# SPONSORING ORGANIZATION'S RESPONSIBILITIES TO THE RADIOGRAPHER PROGRAM

Regional West Medical Center as the sponsoring organization for Regional West Medical Center School of Radiologic Technology is responsible for providing the personnel, financial and physical resources necessary to maintain an accredited program in Radiologic Technology.

Responsibility: Hospital Administration, Imaging Services Director
Standard: Administration

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The sponsoring institution shall provide an organizational structure and sufficient administrative support to achieve the Program's mission.

The responsibilities of the sponsoring organization for maintaining a radiographer program shall include the following:

1. The sponsoring organization has the primary responsibility for the educational program and granting the terminal certification in Radiography.

2. The sponsoring organization shall be accredited by The Joint Commission or the equivalent.

3. Financial support for the Program is the responsibility of Regional West Medical Center, the sponsoring organization. Budgetary considerations for the Program are within the Imaging Services Department budget and considered as separate line items.

4. The sponsoring organization shall provide an adequate number of faculty to meet all the Program's, educational, administrative and accreditation requirements. At minimum this shall include:

    a. There shall be at least a full-time Program Director. The Program Director may not be identified as the Clinical Coordinator or as a Clinical Instructor. The Program Director may perform clinical instruction.

    b. There shall be a full-time equivalent Clinical Coordinator if the program has five (5) active clinical educational settings or more than thirty (30) students enrolled in the clinical component. The Clinical Coordinator cannot be shared by more than four (4) appointees. The Clinical Coordinator may not be identified as the Program Director or as a Clinical Instructor. The Clinical

Coordinator may perform clinical instruction.

c. A minimum of one Clinical Instructor shall be assigned at each recognized clinical educational setting. The same Clinical Instructor may be identified at more than one site as long as there is a ratio of at least one full-time equivalent Clinical Instructor for every 10 students in the Program.

d. An adequate number of didactic instructors will be appointed for the education of students in the Program and are responsible for the development of the curriculum and providing the didactic instruction.

e. Provides clerical support service, as needed, to meet all the Program's educational, and, administrative requirements

5. The sponsoring organization shall document that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

6. The sponsoring organization will provide classrooms, laboratories storage, equipment and supplies, administration offices, facilities for planning, research, evaluation, and counseling consistent with the needs of the Program.

7. The sponsoring organization will provide for the formation of an Educational Advisory Committee to assure graduates meet the terminal competencies, the Program meets the Standards for a Radiographer Program, and to assist in the administration of the Program.

8. The sponsoring organization will provide health care services as described in student health policies.

9. Sufficient release time shall be made available to all instructors from other responsibilities for preparation of instructional material and instruction. The sponsoring organization will provide support for members of the Radiographer Program faculty to continue professional development through educational experiences.

10. The sponsoring organization will provide opportunities for use of radiographic rooms to allow for Program clinical laboratories. The Clinical Instructor shall be responsible for informing the Clinical Supervisor of the time and type of room needed.

11. The sponsoring organization shall assure all clinical facilities of Regional West meet radiation safety standards as described in federal

and state regulatory statutes and institutional policies. An affiliation agreement shall be created between the sponsoring institution and each clinical setting.

12. The sponsoring organization provides learning resources to support and enhance the educational Program. These resources must include:

    a) A print or electronic library with a variety of materials published within the last five years. Computer access to the internet and computer software

    b) Additional learning aids (e.g. educational software, classroom/laboratory, accessory devices, etc.)

    The sponsoring organization shall provide funding on a continual basis for the updating of the learning resources.

13. The sponsoring organization provides access to student services in support of student learning. The provision of appropriate student services promotes student achievement. At a minimum, the Program must provide access to information for personal counseling and requesting accommodations for disabilities as defined by applicable federal (Americans with Disabilities Act) and state laws financial aid

    Contact the Human Resources Department of the sponsoring institution for assistance with issues regarding the American with Disabilities Act at 630-1586

    Contact information for Connections EAP is as follows:
    1-800-779-6125
    http://www.connectionseap.com/

14. The sponsoring organization shall provide a secure location for student records, instructional materials and other appropriate Program materials.

15. The use of students in clinical situations is limited to learning experiences. During clinical time, students are not to be placed in positions where they are being used in place of paid staff.

16. If the Program Director, or a Clinical Instructor of the Program is changed, prompt notification shall be sent to the Joint Review Committee on Education in Radiologic Technology (JRCERT). A resume of the new Program official, giving details of education and experience supporting the qualifications as stated in the Standards of the Accredited Educational Program for the Radiographers, shall be included.
    - Updates to the database regarding Program Officials shall be

provided to the JRCERT within thirty (30) days.

- Substantive changes to the Program also require notification to the JRCERT within thirty (30) days of implementation.

17. In addition, a new Program Director shall file with the State of Nebraska Department of Education, Private Postsecondary Careers School within thirty (30) days following hiring, and file Administrative/Director's Qualification Form which is furnished by the Nebraska Department of Education. The Program Director must be approved by that agency to hold the position.

    In compliance with the requirements of Program Participation Agreement for Title IV funding by the U.S. Department of Education, the sponsoring organization will notify the Secretary of the Department of Education within ten days of a change in name, change in ownership that results in a change of control, or addition of a location where at least 50% of the education Program occurs.

Additional student services may be provided at the discretion of the Program. These services should be sufficient to assure student learning.

All services provided to the students by the sponsoring institution must be made known to students and the general public.

Stephanie Cannon Digitally signed by Stephanie Cannon
DN: cn=Stephanie Cannon, o=Regional West Medical Center School of Radiologic Technology, ou=Program Director, email=stephanie.cannon@rwhs.org, c=US
Date: 2018.04.05 08:51:40 -06'00'

Stephanie Cannon, MSRS, RT(R)(ARRT)
Program Director

Wendy J. Stirnkorb Digitally signed by Wendy J. Stirnkorb
DN: cn=Wendy J. Stirnkorb, o=Regional West Medical Center, ou=Imaging Services and The School of Radiologic Technology, email=wendy.stirnkorb@RWHS.org, c=US
Date: 2018.04.06 16:02:29 -06'00'

Wendy J. Stirnkorb, CRA, RT R MR MRSO MRSC ™
Director of Imaging Services

Reviewed: 12/27/99, 3/28/00, 1/4/07, 5/11/11, 3/8/12, 1/16/15, 1/8/16, 1/7/17, 1/5/18
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