

## **RADIOGRAPHER PROGRAM ADMINISTRATION**

Individuals as appointed by the sponsoring organization shall be responsible for the administration, instruction, and evaluation of the students in the Radiography Program. These individuals shall provide to the radiography students the opportunities to meet the objectives and terminal competencies of the Program.

Responsibility: Program Director, Educational Advisory Committee, Instructors  
Standard: Administration

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The officials appointed to positions within the Program shall assume the following responsibilities of the Program:

1. Administration of the School of Radiologic Technology shall be the responsibility of the Program Director with assistance from the administrative personnel of the Imaging Services Department.
2. The yearly budget shall be considered and recommended by the Program Director, and Imaging Services Administration.
3. Provides for a competency-based curriculum and prepares students to practice the discipline of radiography. The Program provides curriculum and clinical experiences consistent with the state of current radiology practices and as stated in the ASRT curriculum.
4. Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
5. Identifies the responsibilities of faculty and clinical staff and assures they are performed.
6. The Program evaluates at a minimum of once a year the Program faculty and clinical preceptor performances and shares evaluation results with the individual regularly to assure instructional responsibilities are met. Any evaluation result that identifies concerns about a faculty member or a clinical preceptor must be discussed with the individual as soon as possible.
7. Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
8. Assures the radiation safety of students through implementation of published policies that are in compliance with federal and state laws.

9. Implements policies to reduce the level of unnecessary radiation to students, patients and visitors.
10. The Program publishes a student handbook with at least the following items as a part of the content:
  - a. Mission Statement of the Organization, the Imaging Services Department, and Program
  - b. Program Goals and Outcomes
  - c. Responsibilities of the Sponsoring Organization and Program
  - d. Academic Calendar
  - e. Student Services
  - f. Student Admission Policies (including pre-attendance background checks and drug screening)
  - g. Grading Policies
  - h. Graduation Requirements
  - i. Transfer Policy
  - j. Academic Policies
  - k. Student Health Services
  - l. Tuition, Fees, and Refund Policies
  - m. Student Attendance Policies
  - n. Student Academic Policies
  - o. Financial Aid Information
  - p. Pregnancy Policy
  - q. Radiation Safety Policies
  - r. Corrective Action Policies
  - s. Grievance/Complaint Policy
  - t. Clinical Assignment Requirements
  - u. Safety Policies
  - v. Campus Security Policies
  - w. Standards of an Accredited Educational Program in Radiologic Sciences

The Program provides a copy of the student handbook to every student prior to the beginning of the Program. The student shall acknowledge in writing the receipt and reading of the policies of the Program. An electronic copy of the Student Handbook will be available to students and faculty on the Program's website.

11. The Program publishes an information catalog accurately describing the Program requirements:
  - a. Name and address of the school
  - b. Date of publication
  - c. Table of contents
  - d. Owner of the Program
  - e. Academic calendar to identify start and end dates for each term, holidays recognized by the sponsoring institution and breaks

- f. Description of Program facilities and equipment
- g. Program objectives
- h. Tuition, fees, length of Program
- i. Educational services offered
- i. Enrollment procedures
- j. Entrance requirements
- k. Attendance requirements
- l. Demonstration of satisfactory progress
- m. Readmission policies
- n. Corrective Action policy
- o. Grievance/Complaint Policy
- p. Progress reports for student
- q. Student conduct policy
- r. Refund policy
- s. Course content
- t. Withdrawal policy
- u. Procedure for addressing student grievances and complaints
- v. Mission statement, goals and student learning outcomes

An electronic copy of this information catalog shall be made available to the general public on the Program's website.

12. The Program shall define and publish the requirements for admission to the Program including academic requirements and technical standards. Admission standards shall be posted on the Program's website

13. The Program shall develop and maintain a Master Plan of Education. The Master Plan shall contain at minimum:

- the didactic and clinical course syllabi
- Program policies
- Program procedures

The Master Plan shall be accessible by the Program faculty. A copy of the Program policies shall be available to students, faculty and the general public on the Program website.

14. The maximum enrollment of students into the program shall not exceed the total number of students approved by the JRCERT.

15. The number of students accepted into the Program each year shall be determined by the Educational Advisory Committee.

16. The ratio of staff to student shall not exceed 1:1 for clinical supervision of radiographic procedures. An exception will be made when more than one student is assigned to a technologist on a temporary basis for an uncommon procedure.

17. The Program assures that students within the program are assigned to clinical situations that are of educational value. Students may not be assigned to clinical education settings during holidays that are observed by the sponsoring institution. The Program Director or his or her designee reviews student and technologist schedules to assure that students are appropriately assigned and that each assignment is educationally valid.
18. The Program assures graduating students meet the requirements listed for graduation.
19. The Program assures that student recruitment and admission practices are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
20. The Program assures that clinical educational settings are recognized by the JRCERT. Recognition must be obtained from the JRCERT prior to placement of students at the clinical educational setting. A minimum of one clinical preceptor will be identified for each recognized clinical educational setting. The Program assures that clinical educational settings meet the requirements of the JRCERT Standards.  
  
The Program may identify observational sites that do not require JRCERT recognition. A student may be assigned to an observation site to observe the operation of equipment or procedures. The student may not assist in, or perform, any aspect of patient care during observational assignments.
21. Students will have limited clinical assignments to non-patient care areas including reception area, scheduling, and patient transportation.
22. Students will not be assigned to spend more than 25% of the total clinical clock hours for the Program completing weekend assignments.
23. The Program shall notify the State of Nebraska of a significant program change which includes a change in the name of the program, a change in the academic measurements from clock hours to credit hours or vice versa, or a change from quarter to semester hours or vice versa, or any change of twenty-five (25) percent or more in credit awarded, courses offered, or program length of the currently approved program if the change occurs between any two (2) applications for renewal of authorization to operate.
24. The JRCERT requires the program to make notification of substantive changes prior to the changes.

The JRCERT considers the following as substantive changes:

- a. Any change in the established mission or objectives of the sponsoring organization or the Program. (This does not include a revision to the Program's mission.)
- b. Any change in the legal status, form of control, or ownership of the sponsoring organization or Program.
- c. Addition of an alternative learning option(s) that includes:
  - weekend, evening, or part-time tracks;
  - distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum.)
- d. Addition of courses at a degree or credential level different from that included in the Program's current accreditation.
- e. Change from clock hours to credit hours or credit hours to clock hours.
- f. Change in terminal award provided by the Program.
- g. Addition/deletion of more than 10% of existing clock hours.
- h. Addition/deletion of more than two (2) courses.
- i. Addition/deletion of more than eight (8) weeks of the Program's length.
- j. Transfer of sponsorship to another organization.

A \$250.00 fine will be imposed if the Program fails to notify the JRCERT of a substantive change prior to implementation.

25. The JRCERT requires the following information be readily available to students, faculty, administrators, and the general public on the institution's web site:
- Program's mission statement, goals, and student learning outcomes
  - Admission policies
  - Tuition and fees
  - Refund policies
  - Academic calendars
  - Academic policies
  - Clinical obligations
  - Grading system
  - Graduation requirements
  - The criteria for transfer credit

- Articulation agreements the Program may have with a post-secondary institution
26. Develops an assessment plan that at minimum, measures the Program's learning outcomes in relation to the Program's goals. Analyzes and shares student learning outcome data and program effectiveness with the communities of interest to foster continuous Program improvement. Periodically evaluates its assessment plan to assure continuous Program improvement.
27. On an annual basis the Program makes the Program effectiveness data available to the JRCERT and the general public). This information shall be published in a manner that is easily accessible to the general public. The Program will publish the JRCERT URL ([www.jrcert.org](http://www.jrcert.org)) to allow the public access to this data.
- Documents program effectiveness data that includes at least:
    - Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation
    - Five year average job placement rate of not less than 75 percent within twelve months of graduation
    - Annual program completion rate
    - Graduate satisfaction
    - Employer satisfaction
    - Sample size for each category

Definitions:

**Credentialing examination pass rate**: defined as the number of student graduates who pass on the first attempt the American Registry of Radiologic Technologist (ARRT) certification examination compared with the number of graduate who take the examination within six months of graduation

**A graduate not actively seeking employment**: defined as the:

1. Graduate fails to communicate with program officials regarding employment status after multiple attempts
2. Graduate is unwilling to seek employment that requires relocation
3. Graduate is unwilling to accept employment, for example due to salary or hours
4. Graduate is on active military duty
5. Graduate is continuing education

**Program completion rate**: defined as the number of students who complete the program within the stated program length. When calculating the total number of students enrolled in the program, the program need not consider

students who attrite due to nonacademic reasons some reasons could include:

1. financial, medical/mental health, or family reasons
2. military deployment
3. change in major/course of study

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Signature

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Program Director

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Signature

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Director of Imaging Services

Reviewed: 12/27/99, 6/26/01, 3/28/02, 1/4/07, 5/4/11, 3/8/12, 1/8/16, 1/6/17, 1/5/18, 1/10/19, 3/26/2020  
Revised 10/19/91, 12/10/92, 12/12/94, 2/3/98, 12/31/01, 5/31/04, 3/30/05, 5/10/08, 5/4/11, 3/8/12, 2/7/13,  
1/24/14, 1/16/15, 9/30/2021