. The student must notify the program director of makeup time prior to that day. Students needing to contact program faculty during makeup times should contact the faculty via his or her office phone or cellphone.





## **LEAVE OF ABSENCE**

In special circumstances, a student may request a leave from didactic and clinical classes.

When a leave is requested by a student, the student must initiate the leave process by submitting the request in writing. A program official must approve the request.

### **Bereavement Leave**

Students will be granted up to three days leave upon the death of a member of the student's immediate family. Students will not be required to use allotted vacation days to take this leave. The leave will be granted within a seven-day bereavement period of three days before and three days after the funeral, or as agreed upon by student and program director.

The student's immediate family shall be defined as: spouse, the student's or the student's spouse's children, step-children, adopted children, mother, mother-in-law, father, father-in-law, step-parents, brother, sister, brother-in-law, sister-in-law, step-siblings, grandparents, and grandchildren.

### **Medical Leave**

Medical leave is described as a period of time where the student is absent from didactic and/or clinical classes due to a medical necessity that has been demonstrated or documented by an LIP.

An LIP's verification must be provided prior to returning to classes. When the verification indicates the student is able to return to class, the student is expected to return to class on the date identified by the LIP. The program director may allow additional time if it is determined to be reasonable and warranted.

A student who has a long-term or reoccurring illness that necessitates a medical leave extending longer than 12 months will be terminated from the program. If the health of the student improves so that he or she feels capable of returning to the program, the student will need to apply for reentry into the program as a first-year student.

A student who has taken a leave will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days to meet all clinical and didactic attendance requirements prior to graduating from the program.

Depending on the length of time the student is away from the program because of a leave and the point of the student's progress in the program, it may be necessary for the student to restart the program or to repeat a portion of the program when returning from the leave. The need for restarting the program will be determined on a case-by-case basis by the Educational Advisory Committee.

### **Pregnancy Leave**

A student may take leave for the safety of the fetus if a concern is raised about possible radiation risk or upon the recommendation of the student's LIP. The student may return to the program and complete the program if a leave of absence is taken due to a pregnancy.

The student will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days during the leave in order to meet all clinical and didactic requirements prior to graduating from the program.

Depending on the length of time the student is away from the program because of a leave and the point of the student's progress in the program, it may be necessary for a student to restart or repeat a portion of the program when returning from the leave. The need for restarting will be determined on a case-by-case basis by the Educational Advisory Committee.

**Self-Isolation, Quarantine Leave:**

Students will be granted a ONE TIME, up to six days of absence for the following reasons:

- Occupational health mandate requiring self-isolation/quarantine
- Public Health Department mandate requiring self-isolation/quarantine
- Medical leave requiring self-isolation/quarantine

Students must provide proof from the mandating agency or medical provider of the order to self-isolate or quarantine in order for this leave to be approved. Students will not be required to use allotted vacation days if self-isolation/quarantine leave is approved.

**Armed Forces' Service Leave**

Regional West Medical Center School of Radiologic Technology acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Regional West Medical Center School of Radiologic Technology encourages these students to resume their education once a military service obligation has ended and adopts this policy for the timely readmission of such students.

The program will make accommodations for short absences (less than 30 days) for service in the armed forces. These accommodations will be determined on a case-by-case basis by the Educational Advisory Committee.

Service members who are unable to attend classes for more than 30 consecutive days and service members who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the program will be given a 100% tuition refund but may need to follow the Readmission Policy for Military Service Members.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A student must provide written notice of a uniformed service obligation to the assigned program official and the school's VA certifying official, as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the program. The student must also give written notice of his/her intent to return to Regional West Medical Center School of Radiologic Technology within three years after the completion of the period of service.

A returning student will be charged the same tuition and fees in effect during the last academic year the student attended unless veterans education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

A returning student will be permitted to reenroll in the next term. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic term of attendance.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the armed forces (including the National Guard and reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission under the other provisions of Readmission Policy 722.8.24.20.



## **STUDENT SUPERVISION**

During clinical experiences, students will be supervised at all times. A qualified technologist shall be assigned to each imaging area where a student is assigned, regardless of the student's competency level. The supervising technologist is in charge at all times and is responsible for the assigned student's performance. The technologist is ultimately responsible for all decisions made regarding the care of the patient as associated with student supervision.

An appropriately certified healthcare professional must provide for adequate supervision of a student's patient care activities. Once competency has been achieved, independent performance of basic patient care activities will be allowed depending on the patient's condition (i.e., transportation of the patient, vital signs).

The student will be directly or indirectly supervised for a procedure, depending upon his or her demonstrated competency. Until the student achieves the program's required competency in a given radiographic procedure, all clinical assignments shall be carried out under the direct supervision of a technologist.

Students must be directly supervised during surgical and all mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

Students shall have the immediate availability of a qualified technologist while in the performance of patient care responsibilities, regardless of the level of the student's achievement.

The ratio of clinical employee technologists to students shall be maintained at 1:1. An exception to this 1:1 ratio may occur when an uncommon procedure is performed. At that time, more than one student may temporarily be assigned to a technologist for this procedure.

Each student also has a responsibility to make sure that adequate supervision is maintained when performing radiographic procedures. Repeated abuse of the supervision policy by a student will lead to progressive corrective action with possible dismissal from the program. Clinical employees failing to follow these guidelines will be subject to disciplinary actions as determined by the employee's supervisor with input from the program director.

Graduates of a radiation sciences program that do not have an ARRT or equivalent certification may not supervise students. Graduate students who are ARRT eligible may not supervise students until after receipt of notification of successfully passing the ARRT examination.

For continued understanding and compliance with this policy, newly hired technologists at all clinical sites will be required to read the Responsibilities of the Radiologic Technologist in Student Education and Supervision form found at the end of this policy and sign the accompanying acknowledgement form.

All Regional West Medical Center imaging employees will complete the Supervision of the Radiologic Technologist Student presentation and test on Regional West Medical Center's online learning center on a yearly basis. Technologists at the off-campus clinical sites will be forwarded the same training and will be asked to complete it on a yearly basis.

## **Definitions**

### **Qualified Radiologic Technologist**

A qualified radiologic technologist is defined as a technologist who has received primary certification in radiography, nuclear medicine, radiation therapy, magnetic resonance imaging, ultrasound, or post-primary certification in an advanced modality. The qualified radiologic



technologist shall review, sign, and send the attached Responsibility of Supervision form to the program director when hired and on a yearly basis.

### **Immediate Availability**

Immediate availability is defined as the technologist being present in a room or in a location adjacent to where the imaging procedure is being performed. Immediate availability is required in all situations where ionizing radiation, magnetic resonance, or ultrasound imaging is in use.

### **Direct Supervision**

Direct supervision of a student will be necessary until the student has demonstrated competence for the specified procedure.

The qualified technologist shall accomplish at least the following responsibilities when directly supervising a student:

1. The technologist reviews the request for examination in relation to the student's competence in performing the procedure.
2. The technologist evaluates the condition of the patient in relation to the student's competence in performing the procedure.
3. The technologist shall determine the level of assistance the student needs in doing the procedure and assist accordingly.
4. The technologist shall be physically present during the procedure including the observation of the positioning of the patient, technique selection, and the use of radiation protection measures where applicable.
5. The technologist reviews and approves the images produced by the student.

Students attempting to perform examinations where competency has not been demonstrated and without direct supervision may be subject to corrective action.

### **Indirect Supervision**

After demonstrating competency for a particular radiographic procedure, students may perform the procedure with indirect supervision of the supervising technologist. The qualified technologist, as an indirect supervisor, shall still be immediately available to assist the student.

A list of examinations, where the student has shown competence, shall be found on the program's clinical tracking software. The student and the technologist are responsible for assuring that only exams where the student has demonstrated competency are performed under indirect supervision.

### **Repeat Imaging**

For patient safety and proper educational practices, the presence of a qualified technologist is required during the repeat of any unsatisfactory image performed by a student, regardless of the required level of supervision. The technologist must be physically present during the production of the repeated image and must approve the student's correction(s) prior to re-exposure and confirm the image is acceptable.



### **Isolation Patients**

The presence of a qualified technologist is required during the examination or contact of any patient placed in isolation precautions of any kind. This is to allow for student and patient safety. It also allows for education in proper isolation procedures. The technologist must be physically present during the production of any image on an isolation patient and must be physically present during the transportation or interaction with isolation patients.

### **Surgical and All Mobile Procedures (including mobile fluoroscopy)**

The presence of a qualified technologist is required during all surgical and mobile procedures. This is to allow for student, patient, and personnel safety. It also allows for education in proper surgical and isolation procedures. The technologist must be physically present during surgical and mobile procedures.

### **Student Restrictions**

In order that the student is not substituted for or given the responsibilities of paid employees, the following limitations are placed on the student during his or her clinical experience.

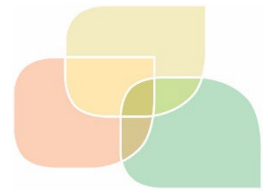
The student:

1. Shall not do any radiographic procedure without the immediate availability of a technologist
2. Shall repeat radiographs only in the presence of a technologist after the technologist has reviewed the corrective action to produce a diagnostic image
3. Shall not perform radiographic procedures on isolation patients without direct supervision from a technologist
4. Shall not perform surgical or mobile radiography, including mobile fluoroscopy, without the direct supervision from a technologist, regardless of the level of competency
5. Shall demonstrate competency in performing an imaging procedure as described in the clinical education courses before attempting any imaging procedure on a patient without direct supervision
6. Shall not be required to remain after scheduled hours in the clinical assignment
7. Shall have all radiographs accomplished under the supervision of a technologist and reviewed by a technologist or radiologist for completeness and accuracy of the exam
8. Shall not be reassigned from the posted clinical area without permission from the program official
9. Shall not hold image receptors during radiographic exposures
10. Should not hold patients during radiographic exposures

### **GRADING POLICIES**

To confirm that students in the radiographer program are achieving the objectives of the program and of each class, grading of the students shall be accomplished.

The program has established a standard of 80% or better as a passing grade for all program courses, whether clinical or didactic coursework.



### **Clinical Setting**

Each student shall be evaluated by the supervising technologist in the clinical setting, which includes the areas of professional development, attitudes, initiative, and communication skills.

Performance in the clinical educational setting requires that students demonstrate progressive improvement of skills with clinical experience. Failure to exhibit the clinical aptitude necessary to perform radiographic procedures for the educational level in the program or the demonstration of continued poor clinical performance below 80% will suffice for the initiation of the Corrective Action Policy, which may lead to the student's termination from the program.

### **Didactic Setting**

Each didactic instructor is responsible for evaluating students on a periodic basis for the material covered in the particular class. The instructor shall derive a grade or grades from these evaluations and either enter the grade in the grade book or deliver the grade to the program director.

Each didactic instructor may develop his or her own grading policy, as long as it complies with program policy regarding grading. Didactic instructors may or may not allow repeating of quizzes, worksheets, tests, or other graded material. The instructor shall include the grading policy as part of the information available to students. Students should reference the online educational platform to determine the instructor's grading expectations.

Failure to exhibit the didactic aptitude necessary for the level of educational performance needed to graduate from the program or the demonstration of continued poor didactic performance below 80% will suffice for the initiation of the Corrective Action Policy, which may lead to the student's termination from the program.

The instructor's grading policy shall at least meet the minimum standards identified in this policy. All instructors shall use the following grading scale for all classes:

#### **Grade requirements**

A	=	95 to 100%
A-	=	90 to 94%
B+	=	89 to 85%
B	=	84 to 80%
Not passing	=	0 to 79%

#### **Grade Point Average**

The program will assign grade points to letter grades as follows:

A	=	4 points
A-	=	3.67 points
B+	=	3.33 points
B	=	3 points

To determine the grade point average, the total number of grade points earned for each attempted credit hour is divided by the total credit hours attempted.

For the second-year final and the comprehensive final, second-year students may repeat these exams only twice if a passing grade of 80% is not achieved. If a passing grade is not achieved on the third attempt, the highest grade achieved will be entered as the grade for these examinations.

While the instructor for each course will monitor the student's performance to confirm the student is not failing the course, it is the student's responsibility to confirm grades are kept at an acceptable level. Each student must monitor his or her performance since courses are not



necessarily of an eight-week time frame as may occur in a college setting. This self-monitoring may be accomplished by reviewing grades posted on the online educational platform where grades are accessible to students.

Each student is required to maintain grades at a level of 80% or above for each class. Students who fail to maintain the minimum grade level of 80% are subject to the Corrective Action Policy that may lead to termination.

Students demonstrating a history of repeated failures of worksheets, quizzes, tests, or other graded material are subject to the Corrective Action Policy. Indications of failure to make significant progress will be measured by failing grades from various evaluation documents and/or from input from supervising technologists and instructors.

Failing any course will be sufficient reason to terminate the student from the program.

A student who has failed a course or is terminated because of continued poor didactic or clinical performance may appeal to the Educational Advisory Committee by referring to the termination section of the Corrective Action policy.

### **Incomplete Grade**

The grade of Incomplete (I) is exceptional and is given only to students whose completed coursework has been qualitatively satisfactory, but who have been unable to complete all course requirements because of illness or other extenuating circumstances beyond their control.

A student must have completed 60% or more of the course requirements with an average course grade of B or better. The student must request an incomplete in writing from his or her faculty member before the end of the semester or term. The student may choose to use the Request for a Grade of Incomplete form. Once requested, the faculty member and student will complete the Agreement for the Grade of Incomplete. Faculty members, however, are not required to grant the request.

Students with a mark of Incomplete must arrange to fulfill course responsibilities with their faculty member in order to receive credit. The faculty member must set a deadline within 90 days of the last day of the course. Courses that are not completed within the 90 days will receive a grade of F. This F will result in dismissal from the program.

### **PROGRESS REPORT TO STUDENTS**

Program officials meet with students on a monthly basis to review didactic and clinical performance.

If necessary, program officials will meet with an individual student more frequently regarding progress. Students have ready access to personal grades using the online learning management system and the online clinical tracking platform.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, the student must:

- Complete each course with a minimum score of 80%
- Settle all financial obligations
- Return all property belonging to the program or Regional West (name badges, radiation monitoring badge, parking sticker, jump drive, etc.)
- Complete the required number of days of attendance. A second-year student exceeding the allowable amount of time off will make up the time at the end of the school term prior to receiving his or her degree. A student should not purposely schedule himself or herself for more vacation days than the allowed days. If make-up time is necessary, in order for the





student to receive his or her degree, it will be straight time (one day worked for each day to be made up).

Any student failing to complete the graduation requirements will not receive his or her degree until all graduation requirements are met.

Students who complete all graduation requirements will graduate two years after beginning the program. The length of the program will be extended for students who have not completed the entire program's required course work. Graduating students who have obtained a minimum of an associate degree are eligible to take the American Registry of Radiologic Technologists national examination for radiography. The American Society of Radiologic Technologists recognizes the baccalaureate degree as the professional level of radiation science education.

A graduate planning to work as a radiographer in the state of Nebraska must complete an application for a license as a medical radiographer through the Division of Professional and Occupational Licensure with the Department of Health in Lincoln, Nebraska. Other states may vary in the requirements needed for obtaining a state certification or license.

### **MAINTENANCE OF STUDENT RECORDS (TRANSCRIPTS)**

All student records shall be recorded and maintained by the program. Past student records shall also be maintained per Standards for an Accredited Program in Radiologic Sciences with the JRCERT and state of Nebraska statute.

The student will be assigned a unique eight-digit student number. The first four digits will identify the year the student enrolled in the program. The last four digits will correspond to the last four digits of the student's social security number.

Federal law provides the student with the right to inspect and review information contained in his or her educational records, including grades, attendance, and financial records, to challenge the contents of the student's education records, and to engage the Grievance Policy if the outcome of the challenge is unsatisfactory.

Student records from Regional West Medical Center School of Radiologic Technology shall be maintained in the program director's office, another secure location on the institution premises, and/or at a secure location on Regional West's computer network system. To provide a means of permanent access to the record, student records will be archived on Regional West's computer network system after the student's graduation.

At a minimum, the contents of the student's records after graduation shall contain the following items:

1. Student admission records
2. Student attendance records
3. Clinical and didactic grades
4. Radiation monitoring records
5. Health records
6. Clinical competency records
7. Clinical rotation records
8. Permanent transcripts
9. Corrective action records
10. Grievance/complaint records
11. Financial records

After five years the program will be required to maintain only a permanent transcript and the radiation monitoring reports.





Permanent academic records shall be maintained for at least 50 years after the student has departed from the program.

The official transcripts issued by the program shall include the following:

1. Name and address of the school
2. Name and address of student while enrolled in the program
3. Student identification number used by the school
4. Date of entry and date of exit
5. The name of the program of study pursued
6. Courses taken
7. Credit hours per course
8. Grade earned
9. Status of the student – graduated, terminated, withdrawn
10. The transcript of a graduating student shall indicate if the student graduated in good standing and the date of graduation

A transcript issued shall include the signature and title of program director, date of issue, and the school seal.

The program will not charge a fee for the issuance of a student's transcript.

### **Financial Records**

A student's financial aid information and financial records shall be kept in a separate folder from the student's academic records.

Financial records shall include the following:

1. Student's name and address
2. Student identification number used by the school
3. Program of study pursued
4. All expenses incurred
5. All payments made

Financial records shall be maintained for at least five years after the student has departed from the program.

The program will not release, transfer, disclose, or otherwise disseminate student's records or information contained therein, unless upon the student's email or written request, except to persons authorized or required to have such information by state or federal law or pursuant to a court order.

### **PROCEDURES FOR STUDENT WITHDRAWAL**

A student who voluntarily withdraws must provide written notification to the program director. The following is the process for student withdrawal:

1. Written notification to the program director (with voluntary withdrawal)
2. Return of all books or other property belonging to the sponsoring organization or one of the clinical educational settings loaned to the student for use while in the program
3. Turn in radiation monitor badge, identification badges, and parking sticker
4. Settle any outstanding bills with the program



Until these steps are completed, release of any grades to the student or any other institution will not be made.

The accompanying form may be used to confirm the student has met the requirements of this policy.

No reimbursement will be provided for books, uniforms, or any other supplies purchased by the student for the program. Tuition refunds are governed by Policy 722.8.03.05 Tuition Policy.

Joint classes with University of Nebraska-Kearney, Chadron State College, Western Nebraska Community College, or Eastern Wyoming College or other academic institutions where tuition and fees have been assessed, are subject to the appropriate institution's policies for reimbursement.

### **DRUG FREE CAMPUS**

Regional West Medical Center School of Radiologic Technology has a responsibility to provide an educational environment free of drugs and alcohol.

In compliance with the Drug-Free School and Communities Act Amendments of 1980, all Regional West Medical Center School of Radiologic Technology students and employees are herein notified that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs is prohibited on Regional West Medical Center School of Radiologic Technology premises or any clinical site or as a part of any of its activities.

As a condition of enrollment in the Regional West Medical Center School of Radiologic Technology, students must agree to abide by the terms outlined in the drug free policy.

Regional West's policy provides for a tobacco-free, vape-free campus.

### **DRUG AND ALCOHOL TESTING**

Students admitted to the program will be subject to pre-enrollment drug testing. Regional West follows a random alcohol and drug testing policy for employees and students. Students will also be subject to reasonable cause/suspicious drug/alcohol testing when involved with an accident to the student or incidents that result in harm to the patient. Students who fail any alcohol and/or drug test will be subject to the process identified in the program's drug testing policies.

### **RADIATION PROTECTION**

No student shall be assigned in an area for clinical education where the student is exposed to ionizing radiation before receiving basic instruction and demonstrating understanding of radiation protection measures. All students must strictly observe Imaging Services Department radiation safety policies.

This includes but is not limited to, the following areas of education:

1. Risks of ionizing radiation
2. Exposure limit
3. Radiation monitoring practices
4. Safety precautions
5. Cardinal rules of radiation protection
6. Protection from scatter radiation



Sufficient instruction in this area will be met with successful completion of the course Health Physics I 260 and successful completion of the laboratory exercises corresponding to this course. All students must strictly observe Imaging Services Department radiation safety policies.

As Low As Reasonably Achievable (ALARA), which means making every reasonable effort to maintain exposure to radiation as far below the dose limits as practical, consistent with the purpose for which the licensed activity is undertaken, taking into account the state of technology. This definition recognizes the concept of ALARA to include energies for magnetic resonance and sonographic imaging.

All students must be instructed about and shall practice the concept of ALARA for radiation exposures. This shall be accomplished for patients, visitors, employees, other students, and themselves.

The program shall provide a radiation monitoring badge to each student entering the program. The student will periodically receive a radiation dose report.

A technologist will supervise each student to confirm appropriate radiation protection measures are taken for the patient, the student, and others. The technologist will not allow a student to hold an image receptor. The technologist will minimize the frequency in which a student will hold a patient during an exposure.

#### **PREGNANT RADIOGRAPHY STUDENTS**

To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student is encouraged to voluntarily declare her pregnancy to the program director. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated.

If the student chooses to voluntarily disclose her pregnancy, she will complete the attached Declaration of Pregnancy Form and return it to the program director. The program director will then forward this declaration to Regional West Medical Center's Occupational Health Department as per sponsoring institution policy.

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus and a review of this policy. She will be asked to sign a statement acknowledging that the possible danger has been explained to her. It will be recommended that she also consult her own physician on this matter.

Once a declaration of pregnancy is made, a student may withdraw this declaration at any time. This withdrawal must be in writing and can be completed by using the attached Withdrawal of Pregnancy Declaration form. A Withdrawal of Pregnancy Declaration form should also be completed upon delivery of the baby.

Following the review of the Pregnant Radiography Student Policy with the program director or radiation safety officer, the declared student will determine whether she will remain in the program, take a pregnancy leave, or withdraw from the program. She will have 14 days after she has declared to make her decision. After that time, she must sign the appropriate form indicating her decision.

If the student declines to take a leave for pregnancy after declaring pregnancy, the student still may, at a later date, decide to take a pregnancy leave. If a pregnancy leave is taken, the student may return to the program and complete the program. After the birth of the child, the student may be required to extend clinical/didactic education beyond the normally required two years to make up for the missed didactic or clinical classes.



If the declared student decides to withdraw from the program and then at a later date desires to return, the student will need to reapply to the program like any other applicant.

### **THE VIOLENCE AGAINST WOMEN**

The Violence Against Women Act (VAWA) is a federal law that was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program."

### **SEXUAL HARASSMENT**

Regional West Medical Center School of Radiologic Technology does not tolerate sexual harassment and inappropriate sexual conduct from managers, supervisors, co-workers, and non-employees such as students, physicians, customers, clients, vendors, consultants, etc., in the clinical educational setting. Sexual harassment can involve males or females being harassed by members of either sex and may be conducted by employees or non-employees, such as customers, vendors, or consultants.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

- Submission to such conduct is made either explicitly or implicitly as a condition of enrollment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's enrollment
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive clinical education setting environment
- Pornographic or sexually-oriented materials are displayed, stored, or transmitted using program equipment or facilities

Students are prohibited from harassing Regional West Medical Center employees, employees of other clinical educational settings, or other students, whether or not the incidents of harassment occur on the school premises or any clinical educational setting, and whether or not the incidents occur during didactic or clinical hours.

An aggregation of a series of incidents can constitute sexual harassment, even if one of the incidents considered on its own would not be harassment.

All students are expected to conduct themselves in a professional and business-like manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Sexual harassment can be physical or psychological in nature.

Such conduct includes, but is not limited to:



- Sexually implicit or explicit communications, whether in:
  - Written form, such as cartoons, posters, calendars, notes, letters, or email
  - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another’s sex life, or repeated unwanted requests for dates
  - Physical gestures and other non-verbal behavior
  - Unwelcome touching, such as grabbing, fondling, kissing, massaging, or brushing up against someone else’s body

All students are expected to conduct themselves in a professional and business-like manner at all times. Students should recognize these actions listed above are unacceptable whether or not the incidents occur on the school premises or in any clinical educational setting, and whether or not the incidents occur during didactic or clinical hours.

If the student experiences any job-related harassment based on sex, promptly report the incident to the program director, Imaging Services department director, or Regional West Medical Center’s director of Human Resources, who will investigate the matter and take appropriate corrective action. If the student feels that he or she cannot go to the director of Human Resources with his or her complaint, the student should report the incident to the executive director of Ancillary Services.

If Regional West Medical Center School of Radiologic Technology determines that a student’s behavior is in violation of this policy, appropriate corrective action will be taken against the offending student, up to and including termination from the program.

Regional West Medical Center School of Radiologic Technology prohibits any form of retaliation against any student for filing a complaint under this policy or for assisting in complaint investigation.

If a student perceives retaliation for making a complaint or the student’s participation in the investigation, the student should contact Regional West Medical Center director of Human Resources. The situation will be promptly investigated.

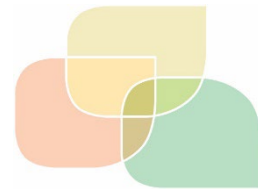
### **CORRECTIVE ACTION**

It is the policy of Regional West Medical Center School of Radiologic Technology to provide a consistent process for program officials to use when addressing issues of poor didactic or clinical performance and/or inappropriate behaviors in the classroom or clinical areas.

This policy defines a sequence of early interventions, formal warnings, and corrective actions that are to be used by faculty members, with guidance from the Imaging Services Department director, Imaging Services assistant department director, or vice president of Human Resources, so issues are addressed in the most effective manner.

The corrective action process generally has a sequence of communications that includes early intervention, a written warning, a final written warning, and termination of enrollment for any given issue that is not resolved by the student following early intervention. However, any stage of the corrective action process may be used at any time, depending on the circumstances.

Appropriate behavior, optimal levels of productivity, and outstanding performance are expected. This should be accomplished by providing regular feedback about the student’s overall performance through onsite counseling, periodic student evaluations, and explanation of policies and standards. This type of communication will generally take care of the minor day to day corrections necessary to maintain satisfactory performance.



When written documentation of an early intervention becomes necessary, the program director and student will engage in conversation about the issue(s) either alone or with another relevant person. The program director outlines the unacceptable performance or behavior. Once the issue has been communicated, the program director may ask the student to explain his/her perspective and they jointly determine and document what the student will do to change the level of performance or behavior and set a date for accomplishment of this plan.

If, following an early intervention initiative as described in the section above, the student is not successful in changing his or her behavior, didactic or clinical performance, or level of productivity, the formal Corrective Action Policy of Regional West Medical Center School of Radiologic Technology will be pursued.

A written warning is the first formal step of the corrective action process and is initiated by the program director when other initiatives to resolve poor didactic or clinical performance, productivity, and/or inappropriate behaviors have not been successful or the situation merits movement to this step immediately.

The issuance of a written warning is a clear message to the student that didactic or clinical performance, productivity, and/or behaviors must be improved to continue enrollment. The written warning will document the specific issue(s) of didactic or clinical performance, productivity, and/or behavior that needs to be improved. Once the issue of performance has been communicated to the student, the program director and the student will discuss and attempt to agree upon a plan for improved performance.

A final written warning is the second formal step for communicating to the student that prior attempts at improving didactic or clinical performance, productivity, and/or behavior issues have not been successful, and that termination of enrollment will be the next step to be taken if the student does not satisfactorily resolve the identified issue(s). Once the issue of performance has been identified and communicated by the program director, he or she and the student will discuss and attempt to agree upon a plan for improved performance.

If after following the formal steps of communicating a written warning and final written warning, the student has not resolved the issue of didactic or clinical performance, productivity or behavior to a satisfactory level according to the plan defined in the during prior communication, or if the student fails a course, the program director will take steps to terminate the student from the program. Termination will be initiated by the program director, and will document the issue of didactic or clinical performance, productivity, and/or behavior needing improvement that has been addressed in prior corrective action discussions.

## **GENERAL ISSUES RELATED TO CORRECTIVE ACTION**

### **Suspension from Program**

A suspension from the program is an action with the purpose of removing the student from the didactic and/or clinical education settings (including suspension from use of any Regional West software applications) while an investigation or review is conducted and a determination made as to the appropriate level of corrective action to take. Based upon the investigation, any level of corrective action, from no action to termination from the program, may result.

### **Formal Review of Corrective Actions**

In the event a student feels the corrective action taken is not in keeping with Regional West Health Services or program policies, or there was a material error in, or omission of key information that might have influenced the outcome of the corrective action process, or if it is believed that the level of action was not appropriate under the circumstances, he or she may formally pursue a review and appeal of a written warning, final written warning, or termination. This appeal will first be heard by the Educational Advisory Committee and can be escalated to include the appropriate members of



management and/or administration if the student is not satisfied with the outcome using the program's grievance policy.

Any corrective actions taken by Regional West Medical Center with any employee who is also a student of the program may affect the employee's status as a student. Corrective actions that include written warnings, final warnings, or termination for a student working as an employee will be reviewed by the Educational Advisory Committee regarding the effect on the student's continued enrollment status. Circumstances will be taken into consideration on a case-by-case basis to determine whether the corrective action by Regional West Health Services has jeopardized the student's enrollment.

## **COMPLAINTS**

In most instances, complaints can be resolved through an informal process beginning with the student talking to the individual and, if necessary, with the program director.

A written and signed complaint can be presented to the program director when an issue is not resolved to the student's satisfaction or if the student has concerns about discussing the complaint with the person involved. After an investigation process, the program officials will respond to the written complaint within 10 business days of receipt of the complaint.

If the problem remains unresolved for the student, the student should refer the complaint to the Educational Advisory Committee (EAC). The EAC will investigate the complaint with the individuals involved in a timely basis and respond to the student's complaint within 10 business days after the committee receives the complaint.

Any further pursuit of a complaint by the student must be directed to the Joint Review Committee on Education in Radiologic Technology.

## **GRIEVANCES**

A grievance is an allegation made by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation, or that a disciplinary measure is deemed unfair or excessive, or there is dissatisfaction with a grade, an implemented corrective action taken, or dismissal from the program has occurred.

Regional West Medical Center School of Radiologic Technology is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, employees, and administrators.

The Student Grievance Procedure is available to any Regional West Medical Center School of Radiologic Technology student who seeks to resolve any grievance involving an alleged violation directly affecting that student, by any member of the program, a member of the sponsoring organization, or clinical educational setting, while acting in an official capacity (e.g. faculty member, administrator, employee), or student of any of the written policies of the program.

In general, a student is encouraged to seek an informal resolution of the matter directly with the faculty or individual, if possible. The student should first discuss the problem or complaint with the person whose decision or action is being contested and then with the program director or Imaging Services Department director for the sponsoring organization. If the grievance cannot be resolved at that level, the student can submit a formal grievance in writing. A grievance must be based on a claimed violation of a program policy that has not been resolved through ordinary processes.





For a written formal grievance, the program director or his or her designee will assemble the Educational Advisory Committee to present the grievance to the committee. Appointed members of the EAC will investigate the allegation. The committee may call for a hearing to hear both sides of the issue. The Educational Advisory Committee's decision about the allegation must be made within 10 days of receipt of the allegation.

If the student is not satisfied with the outcome of the initial review process by the EAC, the grievance must be directed to the Joint Review Committee on Education in Radiologic Technology.

The program will keep on file a record of each formal grievance, its nature, and resolution. The EAC is charged with review of grievance to confirm there are no trends occurring that could negatively affect the quality of education occurring within the program.





# SERVICES AND ACTIVITIES

## IDENTIFICATION CARDS

Each student will receive a Regional West Medical Center photo ID badge from Human Resources during the first week of classes. This ID must be worn while on campus or in any clinical educational settings.

## BOOK PURCHASES

The program will provide a list to the students of the required textbooks, the edition, estimated cost for a new book, and the academic term when each book is necessary for a course. Students must have the required textbooks before the beginning of a course. Students are responsible for locating and purchasing necessary textbooks.

## ACCESS TO COMPUTER SERVICES

Students will have access to several different computers. These computers are in the Imaging Services Department, in the classrooms at St. Mary Plaza, and in the nursing library. The computers have software components that include word processing, spreadsheets, database, and presentation software. The internet is accessible from all of these sites.

Hours for computer services:

- Imaging Services Department front office: Accessible any time
- Classroom: Weekday daytime hours only unless arrangements are made in advance
- Nursing Library: Accessible during daytime and evening hours

A student may also use his or her own personal computer to gain access to the internet using the sponsoring institution's "Guest" network.

## FOOD SERVICE

Students with a Regional West photo ID card will receive a 20% discount at The Park Bench Café at Regional West. Vending machines are found on the first floor of Regional West near the meeting rooms. A coffee maker, microwave, and refrigerator are found in the Imaging Services Department for those who wish to bring food into the department. Consumption of food and drink is allowed only in the break room, or in the conference room of the Imaging Services Department. There are no cafeteria services at St. Mary Plaza. Vending machines are found on the first floor of the St. Mary Plaza near the lounge.

## LIBRARIES

Texts relating to a specific imaging area may be found in that area of the Imaging Services Department. These materials may not be removed except for copying. All material removed from the shelves must be replaced in its proper location.

The radiography program has its own separate library at St. Mary Plaza.

The Lockwood Memorial Nursing Library is also located in St. Mary Plaza on the first floor of the facility.

### Hours for libraries:

Lockwood Memorial Library (nursing library): 8 a.m. to 4 p.m., Monday through Friday

Radiography Program Library: Accessible during daytime hours on school days.



There are online library services available for student use. Contact the didactic instructors for assistance. Requests for research articles for academic paper and other projects should be directed to sponsoring organization's Education Department via the "Education" group email list.

### **LOCKERS**

Each student will have a locker in Regional West's Imaging Services main department and at St. Mary Plaza for didactic classes. Students are required to clean out assigned lockers upon termination or graduation from the program.

### **LOST AND FOUND**

Items found within the program's environs and appear to belong to a student will be retained in an instructor's office. Efforts will be made to return the item to the appropriate student.

For items that are lost in a location different than the program's environs, the student should contact the Guest Services Department of the sponsoring organization. If the object is of value, the student should check with the Security Department of the sponsoring organization.

If a student finds an item that appears to have been lost, the student should contact the program official or the security office of the sponsoring organization. The student will be expected to complete a Lost and Found Report.

### **MAIL SYSTEM**

Mail and notices to the student will be placed in the student's mailbox within the Imaging Services Department at the main hospital. Regional West maintains mailrooms on the ground floor of the main hospital and at St. Mary Plaza. Regional West has an email service for staff and students that is used for electronic notices and information. It is essential that all students examine their mailbox frequently and department email daily to keep current on activities for the program and department.

### **LOUNGES**

Several lounges are available at the main building at Regional West. The Nebraska Room, an employee lounge, is located on the first floor of the hospital near the meeting rooms and has a television. The Tranquility Garden outside the Nebraska Room allows for students to sit outside for a meal or break.

### **DUPLICATING SERVICES**

Paper copies related to the educational process may be made on the copy machine in the Imaging Services Department, in the program office suite at St. Mary Plaza, or through the Print Shop for a charge. (is Print Shop still applicable?)

### **NOTARY PUBLIC SERVICES**

A notary public officer, authorized by law to certify documents, take affidavits, and administer oaths, is available. For assistance in locating a notary, contact the program director.

### **PARKING**

Students are required to park in the designated parking areas identified for students and employees during clinical and didactic hours. Parking violations will result in corrective action.



## **PROFESSIONAL SOCIETIES**

Students must obtain student membership status with the Nebraska Society of Radiologic Technologists (NSRT) and the American Society of Radiologic Technologists (ASRT) as part of the requirements for enrollment in the program.

The Nebraska Society of Radiologic Technologists is the statewide professional organization for radiologic technologists. Students in the program will have the opportunity to attend the annual NSRT conference.

First and second-year students will participate in the NSRT sponsored student symposium. Second-year students present a project/exhibit for NSRT competition as part of a class assignment. Students are required to attend a certain number of the NSRT board meetings. More information about the NSRT can be found at [Nebraska Society of Radiologic Technologists \(nsrt.net\)](http://nsrt.net).

The American Society of Radiologic Technologists is the national professional society for radiologic technologists. Membership provides discounts on continuing education material, the professional journal “Radiologic Technologist,” the newsletter “The Scanner,” and discounts on ASRT merchandise orders. For more information about the ASRT, access the ASRT website at [American Society of Radiologic Technologists \(ASRT\)](http://American Society of Radiologic Technologists (ASRT)).

## **PLACEMENT SERVICE**

Regional West Medical Center School of Radiologic Technology offers no placement service for its graduates.

## **HOUSING**

Limited campus housing is available at St. Mary Plaza. For further information and rates, please call Inn Touch at 308-630-1222.

## **STUDENT HEALTH SCREENING**

Students in the radiography program at Regional West must be in good health to provide quality healthcare to patients in the clinical situation. To make sure that students are in good physical health, a health screening and an immunization record are required.

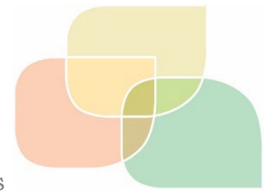
## **STUDENT HEALTHCARE**

Regional West Medical Center School of Radiologic Technology provides limited healthcare for students while attending clinical or didactic classes. Regional West will make the following healthcare available to radiology students:

- Counseling services
- Emergency room visits for routine illnesses and minor accidents
- Hepatitis and influenza immunizations
- TB testing

Regional West will provide the services described above at reduced or no cost to the student. Care beyond these services will be the responsibility of the student, either by his or her personal health plan or self-pay. These services will be provided for the student only and not to any dependents.

When a student is found to have an infectious/communicable disease or physical condition precluding the safe performance of assigned duties and responsibilities, he or she will be immediately removed from class or clinical assignment. Students who come to assigned clinical areas and are ill may be sent home at the determination of the program director or a supervisor.



A student absent from classes exceeding three consecutive scheduled days due to illness or injury shall be required to obtain a licensed independent practitioner (LIP) release to return to classes. The student must present the release form to the program director before attending any clinical or didactic classes.

### **HEALTH INSURANCE**

Each student will assume responsibility for managing his or her own healthcare, healthcare expenses, and for meeting health requirements.

### **COUNSELING SERVICES**

A student may have personal problems for which he or she wish to receive counseling, or it may be recommended by the program director/medical advisor that a student have counseling. In either event, the program director will make an appointment for the student to see a counselor.

**Counseling services are provided through Connections EAP.**

**Contact information for Connections EAP:**

**800-779-6125**

[Connections EAP](#)

## **COMPLETE PROGRAM POLICIES LOCATION**

For complete policy information for Regional West Medical Center School of Radiologic Technology, please visit:

[Policies | Regional West Health Services \(rwhs.org\)](#)

