Radiology Technology Program

Student Handbook
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DISCLAIMER

Even though this student handbook intends to reflect current WCCC policies and guidelines of the Radiology Technology Program, students should be aware that additions and/or changes to such policies and guidelines may have been implemented after the publication of this material.

Instructors reserve the right to modify course content and evaluation procedures, as they deem necessary. Likewise, they reserve the right to alter, amend, or otherwise modify program policies or guidelines. The student will be given a copy of the revised policy/guideline after adequate notification of the change.
Welcome to the Westmoreland County Community College Radiology Technology Program

The Radiology Technology Program offers the academic preparation and clinical training needed for a career as a Radiologic Technologist (Radiographer). While many radiographers provide services in a hospital setting, others provide services in stand-alone medical imaging centers, in mobile radiography, and in private physician offices. Radiography is the gateway to most other specialized imaging modalities. With additional education through either employer based training or formal education, radiographers can progress to careers in Computed Tomography, Magnetic Resonance Imaging, Angiography, Mammography, and Quality Management. The program includes clinical experience in various off campus locations that provide radiologic imaging services.

Students who complete the Radiology Technology Program satisfactorily are eligible to apply to take the ARRT national certification exam.

The next 2 years will be very rigorous and demanding for you. You must complete all general education requirements, complete all clinical competences, master the theory presented in the radiology courses and apply this new knowledge in the clinical setting. The Radiology Technology Program requires homework assignments that must be completed in the radiology lab after scheduled class times. In addition, the program requires the completion of a mock competence prior to attempting that competence in the clinical setting. These mock competences are currently offered 5 – 8 pm Monday and Thursday.

The student handbook is designed to answer many of your questions regarding the clinical and didactic portions of your education.

Please read this handbook. When you are finished, please sign the acknowledgement and return it to the program director.

PROGRAM DESCRIPTION, ADMISSION PROCEDURES, AND REQUIREMENTS

Program Purpose, Mission, and Goals

Purpose

The Radiology Technology Program provides students with a complete educational experience for those who wish to become health-care providers. The Radiology Technology Program provides each student opportunities to learn and develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a Radiologic Technologist (Radiographer). Integrated educational activities include lecture, laboratory activities, case studies, and hands-on clinical training.

Program Mission

Our mission is to provide students with a variety of educational activities and experiences that will prepare them with a level of expertise required to become competent and successful radiographers.

Program Goals

- To produce graduates prepared for entry into the health care field
- To produce graduates who have demonstrated the skills, professional values, and ethics to function as entry-level radiographers
- To produce graduates with the ability to think independently and value lifelong learning
- To produce graduates with the ability to effectively communicate with patients and other health care providers
- To produce graduates prepared for the American Registry of Radiologic Technologist examination
Students completing this program will be qualified to enter the work world as an entry level radiographer. Radiographers may find employment opportunities with hospitals, stand alone medical imaging centers, mobile imaging providers, and private practice physicians.

**Radiographer Competency Profile**

This curriculum is designed to prepare students to:

- Provide radiographic imaging services within a health care setting for a diverse patient population with an awareness of cultural diversity within the community
- Use the principle of ALARA to minimize radiation exposure to the patient, oneself, and the general population
- Operate all radiologic imaging equipment safely, effectively, and efficiently
- Expose, process, and evaluate all types of radiologic images
- Apply computational skills to provide safe x-ray exposure to patients
- Develop competency in assessing patients and devising ways to image compromised patients
- Use computers and computerized equipment in the process of imaging and caring for patients
- Provide imaging procedure patient education
- Respect patient confidentiality and follow HIPPA guidelines
- Practice radiography in a manner consistent with the ARRT ethical guidelines
- Use effective communication skills when collaborating with multidisciplinary health team members
- Develop interpersonal and communication skills to effectively interact with diverse population groups
- Provide appropriate life-support measures for medical emergencies that may be encountered in a radiologic imaging setting
- Use resources to enhance self-development and professional growth

**Special Admission and Selection Criteria**

Since this program requires a clinical placement, enrollment is selective and enrollment is limited by the clinical placement necessary to complete the radiology technology course requirements. Clinical site preference is not guaranteed. Students may be required to interview at one or more clinical sites on their own time and expense. Specific criteria for admission and selection are listed below.

- Applicants must be graduates of an accredited secondary school program, or high school seniors enrolled in an accredited secondary school program, or those who hold a GED equivalency certificate prior to selection.

- High school preparation should include one year each of biology, physics, chemistry, and algebra. If these courses were not taken in high school, BIO 107, PHY 110, CHM 107 and MTH 100 must be completed prior to testing for the radiology technology program and must be completed with a C grade or better (C minus grade not accepted.)

- College prerequisite coursework includes completion of BIO 171- Anatomy and Physiology I, with a minimum grade of C (C minus grade not accepted.)

- Applicants must complete and submit a WCCC New Student Information Form and Allied Health Programs Application to the Admissions Office by January 5 prior to the fall semester in which enrollment is anticipated. Official transcripts from all secondary schools attended, GED programs, and any other formal education program attended beyond high school must accompany the forms.
RADIOLOGY TECHNOLOGY PROGRAM

- Applicants must take the computerized placement test (Accuplacer) and have successfully completed any required developmental courses and/or high school course work with a minimum grade of C. (C minus grade not accepted.) Also, applicants who have completed credit courses must have a 2.5 or better GPA. Only courses necessary to meet the radiology technology program requirements are considered when calculating the GPA. If the GPA is less than 2.5, one or more of these courses can be repeated in order to meet this requirement before testing.

- Students, who have attempted developmental courses in math or science 3 or more times, will not be considered for admission.

- Applicants to the radiology program should review the ARRT rules and regulations and the ARRT standard of ethics, prior to submitting their application. Information can be found on the ARRT web site http://www.arrt.org.

- Admission to the radiology technology program requires the applicant to submit information regarding criminal conviction and/or crimes of moral turpitude. Upon initial acceptance into the program, a criminal record check, background check with finger printing, and child abuse history must be obtained at the applicant’s expense. These records must be submitted to the radiology program prior to the start of radiology classes. Admission is conditional pending receipt and evaluation of the background information to determine whether there is any conviction, which may bar the student from admission to the radiology program.

PLEASE NOTE: Admission decisions consider two factors, which contribute to the overall admission score: GPA and pattern of success in courses already taken. Admission to the Radiology program is competitive and there are a limited number of seats.

Child Abuse Clearance

Any record results in denial of admission to the radiology program.

Criminal Record Check (PA and FBI with Finger Printing)

Any felony conviction may result in denial of admission to the Radiology Technology Program. Any misdemeanor will be individually evaluated. Conviction of a felonious act may result in the American Registry of Radiologic Technologist denying the applicant to sit for certification examination.

Urine Drug Screen

- A positive drug screen may result in denial of admission to the Radiology Technology Program or continuation in the Radiology Technology Program.

Final Admission Criteria

Accepted applicants will be required to attend a mandatory information session as the final step in the admission process. Specific information regarding the following additional program requirements will be provided to applicants at that time. These include:

- Complete physical examination, lab studies, proof of immunizations, and urine drug screen
- CPR-Basic Life Support for Health Care Providers Annual Certification required
- Evidence of a student’s liability insurance policy

All of the above must be submitted to the radiology program by June 15 or program acceptance will be withdrawn.
Essential Cognitive, Physical, and Behavioral Functions

Radiography is a challenging career field that requires certain physical and mental abilities. Radiology technology students must be able to meet the following physical and mental abilities for successful completion of the Radiology Technology Program:

- Must have the physical ability to move radiography equipment and manipulate the x-ray tube, which is located 70-80 inches above the floor
- Lift and/or support at a minimum 75 pounds in order to lift and carry x-ray accessories
- Have the ability to appropriately position patients for radiographic procedures and safely transfer patients who may weigh in excess of 300 pounds
- Must be able to push a portable x-ray machine for bedside radiography
- Ability to articulate clear verbal commands to the patient while the patient is being positioned for a procedure from a distance of 7-12 feet
- Have the ability to select and calculate proper x-ray exposure factors based on exam type and patient body habitus
- Must be able to manage stressful situations that relate to patient care, procedure, and technical standards
- Must be able to evaluate radiographs for proper patient positioning, proper exposure factors, and other essential factors for the purpose of image quality control
- Have sight corrected, to observe patients from a distance of 5-20 feet, ability to read and adjust the x-ray control panel, and position patients correctly
- Have hearing corrected, with the ability to hear patients at a distance of 5-12 feet
- Have sufficient tactile ability in order to assess a patient’s pulses, in addition to changes in a patient’s physiologic status (i.e. changes in edema, skin temperature, etc.)
- Have the ability to smell odors that may signify a change in the physiologic status of a patient or an unsafe environmental condition
- Have the ability to read and comprehend written classroom material, medical documents, and institution procedures and policies
- Have the ability to write legible in English in a style that is readable
- Must be able to accurately calculate in order to prepare medications, administer proper dosage of radiographic contrast material, and count pulse and respirations
- Must be able to move freely with full manual dexterity of both upper and lower extremities, have unrestricted movement of neck, shoulder, back, and hips in order to assess, observe and perform emergency patient care, assist with all aspects of patient care, and be able to touch the floor for the removal of environmental hazards
- Must not be highly allergic to contrast media, latex products, and film processing chemicals (developer or fixer)
- Cannot be dependent on any chemical or substance
- Have the ability to react appropriately and quickly in emergency situations
- Must be poised, well groomed and neat in appearance, discreet, tactful, diplomatic, professional, versatile, ethical, and dependable
- Must have the ability to comprehend written and verbal instructions correctly in academic and clinical health care settings
- Must exhibit the capacity for reasoned judgment and calm in a health care environment
- Must not have physical or mental medical disorders that limit the ability to perform the duties of a radiology technology student
- Must be stable emotionally, this type of work involves life and death situations
- Must show honesty and integrity in all matters
- Enjoy working with people and patient contact

Students will be removed from the program if a health condition significantly limits the student from performing the routine functions of a radiology technology student and/or present a danger to the safety and health of patients.
After starting the Radiology Technology Program, students shall immediately notify the program director, if any of these stated functions change. An evaluation may occur to determine if students are able to continue in the program.

**Student Pregnancy Policy**

**Voluntary Declaration**

Students, who become pregnant during their enrollment in the Radiology Technology Program, have the ability to decide whether or not to notify the program. Students who decide to notify the program must do so in writing to the program director. Students that do not voluntarily disclose their pregnancy are considered not pregnant.

Upon disclosure of pregnancy, students may:

- Remain in the program on a full-time basis without modification, as requested by the student
- Withdrawal from the Radiology Technology Program

**Safety Practices for the Pregnant Radiation Worker**

The American Society of Radiologic Technologist states, “Customary radiation safety practices for pregnant radiation workers shall be followed”. The recommendation suggests referencing the following:

- 10 CFR Part 20.1208
- NRC Regulatory guides #8.2, 8.7, 8.13, 8.29, 8.34, 8.36, may be obtained from the NRC via the Public Document room at 1-800-397-4209 or via the Electronic Reading room ADAMS access system on their website at www.nrc.gov
- Pregnancy Disability Law, P.L. 95-555
- EEOC “Guidelines on sex discrimination and questions and answers”
- ICRP Publication #84. Pregnancy and Medical Radiation
- NCRP report #116

Note: The campus library holds the above reference material

In compliance with NCR regulation 10 CFR Part 20.1208, "Dose to an Embryo/Fetus," requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv)."

These exposure limits will apply until:

- The student gives birth
- The student revokes in writing to the program director her previously declared pregnancy
- The student informs the program director in writing that she is no longer pregnant

**For students that formally declare their pregnancy**

- Past dosimetry reports will be reviewed
- Pregnant students will be required to purchase a second film badge to be worn at waist level and under any radiation protective apparel
- Review of radiation safety practices for pregnant radiation workers
- Notification to clinical instructors of pregnancy
- If students choose, they have the opportunity for clinical assignments that do not include fluoroscopy and portable radiography during their first trimester
Students will submit a statement from the physician stating that the student is cleared to continue on in the program.

Students will submit monthly statements from their physician to continue after the 6th month.

Review of student’s monthly radiation dosimetry report.

If the student makes the decision to withdraw from the Radiology Technology Program, they may be re-instated the following year providing space is available and they continue to meet admission criteria of the Radiology Technology Program.
# Radiology Technology (A.A.S.) Degree Requirements

## Program Prerequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 171</td>
<td>Anatomy and Physiology I</td>
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## General Education

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPT 150</td>
<td>Microcomputer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENG 161</td>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 162</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>MTH 157</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>XXX xxx</td>
<td>Humanities Elective</td>
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<tr>
<td>PSY 160</td>
<td>General Psychology</td>
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Total: 18

## Major

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHY 125</td>
<td>Radiation Physics</td>
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</tr>
<tr>
<td>RAD 111</td>
<td>Introduction to Radiology Technology, Patient Care, Pharmacology, and Positioning I</td>
<td>4</td>
</tr>
<tr>
<td>RAD 121</td>
<td>Principles of Radiologic Image Capture and Display I</td>
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</tr>
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<td>RAD 131</td>
<td>Principles of Radiologic Image Capture and Display II</td>
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<td>RAD 141</td>
<td>Principles of Digital Imaging and Positioning II</td>
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<tr>
<td>RAD 146</td>
<td>Clinical Education I</td>
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<tr>
<td>RAD 215</td>
<td>Clinical Education II</td>
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<td>RAD 255</td>
<td>Clinical Education III</td>
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<tr>
<td>RAD 211</td>
<td>Radiologic Imaging Equipment, Image Analysis, Radiographic Pathology, and Positioning III</td>
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<tr>
<td>RAD 216</td>
<td>Clinical Education IV</td>
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<tr>
<td>RAD 221</td>
<td>Radiation Protection, Biology, and Computed Tomography</td>
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<tr>
<td>RAD 226</td>
<td>Clinical Education V</td>
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<tr>
<td>RAD 231</td>
<td>Radiology Technology Capstone</td>
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Total: 44

## Other Required Courses

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<tbody>
<tr>
<td>BIO 172</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>ALH 122</td>
<td>Medical Terminology</td>
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Total: 7
## Radiology Technology Recommended Course Sequence

**Prerequisite**

<table>
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<th>Course</th>
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<tr>
<td>BIO 171</td>
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**Fall Semester**

<table>
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<tr>
<td>BIO 172</td>
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<tr>
<td>ALH 122</td>
<td>3</td>
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<tr>
<td>RAD 111</td>
<td>4</td>
</tr>
<tr>
<td>RAD 121</td>
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Total 14 Credits

**Spring Semester**

<table>
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<tr>
<td>PHY 125</td>
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<tr>
<td>MTH 157</td>
<td>3</td>
</tr>
<tr>
<td>RAD 131</td>
<td>3</td>
</tr>
<tr>
<td>RAD 141</td>
<td>4</td>
</tr>
<tr>
<td>RAD 146</td>
<td>4</td>
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Total 17 Credits

**Summer Semester 1st 5 week**

<table>
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<tr>
<td>RAD 215</td>
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**Summer Semester 2nd 5 week**

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<td>RAD 255</td>
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Total 6 Credits

**Fall Semester**

<table>
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<tr>
<td>CPT 150</td>
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<tr>
<td>ENG 161</td>
<td>3</td>
</tr>
<tr>
<td>PSY 160</td>
<td>3</td>
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<tr>
<td>RAD 211</td>
<td>4</td>
</tr>
<tr>
<td>RAD 216</td>
<td>4</td>
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</table>

Total 17 Credits

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 162</td>
<td>3</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>RAD 221</td>
<td>3</td>
</tr>
<tr>
<td>RAD 226</td>
<td>5</td>
</tr>
<tr>
<td>RAD 231</td>
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</table>

Total 15 Credits

Total Credits 73
Students enrolled in the Westmoreland County Community College Radiology Technology Program will be responsible for observing college rules and regulations as stated in the current College Catalog & Student Handbook, and the Radiology Technology Program Student Handbook. In addition, the clinical affiliates used by the program each have their own rules and regulations that the student is expected to follow. Clinical affiliates, while located away from the college campus, are considered an integral part of the program for student clinical assignments. Each student will rotate through various clinical affiliates during their time in the Radiology Technology Program.

The policies and guidelines stated in this handbook represent a contractual agreement between this Community College and the Radiography student for the duration the student is enrolled in the Radiology Technology Program. Failure to comply with the policies and guidelines in this handbook will result in dismissal from the Radiology Technology Program. Each student will sign a Student Handbook Acknowledgement form confirming that the handbook has been read. All policies and guidelines will be followed during the training period. In addition, students will sign the Grounds for Dismissal from the WCCC Radiology Program Acknowledgement form. If the student refuses to sign either statement of acknowledgement, he/she will be required to withdraw from the program.

CRIMINAL RECORD CHECK AND HEALTH REQUIREMENTS

All background & health requirements
http://www.certifiedbackground.com

ACADEMIC POLICIES AND GUIDELINES

Academic Dishonesty

Please reference the College Catalog and Student Handbook for a complete list of dishonest behaviors that are not permitted, the faculty responsibilities, and the student appeal process. (See faculty member for appeal form)
Grading Procedure

Students will receive letter grades and college credit for all classroom, laboratory, and clinical education activities.

The grading scale for all RAD designated courses is:

Percentage of possible points for each course (some RAD courses utilize weighted categories)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100</td>
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<tr>
<td>B</td>
<td>85-93</td>
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<tr>
<td>C</td>
<td>75-84</td>
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<tr>
<td>D</td>
<td>70-74</td>
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<tr>
<td>F</td>
<td>0-69</td>
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</table>

A detailed grading guideline will be listed on the syllabus for each class.

Students who receive a grade less than a “C” for any RAD or BIO designated course must withdraw from the Radiology Technology Program.

Minimum GPA

Students must maintain a GPA of at least 2.0. Students who fail to maintain a GPA of 2.0 must withdraw from the Radiology Technology Program.

Attendance Guidelines

The WCCC radiology program faculty believes that anytime a student is not present for classroom, laboratory, or clinical activities, he/she is not receiving all the benefits the various educational activities have to offer. Consequently, full-time attendance is mandatory in all “RAD” designated courses. At the same time, the WCCC radiology program faculty recognizes that students may need to miss class for various reasons. The following guidelines will be followed.

Clinical Site Attendance

Students are considered in attendance when they start and finish the day at the correct times. Clinical times are normally from 8:00am to 4:30pm. (8 hours clinical time and .5 hours lunch) There may be some variation for certain clinical sites and students will have some different scheduled times during the summer semester. On time for clinic means the student is in the radiology department/section and fully ready to function.

Clinical Site Absence

See clinical course syllabi

Clinical Make up Time

Students are responsible for making arrangements with the clinical instructor from the site where the student was absent to make up the missed time. Students are permitted to make up time in increments of no less than 2 hours.
at a time. Students will complete the clinical absence form and submit the form to the clinical coordinator or the program director. Students must complete any missed clinical time in the semester the time was missed. If assigned clinical time is not completed by the end of that semester, students will receive a failing grade for that clinical course. Students must notify the clinical site prior to their expected start time that they will be absent. In addition, students must also notify their clinical coordinator or the radiology program director. Leaving a voice message for the program director is acceptable. Please see contact information in appendix A.

Clinical Site Tardiness

Students are required to report to their assigned clinical site on time. Students one or more hour late will be considered absent. (See clinical site absence guidelines) Students are permitted one instance of being tardy per semester. For the second and subsequent incidences of tardiness, the student will be considered absent for that day. (See clinical site absence guidelines) Students are to notify the clinical site and the clinical coordinator that they are going to be late.

Leaving Clinical Site Early

Students are not permitted to leave their assigned clinical site early. When a student leaves their assigned clinical site early they must report off to the clinical instructor or their designee. Failure to do so will result in a failing grade for that semester of clinical. In addition, when a student leaves early they must notify their clinical coordinator or the program director. Students will be considered absent for the amount of time missed when leaving early. (See clinical site absence guidelines)

Classroom/Laboratory Attendance

Students are considered in attendance when they start and finish the class at the correct times. Classroom/Laboratory schedules for each class are available in the schedule of classes.

Classroom/Laboratory Absence

Students may miss two classes per semester. Students are responsible for obtaining any missed classroom material on their own from either a fellow classmate or the instructor. For each day missed after the first two, the student will be docked 10% from his/her final point total for the course. Students who miss tests or quizzes are required to make the test/quiz upon their first day back to class. The test may be different than the one administered to the rest of the class. If an assignment is not turned in on the due date, the student will lose 5 points for every day it is late. Students not turning assignments in on time do to absence must turn the assignment in on the first day back to class. Students may not take more than two makeup quizzes and/or tests per course.

Classroom/Laboratory Tardiness and/or Leaving Early

Students may be tardy/leave early for class two times per semester. Each subsequent time a student is tardy/leave early he/she will be docked 1% from their final point total for the class for each incident. Students are responsible for obtaining any missed classroom material on their own either from a fellow classmate or from the instructor.

Failure to Comply With Attendance Guidelines

Students who do not follow the attendance guidelines will be docked 5% from his/her final point total for the course per violation.
Students should be aware that there is a proper chain of command when addressing policies/guidelines, personal issues in the classroom and/or clinic. Students should speak with the instructor (classroom or clinical) first. If the issue is not resolved, the student should then speak with the Clinical Coordinator. (If it is a clinical issue) If the issue is still not resolved, the student should then speak with the Program Director. Please remember the proper steps to expedite the appeals process.

**Counseling and Guidance**

The counseling program includes personal, professional, and academic counseling. Each student in the radiology program is assigned a radiology faculty member who serves as his/her advisor and academic counselor throughout the program.

Advisors provide students with technical assistance and guidance necessary to plan the course work for the program.

While the role of the advisor focuses on academic planning, it also involves a relationship that assists in his/her adjustment to the college. The advising process is focused around the advisor’s assessment of the student’s specific academic needs and should facilitate his/her personal growth and development and attainment of educational goals.

Academic counseling can be initiated by faculty, clinical instructors, or students. However, during registration periods, the student is expected to make an appointment with his/her advisor in order to reassess the student’s educational goals, academic progress to date, and to plan the next semester’s schedule of work.

Faculty members are available for advising during regularly scheduled registration periods, during posted office hours, or by appointment.

When assistance is required to solve a student’s problem, appropriate referrals are made to a counselor in the student development center or for tutorial services in the learning assistance center.

The Radiology Technology Program faculties strive to prepare students to become entry-level technologists by the time of graduation. Unfortunately, there may be occasions when a faculty member and/or Clinical Instructor must counsel the student for behaviors, work ethics, team work, attitude, absenteeism/tardiness, grades, competency levels, and professionalism to name a few. If the faculty and/or Clinical Instructor feel the student is not functioning at the level expected, a counseling session will be held with the student. This allows the student to be fully aware of any issues that are causing the faculty and/or clinical site to be concerned. The counseling session does not necessarily mean the student is in danger of being dismissed from the Radiology Technology Program. However, it should alert the student that if actions are not corrected, further issues could arise that would require further disciplinary actions. A Counseling Form should be filled out by the faculty member and/or the Clinical Instructor. The issue should then be discussed with the student making sure that the issue is completely understood by the student. The student should write down his/her plan of action to correct the issue. The student will then sign the form and receive a copy. During this initial counseling session a follow up session will be
scheduled to assess the student’s compliance with his/her corrective action plan. The Counseling Form will then be placed in the student’s clinical file.

Students who fail to correct the inappropriate behavior(s) identified during counseling, may be dismissed from the Radiology Technology Program.

**Dress Code**

Students will wear appropriate attire at all times in the clinical setting. Students are responsible for purchasing and maintaining their own uniforms. Students must wear school sanctioned scrubs unless in the operating room. Students will wear a nametag and film badge while in the clinical setting.

**The following guidelines will be enforced:**

**Jewelry**

- One matched pair of earrings, one per ear, no bigger than a dime
- One watch and/or medical bracelet
- One ring per hand, wedding ring set counts as one
- Necklaces and other bracelets are not permitted, this is a safety precaution
- Tongue rings and any other facial jewelry is not permitted

**Tattoos**

- Must be covered at all times in the clinical setting

**Fingernails**

- Should be kept short and neatly trimmed at all times
- Nail polish is not permitted
- Acrylic nails are not permitted, this is an infection control policy

**Hair**

- Hair should be dry, clean and not in the face
- Shoulder length or longer hair must be tied back and not on the shoulders
- Facial hair should be shaved in order to accommodate facial masks

**Perfume/After Shave**

- Perfume and after shave is not permitted; sick patients may find the odor offensive

**Footwear**

- Shoes should be all white
- Leather nursing shoes or leather tennis shoes may be worn, high top tennis shoes are not permitted
- Footwear should be cleaned and polished
- Fabric shoes, boots, sandals, and jellies are not permitted
- White socks or white knee high stockings should be worn with the uniform


Uniforms

Uniforms will be purchased from Mary Ann’s Uniforms prior to the first day of class. Students will utilize their student ID as a name tag. Positioning markers used during clinical will be purchased by student prior to the start of classes from a vendor of their choice. Film badges will be purchased by the student from the bookstore. Students are not permitted to participate in clinical activities unless they are wearing the correct uniform. Students not wearing the correct uniform will be sent home and marked absent for the day.

A white shirt or turtleneck may be worn under the scrub top. The shirt must not display any logos or decals.

Lab coats are optional. Should a student decide to wear a lab coat, it must be white, long sleeved, and below the waist.

The correct uniform is:
1. school sanctioned scrubs
2. proper foot wear
3. name tag
4. film badge
5. film positioning markers

Energized Laboratory Guidelines

The energized laboratory is designed to simulate a patient care area. While in the lab, students are required to wear the approved clinical attire. Clinical attire includes following the dress code for clinical settings. Food and drink are not permitted in the energized radiology laboratory. Coats, book bags, and purses are not permitted in the radiology laboratory. Students are able to rent a locker in science hall for their possessions. Lockers can be rented from the student activities center. The cost is $10 for the semester. The price includes a lock. When the lock is turned in at the end of the semester, the student receives a $7 refund.

Holidays and Vacations

Radiography students are committed to 22 consecutive months of full-time education. Within this time, students are eligible for holidays recognized by the college and vacation time during semester breaks. The student should consult the academic calendar which is published in the College Catalog and Student Handbook for the dates of recognized holidays and semester breaks. Vacation time should not be scheduled during the academic semesters.

Professional Organizations

Radiography students are encouraged to join professional organizations. Student annual dues are at a reduced rate to facilitate membership and participation. Students can download a membership application at www.asrt.org

American Society of Radiologic Technologists - ASRT

This is the national organization that helps set the guidelines of education for our profession and keeps us updated with the latest information available on the profession. Publications include the “Radiologic Technology” as well as the "ASRT Scanner". Website: www.asrt.org
Students are encouraged to visit the web site “Advance for Imaging and Radiation Therapy Professionals”

Radiation Safety Guidelines

During the two-year radiology Technology Program, the student will be exposing patients to radiation under the close supervision of a faculty member, clinical instructor and/or qualified technologist. For this reason, students are required to be aware of all safety procedures when working with x-ray equipment. Throughout this program, students will have lectures and tests regarding the proper use, precautions, and affects of radiation on individuals. Students need to be aware that not only are they required to use radiation safety precautions with their patients but also with adjunct faculty (nurses, doctors, etc) as well as family members. All people who have a possibility of being exposed must be removed from the vicinity (if applicable) or have protective shields on. Please be aware that every effort should be made to remove any unnecessary people from the exposure area. Students will also sign a Radiation Safety/Protection Guideline and Acknowledgement form to be placed in the student’s permanent file.

Readmission

Students who are dismissed from the program for academic reasons or withdraw for personnel reasons may be eligible to re-enter the program the following academic year provided:

1. They must re-apply for admission to the program.
2. They must meet the pre-admission requirements for that year. If admission requirements have changed, they must meet the new requirements.
3. They must submit to a drug screen prior to attending clinical sites.
4. They must be current with their annual health physical, PPD, and CPR certification.
5. Their academic record is sufficient to warrant reentry.
6. There is sufficient clinical space to accommodate the student, when they return. The program will not reserve a clinical space for students unless they return during the fall semester.

Students dismissed from the program for reasons other than academic or voluntary withdrawal are not eligible for readmission. Students can only be re-admitted to the program one time.

Safety Guidelines for the Darkroom

1. Do not eat, drink, or smoke in the darkroom.
2. Do not open the top of the processor, unless under the direction of the instructor.
3. Under no circumstances are you to touch the electrical and mechanical components of the processor when it is in operation. Do not place any objects into the processor other than radiographic film.
4. If you notice anything unusual in the operation of the processor, (i.e., indicator light not lit) please report it to the instructor.
5. Do not remove the lids from the replenishing tanks. These chemicals are harmful if they are splashed into the eyes, mouth, or other sensitive areas of the body. Please wash the area thoroughly with water. Be sure to report to the supervising instructor regarding any problems.
6. Be sure to close the radiographic film bin prior to exiting the darkroom.
Make sure darkroom safelights are on before turning the lights off. Do not try to move about the darkroom until your eyes have adjusted to the dim light.

Safety Guidelines for the Energized Lab

The energized lab provides the radiology technology student with the opportunity to develop skill in imaging anatomical structures and to perform exposure experiments to assess equipment operation and radiographic techniques. In addition, you will process the radiographic image using the automatic processor to complete the assigned task. This will necessitate working in the darkroom. Both the energized lab and darkroom require following special rules to ensure safety for both you and your fellow classmates.

Energized Lab (X-Ray Unit)

1. Before making a radiation exposure, be sure the door to the x-ray room is closed tightly and the control panel is set correctly.

2. Be sure to turn the appropriate positioning locks off on the tube stand before attempting to move the unit. This will help to prolong the life of the locks.

3. Do not, under any circumstances, radiograph another human being using this unit.

4. If you notice anything unusual in the operation of the unit or its appearance (i.e., loose wire), please report it to the instructor. The x-ray unit is calibrated each year by a physicist to ensure the unit meets federal and state guidelines for ionizing radiation units.

5. Do not eat or drink in the x-ray room or at the operating console.

While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e., hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the instructor at that time.

Severe Weather

Occasionally the college closes or delays classes as a result of severe weather conditions. The President of the college, or his representative, will determine if the college is to close and when the time missed will be made up. Class cancellations and college closing due to inclement weather or other emergency conditions will be announced on area radio and television stations and the internet. Information on specific radio and television stations, web sites, and alternate routes to the campus will be distributed as well as published in the Grapevine each semester. As road conditions vary widely during inclement weather, students are advised to use their own judgment in deciding whether to attend classes or clinical assignments.

IF NO ANNOUNCEMENT IS MADE, THE SCHOOL WILL OPERATE ON THE NORMAL SCHEDULE.

In the event that students are not able to verify a school closing prior to 7:00 a.m., they are encouraged to use their judgment in determining whether or not to drive in the existing conditions. If a student decides not to attempt to meet a class or clinical rotation time, he/she must notify the appropriate instructor according to the published attendance policies.

If school is open after the student's decision and proper contacts are made, the student's absence will not be considered excused. If school is closed, students need not contact the instructor and should not report to class or clinic.
RADIOLOGY TECHNOLOGY PROGRAM

If the college is open but announces a delay in classes, the delay should be based upon the 8:00 a.m. hour. For example, if a two (2) hour delay is announced, students should report to the 10:00 a.m. class or rotation at 10:00 a.m. The college will schedule make-up time for the missed 8:00 and 9:00 classes at a later date. If a student feels that he/she cannot meet the delayed time then the instructor/Clinical Coordinator should be notified according to the attendance policies.

Clinical Instructors ARE NOT ALLOWED to determine whether the student(s) rotating through his/her site will be released early during bad weather. If the student(s) chooses to leave, the student(s) WILL BE signed out for the actual time he/she left. The time will be documented accurately and any penalties will be administered according to the Radiology Technology Program’s policies and guidelines. If the student is attending a clinical site that closes due to bad weather, he/she will not be penalized for the missed time.

NOTE: The College may be closed for reasons other than severe weather. Students should report to clinical, if the college is closed for problems such as utility outages or issues that do not affect the ability to travel to assigned clinical sites. Students are required to make up clinical time missed because of college closures.

Student Code of Conduct

Clinical sites associated with the WCCC Radiology Technology Program reserve the right to remove or refuse admission to students who are involved in any behavior that is considered unprofessional, unethical, or not conducive to appropriate patient care. Any student removed from or denied admission to a clinical site may be immediately dismissed from the Radiology Technology Program. Students not adhering to the following guidelines may be removed from the Radiology Technology Program. The published guidelines below are meant to guide the student in deciding appropriate conduct for a student radiographer.

Students will report to their assigned clinical site

- On time
- In an alert/attentive condition
- In the proper WCCC radiology technology uniform complete with student ID badge and film badge
  - Unless a different uniform is specified by the clinical site

During clinical time, students are not permitted to

- Use cell phone
- Sleep
- Sit or stand around in clinic not engaging in constructive activities
- Use drugs or alcohol before or during clinical
- Be in possession of drugs or alcohol while in a clinical site

Proper student clinical behavior

Students will not

- Refuse an assignment from the clinical instructor or their designate commensurate with the student’s abilities
- Receive help from a fellow student or technologist while attempting a competency on a procedure
- Do portable exams or operating room exams without the presence of a technologist
- Perform exams or obtain extra views of a procedure not ordered by a physician and/or not included in standard operating procedure for that clinical site.
- Leave a procedure before it is completed
- Repeat a radiograph without the presence of a technologist
Students will demonstrate professionalism during clinical
Students are not permitted to

- Use electronic games during clinical hours
- Use clinical site computers for anything other than patient care
- Cell phone use in the clinical setting
- Discuss the possibility of employment with management during clinical hours
- Use clinical site telephone for personal business
- Use derogatory language or profanity
- Take smoke breaks at times other than the designated lunch period
- Leave the clinical site for meals
- Leave early or come back late from a designated break
- Stealing from the clinical site
- Alter or falsify clinical site documents
- Leave their assigned location within the clinical site without permission from the clinical instructor or program faculty
- Talk about other student’s performance, quality of work, and attendance to clinical site employees, fellow students, or faculty members

Students will demonstrate appropriate patient care
Students are not permitted to

- Not identify patients properly using multiple identifiers such as but not limited to armband, social security number, birth date, and other approved methods of the clinical site
- Mistreat patients physically, verbally, or act in a inconsiderate manner towards a patient’s feeling or needs
- Not provide assistance to patients who may need but not limited to pillows, blankets, bedpan, urinal, emesis basin, etc.
- Leave a patient who is screaming in pain, vomiting, having incontinence issues, etc.
- Expose patients who are not properly shielded
- Expose patients without properly shielding others that may have to remain in the room

Students are expected to follow all normal operating procedures of their clinical site.

Students will practice proper customer service and patient care at all times. Including but not limited to items such as:

- Address patients with proper surname
- Pet names like sweetie and honey are not permitted
- Explain procedures to patients
- Follow pregnancy policy of the clinical site
- Practice safe methods of transferring patients
- Answer any questions a patient may have to their satisfaction
- Practice the ALARA principle at all times for patients, staff, and self

Students who are guilty of violating any rules of the student code of conduct will receive counseling by the program faculty. Each violation will be dealt with by the program faculty according to the seriousness of the violation. Any of these violations can result in immediate and permanent removal from the Radiology Technology Program. In addition, students must follow the college wide code of student conduct published in the College Catalog and Student Hand Book under the student rights and responsibilities section.
Grounds for immediate dismissal from the Radiology Technology Program

1. Obtain a grade below a “C” in any RAD or BIO designated course
2. Insubordination to clinical site staff or any faculty
3. Academic dishonesty in any class, clinical site, or competency
4. Falsification of records
5. Violation of the ARRT code of ethics (see appendix B)
6. Conviction or known use or distribution or possession of a controlled substance or illegal drugs
7. Possession and/or use of alcohol before or during classroom or clinical site activities
8. If a student is refused entry to a clinical site for violations including but not limited to such things as poor performance, theft, or misconduct, will not be permitted to continue on in the program. Students will not be reassigned to another clinical site

Student C.P.R. Certification

All students must have certification in C.P.R. A minimum ability of basic cardiac life support as defined by the American Heart Association (AHA) or the American Red Cross (ARC) is required.

Acceptable courses are CPR Basic Life Support for Health Care Providers (Course C).

The course must include demonstration and practice of one and two rescuer CPR, infant, and child resuscitation, and management of obstructed airway.

Student Employment Policy

Many students find it necessary to maintain a part-time job while enrolled in the Radiology Technology Program. Some students may be employed by the radiology departments of our affiliates as technical aids, clerical staff or as student radiographers. Students must realize that their first responsibility is to the satisfactory completion of their education.

*Students will be required to inform the Clinical Coordinator regarding employment at any of the Radiology Technology Program’s clinical affiliates.

The following are guidelines for employment:

1. Student employment shall be on a voluntary basis and not a requirement of the institution.
2. It is expected that the student will continue to fulfill the requirements of the course.
3. No part of the student uniform may be worn while working.
4. The employment is a relationship between the student and the employer. (Radiography Department)
5. It is the student’s responsibility and not the employer or program faculty to coordinate work and school schedules.
6. The program will not act as an intermediary between the student and the employer. (Radiography Department)
7. The student will not discuss possible employment with management during clinic hours.
8. Students must inform the Clinical Coordinator immediately of a job obtained at any of the Radiology Technology Program’s clinical affiliates.
9. Employment is to take place only at times outside of scheduled college classes, and clinical education hours.
10. Students will not be excused early or granted excused absences from class or clinical in order to work.
11. Scheduled PAID working hours cannot be substituted for required clinical education hours.
12. Clinical competency evaluations may not be completed for credit during paid working hours.

*Refer to Pennsylvania code 21.112. Student Employment
Aside from college tuition, there are several other items the student will be monetarily responsible for. **Costs are approximations and are subject to change.** They are as follows:

1. Markers - approximately $30.00/pair
2. Clinical notebooks - approximately $5.00
3. Clinical Uniforms - this is dependant on the number of sets of uniforms the student purchases.
4. A fee for parking may be charged at some clinical sites.
5. Criminal Record Check - $10.00
6. Child Abuse Clearance - $10.00
7. If FBI criminal record check is necessary $18.00
8. Initial and subsequent health screening (Depends upon level of health insurance)
9. Drug Screening - approximately $50.00
10. Books-check with book store for cost (Most books are used for more than one class)
11. Insurance - $30.00
12. Film Badge- $70.00
13. Computer tracking - $50
14. ARRT practice testing- $50 - $100

It is recommended that Radiology technology students **DO NOT** sell their books back at the end of any semester.

- **This list may not reflect all expenses incurred throughout the program.**

**Student Liability Insurance**

Students in the Radiology Technology Program must carry Professional Liability Insurance. A copy of the policy must be submitted to the Health Professions/Biology Office by July 15th. Failure to provide documentation of required coverage will result in the student not being submitted to attend scheduled clinical laboratory experience.

Students are required to have a minimum of $1,000,000 per occurrence and minimum of $3,000,000 aggregate.

Students can apply online at [https://www.hpso.com/index.php3](https://www.hpso.com/index.php3)

Students can also apply by mailing an application. (See program director for paper application)

**Student Records - Access and Use**

No information shall be released from a student/graduate’s record without written permission of the student/graduate.
Program Contact Information

Program Director
David McBride
Office phone- 724-925-5977
E-mail mcbrided@wccc.edu

Faculty Instructor
Susan Scheible
Office phone 724-925-5986
E-mail scheibles@wccc.edu

Student Contact Information for Clinical Education Sites

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Institution Phone Number</th>
<th>Manager’s Name</th>
<th>Manager’s Phone Number</th>
<th>Radiology Main Phone Number</th>
<th>Clinical Instructor Name</th>
<th>Clinical Instructor Phone Number</th>
<th>Alternate Contact Person Name</th>
<th>Alternate Contact Person Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Frick Hospital</td>
<td>724-547-1500</td>
<td>Dennis Kelly</td>
<td>724-597-1594</td>
<td>724-597-1269</td>
<td>Glenda Harford</td>
<td>724-547-1596</td>
<td>Melissa May</td>
<td>724-547-1596</td>
</tr>
<tr>
<td>Highlands Hospital</td>
<td>724-628-1500</td>
<td>Kathleen Schiller</td>
<td>724-626-2243</td>
<td>724-626-2343</td>
<td>Amanda Geary</td>
<td>724-626-2343</td>
<td>Kathleen Schiller or Any Technologist</td>
<td>724-626-2343</td>
</tr>
<tr>
<td>Uniontown Hospital</td>
<td>724-430-5000</td>
<td>Christy Hayes</td>
<td>724-430-5244</td>
<td>724-430-5326</td>
<td>Dan Butler</td>
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<tr>
<td>Latrobe Hospital</td>
<td>724-537-1000</td>
<td>Judy Raishart</td>
<td>724-537-1626</td>
<td>724-537-1722</td>
<td>Toni Ellenberger</td>
<td>724-537-1722</td>
<td>Marsha Nagg</td>
<td>724-537-1474</td>
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<tr>
<td>Monongahela Valley Hospital</td>
<td>724-258-1000</td>
<td>Janet Forlini</td>
<td>724-258-1054</td>
<td>724-258-1056</td>
<td>Nancy Bartman</td>
<td>724-258-1056</td>
<td>Marsha Chacko</td>
<td>724-258-1056</td>
</tr>
<tr>
<td>Pellis Road Orthopedic Clinic</td>
<td></td>
<td>Joyce Andrews</td>
<td></td>
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<td>724-689-1970</td>
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<tr>
<td>Westmoreland Hospital</td>
<td>724-832-4000</td>
<td>Linda Decker</td>
<td>724-830-8537</td>
<td>724-832-4380</td>
<td>Jennifer Stevenson</td>
<td>724-832-4387</td>
<td>George Roskos</td>
<td>724-832-4387</td>
</tr>
<tr>
<td>Mountain View</td>
<td>724-834-6915</td>
<td>Ruth French</td>
<td>724-834-6915</td>
<td></td>
<td></td>
<td>Peg Fuller</td>
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<tr>
<td>Children’s Hospital of Pittsburgh of UPMC</td>
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<td></td>
<td></td>
<td>Stefanie Wilkinson</td>
<td>412-692-5747</td>
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<tr>
<td>Norwin Medical Commons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Marcia Knizner</td>
<td>724-527-8037</td>
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<tr>
<td>Citizens Ambulatory Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>John Humphreys</td>
<td>724-334-4758</td>
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</table>

Note: Information contained in the above table may have changed since the printing of this document. Students are encouraged to obtain contact information to the clinical sites they attend.
APPENDIX B

ARRT Standards of Ethics
Last Revised: August 1, 2010
Published: August 1, 2010

PREAMBLE

The Standards of Ethics of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, Certificate Holders), and to persons applying for examination and certification by ARRT in order to become Certificate Holders ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.