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Thank you for your interest in the Mary Washington Hospital School of Radiologic Technology. Many men and women have graduated from Mary Washington Hospital School of Radiologic Technology with a certificate in Radiologic Technology, have passed the national registry, and have entered the employment setting with skills second to none! Mary Washington Hospital School of Radiologic Technology has an excellent reputation, primarily because of the graduates’ performance and attitude following graduation.

In 1988, the need for Radiologic Technologists in the Fredericksburg Region was great. Mary Washington Hospital’s Executive Committee made the decision to sponsor a Joint Review Committee on Education in Radiologic Technology (JRCERT) accredited educational program. The decision to begin the program was also supported by Radiology Associates of Fredericksburg (RAF) and Radiologist Donald Kenneweg, MD served as the first Medical Director for the school.

The Radiologic Technologist program at Mary Washington Hospital accepted its first class in August of 1991 and graduated its first class of seven students in 1993. The program has successfully graduated over 150 Radiographers with an overall 92% first time ARRT pass rate. Furthermore, the program has 95% job placement rate since its 1991 inception. The first classes were held across from the Mary Washington Hospital building at 2301 Fall Hill Ave in Fredericksburg, VA. As the school grew and more space became available, the school relocated to the General Washington Building at 2217 Princess Anne Street in Fredericksburg. In 2006, the program moved to its current home on Fall Hill Avenue, where we continue to strive for excellence in the imaging sciences. The program is still greatly supported by Radiology Associates of Fredericksburg (RAF) and our current Medical Director, Radiologist Dr. Thomas Medsker, MD.

The Mary Washington Hospital School of Radiologic Technology graduates significantly shaped this Radiography Program by offering valuable observations, opinions, suggestions, criticisms, and insight from a student's perspective. Each person in the Organization is committed to success of our students; a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you.

Mary Washington Hospital values every student who attends the School of Radiologic Technology and respects every student's rights and privileges. This Prospective Student Handbook has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that may apply to you as a radiography student. If you have any questions, comments, or concerns please do not hesitate to contact me.

Again, Thank-You for your interest in the Mary Washington Hospital School of Radiologic Technology.

Ericka Lasley, M.S.R.S.,R.T.(R)
Program Manager/Director, MWH School of Radiologic Technology
2300 Fall Hill Ave, Suite 260
Fredericksburg, VA 22401
ericka.lasley@mwhc.com
540-741-1802
PROGRAM OVERVIEW

Mission Statement
The mission of the Mary Washington Hospital School of Radiologic Technology is to provide the healthcare community with graduate, entry level radiographers skilled in diagnostic imaging procedures and to provide safe and compassionate patient care.

Vision
To provide excellent service and safe quality imaging for future generations

Program Goals & Student Learning Outcomes
1. Students will possess entry-level employment skills.
   a. Students will perform a variety of examinations, consistently obtaining high quality images on the first attempt.
   b. Students will provide safe, appropriate patient care.
2. Students will communicate effectively.
   a. Students will demonstrate effective oral communication skills.
   b. Students will demonstrate effective written communication skills.
3. Students will demonstrate problem solving and critical thinking skills.
   a. Students will demonstrate critical thinking skills when analyzing problems.
   b. Students will effectively modify equipment and patient positioning for non-routine exams.
4. Students will exhibit professionalism.
   a. Students will protect all patients, visitors and staff from unnecessary radiation using the guiding principles of As Low As Reasonably Achievable (ALARA).
   b. Students will demonstrate professionalism in the clinical setting.
Program Effectiveness

The following charts demonstrate the yearly and five year average program effectiveness for the MWH School of Radiology. The charts contain information with regard to program completion rate, ARRT registry pass rate on the first attempt and the post-graduation employment rate as required by our national accrediting organization, The Joint Review Committee on Education in Radiologic Technology (JRCERT).

### Program Completion Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Students</th>
<th>Percentage Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>2014</td>
<td>8 of 10</td>
<td>80%</td>
</tr>
<tr>
<td>2015</td>
<td>7 of 7</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>5 of 7</td>
<td>71%</td>
</tr>
<tr>
<td>2017</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>5 Year Average</td>
<td>36/40</td>
<td>90%</td>
</tr>
</tbody>
</table>

The program completion rate is calculated based on the number of students that successfully complete the program divided by the number of students who are admitted into the program per cohort.

### ARRT Registry Pass Rate at First Attempt

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Students</th>
<th>Percent Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>7 of 7</td>
<td>100%</td>
</tr>
<tr>
<td>2014</td>
<td>7 of 9</td>
<td>78%</td>
</tr>
<tr>
<td>2015</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>5 of 5</td>
<td>100%</td>
</tr>
<tr>
<td>2017</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>5 Year Average</td>
<td>35/37</td>
<td>94.5%</td>
</tr>
</tbody>
</table>

The program completion rate is calculated based on the number of students that received a passing score on the first attempt divided by the total number of students who took the ARRT exam. These results are required by the ARRT and JRCERT for program tracking purposes.

### Student Employment Rate within Twelve Months of Graduation

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Students</th>
<th>Percentage Employed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>2014</td>
<td>9 of 9</td>
<td>100%</td>
</tr>
<tr>
<td>2015</td>
<td>7 of 7</td>
<td>100%</td>
</tr>
<tr>
<td>2016</td>
<td>5 of 5</td>
<td>100%</td>
</tr>
<tr>
<td>2017</td>
<td>8 of 8</td>
<td>100%</td>
</tr>
<tr>
<td>5 Year Average</td>
<td>37 of 37</td>
<td>100%</td>
</tr>
</tbody>
</table>

The student employment rate is calculated based on the number of post graduate students who have successfully secured employment in the field of radiologic technology divided by the number of students who are actively seeking employment but have not secured a job within the first twelve months post-graduation. Post-graduate students that are not actively seeking employment in the field of radiologic technology or elect to continue on with their education are excluded from the data.

To access the annual program effectiveness data, refer to the JRCERT website at: [https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx](https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx)
ADMISSION REQUIREMENTS

Student must:

- Be a high school graduate or possess a suitable equivalent. All students must have completed the minimum of an Associate’s degree or be within 6 credit hours of the Associate’s degree requirements upon entering the Program. Students will have one year to complete the required credits for the Associate’s degree. **Failure to complete the Associate’s Degree by the end of the 2nd semester of the program will result in dismissal from the program.** Overall GPA must be a 2.0 or higher. All the following prerequisite courses must be either part of the degree or completed at the start date of the radiology program: English Composition, Computer Course, Math for Liberal Arts or higher, Anatomy and Physiology I and II with a Laboratory component. All prerequisite courses must be completed with a “C” or better for admission to the radiology program.

- Must receive a passing percentile score of at least 70% on the admission test. Applicants will be scheduled to take a HESI Admission Assessment Exam and will be responsible for testing fees. International students must present proof of college English and Math placement tests or a passing score above 100 on the TOEFL test.

- Provide evidence of good health and successfully pass the substance abuse screening and criminal background check. The student must also provide proof of health insurance and citizenship before enrollment. The student will be responsible for any fees which may be incurred for these services. Students will not be permitted to rotate into clinical sites until the health assessment medical form has been completed.

- Meet the criteria for technical functioning which have been developed to define the physical conditions necessary for a technologist to function in the healthcare environment. The student is advised that this level of functioning must be maintained throughout the program. The school reserves the right to require student testing as it deems appropriate to meet these technical functions physical demands. These “technical functions” have been discussed under the admission requirements and are listed on the school website.

ADMISSION PROCESS

Submitting the Application

1. Submit an online application to the School of Radiologic Technology from January 1 - April 1, of the year the applicant wishes to be considered. A $40.00 non-refundable application fee must be paid via check within 5 days of application submission.


1. Make checks payable to MWH SORT. Please add 200-8140-49070 to the memo line of all checks or money orders.

2. Arrange for official transcripts from all colleges previously attended be sent to:

   Ericka Lasley, MSRS., RT(R), Program Manager  
   Mary Washington Hospital School of Radiologic Technology  
   2300 Fall Hill Ave Suite 260  
   Fredericksburg, VA. 22401
3. When the application is complete and transcripts have been received, the applicant’s file will be evaluated. Those applicants meeting the admission requirements will be notified via email to schedule the admission test (the HESI A2 Admissions Exam). Students will be responsible for examination fees.

4. All qualified applicants will be contacted to schedule their four hours of clinical observation.

5. All qualified applicants will be contacted via email to complete a behavioral assessment. Upon completion of the behavioral assessment applicants will be scheduled for an interview.

6. After the committee has reviewed and considered each application individually, notification of acceptance or denial will be sent to each applicant.

**Selection Process**
Admission to the School of Radiologic Technology is competitive. The admission committee reviews each application individually, examining a variety of characteristics that indicate an applicant’s potential for academic success. Applicants are selected on academic credentials, admission test scores, online Behavioral Assessment, interview, and clinical observation without discrimination. GPA quality points are awarded for all required course based on the grade earned for each course. (A – 100 points, B – 85 points, and C – 75 points. A&P I & II course and lab grades are worth 1.5 times the quality points earned). GPA quality points and HESI A2 Entrance Exam Scores are calculated and numerically ranked as listed below; written notification of the committee’s decision will be made to each applicant during June or July of the year in which they wish to be considered.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Courses Evaluated for Competitive Admissions</th>
<th>Misc.</th>
<th>Entrance Test</th>
<th>Rank Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;C&quot; or better in all classes</td>
<td><strong>Minimum 2.0 overall GPA</strong></td>
<td><strong>Anatomy Courses will carry a heavier weight when calculating GPA quality points.</strong></td>
<td>HESI minimum comprehensive score 70%</td>
<td>GPA conversion (75%) + HESI (15%) + HESI Critical Thinking conversion Score (10%) + Bonus Points</td>
</tr>
<tr>
<td></td>
<td>**Anatomy and Physiology I &amp; II with Lab **</td>
<td>A - 150 points B – 127.5 points C – 112.5 points</td>
<td></td>
<td><strong>Clinical Observations will be quantitatively assessed.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>English Composition and Rhetoric</strong></td>
<td>A – 100 points B – 85 points C – 75 points</td>
<td></td>
<td><strong>Behavioral Assessment will be quantitatively assessed.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MATH for Liberal Arts or higher</strong></td>
<td>A – 100 points B – 85 points C – 75 points</td>
<td></td>
<td><strong>Face to Face Interviews will be quantitatively assessed.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Introduction to Computers i.e. CSC 110</strong></td>
<td>A – 100 points B – 85 points C – 75 points</td>
<td></td>
<td><strong>Quantitative assessment criteria TBD</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Bonus points are awarded as follows:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 point – applicant resides in the service area (Fredericksburg, Woodbridge, Counties-Stafford, Spotsylvania, King George, Caroline, Westmoreland, Orange, Culpeper, Prince William)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 point – applicant has previous medical experience</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confirming Intention to Enroll
Once selected to attend the School of Radiologic Technology, applicants must confirm their intention to enroll in writing, submit medical health assessment forms provided by the school to include the technical functions paperwork, and successfully complete drug screening and certified background check as conditions of acceptance. The student must also pay a non-refundable $100.00 enrollment fee, which is credited toward the first year’s tuition, to secure their place in the class. Student class size is limited and determined annually by the Advisory Committee.

Alternate Student Status
The admission committee selects applicants who may be offered admission based on an alternate student status. These students will receive a letter giving them the opportunity to accept enrollment if the space should become available.

Reapplication to the Program
Students wishing to re-apply will follow the same process as those who are applying for the first time.

Students Educated in Foreign Countries
Applicants educated outside of the United States are required to submit proof that their foreign transcripts have been evaluated by an organization recognized for foreign transcript evaluation. This official evaluation must be submitted in lieu of the official foreign transcripts.

Provisional Student Status
Students are provisionally admitted to the program until all requirements have been completed. Incomplete college courses, incomplete medical forms, a failed drug screen or invalid background checks are all grounds for non-admittance.

Enrollment Contingencies
Acceptance of applicants will be contingent on the following:
- Completion of all academic general education requirements
- Completion of physical exam/questionnaire at the student’s expense
- Submission of the tuition deposit
- Return of program acceptance form
- Negative drug screen and proof of health insurance

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**HESI Admission Assessment Exam**

Completion of the HESI Admission Assessment Exam (HESI A2), an assessment tool used to evaluate prospective students and their potential for successful program completion, is required for consideration of acceptance into Mary Washington Hospital School of Radiologic Technology.

All applicants must complete these designated sections: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, Learning Profile & Personality Style, and Critical Thinking. A study guide is available through Elsevier.

Applicants have two (2) attempts to complete the HESI A2 Exam within a 1 year (12-month) time frame. The scores are valid for one (1) year from the initial examination date.

Applicants will be contacted by MWHC SORT Faculty for testing date after completed application has been submitted and reviewed. Applicants are responsible for all testing cost.
Valid criminal background check done by Human Resources
ARRT pre-eligibility approval for candidates who disclosed a positive criminal history (defined as anything from a misdemeanor to jail time)

**TECHNICAL FUNCTIONS CRITERIA**

All students must be cleared by a medical professional indicating they are capable of performing the following functions:

**Physical /Mobility**
Student radiographers must be able to use both hands to lift 30-35 lbs. at shoulder height, have the physical stamina in order to stand for an eight hour day, plus assist and support patients, either on stretchers or in wheelchairs. They must be able to reach above their heads to manipulate small objects or adjust pieces of equipment from the ceiling and move it around the room or position equipment six feet above the ground. Students must be able to bend, crouch, or stoop, stand or walk for long periods of time using both feet. They must be able to wear lead lined aprons weighing five plus pounds for two hours at a time. They need to have sufficient motor skills to position any size patient for all procedures.

**Hearing**
Students need the ability to hear to operate the equipment safely and effectively. They may be 10-15 feet away from their patient and must be able to hear them, with or without corrective hearing devices, plus hear audible equipment noises from a distance whether or not they are in view.

**Sight**
The student must be able to perceive patient position changes, expression changes, and color changes that might indicate patient needs or affect diagnostic outcome. They must be able to observe the patient from a distance of 10-15 feet. Vision may be corrected or uncorrected. They must be able to differentiate 8-10 shades of gray and have the ability to read requests or medicine vials. They must able to safely manipulate equipment using depth perception, and see well enough to perform all procedures and work in a low lighted room.

**Communication**
The student must be able to speak effectively, clearly and concisely to inform the patient about the examination and to provide instructions to the patient as necessary in order to obtain an optimal diagnostic result. They must read and verbally communicate in the English language to elicit vital information from and provide information for patients, staff, and physicians. Language translators are available through the health system. Tone and volume must be sufficient for close proximity, face to face, communication and distance.

**Cognitive**
Students must be able to comprehend and execute verbal and written statements in English. They also must be able to measure, calculate reason, analyze, and synthesize information to solve problems. They should be able to recall, understand, and apply basic scientific principles and methods.

**Behavioral/Social**
Students should be able to function under stress and time constraints. They should be able to demonstrate integrity, responsibility, tolerance, and respect. They need to be able to adapt to changing environments and display flexibility in the practice setting.

**AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) EXAMINATION APPLICATION**

Upon completion of all exam requirements and at the Program Manager’s discretion, students are permitted to pre-register for the ARRT exam up to 90 days before the graduation date. The ARRT will verify the student’s course completion with the Program Manager. The student may not sit for the examination until

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*rev. 10/2017 eml*
their graduation date. Students have the option to receive preapproval if they wish or if there is some doubt they would not be approved prior to graduation. Please see the Program Manager for instructions.

CURRICULUM / PROGRAM OF STUDY

The MWH School of Radiologic Technology combines classroom, laboratory, and clinical experience with increasing emphasis as the student progresses. In the clinical setting students are trained by qualified radiologic technologists who supervise these experiences. Clinical shifts are scheduled between the hours of 5:00 am – 7:00 pm, not to exceed 10 consecutive hours, Monday through Friday. Days and hours occasionally vary so students may experience a unique, equal and equitable educational opportunity consistent with specific objectives. Didactic class schedules are between the hours of 7:00 am – 5:00 pm Monday through Friday, not to exceed 10 hours per day. Total time per week will **not exceed 40 hours**. Part-time study is not available. To successfully complete the educational program, the student must achieve a grade of C (77%) or above in all courses. The School of Radiologic Technology does not offer an early graduation option. Students are enrolled in the curriculum for a period of 21 months and receive vacations and generous breaks each year.

**Units of Credit**
The Mary Washington Hospital School of Radiologic Technology is based on the semester calendar. The unit of credit is the credit hour. A credit hour represents one hour of classroom study, two hours of laboratory study, and/or three hours of clinical internship per week for 15 weeks during the Fall and Spring semester. A credit hour represents one and a half hours of classroom study, three and a half hours of laboratory study and/or four and a half hours of clinical internship per week for 10 weeks during the Summer semester. These classes are arranged by semester in order to build upon one another and must follow this outline:

<table>
<thead>
<tr>
<th>Fall Semester Year 1</th>
<th>Credit</th>
<th>Fall Semester Year 2</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 106 Intro to Radiologic Sciences</td>
<td>3</td>
<td>RAD 222 Radiographic Procedures III</td>
<td>4</td>
</tr>
<tr>
<td>RAD 120 Radiographic Procedures I</td>
<td>4.5</td>
<td>RAD 232 Adv Clinical Procedures II</td>
<td>9</td>
</tr>
<tr>
<td>RAD 130 Elementary Clinical Procedures I</td>
<td>4</td>
<td>RAD 212 Radiographic Imaging II</td>
<td>4</td>
</tr>
<tr>
<td>RAD 125 Patient Care Procedures</td>
<td>3</td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester Year 1</th>
<th></th>
<th>Spring Semester Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 112 Radiographic Imaging I</td>
<td>4</td>
<td>RAD 234 Adv Clinical Procedures III</td>
<td>9</td>
</tr>
<tr>
<td>RAD 132 Elementary Clinical Procedure II</td>
<td>6</td>
<td>RAD 216 Registry Review</td>
<td>3</td>
</tr>
<tr>
<td>RAD 122 Radiographic Procedures II</td>
<td>4.5</td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester Year 1</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 220 Intro to CT/Cross Sectional Anatomy</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 230 Advanced Clinical Procedures I</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAD 214 Radiation Protection and Biology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS** 70
## Course Descriptions

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 106</td>
<td>Introduction to Radiography</td>
<td>3</td>
<td>This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate / explain patient care procedures appropriate to routine and emergency situations. Upon completion students will demonstrate foundational knowledge of radiologic science.</td>
</tr>
<tr>
<td>RAD 120</td>
<td>Radiographic Procedures I</td>
<td>4.5</td>
<td>This course provides the student with instruction in anatomy, positioning, image evaluation and pathology of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.</td>
</tr>
<tr>
<td>RAD 130</td>
<td>Elementary Clinical Procedures I</td>
<td>4</td>
<td>This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, film evaluation, pathology and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 120.</td>
</tr>
<tr>
<td>RAD 125</td>
<td>Patient Care Procedures</td>
<td>3</td>
<td>This course provides a basic understanding of Medical Terminology. This course introduces the student to the elements of medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology and on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 122</td>
<td>Radiographic Procedures II</td>
<td>4.5</td>
<td>This course provides the student with instruction in anatomy, positioning, image evaluation and pathology of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.</td>
</tr>
<tr>
<td>RAD 132</td>
<td>Elementary Clinical Procedures II</td>
<td>6</td>
<td>This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.</td>
</tr>
<tr>
<td>RAD 112</td>
<td>Radiographic Imaging I (Equipment)</td>
<td>4</td>
<td>This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.</td>
</tr>
</tbody>
</table>
Third Semester

RAD 230 Advanced Clinical Procedures I 6 credit hours
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

RAD 220 Intro to CT/Cross Sectional Imaging 3 credit hours
Students are given an overview of CT, scanning and radiation protection as it applies to the modality. Information is given on the history of the field. Discusses responsibilities of the radiologic technologist for producing the scan, preparing the patient, and viewing anatomical areas of the body. Patient history, education and preparation, contrast media type, amount and administration route, patient positioning and orientation, scan parameters, and filming will be covered. Human anatomy, emphasizing the body tissues and commonly imaged body systems in the cross sectional plane are introduced.

RAD 214 Radiation Protection and Biology 3 credit hours
This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology.

Fourth Semester

RAD 212 Radiographic Imaging II (Image Acquisition and Evaluation) 4 credit hours
This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

RAD 222 Radiographic Procedures III 4 credit hours
This course provides the student with a review of Chest and Thorax, Upper and Lower Extremities, Abdomen, Spine, Cranium, and body systems. This course provides the students with instruction in Trauma Radiography, Special Procedures and Imaging Specialties. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

RAD 232 Advanced Clinical Procedures II 9 credit hours
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

Fifth Semester

RAD 234 Advanced Clinical Procedures III 9 credit hours
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology and patient care techniques. Principles other imaging modalities will be presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of all content areas, test taking techniques and job seeking skills. Upon completion the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

**ADVISORY COMMITTEE**

The Advisory Committee for the School of Radiologic Technology will be composed of the following individuals or their designee:

- Program Manager
- Program Medical Director
- MWH Radiology Operations Manager
- Manager, Medical Imaging of Fredericksburg
- Staff Technologists and/or Supervisors, as invited
- First Year Class Student, as invited

- Clinical Coordinator, Program Faculty
- Administrative Director, Hospital Imaging Services
- SH Radiology Operations Manager
- Manager, Medical Imaging of Lee’s Hill
- Second Year Class Student, as invited

The function of the committee is to keep the lines of communication open between the faculty, students, and advisors of the Mary Washington Hospital School of Radiologic Technology. Meetings will be conducted on such occasions as deemed necessary by the Program Manager, but at a minimum of once a year. Minutes of the meetings will be maintained in the School of Radiologic Technology Program Manager’s office.

**AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) EXAMINATION APPLICATION**

Upon completion of all exam requirements and at the Program Manager’s discretion, students are permitted to pre-register for the ARRT exam up to 90 days before the graduation date. The ARRT will verify the student’s course completion with the Program Manager. The student may not sit for the examination until their graduation date. Students have the option to receive preapproval if they wish or if there is some doubt they would not be approved prior to graduation. Please see the Program Manager for instructions.

**Student Rights**

**FERPA**

The Mary Washington Hospital School of Radiologic Technology and its faculty and staff will protect the privacy of students’ education records as required by federal law and regulations and as set forth in this policy under the Family Educational Rights and Privacy Act of 1974. A FERPA Consent to Release Student Information Form must be completed by the student before any protected information is released. A MWH SoRT FERPA Consent to Release Student Information Form is included in the Appendix of this handbook, may be obtained online in the Google Classroom or may be obtain from the Program Manager/Director upon request.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accréditing organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

**Anti-Harassment Policy**

All students have the right to attend the MWH School of Radiologic Technology and all its organizational affiliates free of harassment. Please refer to the Harassment Policy in the Appendix.
JRCERT Non-Compliance Issues

Included in the back of this handbook is an abbreviated copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. (complete copy can be found at https://www.jrcert.org/programs-faculty/jrcert-standards/). If at any time during enrollment in the Radiography Program a student feels the program is not in compliance, these noncompliant issues must be in writing and first discussed with the Program Director. The Program Director has 5 business days to respond. If the student is not satisfied, discussion should be taken to the Dean of Health Sciences. The Dean of Health Sciences has 5 business days to respond. At any time the student can contact the JRCERT at the address provided on page 2 in this handbook. The student’s written allegation of noncompliance and resolution will be filed and held is strictest confidence.

Student Assessment

The School of Radiologic Technology uses a variety of methods to assess the student’s ability to obtain the program’s outcomes and goals. Some of these methods are tests, research paper assignments, competencies, evaluations, class presentations, and community service.

Program Evaluation

During the program the students will evaluate all didactic and clinical courses in the curriculum. Before graduation the student will complete an exit questionnaire about their experiences in the program. After graduation a survey will be sent to the graduate and to their employer to evaluate the program’s effectiveness in the work place. Results of all evaluations will be used to enhance the curriculum and program.

Academic Evaluations

Evaluations and grades are given annually, at mid semester, and the end of the semester. At this time formal feedback will be shared with the student by the primary faculty. Throughout the program, town hall meetings will be conducted by the faculty for feedback from the students suggesting improvements to the classes and program.

Clinical Evaluations

Radiologic technologists will evaluate the students during their clinical rotation. The frequency of the evaluations will vary depending on the semester. The evaluation results will be reviewed with the students by faculty or the technologists. During the junior year, students must receive an 80% or above during any clinical rotation to maintain program progression. The student will meet with faculty for a discussion if an evaluation falls below 80% for an explanation of the circumstances. An educational plan or personal plan will occur if two evaluations are below 80%. If the student receives two additional evaluations below 80% during the educational plan, then dismissal from the program will occur. During the senior year of the program, students are expected to maintain an evaluation grade of 90%. The student will meet with faculty for a discussion if an evaluation falls below 90% for an explanation of the circumstances. An educational plan or personal plan will occur if two evaluations are below 90%. If the student receives two additional evaluations below 90% during the educational plan, then dismissal from the program will occur.

Faculty Evaluations

Students will evaluate faculty members at the end of each semester. Clinical instructors will be evaluated by the students at the end of the semester; periodic feedback will be given during the year if needed, with annual evaluations given and signed. Faculty and clinical instructor evaluations are confidential. Faculty evaluations are submitted to the School of Radiologic Technology Program Manager/Director anonymously via Survey
Monkey for review and analysis. Faculty is provided a summary of their respective course evaluations in order to incorporate student feedback for improvement as appropriate.

**CLINICAL SCHOOL FACULTY**

**Clinical Instructors**
Clinical instructors work with the students to provide support for the educational process in the clinical setting. Students report to the clinical instructor in each assigned clinical area and are to treat the clinical instructor as they would a supervisor.

Individuals designated as Clinical Instructors must:
1. Be a qualified radiographer as defined by the JRCERT
2. Have a minimum of two years of experience as a radiographer
3. Have worked for a JRCERT approved clinical affiliate for a minimum of one year
4. Successfully complete the MWH School of Radiologic Technology Student Evaluator Exam
5. Provide counseling, instruction, and evaluation of students
6. Maintain expertise in the field through continuing professional development and lifelong learning (ARRT registered with CEU compliance)
7. Demonstrate a comprehensive understanding of radiographic procedures and exposure manipulation
8. Demonstrate a desire to work with students and to assist them in achieving their goals and objectives

**COMPETENCY EVALUATORS**
As a part of the competency program, students will have their performance evaluated to document their progress. Competency Evaluators should meet the following criteria:
1. Maintain their ARRT certification in good standing and in CEU compliance
2. Be a registered technologist in radiography
3. Be employed as a technologist at a JRCERT approved clinical affiliate and have completed the 90 day probationary period and the Competency Evaluator Check-off Form
4. Be able to enforce the school policies pertaining to students
5. Participate in program continuing education activities or ARRT continuing education
6. Complete the MWH School of Radiologic Technology competency evaluator exam
7. Be objective when grading the student on work performed
8. Be approved by the MWH School of Radiologic Technology faculty
9. Maintain knowledge of department policies and protocol

**DRESS CODE**
Students represent the radiography program in all school related activities and settings. Students are expected to be neat, clean and presentable at all times. Attire and grooming are to be businesslike and project an image of professionalism. Students should be particularly sensitive to what patients, staff and visitors believe to be appropriate attire and appropriate grooming. Questions regarding appropriate attire should be directed to the Program Director/Manager.

- All classes held in the MWH SoRT Suite, 2300 FHA, are to be businesslike and project an image of professionalism.
- All classes held at any clinical facility require students to be in uniform.
- Student may wear a MWH School of Radiologic Technology approved t-shirt and black scrub colored pants for laboratory classes.
- Students are to wear eggplant colored scrubs. Only minimal colored piping/trim is permitted on the uniform. White or black shirts worn under scrub tops will be a solid color with no graphics or printing. No thermal shirts are permitted. The undershirt will be long sleeved, with the cuff coming to the wrist. The color choices will be black or white. Short sleeved shirts will be permitted but the sleeve length should not go past the sleeve length on the scrub top unless it goes all the way to the wrist. **Designs and color variations may be permitted by the expressed written consent from the CC or the PD during RTW, Holidays or free scrub/shoe day functions.**
- Students must wear non-skid, closed toe and closed heel shoes of strong construction. Uniform shoes should be white or black, and should be well maintained and polished as needed. Athletic shoes, nursing shoes, and closed topped clogs are permitted per department standards. Croc style shoes are NOT permitted. Footwear is to be worn with socks or hose. **Designs and color variations may be permitted by the expressed written consent from the CC or the PD during RTW, Holidays or free scrub/shoe day functions.**
- Eggplant colored scrub jackets or white lab coats are permitted. No sweatshirts, sweaters, or sweat jackets will be permitted, with the exception of the hospital approved black fleece jackets.

<table>
<thead>
<tr>
<th></th>
<th>Tops</th>
<th>Bottoms</th>
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<tbody>
<tr>
<td>Cherokee Core Stretch</td>
<td>4247</td>
<td>4044</td>
</tr>
<tr>
<td><strong>Cherokee Workwear</strong></td>
<td>4700, 4777</td>
<td>4020, 4200, 2005</td>
</tr>
<tr>
<td>Cherokee Luxe</td>
<td>1841, 1845</td>
<td>1066</td>
</tr>
<tr>
<td><strong>Luxe Warm Up Jacket</strong></td>
<td>1330</td>
<td></td>
</tr>
</tbody>
</table>

**Unisex**

- Nails should be neat and clean, no more than one-quarter inch from the tip of the finger. Light colored nail polish is acceptable. No chipped nail polish is acceptable.
- Artificial nails, including extenders, wraps, acrylics, tips, tapes and other appliqués are NOT to be worn. These guidelines are consistent with Center for Disease Control recommendations.
- Hair must be clean, well groomed and present a professional image. Hair that is shoulder length or longer that may fall forward must be secured off the shoulders and away from the face. No unnatural hair colors are permissible and bangs that are longer than the eyebrow must be pinned back away from the face.
- Due to close contact with patients, good oral and body hygiene are required. The use of an antiperspirant or deodorant is required. The use of fragrances, scented soaps and lotions is unacceptable due to allergies.
- Males must be clean shaven or facial hair must be neatly maintained and trimmed. No 5 o’clock shadow.
- Display of jewelry in body piercings other than pierced ears is not acceptable. No oral body jewelry may be worn. Students are permitted to wear three pairs of small stud-type earrings that should not exceed the natural border of the ear lobe. No hoops and no dangling earrings. No visible plugs or gauges may be worn at any time.
- Students are not allowed to eat, drink or chew gum in clinical areas.
- Rings with stones are discouraged as they may damage patient’s skin or lead to injury if caught on an object.
- Students may not wear necklaces that could hang onto or over the patient’s body. Thin chains only are allowed.
- No bracelets are permitted, only watches.
- No tattoos are to be seen. If visible, they need to be covered up with a flesh colored bandage.
- Smoking is prohibited at all Mary Washington Healthcare facilities. Students that smell of smoke will be sent home. This will affect the student’s clinical time and attendance and may affect the
student’s clinical grade.

**DRUG-FREE EDUCATIONAL ENVIRONMENT – See Appendix**

In keeping with the policy of the sponsoring institutions, the School of Radiologic Technology has determined students must meet the same standards as MWHC Associates as outlined in the Drug/Alcohol-Free Workplace Policy. Please refer to Appendix.

**EMPLOYMENT**

Student employment at an MWHC facility is at the discretion or decision of the employer and the student. However, the student is not permitted to function as an employee while participating in clinical or didactic instruction. The School of Radiologic Technology is not held responsible for the students who are employed and all burdens of service are transferred to the employer. Reference letters to employers for each student are available upon request to provide information regarding the courses completed and the current courses. The School of Radiologic Technology does not endorse any student or their ability while the student is in the program. Students are not permitted to wear the school scrubs while working as an employee.

**FACILITIES**

School of Radiologic Technology

Students have access to the school located at 2300 Fall Hill Avenue, Suite 260, during normal business hours or when faculty is on school grounds, Monday through Friday. Students who need additional hours for study purposes may contact the Program Manager or Clinical Coordinator to arrange for additional hours. The school location provides the classrooms, study areas, computer lab, and books available for research and study. There is also a kitchen area for lunch periods. Students are to initial and date all food items stored in the school kitchen. Unmarked items will be considered to be community property. The school will not be responsible for any personal property left on school grounds.

Radiology Library

Students may use books and periodicals in the Radiology Library, located in the Radiology Department at 1001 Sam Perry Boulevard, 24 hours a day. **This is not a lending library.** However, students may photocopy any articles or readings they desire. Student may also use the MWH School of Radiologic Technology Library for lending purposes.

**FINANCIAL ASSISTANCE**

The School does not participate in state or federally funded financial assistance programs. Students may apply for a scholarship through the Foundation at Mary Washington Healthcare. Restrictions do apply and the student must adhere to application requirements. Other scholarships are available through public organizations and private financial institutions. Students may need to acquire private funding or loans to finance tuition or other costs. It is the responsibility of the student to make arrangements to cover tuition and additional costs of the program. The school does qualify for Paralyzed Veterans Family Assistance and Pre/Post 9/11 GI Bill.
**ACADEMIC PROGRESS**

In order to continue in the School of Radiologic Technology, a student must maintain compliance of the following:

1. Maintain a grade of C or better in ALL college and radiology courses; a grade below a C in any course will be considered a failing grade. Any student who receives a course grade below a C during any semester will be dismissed from the program for academic failure.
2. Pay tuition promptly two business days before the start date of each semester.
3. Abide by policies outlined in the student handbook.
4. Failure to complete the competency exam or evaluation requirements may be carried over for one semester if the student is placed on an educational plan.
5. Should a student be placed on an education plan, all requirements of the education plan must be met. Failure to complete all requirements outlined in an educational plan will result in dismissal from the program.

**ACADEMIC RECORDS**

The following documents are maintained in the student’s permanent file:

1. Application for Admission
2. Transcripts and related records
3. SORT Final transcripts
4. Master Clinical Competency form
5. Release of Record forms

**GRADING SCALE**

The grading scale for the School of Radiologic Technology is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 94</td>
<td>A</td>
</tr>
<tr>
<td>93 – 85</td>
<td>B</td>
</tr>
<tr>
<td>84 - 77</td>
<td>C</td>
</tr>
<tr>
<td>76 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**GRADUATION**

Prospective graduates are to:

1. Complete all courses in the curriculum with a grade of C or better in each
2. Complete all clinical competencies, including the Terminal Competency Evaluation
3. Arrange to settle all indebtedness to the School of Radiologic Technology
4. Return all books
5. Clean out locker
6. Return Mary Washington Hospital identification badge and Dosimeter
7. Attend graduation unless excused with special permission from the program manager

**Junior students are required to attend the graduation of the senior class unless their absence is excused by the Program Manager, who will decide what requirements will be completed to make up for the absence.**
HEALTH POLICY

Health Policy

All students admitted to Mary Washington Hospital School of Radiologic Technology are required to receive the Hepatitis B vaccines (or sign a waiver). The vaccines are a series of three injections. The student must have the first injection prior to the first term of registration. The second injection must be received one month after the initial vaccination; the third injection must be received six months after the first vaccination.

Students entering Mary Washington Hospital School of Radiologic Technology must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use available protective devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact the Clinical Coordinator immediately. Based on current medical knowledge, the Clinical Coordinator will make judgment of communicability and advise the student regarding attendance.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement which verifies:

1. That returning to routine class, lab, and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.

2. Compliance with the Technical Standards established by the Mary Washington Hospital School of Radiologic Technology.

COMMUNICABLE DISEASES

A communicable disease is defined as any disease which may be transmitted directly or indirectly from one individual to another. A student must notify the Mary Washington Hospital School of Radiologic Technology Program Manager if he/she contracts or comes in contact with a communicable disease. If an exposure occurs, the student will be referred to the Health & Wellness Department. At that time, it will be determined what action, if any, may be necessary to protect the student, other students, staff, and patients. Time missed will be completed according to the attendance policy.

INFECTION CONTROL

Students are to observe standard precautions with all patients whenever there is a possibility of exposure to blood and other body fluids. Summary of the Center for Disease Control Guidelines to Prevent Transmission of Human Immunodeficiency Virus (HIV) and Other Blood Borne Infectious Agents in the Hospital:

A. Needles and Other Sharps - avoid accidental injury; dispose of in sharps needle disposable boxes.
B. Hand Washing - before and after patient contact donning gloves; before and after donning gloves.
C. Gowns - if soiling with blood and body fluids is anticipated.
D. Masks - for prolonged contact with coughing patients and when air borne or splattering is likely.
E. Protective Eyewear - if splashing of infectious materials is likely.

Standard precautions are required for all patients. Some patients also require additional precautions because of specific communicable infections or conditions. Some examples of these categories are strict isolation, contact isolation, drainage/secretion precautions, respiratory precautions, and enteric precautions. Students coming in contact with these isolation situations must observe the appropriate isolation condition. Any
Student having a question regarding infection control situations should contact the supervising radiologic technologist, clinical coordinator, or program manager. Any student believing they have received an exposure to infectious material must contact the faculty for referral as appropriate. Students may feel free to refer to Mary Washington Healthcare Infection Control policies, procedures and standards which are available online, through Lotus Notes, in the Policies and Procedures Database.

**LIABILITY INSURANCE**

All students enrolled in the Mary Washington Hospital School of Radiologic Technology are covered by personal and professional liability insurance policy.

Liability insurance coverage against medical malpractice is maintained as follows:

- **Professional Liability**
  - $2,000,000.00 each incident
  - $7,000,000.00 each aggregate

**NON-DISCRIMINATION**

The Mary Washington Hospital School of Radiologic Technology student recruitment, admission practices, faculty recruitment, and employment practices are non-discriminatory with respect to race, color, creed, religion, sex, age, handicap(s), and national origin.

**PROFESSIONAL CONDUCT**

To assure that the student conducts himself/herself in a manner appropriate to the dignity of the profession, the student will:

- Practice courtesy to all patients and their families, physicians, and hospital Associates in order to promote an environment conducive to quality patient care.
- Make every effort to protect the patient’s from unnecessary radiation. Practice ALARA.
- Protect the patient’s right to privacy and shall maintain all patient information in the strictest confidence. Students are required to complete the MWHC Code of Conduct and Confidentiality form on an annual basis.
- Protect the public from any and all misinformation or misrepresentation.
- Conduct themselves professionally at all times to include, but not limited to:
  - Never discussing personal problems and/or social activities in the presence of a patient.
  - Never speaking or laughing obnoxiously and/or boisterously in the presence of any patient.
  - Never eat, drink or chew gum in the presence of a patient.
  - Restrict telephone use for patient related activities only, except in emergency personal situations.
- Maintain all facilities in a neat, clean, and safe manner.
- Place the care of the patient above all else.
- Remember students represent the school at all arranged events; therefore, any photography taken must be evaluated and approved by the faculty prior to public display. According to the Social Media Policy of MWHC, postings of photographs or video taken on MWHC property or at a MWHC sponsored event must not be posted unless specifically authorized by MWHC Marketing and Communications-please refer to the policy attached in the Appendix.
RADIATION MONITORING AND PROTECTION

The student shall wear a radiation monitor or thermoluminescent dosimeter, which will record the radiation exposure amounts in all clinical education areas. The monitor is to be worn face up on the collar. The monitor should not be left inside any radiographic or fluoroscopic room. During fluoroscopy, the student must wear a lead apron, thyroid collar, and protect their hands should they be in proximity of the beam. The radiation monitor should be worn outside the protective garments for fluoroscopy. For portable radiography, the student must wear a lead apron during exposure. The radiation monitor is placed outside the apron. For portable c-arm fluoroscopy, the same protection procedures for regular fluoroscopy apply. Should it be necessary for a patient to be assisted in maintaining a particular position for radiographic examination, (i.e. held) personnel not normally exposed to ionizing radiation on a routine basis (family members, other hospital associates) should assist the patient. The individual who does assist the patient must wear leaded protective clothing. Under no circumstances should a pregnant person, or a female who thinks there is a possibility that she is pregnant, hold the patient. The student must follow established radiation safety practices at all times. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. The student is responsible for examining and initialing his/her radiation monitoring report monthly. It is for the safety and protection of the student and the clinical site that the student knows who the Radiation Safety Officer is and the responsibilities for which the student is accountable for while participating in the clinical curriculum of the radiography program.

Protocol for Student Radiation Exposures
Investigational levels for radiation film badges are delineated on page four and five of the MWH Radiation Protection Program. Students who have film badge readings exceeding 125 mrem per quarter will be interviewed by the Clinical Coordinator and may be counseled by the Radiation Safety officer. Higher levels may result in an investigation by the Radiation Safety Committee to determine appropriate action.

SPECIFIC CLINICAL POLICIES

Clinical Experience
Clinical experience is gained by attending five clinical courses during the five semesters of the program. Required clinical days will vary and are subject to change as deemed necessary by the Clinical Coordinator.

Clinical Rotations
Students will be assigned to clinical areas on a rotational basis. Schedules are given to students and the site clinical instructors at the beginning of each semester. Clinical start times begin between 5:00 am and 10:00 am; occasionally variances may occur. Students are expected to stay in the clinical area assigned. Students may not “swap” assignments.

Contacting Students During Clinical Hours
Absolutely NO CELL PHONES are permitted during clinical hours. Messages may be replied to during lunch or after hours. If the student needs to be reached for whatever reason, it is advised to leave emergency telephone numbers for the clinical facility or to have the family contact the school.

Lockers
Students will be assigned lockers at the MWH facility during the first week of clinic. Students are responsible for purchasing a lock for their locker. MWH assumes no responsibility for the loss of valuables secured in these lockers. Students are required to clean their lockers out and remove the lock from the locker
on their last day of clinic during graduation week. SH provides two lockers for radiology students; these lockers are #56 (diagnostic student) and # 58. The combinations for these lockers will be provided to the student by the clinical coordinator. Lockers are not provided at all sites.

Clinical Lock Boxes
Completed rotation evaluations or competency test forms should never be left unsecured. Lock boxes are provided in both the MIF and MWH work core areas to secure these forms. Completed forms should be neatly folded and inserted into the box. These boxes are checked by the Clinical Coordinator on a weekly basis. Rotation evaluations and competency forms completed at the Stafford Hospital facility may be mailed when completed via in-house mail by placing them in a tape sealed in-house mail envelope.

Clinical Supervision
The Joint Review Committee on Education in Radiologic Technology (JRCERT) requires that, prior to a student attaining competency; the student must function in a clinical setting under DIRECT supervision of a qualified radiographer. The JRCERT defines a qualified radiographer as a technologist certified by the American Registry of Radiologic Technologists (ARRT). All radiologic procedures/examinations will be performed under the DIRECT supervision of a qualified radiographer until the student has obtained the required competency on a given procedure/examination. The level of supervision the student receives is determined by the student’s level of competency. Students may only be tested for competency by an ARRT qualified radiographer.

Direct Supervision
Until a student achieves and documents competency, clinical assignments shall be carried out under the direct supervision of qualified radiographers. This means that a qualified radiographer:
- Reviews the request for the examination and evaluates the readiness of the student to perform the examination
- Evaluates the condition of the patient in relation to the student’s knowledge
- Is present during the examination
- Reviews and approves the images

Indirect Supervision
After demonstrating competency, students may perform procedures under indirect supervision. For indirect supervision, a qualified radiographer is immediately available to assist students regardless of the level of student achievement. This means that the qualified radiographer is present in an area adjacent to the room or location where the radiographic procedure is being performed and is within calling distance without obstacles in the way. This applies to all areas where ionizing radiation equipment is in use.

** Students are never allowed to perform portables or operating room cases alone.

*** Students are never allowed to repeat a film alone. A registered technologist must always be present when a student is repeating an image and must sign and date a MWH SORT film repeat document.

**Students found in violation of the direct/indirect supervision policy will automatically drop one Clinical letter grade per occurrence. **

Competency Exams
Per ARRT standards, students must successfully complete:
- Six mandatory general patient care activities
• Thirty-five mandatory imaging procedures
• Fifteen elective imaging procedures to be selected from a list of procedures
• One elective imaging procedure from the head section
• Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema

The MWH School of Radiologic Technology requires a total of 46 mandatory competency exams, 5 elective competency exams, (to include one elective imaging procedure from the head section, one elective from the CT scan section, one elective from the miscellaneous section and two for any other area), 10 terminal competency exams, and 10 patient care competency exams be successfully completed by each student prior to being recommended for graduation (71 total). A list of competencies will be provided to each student and an official record of the student’s competencies will be kept by the Clinical Coordinator but it is the student’s responsibility to keep their own record.

The process for proving competency will be described later in this handbook. The following competencies are the general category clinical competencies required:

<table>
<thead>
<tr>
<th>Upper Extremity</th>
<th>Lower Extremity</th>
<th>Chest/Thorax</th>
<th>Spine/Pelvis</th>
<th>CT Scan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geriatric/Pediatric</td>
<td>Abdomen</td>
<td>Fluoroscopy</td>
<td>Mobile/Surgery</td>
<td>Head</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RAD 130 Clinical Education I 4 competencies
RAD 132 Clinical Education II 15 competencies
RAD 230 Clinical Education III 10 competencies
RAD 232 Clinical Education IV 14 competencies
RAD 234 Clinical Education V 10 competencies 10 terminal competencies

**Terminal Competency Requirements**

Students must complete ten (10) **terminal competency exams** assigned by the clinical instructor or the clinical coordinator. Students must have completed all ARRT required competencies prior to completing terminal competencies.

These competencies will include:

<table>
<thead>
<tr>
<th>• 2 Portable studies</th>
<th>• 1 chest exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 Contrast study</td>
<td>• 1 abdomen exam</td>
</tr>
<tr>
<td>• 1 multiple study with 3 or more exams</td>
<td>• 3 extremity exams</td>
</tr>
<tr>
<td>• 1 C-arm study</td>
<td></td>
</tr>
</tbody>
</table>

Terminal competencies may only be graded by the clinical instructors, clinical coordinator or by a technologist assigned by school faculty. Students may not select the exams for the terminal competency. Students must successfully complete all terminal competencies with a grade of 90% or better to be eligible for graduation from the program.

**Achieving Clinical Competency**

To achieve and document competency on an exam a student must:

* Successfully achieve competency on the didactic exam and laboratory exam
* Verbally request to test for competency on the exam prior to the start of the exam
* Participate in any other X-ray exams that are ordered on the patient
* Present the competency evaluator with a competency form which documents that the student has observed one exam and has practiced three other exams under the direct supervision of a registered technologist **before the exam begins.**
  * Observe means that the student has observed a technologist performing the exam
  * Practice means that the student has performed the exam with minimal assistance from a technologist
* Are required to use their personal markers when testing for competency
* Must perform the exam without technologist assistance (lifting assistance by staff is permitted)
* Pass the competency exam with a minimum grade of 85%
* Answer five questions at the discretion of the technologist on anatomy and positioning of the exam.

All competency exams will be considered pending until the final approval from the Clinical Coordinator as indicated by being included on the student’s master competency file. Following the update on the master clinical file, the student may perform that procedure under indirect supervision with the exception of portable and OR exams. The Clinical Coordinator reserves the right to revoke competencies based on clinical performance and to assign clinical remediation as necessary.

**Portable Exam and Trauma Competencies**

Prior to testing for competency on trauma or portable examinations, in addition to the above listed clinical competency requirements the student first must have successfully achieved competency on a non-trauma or non-portable exam of the same type. A technologist will be present during these exams.

**Patient Safety Policy**

“The most basic legal parameter in health care is the standard of care which encompasses the obligation of health care professionals to do no harm and their reasonable duty to provide patient care.” (Towsley-Cook & Young, 2007, p.35). This policy references, the Identification of a Patient; Patient Identification, Use of Armbands policy, Verification of Accuracy of Radiology Orders policy, and the ASRT Practice Standards for Medical Imaging and Radiation Therapy Standard Four-Performance. (See MWH SoRT Student Handbook Appendix for these policies in their entirety).

**Patient Identification, Exam Documentation Verification, Anatomic and Demographic Image Identification**

Prior to taking radiographs on any patient in a MWHC facility, students must verify:

* The patient’s identity using two identifiers. All patients must be identified by two identifiers prior to any clinical treatment or procedure.
  a. Identifiers for banded patients will be patient name and account or medical record number. All inpatients, ER patients and outpatients at Mary Washington Hospital and Stafford Hospital must be wearing an ID band prior to being examined. At Medical Imaging of Lee Hill, all ER patients must be wearing an ID band prior to being examined.
  b. Identifiers for un-banded patients will be patient name and date of birth.
  c. For all patients, the two patient identifiers must occur in the procedure room.
* That the **Ordering Doctor Number** and **Ordered By Number** on the exam request match. If the numbers do not match the order must be verified in the patient’s chart, or on a written prescription as appropriate for the facility.
• That the physician's name on the Order Requisition is the ordering physician whose name appears in the patients chart or on the prescription.

• That the correct patient identification information is selected on the procedure work list on any imaging system being used. Any images taken under incorrect patient information are subject to disciplinary action regardless of if the information can be corrected prior to sending images to PACS.

• That the exam accession number matches the exam being performed.

• That the correct patient identification information is selected on the RIS system for exam tracking.

• That the date and time of the order are appropriate. Timed exams or preordered exams must be completed at the appropriate time.

• That the prescription is not expired and has been signed. *Student is responsible for verifying the expiration date as appropriate by the facility.

• That the correct side is ordered and that the correct side is being examined.

• That the correct marker is on the field of view in the anatomically correct location.

Students are responsible for ensuring that all of the above information is correct. Failure to follow the Patient Safety policy in its entirety will result in the following disciplinary action.

- Initial Warnings (1st occurrence)
- Written Warnings (2nd occurrence)
- Suspension (1-3 days) (3rd occurrence)
- Dismissal (4th occurrence)

**Lead Markers**

• Students will provide their own set of lead markers purchased at the beginning of the first program semester. Additional markers may be purchased by the student; however, the use of the three assigned initials is required and must meet school requirements. No unusually shaped markers (such as fish shaped) may be used. It is suggested that to save on shipping charges, students should order as a group whenever possible. Students are required to purchase Self Adhesive Position Indicator Markers with 3 (three) initials from Magic X-Ray Markers [https://www.magicxraymarker.com/self-adhesive-position-indicator-markers.html?search=mpp001](https://www.magicxraymarker.com/self-adhesive-position-indicator-markers.html?search=mpp001) SKU:MPP001. Students will use their three initial Syngo assigned initials.

• Students are expected to bring their markers to clinic 100% of the time. Students who forget their markers are permitted to use generic markers for the day to perform exams, student may not test for competency with generic marks, and therefore no competencies can be achieved that day.

• Students are expected to place their markers within the light field so that they are seen on each radiograph.

• Markers should be cleaned daily and between patients and after any exposure to contaminated areas.

• Markers may be kept on a marker holder and carried behind the students ID badge or on a marker holder that is carried in the student’s pocket. No markers are to be carried on the ID badge.

• Students are expected to place their markers along the lateral border of the body whenever possible. This makes hanging films or arranging them for display in PACS easier.

• When an extremity is in a prone position, the border that was termed as medial in an AP position becomes the lateral border in the prone position.

• Markers that are placed “anatomically correct” are considered to be appropriate.

Ex: An RPO cervical oblique may be marked with a left marker as long as it is anatomically correct.
Students may use the same marker for all views of the spine as long as it is placed anatomically correct.

Lead markers and all digital information such as patient position or grid use on films should be placed outside of the anatomy.

Students are to place their markers uniformly on extremity exams and to position extremities parallel to the film border to make the films look more professional.

Students are expected to collimate.

Lead markers with the student’s initials should be present on all films taken by the student.

Students are not permitted to let technologists use their markers.

Repeat Documentation
The documentation of repeats is a radiation safety concern. All repeated images taken by a student are required to be recorded on a MWH SORT Repeat Form. This form is available via a google docs link and is to be completed by each student at the end of each month. Repeat forms are due on the last clinical day of each month and are considered to be assignments. Failure to complete a repeat form within 3 days of the due date will result in disciplinary action with the loss of 5 points from the final clinical course grade for each day (Monday-Friday) it is late. Failure to accurately list all repeated exams will be deemed falsification of clinical documentation. Falsification of clinical documentation will result in disciplinary action. Students who perform repeats without a technologist present will automatically drop one clinical letter grade per occurrence.

Sensitive Procedures
To establish guidelines that protect patient privacy and prevent both male and female radiology students from being placed in potentially compromising situations, the following policies will be adhered to in all MWHC clinical sites. The participation of students in any procedure is subject to the approval of the patient.

Barium Enemas (BE) – Male students are restricted to inserting and removing enema tips on male patients and female students are restricted to inserting and removing enema tips on female patients. Students are not authorized to insert or to remove enema tips for BE studies except under the direct observation of an ARRT registered technologist. Students must complete a tipping check-off on BE tipping procedures. The check-off will consist of one documented observation of a BE tipping procedure, one documented practice with the technologist’s hand placed on the hand of the student while inserting the enema tip, and one documented insertion of the enema tip by the student under the direct observation of an ARRT registered technologist. If resistance is met during the insertion of an enema tip, the technologist will take over the tipping procedure. Students are never permitted to inflate the balloon of the enema tip. Students must successfully complete RAD 125 Patient Care Procedures prior to achieving competency in BE tipping procedure.

Hysterosalpingograms (HSG) – Are considered an exam of opportunity and may only be observed with permission from the patient.

Voiding Cystourethrograms (VCUG) - Male students may participate in VCUG studies on male patients and female students may participate in VCUG studies on female patients. Both male and female students may participate in exam preparation and set up prior to the patient entering the exam room.

Neither male nor female students are permitted to enter a room in which patient is not reasonably clothed or draped unless a radiology or hospital Associate is also present.
STUDENT HEALTH

Health Assessment & Physical/Drug Screening
Each student must have a physical by a physician of their choice and submit the Health Assessment & Physical Form by the first day of classes. Acceptance to the program is contingent upon the physical indicating the student can successfully function according to the technical functions of a radiologic technologist. This includes the ability to perform all the technical functions required by the program. Certain vaccines may be available at the MWHC Health &Wellness department. See the Program Manager for the lists and associated fees.

Health Insurance
Health insurance is required by the program and the prospective student must provide proof of insurance before enrolling into the program. All fees incurred by this service are at the expense of the student.

Injuries or Illnesses
If a student sustains an illness or injury on the premises, contact the Clinical Coordinator or Program Manager immediately. If a student sustains an illness or injury on the premises, evaluation by the Health &Wellness or Healthlink nurse may take place. Any follow-up care must be provided by the student’s personal physician at the student’s expense. All major illnesses or injuries, personal medications, and all other medical care shall be the responsibility of the student. Should a student be exposed to a serious infectious disease in the clinical setting, they will have an initial counseling with the MWHC Health & Wellness Department and will be referred to their personal physician for care. The cost of this care is the responsibility of the student. Any injury occurring on clinical time is to be written up on an Incident Report (Incident Reports can be obtained from the Program Manager) and a copy presented to the Program Manager after seeing the Wellness Department for inclusion in the student’s record. The Program Manager at any time can request a physician’s release for return to school as the program does not provide light duty of any sort.

Illness at Off-site Courses and Activities
The Mary Washington Hospital School of Radiologic Technology does not assume responsibility for illness or injury sustained by any student while participating in offsite courses or activities, traveling to and from the courses or activity, or traveling to and from the hospital or school. If a medical condition occurs, a full medical release may be necessary for the student to return to the program.

MWHC Health & Wellness
There are certain instances when a student may need to be evaluated by MWHC Health & Wellness. These occasions may include situations regarding exposure to blood/body fluid/needle stick or if a student has an infectious disease. These visits would be to ensure that the health and safety of the student, patients, visitors and Associates are considered.

STUDENT SERVICES

Guidance
Students receive educational guidance from the faculty on an ongoing basis. Structured guidance sessions regarding academic and clinical progress are conducted by the Program Manager at mid semester and the end of the semester, at the student’s request or at a faculty member’s request. Students seeking personal counseling or educational disabilities can be referred to the Rappahannock Area Community Services Board (RACSB). It is committed to improving the quality of life for people with mental health, intellectual disability, and substance abuse problems.

Americans with Disabilities Act
The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. The purpose of the American Disability Act (ADA) is to ensure that students who may have special needs are provided with reasonable accommodations to help them achieve academic success. It is the student’s responsibility to complete the ADA request form and to provide appropriate disability documentation to the MWH School of Radiologic Technology.

Students must be able to perform according to the physical demands of the Technical Functions Criteria in order to be considered for the program. Request for reasonable accommodation must be handled on an individualized basis. It is recommended that any disability be presented to the Program Manager so measures may be taken to evaluate and accommodate said disability. The MWH School of Radiologic Technology, Program Manager in conjunction with the Community Programs, Cultural Services Coordinator will determine the appropriate accommodations. The MWH Health and Wellness, Nurse Manager will review each case and assist with clinical accommodations as appropriate.

Financial
Although the program does not offer federal financial aid in the form of PELL grants and/or federal student loans, we do accept Pre and Post 9/11 GI Bill through the Department of Veteran’s Affairs. Students are encouraged to contact personal banks for private loans or use personal organizations for scholarships and grants. Two on-line sites which have been recommended at state meetings are Fastweb.com and Finaid.

TIME OFF/SCHOOL BREAKS
A minimum of twenty days (160 hours) is available for each student per school year. Specific dates of the breaks are determined by the Program Manager.

- **Holiday Break**
  The facility recognizes the following holidays: New Year’s Day, MLK, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas during which time the school will be closed for any time period determined for the holiday. A minimum five-day block, during the last two weeks of December is allotted for a holiday break.
- **Spring Break**
  A block of at least five days will be given during the spring semester.
- **Summer Break**
  A block of at least five days between Spring and Summer Semester is allotted for a break.
- **Fall Break**
  A block of at least five days between Summer Semester and Fall Semester are allotted for a Fall Break.

TRANSFER OF CREDIT/STUDENTS
As a general rule, the School of Radiologic Technology does not provide for the transfer of students from another radiology program into its curriculum. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution. The school does realize certain circumstances may exist and will treat each case individually. The program reserves the right to deny admission if the possibility of course completion exceeds more than two semesters. All course work will be completed in order to graduate from the program. Students may be granted transfer credit for completed general education courses taken previously if the courses articulate with the School of Radiologic Technology program. Students may be requested to submit course descriptions, competency transcripts, and education references for this articulation process. Transfer credits will only be accepted if the course was
taken at an accredited institution within five years or if the student was granted a degree from a college or university. Students may participate in the College Level Examination Program at local institutions and present scores for consideration of transfer credits.

**TUITION**

**Tuition:** Total program tuition is $10,000.00; this is divided into semester payments with each semester total dependent upon credit hours ($142.86 per credit hour). Books and uniforms are not included. Should a student withdraw from the program, a refund of a portion of the tuition may be possible. Although the program does not offer financial aid, students are encouraged to contact personal banks for private loans or use personal organizations for scholarships and grants. Two on-line sites which have been recommended at state meetings are Fastweb.com and Finaid.

Tuition is divided and paid per semester, due in full two days before the first day of class. Students who have not paid tuition by the first day of class may not attend class until tuition is paid in full. Students who have not paid tuition by the fifth day of the semester will be dismissed from the program. Any time missed will be made up in accordance with the attendance policy.

The MWH School of Radiologic Technology does not receive federal financial aid. In an effort to diminish the financial burden students are allowed to pay their tuition in two payments each semester. The first half of that semester’s tuition is due two days before the beginning of the first day of class and the second half is due the Monday of each midterm. First day of the semester and midterm dates are always listed on the academic calendar. Students who choose to take advantage of the MWH SoRT Tuition payment plan must complete the MWH SoRT Truth-in-lending statement each semester.

**Tuition and Fees:**

<table>
<thead>
<tr>
<th>Application Fee:</th>
<th>$40.00 non-refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESI Testing Fee:</td>
<td>$40.00 <strong>Subject to change</strong></td>
</tr>
<tr>
<td>Registration Fee:</td>
<td>$100.00 non-refundable</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$10,000 - $142.86 per credit hour</td>
</tr>
<tr>
<td>Uniforms:</td>
<td>$250.00**</td>
</tr>
<tr>
<td>Books:</td>
<td>$1000.00**</td>
</tr>
</tbody>
</table>

**estimated costs**

**TUITION REFUND POLICIES**

**Rejection:** An applicant rejected by the school is entitled to a refund of all monies paid excluding registration and application fee.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the $100 non-refundable registration fee.

**Other Cancellations:** An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a tuition fee of $100 and the $100 non-refundable registration fee.
Withdrawal Procedure:

A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.

D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

Students who withdraw from the School of Radiologic Technology after the beginning of an academic year will be given a refund for the tuition as follows:

1. The first $100.00 is non-refundable
2. The remaining tuition will be disbursed as follows:
   a. Withdrawal within the first four weeks of the semester 50%
   b. Withdrawal from 4-7 weeks of the semester 25%
   c. At and after 8 weeks of the semester No refund

WEATHER

In case of inclement weather, the program will follow Germanna Community College for closings and delays. In the case of a delay or an early closing, the length of the clinical day will be determined by the Program Director and Clinical Coordinator based on the earliest report time.

LEAVE OF ABSENCE- (More than 3 consecutive days)

Students are strongly encouraged to avoid lengthy absences from the educational program and to postpone elective surgery until completion of the course of study whenever possible. If a student is seen in the Emergency Department, is ill for two consecutive school days, or injured during or off school hours where a physician needs to be contacted, the Program Manager may request written permission to return to the program and a Health & Wellness visit may be required for evaluation prior to returning to the program. Health & Wellness routinely do not see students unless it relates to an on-the-job hazmat problem. However, it is acknowledged that long absences are sometimes unavoidable due to personal reasons, accidents or illnesses. **Students should only request a leave of absence in the most extreme circumstances.** Students requesting a leave of absence must do so in writing before the leave is to be taken. All classes, academic and clinical, missed must be made up before the beginning of the next semester. Final approval of the Leave of Absence request rests with the Program Manager. Students are provided up to 15 calendar days for a leave of absence. Should more than 15 days be needed, the student will be required to re-apply apply for readmission the following year at the same point in time in order to complete the program, space permitting. All course work must be completed for the semester in which the time is missed before the beginning of the next semester. Students who are unable to make up all time and course work may receive an “I” Incomplete for that term until all make up work and time is completed. If the student is unable to make up all missed work and time before the end of the first week of the following semester the student will have to withdraw from the program and apply for readmission the following year.
WITHDRAWAL, RE-ENTRY and RE-ADMISSION

Withdrawal
If special circumstances arise, a student may request in writing a leave of absence, which should include the dates the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so. The letter of withdrawal must include the student’s date of birth, social security number, and reason for withdrawing, effective date of the withdrawal, and signature.

Re-Entry
In order to re-enter the School of Radiologic Technology, the following conditions must exist:
1. The student must request, in writing, to return to the educational program.
2. The student must have completed at least two semesters in the educational program prior to withdrawing. Any student who had not completed two semesters is not eligible for re-entry and must re-apply to the program.
3. There must be space available for the student to return. It is at the discretion of the program as to the readmission of any student.
4. The student must return at the semester in the course of study where he/she withdrew. If the student withdrew in the middle of the semester, he/she will be required to return at the beginning of that semester.
5. The student must pay the prorated tuition for the academic year/semester in which he/she will return.
6. The student must demonstrate to the faculty competency in procedures in which he/she was previously declared competent. The student may be subject to additional participation should the faculty deem it necessary.
7. The student must complete all requirements for graduation including, but not limited to, required courses, competencies and clinical rotations.
8. The student acknowledges that remediation, if necessary, may lengthen his/her time in the program and may affect his/her graduation date. It may also affect his/her date of eligibility to sit for the American Registry of Radiologic Technologists certification examination.
9. All requests for financial refunds must be submitted in writing within 45 days of the determination of the withdrawal date.

Re-Admission
Students who interrupt the progression in the Mary Washington Hospital School of Radiologic Technology Program may apply for re-admission to the Program in writing to the Program Manager. Students dismissed from the MWH SoRT for safety violations will not be eligible for re-admission. The Program Manager will review each application on a case by case basis to determine eligibility. A student who fails to progress during the first semester of the Program must reapply for acceptance as a new student. Students must submit a re-admission request no later than mid-term of the semester prior to a planned re-entry. The Program Manager will prescribe the student a plan for re-admission based on clinical availability. The student may be considered for re-admission only once. Re-admission to the Program also depends upon the availability of clinical space. Students in regular progression will have first option to clinical availability.

Re-admission requires:
1. A 3.0 cumulative GPA in all course work.
2. That no longer than 36 months may elapse from initial admission term to date of graduation.
3. The student must enroll as a part-time student in the semester prior to their re-enrollment/re-admission as a full-time student. In this semester the student will enroll in Independent Study. This will allow the student the opportunity to be evaluated, remediated and reacquainted with the clinical and classroom environments. During the Independent Study course students must:
a) Take written exams covering major content areas taught in previously taken courses. The student must make a grade of 77 or better on each exam.

b) Demonstrate competency as prescribed by the Program Manager to the Clinical Coordinator in procedures in which he/she was previously declared competent; during a series of laboratory evaluation conducted by the Clinical Coordinator.

c) Successfully complete all conditions of the Independent Study course as prescribed by the Program Manager.

4. The Student successfully complete one practice exam followed by one competency evaluation for all ARRT mandatory competency examinations previously completed, with a score of >/80%.

5. The ability to meet and comply with standards and policies in the current Student Clinical Handbook.

6. The ability to meet and comply with the current ARRT eligibility requirements for certification.

**Students absent from the program for a period of greater than one year must reapply for acceptance as a new student.

**CLINICAL SITE ADDRESSES:**

**Mary Washington Hospital (MWH)**
1001 Sam Perry Blvd.
Fredericksburg, Va. 22401

**Medical Imaging at Lee’s Hill (MILH)**
10401 Spotsylvania Ave., Suite 100-1
Fredericksburg, Va. 22408

**Medical Imaging of Fredericksburg (MIF)**
1201 Sam Perry Blvd, Suite 102
Fredericksburg, Va. 22401

**MWHC Radiation Oncology**
1300 Hospital Dr. Suite 101
Fredericksburg, VA 22401

**Stafford Hospital (SH)**
101 Hospital Center Boulevard
Stafford, VA 22555
FACULTY:

Program Manager, School of Radiologic Technology:
Ericka Lasley, MSRS, R.T. (R) 540-741-1802

Clinical Coordinator, School of Radiologic Technology:
Nicholas Evans, MSRS, R.T. (R) 540-741-1926

Accreditation:
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive Suite 2850
Chicago, IL  60606-3182   www.jrcert.org

Certification:
The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, Minnesota 55120-1155
Phone (651) 687-0048
Fax: 505-298-5063 www.arrt.org   email@jrcert.org

Curriculum:
American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Tel: 800-444-2778, press 5 or 505-298-4500
E-mail: customerinfo@asrt.org

Certified to operate in Virginia by:
SCHEV
State Council of Higher Education for Virginia
James Monroe Building
101 North Fourteenth Street 9th Floor
Richmond, VA 23219

The program is approved for the education and training of eligible Veterans
### ACADEMIC CALENDAR 2017 - 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>New class orientation cohort 26</td>
<td>August 14, 2017* date may vary</td>
</tr>
<tr>
<td>Fall semester begins cohort 26</td>
<td>August 21, 2017</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 4, 2017</td>
</tr>
<tr>
<td>Mid-Term Exams</td>
<td>October 9, 2017 – October 13, 2017</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 20, 2017 – November 24, 2017</td>
</tr>
<tr>
<td>Finals</td>
<td>December 11, 2017 – December 15, 2017</td>
</tr>
<tr>
<td>Holiday Break</td>
<td>December 18, 2017 – January 5, 2018</td>
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<table>
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<th>Event</th>
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<tr>
<td>Spring Semester Begins</td>
<td>January 8, 2018</td>
</tr>
<tr>
<td>MLK Day</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>Mid-Term Exams</td>
<td>February 26, 2018 – March 2, 2018</td>
</tr>
<tr>
<td>Spring break</td>
<td>April 2, 2018 – April 6, 2018</td>
</tr>
<tr>
<td>Finals Week</td>
<td>April 30, 2018 – May 3, 2018</td>
</tr>
<tr>
<td>Graduation cohort 25</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>Semester Break</td>
<td>May 7, 2018 – May 18, 2018</td>
</tr>
<tr>
<td>HESI Testing</td>
<td>May 7, 2018 – May 11, 2018</td>
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<tr>
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<td>June 18, 2018 – May 22, 2018</td>
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<tr>
<td>Independence Day</td>
<td>July 4, 2018 – July 5, 2018</td>
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<tr>
<td>Finals Week</td>
<td>July 30, 2018 – August 3, 2018</td>
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<td>Semester Break</td>
<td>August 6, 2018 – August 17, 2018</td>
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<td>TBA</td>
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<td>Labor Day</td>
<td>September 3, 2018</td>
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<td>Thanksgiving break</td>
<td>November 19, 2018 – November 23, 2018</td>
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<td>December 10, 2018 – December 14, 2018</td>
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<td>Holiday Break</td>
<td>December 17, 2018 – January 4, 2019</td>
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<td>April 1, 2019 – April 5, 2019</td>
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<td>April 29, 2019 – May 2, 2019</td>
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<td>Graduation cohort 26</td>
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APPENDIX

Drug/Alcohol Free Workplace
Mary Washington Healthcare
Level: Corporate

Objective:
To establish and maintain an alcohol and drug-free work environment.

Content:
It is the policy of Mary Washington Healthcare and its subsidiaries to screen all individuals for the use of alcohol and illegal/non-prescribed drugs prior to their hire. Further, it is the policy to conduct workplace testing if reasonable suspicion exists that an Associate exhibits symptoms of drug or alcohol impairment. Testing will also occur if there are instances of controlled substance discrepancy or if an Associate is involved in a motor vehicle accident while operating a company owned vehicle or while working within a position classified as a “regular driver”. Refer to Drivers Policy (Use of Company Automobiles, Vehicles) policy. The implementation and coordination of the drug and alcohol screening program is the responsibility of the Health & Wellness Department of Mary Washington Healthcare and will be carried out as follows:

1. Applicants will be informed that Mary Washington Healthcare and its subsidiaries maintain a drug and alcohol-free workplace policy, and that a drug and alcohol screen will be required prior to performing productive work. This information is provided:
   a. During the initial job interview,
   b. In the letter confirming an offer of employment, and
   c. Prior to signing the consent form for conducting the drug and alcohol screen.

2. During the initial health screen, all newly hired Associates will submit, under controlled conditions, a urine specimen which will be screened for the presence of drugs of abuse.

3. Drug/Alcohol testing will be done in accordance with established Human Resources procedures on the occasions listed below. Upon the occurrence of any of the events listed below, the acting manager, patient care supervisor (PCS) or department specific supervisor must contact Human Resources immediately in order to ensure proper procedures are completed (for off-hours, the manager/PCS/supervisor must contact the on-call Health & Wellness RN in addition to the on-call HR representative).
   a. Pre-placement drug and alcohol testing.
   b. Alcohol testing “For Cause” and follow-up.
   c. Drug testing “For Cause” and follow up.
   d. Post incident testing for drugs and alcohol may be done following an OSHA recordable event. Testing shall not delay necessary medical treatment.
   e. When an Associate transfers to another position and/or department, (Department of Health and Wellness transfer guidelines will identify those positions that require additional testing prior to completing a recruitment transfer).
   f. When required for an education program at Mary Washington Healthcare.
   g. Post accident testing for drugs and alcohol may be done following a motor vehicle accident while operating a company owned vehicle or while working within a position classified as a “regular driver”. Refer to Drivers Policy (Use of Company Automobiles, Vehicles).

1. Post-accident testing for alcohol not done within 2 hours following the accident will require the supervisor of the Associate to document the reasons for the delay. If the alcohol test is not administered within 8 hours of the accident all attempts to administer the test will cease and the supervisor will document the reason(s) for the delay. The documentation becomes a part of the MWHC Health & Wellness record. An Associate that impedes testing (for example: late reporting of an accident) will be subject to disciplinary action. The documentation becomes a part of the MWHC Health & Wellness records as well as the Associates’ Human Resource record.
2. Post-accident testing for drugs must be done within 32 hours of the accident or documented as above by the supervisor of the Associate. An Associate that impedes testing (for example: reporting of an accident or failure to supply an adequate specimen for testing) will be subject to disciplinary action.

3. Any Associate involved in an accident must refrain from alcohol use for 8 hours following the accident or until tested by the MWHC Health & Wellness Department. Any Associate who does not remain available for testing or leaves the scene without justification prior to drug and alcohol testing is considered to have refused testing and is subject to termination.

4. It is the policy of Mary Washington Healthcare to prohibit the following (“prohibited conduct”):
   a. No Associate shall report for duty or be on duty or on Mary Washington Healthcare property while having a blood alcohol concentration of 0.02 or greater.
   b. No Associate shall possess or use alcohol while on duty.
   c. No Associate shall report for duty or be on duty or otherwise on Mary Washington Healthcare property while impaired by or under the influence of illegal drugs.
   d. The use, possession, manufacture, transfer, distribution, dispensation or sale of illegal drugs by Associates while on duty or on Mary Washington Healthcare property is prohibited.
   e. Refusal of an Associate to participate in the drug and/or alcohol screening process or failure to cooperate in the rehabilitation process requires the Associate to be relieved of work responsibilities, and the matter referred to Human Resources management for further action. The Associate shall be notified that such an action may result in employment termination. Refusal to submit shall include, without limitation, failure to provide adequate urine or blood specimens for testing or engaging in conduct that clearly obstructs the testing process.
   f. All Associates using prescribed controlled substance (i.e. pain medication, muscle relaxants) are required to be evaluated by the MWHC Health & Wellness Department prior to performing any work. No Associate is allowed to work under the influence of any substance that adversely affects the Associates' ability to perform assigned duties.
   g. No Associate shall report for duty or remain on duty if the Associate tests or would test positive for non-prescribed controlled substance or illegal drugs.

5. It is the policy of Mary Washington Healthcare to advise Associates who have engaged in prohibited conduct of available resources through the Employee Assistance Program (EAP) at Mary Washington Healthcare, in evaluating and helping Associates resolve problems associated with the misuse of alcohol and/or drugs.

6. Associates who have engaged in prohibited conduct may be subject to termination or, in appropriate circumstances returned to work, subject to the Associate's satisfaction of the terms of the Back to Work Employment Agreement and the following conditions:
   a. The Associate shall undergo a return-to-duty alcohol/drug test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol or a verified negative result if the conduct involved a controlled substance.
   b. The Associate shall be evaluated by the EAP to determine the need for and compliance with any required rehabilitation.
   c. The Associate shall be subject to unannounced follow-up alcohol and/or drug testing following the Associate's return to duty. The number and frequency of such follow-up testing shall be as directed by an EAP substance abuse professional, and consist of at least six (6) tests in the first twelve (12) months following the Associate's return to duty. The EAP counselor may terminate the requirements for follow-up testing at any time after the first six (6) tests have been administered. Mary Washington Healthcare may direct the Associate to undergo return-to-duty and follow-up testing for both alcohol and drugs. Follow-up testing shall not exceed sixty (60) months from the date of the Associate's return to duty.
d. In addition to above requirements, licensed or certified Associates will be treated in compliance with regulatory board requirements. Failure to meet the standards of treatment may result in the termination of the Associate’s employment.
e. Transportation arrangements will be offered whether or not the Associate consents to screening.
f. Associates on initial hire probation, including an extended probation, are subject to immediate termination.

7. Any manager, patient care supervisor (PCS) and/or department specific supervisor may refer an Associate for drug/alcohol screening to the Health & Wellness Department of Mary Washington Healthcare whenever reasonable suspicion exists that an Associate is using and/or under the influence of drugs and/or alcohol. After hours, page an MWHC Health & Wellness on-call nurse via the hospital operator. MWHC Health & Wellness will contact and act in partnership with the appropriate HR Representative.

8. Reasonable suspicion testing is based on specific observations concerning the appearance, behavior, speech and/or body odors of the Associate. The observations may include indications of the chronic and withdrawal effects of controlled substances or alcohol. This can include, but is not limited to: drowsiness or stupor; excessive excitement, anxiety, nervousness or depression; slurred speech; hallucinations; violent behavior; alcohol odor on breath; Associate found in possession of alcohol, suspected possession of illicit drugs (white powder, pills, etc.), or drug paraphernalia.

9. In cases of suspected diversion and/or unresolved controlled substance discrepancy, the Associate with prior access to the medication and the Associate who discovered the discrepancy may be required to complete a urine drug screen as soon as possible (no later than 24 hours). Testing is determined by the manager, pharmacy supervisor, Health and Wellness personnel and/or HR Representative based on the circumstances and the behaviors of the individuals involved.

10. The manager patient care supervisor (PCS) and/or department specific supervisor will accompany the Associate undergoing for-cause testing to the MWHC Health & Wellness Department (or designated area as defined by HR) and remain with the Associate through the signed consent process. The manager/patient care supervisor (PCS) and/or department specific supervisor will then wait in the waiting room until testing is completed. The manager will offer the Associate an opportunity to talk with an EAP counselor. If the Associate refuses this assistance it will be documented. After testing and EAP referral, the Associate will be sent home for the remainder of the shift if initial tests show positive results. An unpaid suspension will occur while testing is sent out for third party validation. If necessary, the manager/patient care supervisor (PCS) and/or department specific supervisor will have security escort the Associate to a taxi (billed to MWHC). If the Associate insists on driving home the manager/patient care supervisor (PCS) and/or department specific supervisor will notify the Associate that the police will be notified about the Associate potentially driving under the influence. If the Associate does decide to drive, the manager/patient care supervisor (PCS) and/or department specific supervisor must document the conversation and notify the police (noting the officer's name contacted). The Associate will be notified of the available test results upon completion and validation of all test(s). If the Associate's drug and/or alcohol test is negative or initial positive testing later confirmed acceptable (via work-approved prescription medications), any previous missed work hours will be paid to the Associate. If the initial test shows negative results, the Associate may or may not be sent home at the discretion of Management in partnership with HR, pending review of all facts and circumstances. The manager/patient care supervisor (PCS) and/or department specific supervisor will notify their director of occurrence. The director will notify administrator on call at their discretion.

11. All testing for drug or alcohol use requires a signed consent. If the Associate refuses to sign the consent then the manager will escort the Associate to the Human Resources Department (or notify the Administrator On-Call of the refusal and contact the on-call HR personnel during off hours). Refusal
may be grounds for immediate termination. The Associate is placed on an unpaid suspension pending Administrative review.

12. The supervisor making the referral will provide the MWHC Health & Wellness Department a written, signed, report of the observation or event prior to the release of the test results.

13. It is the policy of Mary Washington Healthcare to only provide copies of drug or alcohol testing results upon written request from the Associate. All Associate records are maintained with strict confidentiality.

14. Procedures for alcohol and drug testing are in accordance with guidelines established by the MWHC Health & Wellness Department.

15. Drivers designated to transport patients, residents, visitors and children (i.e., Kids Station, SAF, Security, etc.) will be tested randomly during the Associate’s regular work hours.

16. All Mary Washington Healthcare Associates must abide by the terms of this policy as a condition of employment.

17. Associates must notify the Human Resources Department of any criminal drug conviction no later than 5 days after such conviction.

18. When required by the Drug Free Workplace Act, Mary Washington Healthcare will notify the required contracting federal agency within 10 days after receiving notice under paragraph 17 from an Associate or otherwise receiving actual notice of such conviction.

19. Within 30 days after receiving notice from an Associate of a conviction under paragraph 17, Mary Washington Healthcare will, in accordance with the Drug Free Workplace Act:

   1. Associate has been employed with MWHC for at least two (2) years;
   2. Associate has successfully met Performance Appraisal expectations during employment;
   3. Associate has not received more than two (2) disciplinary Record of Conferences (ROC) within prior 12 months;
   4. Sponsorship of Department must not present an undue hardship to staffing or meeting patient/business needs; and
   5. If the Associate is returned to work, all conditions of the Back to Work Employment Agreement outlined in # 6 above apply.

20. Failure to comply with this policy in part or in full may result in disciplinary actions being taken, up to and including termination. In addition, MWHC will report violations of this policy as required by certification/licensing bodies, State or Federal regulations.

Approved:
Reviewed: 9/01
Revised: 10/98; 10/99; 11/00; 5/02; 4/04; 3/06; 3/07; 3/08; 7/10; 12/12

Signature(s):

____________________________________
Executive Vice President, Human Resources & Organizational