

### **CONTINGENCY PLAN**

This contingency plan will be implemented in response to any catastrophic event (i.e. mass casualty event, pandemic, or natural disaster) that disrupts the operation of the Radiography Program. The goal is to uphold the mission, goals, and student learning outcomes of Regional West Medical Center's School of Radiologic Technology while ensuring the safety of students and faculty. The program will ensure that all graduates meet graduation requirements and fulfill all ARRT-required competencies while maintaining compliance with The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography (Effective January 1, 2021. Adopted April 2020).

Responsibility: Administration, Program Director, Educational Advisory Committee, and Faculty

Standard: Administration

JRCERT Standard(s): 1.1

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#### **Alternate Learning Plans**

The following alternate learning strategies may be implemented, including but not limited to:

- Online Learning
  - Synchronous / Asynchronous Instruction
  - Hybrid Format
- Course Sequence Adjustments
  - Postponement of Clinical Education Courses
  - Acceleration of Didactic Education Courses
  - Extension of the Program beyond the expected graduation date
  - Early Graduation (if all requirements are met)
  - Delayed Start Date for Incoming Cohort
- Course Schedule Changes (Date and Time)
  - Extension of Courses beyond expected completion dates
  - Change in Class Location
    - Didactic Classrooms
    - Clinical Education Settings

#### **Communication Strategies**

- Cell Phone
  - Text Messaging
  - Phone Calls
- RWMC Microsoft 365
  - Outlook Email Accounts
  - Microsoft Teams
- Virtual Meetings

- Big Blue Button via Canvas LMS
- Teams

#### Faculty and Preceptor Meetings

- Faculty: Weekly meetings as needed
- Clinical Preceptors: Monthly meetings as needed (if students are attending clinical education)

#### Contingency Plan Activation Notification

- Immediate notification via text message and email from the Program Director to students and full-time faculty
- Email notification from the Program Director to Clinical Preceptors and Department Directors of Clinical Education Settings
- Notification from Program Director to sponsoring institution, state and regulatory agencies, affiliated institutions (financial aid administration), and accreditors (JRCERT, Nebraska Department of Education)
- Maintain regular communication with above entities on status of the catastrophic event and any deviations or updates from the original implemented contingency plan
- If cell phones or internet are unavailable due to overload or a regional disaster, a public service announcement will be broadcast on local radio stations (KNEB, KMOR, KOAQ)

#### Resumption of Normal Operations

- Notification via text message and email from the Program Director to students and full-time faculty
- Email notification from the Program Director to Clinical Preceptors, Department Directors of Clinical Education Settings, sponsoring institution, state and regulatory agencies, affiliated institutions, and accreditors (JRCERT, Nebraska Department of Education)
- Review contingency plan and implement improvements based on experience as needed

### **Physical Resources**

Faculty and students will require access to:

- Hardware
  - Reliable computer or laptop with internet access
  - Webcam, microphone, and speakers/earbuds for virtual meetings and course participation

- Web-Based Applications
  - Microsoft 365
  - Canvas LMS
  - Trajecsys Clinical Management System
- Faculty Access
  - VPN access to Radiography Program files (S: drive)  
from Regional West IT department issued laptops

### **Course Delivery**

#### Didactic Courses

- Delivered via Canvas LMS and Big Blue Button
- Synchronous / Asynchronous Instruction
- Hybrid Format

#### Clinical Courses

- Clinical education will continue when and where possible
- Plans will be in place for potential delays
- Schedules for laboratory and clinical assignments may be adjusted if some clinical sites are affected while others are not
- Alternate learning options will be explored as needed

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Signature

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Program Director

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Signature

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