



School of Radiologic Technology





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SCHOOL CALENDAR

2014

August 11 Classes begin
 September 1 Labor Day (no school)
 October 20 Tuition payment #1 due (1st term)
 November 20 Tuition payment #2 due (1st term)
 November 27-30 Thanksgiving break (no school)
 December 22 Tuition payment #3 due (1st term)
 December 24-January 4 Christmas Break (no school)

2015

January 20 Tuition payment #4 due (1st term)
 February 2 Final deadline for 2015-2016 class applications
 February 10 Tuition payment #5 due (final 1st term payment)
 February 14 End of first term
 March 23 Tuition payment #1 due (2nd term)
 April 9-11 NSRT annual meeting Grand Island
 April 12-19 Spring break
 April 21 Tuition payment #2 due (2nd term)
 May 21 Tuition payment #3 due (2nd term)
 May 25 Memorial Day (no school)
 June 22 Tuition payment #4 due (2nd term)
 July 3-4 Independence Day (no school)
 July 20 Tuition payment #5 due (final 2nd term payment)
 August 14 Graduation
 August 17 Classes begin
 September 7 Labor Day (no school)
 October 20 Tuition payment #1 due (1st term)
 November 20 Tuition payment #2 due (1st term)
 November 26-November 29 Thanksgiving break (no school)
 December 21 Tuition payment #3 due (1st term)
 December 24-January 3 Christmas break (no school)

2016

January 20 Tuition payment #4 due (1st term)
 February 1 Final deadline for 2016-2017 class applications
 February 10 Tuition payment #5 due (final 1st term payment)
 February 13 End of first term
 March 21 Tuition payment #1 due (2nd term)
 April 14-16 NSRT annual meeting Grand Island (tentative)
 April 17-24 Spring break (tentative)
 April 20 Tuition payment #2 due (2nd term)
 May 20 Tuition payment #3 due (2nd term)
 May 30 Memorial Day (no school)
 June 20 Tuition payment #4 due (2nd term)
 July 4 Independence Day (no school)
 July 20 Tuition payment #5 due (final 2nd term payment)
 August 13 Graduation
 August 15 Classes begin
 September 5 Labor Day (no school)
 October 20 Tuition payment #1 due (1st term)
 November 21 Tuition payment #2 due (1st term)
 November 24-November 27 Thanksgiving break (no school)
 December 21 Tuition payment #3 due (1st term)
 December 24-January 3 Christmas break (no school)



Regional West Medical Center School of Radiologic Technology operates under the auspices of Regional West Health Services and its officers, including any governing boards. The school is located at 3701 Avenue D, Scottsbluff, Neb.

HISTORY

HISTORY OF SPONSORING ORGANIZATION

The Northwest Conference of the Methodist Church established the West Nebraska Methodist Episcopal Hospital in 1924 as a 20-bed facility. In 1967, the hospital moved from its downtown location to new 112-bed facility north of the city. With the move, the hospital changed its name to West Nebraska General Hospital (WNGH). In 1977, West Nebraska General Hospital acquired St. Mary Hospital. During this era, the two buildings were known respectively as WNGH North and WNGH South Units. The hospital's capacity increased to 262 beds. In 1988, another name change occurred for the medical complex to represent the 11-county area that the hospital serves within western Nebraska and eastern Wyoming.

Regional West Medical Center now serves over 120,000 people in 11 counties. In 1989, Medical Plaza North, a new medical office building, opened to better serve the medical staff and patients. In 1994, Regional West became a Level II Trauma Center. In 2000, Medical Plaza South opened, providing clinic space for the influx of physicians and expanding hospital services. Today the South Unit is known as St. Mary Plaza and is the location for the radiography program's classrooms and offices.

As western Nebraska's largest hospital, Regional West offers a full continuum of comprehensive health care services—from emergency care through outpatient rehabilitation. Growth of Regional West Health Services continued with the acquisition of several physician clinics in 2008 and the Ambulatory Surgical Center in 2009. Since its inception in 1924, Regional West has grown from a small community hospital to a progressive and impressive regional referral center.

Regional West is one of only three Level II Trauma Centers in Nebraska, providing 24-hour emergency and trauma care for patients throughout the Nebraska panhandle and eastern Wyoming. The medical center has received recognition for its Cancer Treatment Center, acute rehabilitation, and as a Bariatric Center of Excellence. The 184-bed facility is accredited by The Joint Commission. Regional West Medical Center is a not-for-profit subsidiary of Regional West Health Services. It is governed by a volunteer board of trustees comprised of community members. Its active medical staff has over 110 physicians, and represents more than 30 medical specialties and an additional 25 consulting specialists. Regional West provides more than 250,000 procedures for its patients annually. In addition, Regional West Laboratory Services performs more than 583,000 tests annually.



SERVICES

Services offered by Regional West are:

- Acute Rehabilitation
- Air Link Air Ambulance
- Behavioral Health
- Birth & Infant Care Center
- Breast Health Center
- Cancer Services
- Cardiopulmonary Services
- Community Pharmacy/Inpatient Pharmacy
- Critical Care
- Diagnostic Cardiac Catheterization Lab
- Education
- Emergency Department (*staffed 24 hours/day*)
- Endoscopy Lab
- Food & Nutrition Services
- Genetic Clinic
- Guest Services
- Hospice
- Imaging Services
- Infection Control
- Internal Medicine
- Laboratory Services
- Lithotripsy
- Neurodiagnostics
- Pain Management
- Palliative Care
- Pastoral Care
- Patient & Family Services
- Pediatrics
- Pre-Admit Testing
- Radiation Oncology
- Home Care
- Sleep Lab
- Rehabilitation Center
- Renal Dialysis
- Schools of Nursing
(*University of Nebraska, Western Nebraska Community College*)
- School of Radiologic Technology
- Sports Medicine
- Surgery
- Trauma Services
- West Nebraska Blood Bank Center



The active medical staff of over 110 physicians specializes in the following:

- Allergy
- Anesthesiology
- Cardiology
- Diabetes Care
- Ear, Nose & Throat, Head & Neck Surgery
- Emergency Medicine
- Endocrinology
- Dermatology
- Family Medicine
- General Surgery
- Hospitalist
- Imaging Services
- Internal Medicine
- Interventional Radiology
- Neurology
- Neurosurgery
- Obstetrics & Gynecology
- Oncology
- Ophthalmology
- Oral Surgery
- Orthopaedics
- Otolaryngology
- Pain Management
- Pathology
- Pediatrics
- Physiatry
- Plastic & Reconstructive Surgery
- Podiatry
- Psychiatry
- Pulmonology
- Radiation Oncology
- Rehabilitation Medicine
- Skin
- Vascular Surgery

Regional West is committed to providing quality care, and as a regional referral center and trauma center offers many medical specialties usually found only in metropolitan facilities.

Go to www.rwhs.org for more information.



Regional West Health Services Mission/Vision Statements

Our Mission: Regional West Health Services seeks to serve all the people of its communities as a steward of their health and health care.

Our Vision: Our vision is that patients, physicians, and staff are valued and are the receivers and givers of health care that is safe, efficient, and of the highest quality both now and in the ever-changing future.

Value Statement: We ask-always-What is in the best interest of the patient?

History of the Radiography Program

Regional West Medical Center School of Radiologic Technology was founded in 1951. The original goal of the program was focused on educating personnel for employment in the hospital. Through the years, emphasis shifted to prepare students for a wide variety of facilities. Today, students learn radiologic procedures that enable graduate technologists to work in a small community hospital or in a large metropolitan medical center. In each instance, the graduate is qualified to contribute to the field of medical imaging by providing high quality imaging skills while exhibiting excellent professional attributes. In 1998, the program relocated to St. Mary Plaza, and in 2009 moved into new classrooms within St. Mary Plaza.

The School's Mission Statement

Through our education and clinical experience at Regional West Medical Center School of Radiologic Technology, we emphasize the importance of effective communication, providing superior patient care, and becoming competent health care professionals.

Program of Study

Regional West Medical Center School of Radiologic Technology offers a 24-month program of study leading to a certificate in radiography. The web site for the school is located at www.rwmc.net/SORT.

Program Objective

Students entering the program shall complete the courses offered with at least a 3.0 GPA, participate in clinical activities to gain the knowledge and skills necessary to perform radiographic procedures with a high degree of ability, receive a certificate from the program and, upon graduation, successfully pass the American Registry of Registered Technologists examination in radiography.

Program Goals

Upon graduation from the radiographer program, the student will:

- Demonstrate the skills necessary to perform as an entry-level radiographer.
- Demonstrate critical thinking and problem solving skills.
- Demonstrate effective communication skills.
- Demonstrate attitudes and actions that promotes the professional attributes of a radiographer.

JRCERT

Regional West Medical Center School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT is the accrediting agency for many radiography programs. The JRCERT standards assure that a program maintains a high quality in education for the students as well as protecting the student and public from unwarranted or unsafe policies or practices.



Students are provided with a copy of the JRCERT standards as a part of the student handbook after enrolling in the program. Students have online access to the handbook in addition to a paper or CD copy. Students may also access the standards at <http://www.jrcert.org/programs-faculty/jrcert-standards>.

Provision is made for students to identify allegations regarding the program's non-compliance with the current JRCERT standards. A student who has an allegation that the program is not in compliance with the current standards is advised to complete the JRCERT allegation form and submit it to the program director.

No student will be subject to reprimand or harassment as a result of initiating a complaint, providing testimony, or assisting a fellow student with the presentation of a complaint. The program will maintain a record of allegations and their resolution.

The JRCERT standards assure that a program accredited by the JRCERT maintains a high quality in education for the students as well as protecting the student and public from unwarranted or unsafe policies or practices.

To contact the JRCERT Committee on Education in Radiologic Technology:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-2901
www.jrcert.org
Phone 312.704.5300
Fax 312.704.5304
mail@jrcert.org

State of Nebraska

Regional West Medical Center School of Radiologic Technology is accredited by the State of Nebraska under provisions of sections 85-1617 through 85-1621, Revised Statutes of Nebraska. The program is authorized to operate by the Nebraska Commissioner of Education under the provisions of Nebraska Revised Statutes, Sections 85-1601 through 85-1658 by the State of Nebraska Department of Education. A student with a complaint about the performance of the program may contact the program director of Private Postsecondary Career Schools at the Nebraska Department of Education.

Program Director of Private Postsecondary Career Schools
Nebraska Department of Education
PO Box 94987 | Lincoln, NE 68509
402.471.4825

NATIONAL CERTIFICATION EXAMINATION

Program graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) certification examination in radiography. The application fee for the examination is \$200. Generally, to sit for the exam, the student must graduate from an accredited program, have obtained an associate (or more advanced) degree, and have high moral standards. Graduates must not have engaged in any activity inconsistent with the Standards of Ethics as established by the ARRT. Applicants are required to report felonies, misdemeanors, or academic honor code violations as part of the application process. For more information about the ethical ARRT expectations for registered technologists, access the ARRT web site at www.arrt.org. To maintain certification, radiologic technologists must complete at least 24 hours of continuing education every two years.



AFFILIATIONS

Agreements are in place with area colleges or universities for student to transfer credit from the program toward an academic degree.

Associate’s Degree

The program and Western Nebraska Community College (WNCC) have an affiliation in place for students to receive an associate’s degree through WNCC after the first year in the program; provided that the degree requirements are met.

The program and Eastern Wyoming College (EWC) have an affiliation in place for students to receive an associate’s degree through EWC after the first year in the program; provided the degree requirements are met.

Bachelor’s Degrees

The program and University of Nebraska-Kearney (UNK) established an affiliation agreement in 2004. In 2006, the program and Chadron State College (CSC) also established an affiliation agreement. Students completing the program and the academic institution’s educational requirements may apply for a baccalaureate degree at the respective institution.

In 1999, the University of Nebraska Medical Center (UNMC) and the program initiated a memorandum of understanding to offer a distance education program for graduates who want to further their education in CT/MRI while residing in Scottsbluff. UNMC also offers a distance program for graduate radiologic technologists pursuing a baccalaureate degree in Radiation Sciences. For more information regarding these UNMC programs, go to www.unmc.edu/alliedhealth.

Students should contact the affiliated college or university concerning transfer of credit hours from Regional West Medical Center.

ORGANIZATION OF THE RADIOGRAPHY PROGRAM

| | |
|----------------------|--|
| Program Director | Daniel Gilbert, MEd, RT (R) (CV) (MR) (CT) (QM) |
| Didactic Instructors | Daniel Gilbert, MEd, RT (R) (CV) (MR) (CT) (QM) Cathy Bowman, RT (R) (CT) (CV) Dale Kochenower, RT (R) (CT) Rachel Rusch, BS, RT (R) (N) Lanna Zulkoski, BS, RT (R) (M) Karen Prouty, RT (R) (BD), CDT Jim Ramsey, BSRT (R)(CT)MR Levi Keener, BSRT(R)(CT)(MR) Sylvia Dolberg, MBA, RT(R)(CT)(CV) Doug Miller, RT(R), CNMT Stephanie Cannon, BS, RT(R) |
| Clinical Instructors | Randy Prouty, BS, RT (R) Debra Hilzer, RT (R) Renee Salas, AS, RT (R) Carolyn Anglesey RT (R) (M) (CT) Jennifer Troxel, AS, RT (R) (M) Pam Gall, RT (R), CDT Karen Prouty, RT (R) (BD), CDT |



Kelli French, RT(R)
Randi Stichka, BS, RT(R)(M) (CT)
Zachary Nesbitt, BS, RT(R)
Katy Oliverus BS, RT (R)(M)
Amber Smith, AAS, RT (R)(M)

Educational Advisory Committee

First-year student (to be designated)
Second-year student (to be designated)
Katy Oliverius, BSRT(R)(M), Regional West Medical Center-
Imaging Services-staff
Sylvia Dolberg, MBA, BA, RT (R) (CT) (CV), Regional West
Medical Center-Imaging Services-Administration
Daniel Gilbert, MEd, RT (R) (CV) (MR) (CT) (QM),
Program Director
Stephanie Cannon, BS, RT(R), Program Instructor
Deb Hilzer RT(R), Regional West Physician Clinic-
Orthopaedics-staff
Dale Kochenower, RT(R)(CT), Regional West Medical Center-
Imaging Services-staff
Connie McDonnough, Public Member
Randy Prouty, BS, RT (R), Chief Clinical Instructor
Karen Prouty, RT(R) (BD), CDT-Admission Coordinator
Pam Gall, RT(R), CDT, Regional West Physicians Clinic-Family
Medicine and Internal Medicine-staff
Carolyn Anglesey, RT (R) (M) (CT), Box Butte General Hospital-
Diagnostic Imaging-Administration
Jennifer Troxel, AS, RT (R) (M), Community Hospital: Medical
Imaging-Administration.
Randi Stichka, BS, RT(R)(M) (CT) Morrill County Community
Hospital-Radiology Services-Administration
Zachary Nesbitt, BS, RT(R) Morrill County Community
Hospital-Radiology Services-staff

EDUCATIONAL ADVISORY COMMITTEE

The radiography program is under the direction of the program director with advisement from the Instructors' Committee and the Educational Advisory Committee. The advisory committee is composed of the program director, a Regional West radiology administrator, clinical instructors, didactic instructors, student and staff representatives, and a public member. The committee handles a variety of responsibilities including evaluation and development of curriculum, program effectiveness, discipline of the student, and future development of the program.

CLINICAL EDUCATIONAL SETTING

Each day, students assist technologists and physicians in performing radiographic procedures. The student, after demonstrating competency, will perform examinations with indirect supervision. However, no matter how high the level of clinical experience a student has achieved, a technologist is always readily available to provide guidance to the student during procedures. Currently, the program has six different locations where students acquire clinical experience.

Regional West Medical Center-Scottsbluff, Neb.

Within the medical center complex, three different radiography departments are



designated as clinical education settings: Regional West Medical Center Imaging Services Department, Regional West Physicians Clinic-Orthopaedics, and Regional West Physicians Clinic-Family Medicine.

Regional West Medical Center is the largest clinical educational setting for the program. Continual updating of Regional West's Imaging Services makes this department one of the most modern in the region. The department is staffed with just over 40 registered technologists and a six-member radiology nursing staff. In 2009 Radiology Imaging Associates (RIA) began providing radiology services and interpretation of images for the Imaging Services Department. RIA is composed of over 70 members and is centered out of Denver, Colo.

Services available through the Imaging Services Department are:

- Bone densitometry
- C-arm imaging
- Computed tomography (CT)
- Digital subtraction angiography
- Computed and direct digital radiology
- Digital fluoroscopy
- Magnetic resonance imaging
- Digital mammography
- Interventional radiography
- Mobile radiography
- Nuclear medicine (including SPECT and PET imaging)
- O-Ring imaging
- Stereotactic mammographic biopsy
- Tomography
- Ultrasonography (abdominal and obstetrics)
- Vascular duplex sonography

The Regional West Imaging Services Department performs approximately 60,000 procedures annually.

The Radiation Therapy Department employs radiation therapists, a nursing staff, and a physicist for the facilities in Scottsbluff and the Dorwart Cancer Care Center in Sidney. One radiation oncologist is on staff at Regional West. The Radiation Therapy Department has one linear accelerator at each site. It performs approximately 8,000 procedures per year.

Regional West Physicians Clinic-Orthopaedics

Regional West Physicians Clinic-Orthopaedics has served the panhandle of Nebraska for 45 years. Orthopaedics consists of five board-certified orthopaedic surgeons, two physician assistants, one advance practice registered nurse, two radiographers, and five nursing personnel.

The goal at Regional West Physicians Clinic-Orthopaedics is to provide excellent health care to patients by providing them with information and options of treatment, both conservative and surgical, for their orthopaedic problems.

Specialties

- General orthopaedics
- Pediatric orthopaedics
- Sports medicine
- Total joint replacement
- Trauma



Regional West Physician Clinic–Family Medicine

Family Medicine mission statement: “Our profession is to care for you and your health.”

The Family Medicine clinic provides general diagnostic radiology service as well as bone densitometry. While it offers on site X-ray service at all of its clinics including Scottsbluff, Gering, Morrill, and the Walk-in Urgent Care in Scottsbluff, radiography students attend clinical assignment only at the Medical Plaza South site.

Two radiographers and one limited radiographer are employed in the Medical Plaza South clinic in Scottsbluff.

Equipment

- Radiography unit
- Bone densitometry

Box Butte General Hospital–Alliance, Neb.

Vision: The greatest place to receive care, to work, to practice medicine.

Mission Statement: To lead and innovate in health care delivery and community wellness.

Values: Safety ... Excellence ... Compassion Integrity ... Devotion ... Teamwork

Thirteen physicians, nurse practitioners, and physician assistants are on staff at Box Butte General Hospital. Thirteen technologists are employed in the Diagnostic Imaging Department.

Equipment

- CT
- Fluoroscopy/radiography
- Mobile radiography
- Nuclear medicine
- MRI
- Ultrasound
- Echocardiography
- Digital mammography
- DEXA

Community Hospital–Torrington, Wyo.

Mission statement: “The Wyoming Community Hospital cares for you and your family. It is a primary health care facility located in southeast Wyoming, which also serves western Nebraska, providing care in a variety of settings including hospital, family, and specialty clinics, home health, and long-term care. Its emphasis on excellent customer service and focus on teamwork create a positive and dynamic working environment where employees are encouraged to grow and develop.”

Ten physicians are on staff at Wyoming Community Hospital. Seven technologists are employed in the Radiology Department.



Equipment

- CT
- Fluoroscopy/radiography
- Mammography
- Mobile radiography
- MRI
- Nuclear medicine
- Ultrasound

Morrill County Community Hospital-Bridgeport, Neb.

Mission statement: “To exceed the expectations of those we serve by providing the highest quality health care services possible. Through collective values, we will create a challenging and inspiring organization of the best people, working together as a team, to accomplish our mission and improve our communities.”

Three physicians and two APRNs are on staff at Morrill County. Four technologists and two ultrasonographers are employed in the Radiology Department.

Equipment

- Radiography
- CT
- Ultrasound
- MRI
- Nuclear medicine

SUMMARY OF MOST RECENT PROGRAM OUTCOMES

Program effectiveness – The program will graduate entry-level technologists.

| | Recent Data | Historical Data | Benchmark |
|---|-------------|-----------------|-----------|
| Students will complete the program within 150 percent of the program length | 100.00 | 81.175 | 80.00 |
| Graduates will indicate they are satisfied with their educational program | 98.33 | 97.76 | 90.00 |
| Employers will indicate they are satisfied with the graduate’s performance | 100.00 | 100.00 | 90.00 |
| Students will pass ARRT certification exam on the first attempt | 100.00 | 100.00 | 75.00 |
| Graduates seeking employment will be employed within six months of graduation | 100.00 | 100.00 | 75.00 |



Goal #1 - The student upon graduation will demonstrate skills necessary to perform as an entry-level technologist

| | Recent Data | Historical Data | Benchmark |
|---|-------------|-----------------|-----------|
| The student will comprehend and apply the principles of ALARA for patients and others | 94 | 93.94 | 90.00 |
| Student yearly dosimetry report | 87mrem | 120mrem | 350mrem |
| The student will demonstrate knowledge of anatomy and pathology | 96 | 95.27 | 90.00 |
| The student will consistently demonstrate quality patient care skills | 100 | 98.69 | 90.00 |
| The student will consistently operate the radiographic equipment to optimize the quality of the image | 95 | 95.89 | 90.00 |

Goal #2 – Upon graduation, the student will demonstrate critical thinking and problem solving skills

| | Recent Data | Historical Data | Benchmark |
|---|-------------|-----------------|-----------|
| The student will demonstrate appropriate critical thinking and problem solving skills in the care of patients | 96 | 96.08 | 90.00 |
| The student will demonstrate appropriate critical thinking and problem solving skills in performing radiographic procedures | 97 | 96.21 | 90.00 |

Goal #3 – Upon graduation, the student will demonstrate effective communication skills

| | Recent Data | Historical Data | Benchmark |
|--|-------------|-----------------|-----------|
| The student will use appropriate oral and written communication in discourse with patients, peers, and medical staff | 95 | 95.87 | 90.00 |
| The student will accurately read and actively listen to understand and comprehend presented information | 93 | 94.56 | 90.00 |

Goal #4 – Upon graduation, the student will demonstrate attitude and actions that promote the professional attributes of a radiographer

| | Recent Data | Historical Data | Benchmark |
|--|-------------|-----------------|-----------|
| The student will investigate opportunities for professional growth | 98 | 97.67 | 90.00 |
| The student will demonstrate appropriate professional and ethical attributes | 100 | 95.86 | 90.00 |
| The student will demonstrate professional and community involvement | 87.5 | 81.12 | 90.00 |



APPLICATION INFORMATION

STUDENT SERVICES INFORMATION

Admission Policy

No restriction regarding age, race, creed, sex, nation of origin, handicap (provided the handicap does not present a hazard to others and the institution can meet needed accommodations), marital status, or any other legally protected status shall be made to persons applying to the program.

Applicants applying to the program shall meet the following requirements:

1. The applicant must be a high school graduate or the equivalent.
2. The applicant must have attained the age of 18 prior to the start of the program.
3. The applicant must have completed a minimum of 35 hours of college credit. Credit hours may be taken at any college or university. Regional West’s School of Radiologic Technology has established the following as prerequisites of college credit prior to entering the program.

| | |
|---|----------------|
| English Composition | 6 hours |
| College Algebra or higher math class | 3 hours |
| Statistics | 3 hours |
| Computer Literacy or Science | 3 hours |
| Biological Science (Anatomy & Physiology preferred) | 3 to 4 hours |
| Chemistry with a lab | 3 to 4 hours |
| Physics | 3 to 4 hours |
| Communications | 3 hours |
| Humanities/Social Sciences | 6 hours |
| Medical Terminology | 2 hours |
| Total | 35 to 38 hours |

To be accepted by the program, the student must demonstrate at least a grade of “C” for each prerequisite course.

4. The applicant must complete and return the application form to the program director by February 1.
5. Other items that must be submitted:
 - a) Official high school transcripts
 - b) SAT or ACT Scores.
 - Applicants who have not taken the ACT/SAT exam should arrange to complete testing before January 1
 - An ACT score of at least 18 is highly recommended
 - c) College transcripts
 - The student must demonstrate a cumulative GPA of at least 2.5
 - d) Observe at least four hours in a radiology department; complete the observation form and the attached listed questions
 - Please refer to Observation Format below
 - e) Reference forms are available for the applicant. The applicant will be required to send application reference forms to his or her references. The person identified as the reference should complete the form, seal it in an envelope, and sign the back of the envelope over the sealed edge of the flap. The applicant or reference then mails the form back to the School of Radiologic Technology. Reference forms are used in the selection process to identify areas of concern or in the occasion of a tie. Since the reference forms are confidential, they will be destroyed after the students are selected.



All submissions necessary for the application to the program must be postmarked no later than February 20 and sent to:

Regional West Medical Center
School of Radiologic Technology
4021 Ave B
Scottsbluff, NE 69361

6. In order to participate in this program and to be an effective radiographer, students must be able to meet specific technical standards. These standards include certain communications, and physical, sensory, mental, and behavioral requirements to ensure the safe performance of radiologic procedures.

Sensory Requirements

Perception of the patient and surrounding environment is necessary to perform competent health assessments and interventions. Operation of equipment requires functional use of vision, hearing, tactile, and olfactory senses. Examples of these requirements include but are not limited to:

- Sufficient vision and hearing to monitor the patient's condition during the radiographic procedure; the ability to distinguish typical from non-typical sounds created by the operating radiographic equipment.
- Vision sufficient to allow accommodation between brightly lit and dimly lit environments.
- Sufficient vision to discriminate between gray-scale tones and image brightness associated with the radiographic image and video display monitors.
- Sufficient sight to read printed and computer text, observe the patient's condition from a distance, and manipulate equipment and accessories.
- The ability to detect changes in environmental odors and temperatures.

Communication Requirements

The applicant must have the ability to use multiple communication techniques (verbal, written, nonverbal, group processes, and information technology) that enables effective communication with others. Examples of these requirements include but are not limited to:

- Speech skills sufficient to be understood by others, the ability to understand the communication of others, and the ability to understand and assess non-verbal communications.
- The ability to communicate proficiently in the English language (read, write, and speak) in order to relate with patients, patients' families, and staff.
- The ability to accurately collect and document appropriate information and to report this information to members of the health care team.
- The ability to communicate with sensitivity as well as teach, explain, direct, and counsel patients.

Psychomotor Requirements

The applicant must possess the gross and fine motor functions necessary to perform patient assessment and diagnostic interventions. Such interventions require coordination of gross and fine muscular movements, stamina, and equilibrium. Examples of these requirements include but are not limited to:

- The ability to maintain physical demands that require a full range of body motion including walking, raising arms above head and hand-eye coordination; and sufficient gross and fine motor skills to perform patient care and equipment adjustment.
- The ability to stand and walk for prolonged periods of time, up to eight hours per day.



- Possession of sufficient muscle strength and low back and knee stability to lift and carry grids, cassettes, positioning devices; and wear lead aprons and other shielding devices needed in performing radiographic procedures.
- The ability to assist patients including transport via wheelchair, gurney, or bed, and transfers to and from wheelchair, gurney, or patient bed to a procedure table.
- The ability to hold and use a writing instrument and operate a computer keyboard for recording information.
- The ability to move, adjust, and manipulate a variety of X-ray equipment (including the physical transportation of mobile X-ray machines) in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.
- The ability to physically place patients in proper positions for the examination according to established procedures and standards for speed and accuracy.

Intellectual-Conceptual, Integrative, and Qualitative Abilities

The applicant has sufficient psychological stability to be able to respond appropriately and efficiently in emergent situations. Examples of these requirements include but are not limited to:

- The ability to calculate and select proper technical exposure factors according to the physical dimensions and pathology of the patient and to work with speed and accuracy necessary to complete the requirements of the procedure while ensuring quality care and safety of the patient.
- The ability to measure, calculate, reason, analyze, evaluate, synthesize, problem solve, and use critical thinking skills to find practical solutions for didactic or clinical situations.
- The ability to comprehend three-dimensional structures and understand the spatial relationships of these structures.
- The ability to understand complex problems and to collaborate and explore alternative solutions.

Behavioral and Social Attributes

The applicant shall possess the emotional health required for full use of one's intellectual abilities and demonstrate good judgment with prompt and sage completion of all responsibilities. The applicant must have the ability to develop effective relationships with patients. Examples of these requirements include but are not limited to:

- The social skills necessary to interact effectively with those of the same or a different culture with respect, politeness, and discretion.
- Possession of the emotional health required for full utilization of intellectual abilities and support of the patient during radiographic procedures.
- The ability to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, and function in the face of uncertainties inherent in the clinical setting and with patients.
- Possession of moral reasoning and ethical behavior appropriate for a health care professional.

The applicant will need to be able to perform each of these tasks in a reasonably independent manner with or without accommodation. The applicant must acknowledge that he or she is capable of meeting the technical standards listed or that the applicant needs an accommodation. If an accommodation is necessary because of a disability, it is the applicant's responsibility to provide documentation of the medical need and to request the specific accommodation in writing from a Licensed Independent Practitioner (LIP).

The program will endeavor to satisfy requests for reasonable accommodations; however, the program cannot guarantee an accommodation. The program director will consult with hospital administration to determine whether the medical center can meet the applicant's



need. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the medical center, the applicant, the Educational Advisory Committee, and the program director when indicated. Students with disabilities will adhere to the same admission, progression, dismissal, and readmission policies as all students.

Applicants must tour Regional West's Imaging Services Department. It is necessary to complete Regional West's Confidentiality Agreement form prior to that tour. Contact a program official to complete this form. This tour may be done in conjunction with the interview for applicants.

All applicants are required to observe radiographic procedures for at least four hours within a radiology department and submit a completed observation form. Applicants completing observation at Regional West must complete Regional West's Confidentiality Agreement form before the observation. Contact the program director to complete this training. See Observation Policy 722.8.21.06.

A radiologic technologist may be exposed to electrical and radiant energy hazards as well as infectious diseases when imaging infectious patients. Students shall be instructed in proper procedures to reduce the chance of being affected by these hazards.

It is required that those accepted into the program be in good physical and mental health. Candidates accepted into the program must complete an enrollment assessment. Regional West Occupational Health Department will provide this assessment free of charge to the student. The assessment will include:

- A drug and alcohol test
- Assessment of blood pressure, weight, and height
- Blood draw for required tests (cholesterol, glucose, Rubeola, Rubella, Mumps, Varicella, Hepatitis B antibody) and PPD or chest X-ray
- General health history
- Latex exposure history

Candidates accepted into the program must complete all pre-requisite coursework with at least a C grade and pre-admission paperwork prior to the beginning of classes.

To be accepted into the program, a student must pass the pre-enrollment drug and alcohol testing and background checks for Regional West Medical Center and Banner Health.

Students accepted into the program shall be responsible for tuition payments, professional membership fees, their own room and board, and the purchase of books, uniforms, and their own health care.

Advanced placement of a student may occur when the student is transferring from another radiographer program. The Educational Advisory Committee will determine whether a student qualifies for advanced placement.

OBSERVATION FORMAT

Applicants may often have a misconception of the type of work that a radiologic technologist performs. The observation period introduces these responsibilities to the applicant. The student should complete the form and have the supervising technologist sign off at the end of the observation period before returning it to the program director.

In order to reduce disruption of patient care during the observation period, the applicant must follow certain rules:



1. Presentable dress - To portray the professional attitude the program desires to instill in its students, an applicant must comply with the following dress code for tour, observation, and/or interviews:
 - No T-shirts or jeans
 - No clothing with logos or advertisement displays
 - No sandals, flip-flops, or open-toed shoes
2. Patient confidentiality must be maintained at all times. Applicants may not discuss procedures or results encountered during the observation time when away from the facility. Applicants observing at Regional West must signed Regional West's Confidentiality Agreement form.
3. The applicant shall not participate in the examination. Radiographic procedures are accomplished in a specific way. Any disruption of this routine may affect the outcome of the examination.
4. The applicant must follow the instructions of the supervising technologists. Technologists are responsible for the safety of applicants, as well as patients.
5. The applicant must follow general safety procedures regarding X-rays:
 - a) Should an applicant be pregnant during the observation period, she should notify the supervising technologists so proper precautions may be taken.
 - b) Applicants must step behind the lead barrier of the radiographic room during radiation exposure with the exception of fluoroscopy or portables.
 - c) When portable procedures are observed, the applicant must wear lead protective apparel and stand as far from the patient and X-ray tube as possible.
 - d) When fluoroscopy procedures are observed, applicants must wear lead protective apparel.
6. The applicant must observe and note the general responsibilities and interactions of the radiologic technologist with the patients and indicate his or her findings. Observations and findings should be computer generated on a separate sheet to be sent in with the completed observation form.
7. Applicants must complete the observation form and return it to the program director's office. These completed questions are used in the student selection process, therefore accurate, complete answers are of significance in the application process. Handwritten submissions will not be accepted.

STUDENT SELECTION CRITERIA

The program applicant must submit an application form by February 1 of the year the applicant wishes to enter the program. To complete the application process, each applicant must also submit high school transcripts, college transcripts, SAT or ACT scores, a completed observation form, and references.

The applicant must insure that all submissions necessary for application are postmarked no later than February 20.

The admission coordinator will review each applicant's application prior to the interview date and advise the applicant in writing of areas of deficiency in meeting application requirements.

The selections committee will extend invitations to applicants who meet the admission criteria for an interview for positions in the program. The committee will provide interview dates to applicants in writing.



The program will offer an interview time to applicants pending resolution of any deficiencies by a specified cutoff date. Applicants must demonstrate completion of (or a plan to complete) courses identified as the prerequisites for the program before being scheduled for an interview.

The program requires students in the program to be academically proficient to graduate from the program. Applicants with an overall college grade point average (GPA) of 2.5 or greater will be offered an interview, provided that the applicant has demonstrated that the pre-requisite courses will be completed before the beginning of the program in August.

The program will use the following three categories in the selection of students:

Interviews

The interviewers will complete the interview summary form immediately after interviewing each applicant. The form used will identify a five point system, with five being the best.

Written Communication Skills

The applicant will be required to complete a written interview question during the interview process. With this essay and the previously submitted observation form questions, members of the selections committee will evaluate the writing skills of each applicant. The form used will use a four point system, with four being the best. The program will not reveal the applicant name to the person who evaluates the written submissions. The total score will be based on one-third grammar and spelling, one-third content, and one-third critical thinking.

SAT or ACT Scores

The student will submit a copy of his or her ACT or SAT scores.

References

The applicant is responsible for distributing the reference forms and providing the program with the names and addresses corresponding to the references on the application form. As a part of the application process, the applicant will print off reference forms. The person identified as a reference is instructed to complete the form, seal it in an envelope, and sign the back of the envelope over the sealed edge of the flap. The applicant or the reference is responsible for mailing the form back to the School of Radiologic Technology postmarked no later than February 20. The program will destroy confidential reference forms after the selection of students.

Alternately, the applicant may send an email of his or her reference to the program director at gilberd@rwmc.net who will forward an email reference form to the reference.

The admissions coordinator will compile the numerical components for the references of each applicant. The form used will identify a five point system, with five being the best. If the reviewer of the reference identifies an area of concern, the reviewer will communicate the concern to the interviewers for further investigation of the issue.

The ACT scores and the written assignments each have a 33 percent weight and the interview will have a 34 percent weight in the selection of the applicants. After completion of interviews, the data for each applicant from each of these three categories will be compiled and a member of the committee will add, average, and rank the selection criteria for each applicant. Applicants will be selected from this ranking.

The program will offer a position to the top applicants by rank order. In the event of a tie, the selection committee will use the following criteria to break the tie: references, comments from references, or re-interviewing applicants with the same score.



The program will notify all applicants of their status in regards to acceptance. Applicants selected will need to pass background checks and drug testing before final acceptance into the program.

Applicants identified as alternates will be notified. The program will contact an alternate regarding admission if a selected candidate does not enter the program. After July 15, no other alternates will be considered.

The program can select a maximum of seven students each year. The Educational Advisory Committee will be responsible for determining the actual number of total students accepted yearly. The number of students accepted each year shall be dependent on the available number of staff technologists in clinical educational settings during daytime hours, excluding radiation oncology, nuclear medicine, ultrasound, MRI, or at a management/supervisory level.

Not all available positions may be filled.

The conditional student must complete all prerequisite classes before the first day of classes and demonstrate completion by submission of an official transcript.

BACKGROUND CHECK

Clinical education settings provide vital hands-on experience for students as they advance in their education. Students are involved in patient contact and should be held to the same standards of patient safety as would any hospital employee. To assure the program and clinical settings that students conditionally accepted in the program are prepared morally and ethically to care for patients in the health care professions, a criminal background check is required. Regional West uses a background check to assure that students enrolled in the program do not have a felony history that may indicate a safety risk to patients, staff, or fellow students.

All conditional students accepted into the program at Regional West are required to successfully complete a pre-acceptance background check prior to beginning the program. A background check is done only after an applicant has been conditionally accepted. The background check will be performed in compliance with the Fair Credit Reporting Act. This information will not be used as a basis for denying enrollment unless the information indicates the conditional student is not suitable for the position.

Regional West Medical Center will utilize a third party agency to conduct the background check. The Human Resources (HR) Department at Regional West is responsible for all aspects of the background check process for students. HR will advise the program director if any conditionally accepted student fails to pass the background check.

The Community Hospital in Torrington, Wyo., a subsidiary of Banner Health, requires its own background check for students rotating through that clinical educational setting.

Therefore, students will have two sets of background paperwork to complete for the program, one for Regional West and the second for Banner Health.

All information obtained from the background check process will only be used as part of the pre-enrollment process and will be kept confidential.

Students conditionally accepted will receive the background check forms with their acceptance letter. The conditional student must complete the background forms and submit it to HR for submission to the agency by June 1. Failure to obtain a background



check by the stated deadline will result in non-entry into the program. The cost of this background check is included in tuition costs.

If the student does not pass both background checks, the decision of whether to accept the student will be determined by the Educational Advisory Committee on a case-by-case basis.

A criminal conviction does not automatically disqualify an applicant from consideration as a student at Regional West. The following items will be considered when evaluating the conviction:

- Nature and gravity of the criminal offense.
- Nature of the duties and responsibilities of the individual as a student and prospective employee.
- A pattern of other related criminal convictions.
- Age of the applicant when the criminal offense occurred.
- Time since the criminal conviction and/or completion of the sentence.

If the criminal history check reveals criminal convictions which the applicant failed to disclose on the application, the offer of enrollment will be withdrawn, unless the individual shows that a report is in error.

If the student wishes to appeal this decision and continue with the admission process, the student must meet with the program director and present in writing the reasons why he or she should not be considered a risk to patient safety. This process must be completed within 10 days of receipt of notification of ineligibility to enter the program because of the results of the background check.

After the meeting, the program director will write a recommendation regarding admission to the program. The recommendation, information presented by the student, and the background check information will be forwarded to the vice president in charge of Imaging Services.

The vice president will make the final admission decision and will notify the student and program director of the decision. The vice president's decision is final.

A student who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, certain offences involving moral turpitude, or violation of academic honor codes prior to admission or during the course of the Radiologic Technology Program may not be eligible for certification and registration by the American Registry of Radiologic Technologist (ARRT).

An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for a pre-application review with the ARRT in order to obtain a ruling of the impact of a felony, misdemeanor, or honor code violations on the student's eligibility for certification and registration.

A pre-application review procedure for the ARRT exam is available at the ARRT website at: <http://www.arrt.org>. Select the 'Educators and Students' tab and then select 'Ethics Review Pre-Application.'

TRANSFER POLICY

A student desiring transfer to Regional West Medical Center School of Radiologic Technology must have all pertinent information and previous educational records (including college and radiography program transcripts) sent to the program director prior to any determination of acceptance.



Students transferring into the program must complete the application form. References submitted must include his or her current program director and at least one of the clinical instructors from the former program.

A transfer shall be approved on an individual basis with emphasis on performance and references. Courses with grades of 80 percent or better shall be deemed as transferable into the program. Grades lower than 80 percent in the radiography program courses will require remedial training and retesting in those areas by the student.

The Educational Advisory Committee shall meet to determine whether to accept the student into the program.

Acceptance shall also be dependent on the number of students in the current cohort and availability of vacant positions within the program. The acceptance of a transfer student shall be subject to the limits of class size as determined by JRCERT. If accepted, the student will need to have appropriate background checks, pre-admittance drug testing performed, and submit required immunization records prior to admission.

The student will be placed into the appropriate year of training dependent on previous classes. Generally, if the student has completed the Anatomy and Positioning, he or she will be placed in the second year class. All classes or their equivalents must be completed before graduation.

The transfer student must meet Regional West Medical Center School of Radiologic Technology requirements prior to scheduled graduation. This shall include requirements for clinical education courses.

A student who wishes to transfer out of the Regional West Medical Center School of Radiologic Technology Program should contact the program director about transfer of grades and other needed materials. Grades will be sent to colleges or universities only upon written request by the student.

CONSIDERATION FOR A REQUEST FOR READMISSION

A student may be dismissed from the program due to various circumstances including failing a course, continued poor didactic or clinical performance, disciplinary intervention, or because of continuous or recurring illness. In certain circumstances, a student may seek readmission to the program. The student seeking readmission must follow the routine schedule for application to the program.

Inadequate Didactic and or/Clinical Performance Including Course Failure

The student's academic performance is constantly monitored. Students failing a course or failing to demonstrate progress in didactic or clinical performance will be dismissed. A student may request readmission to the program by seeking an interview with the Educational Advisory Committee [EAC].

During the interview with the EAC, the student shall provide written documentation of his or her reasons for seeking readmission.

The student must provide written documentation of objectives and realistic goals to the EAC indicating the steps he or she will take to improve academic and/or clinical performance.



The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

Further course failures will result in immediate termination from the program. Student recidivism in didactic or clinical performance will lead the Educational Advisory Committee to follow the Corrective Action Policy.

If a second termination occurs, the student has no recourse in seeking any further readmission to the program.

Disciplinary Intervention

A student terminated as a result of a disciplinary action generally will not be readmitted. The EAC may, by a majority vote, agree to hear a student's request for reapplication, taking into consideration the nature of the violation of school or hospital policy.

If the EAC votes to evaluate the student's request for readmission, the student shall appear before the committee.

During the hearing with the EAC, the student shall provide written documentation of his or her reasoning for seeking readmission. The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

If there are further violations of program or hospital policies such that the student's actions indicate recidivism, the EAC will follow the Corrective Action Policy that may include immediate termination.

If a second termination occurs, the student has no recourse in seeking any further readmission.

Long Term or Recurring Illness

A student terminated due to a long-term or recurring illness may apply for readmission.

Consideration for readmission is dependent upon the student's demonstration that he or she is capable of meeting the technical standards of the program or if an accommodation is necessary, documentation from a licensed independent practitioner must be provided by the student. The EAC may request an interview with the student if it is deemed necessary.

The EAC will vote on whether to consider the student's application for re-entry into the program. Approval of the student's application shall be by majority vote of the EAC. The outcome of this vote simply allows or disallows recognizing the student's application in the application process, and does not guarantee that the student will be selected as an incoming student.

If the student's illness returns such that a medical leave again becomes necessary, the EAC will, with the guidance of the student's licensed independent practitioner, determine whether the student can continue in the program.

If the EAC votes to allow a terminated student's application for any of the above reasons, the student will apply to the program as any other new applicant:



1. The terminated student must complete a new application form.
2. The terminated student will be required to complete the observation period and associated questions.
3. The terminated student must submit any new transcripts for courses taken since dismissal from the program.
4. The terminated student must provide references.
5. The terminated student will be interviewed by the selection committee.
6. If the terminated student is selected to enter the program, the student will need to complete background checks and pre-enrollment drug/alcohol testing.
7. The readmitted student is subject to current program and hospital policies.

Students readmitted to the program under this policy continue to be subject to the Corrective Action Policy.

If the EAC votes not to allow the student's application, the student may not seek readmission for at least one year.

Other causes for dismissal from the program not identified in this policy will be evaluated by the EAC to determine if the student is eligible to apply for readmission.

PROGRAM COST

Tuition for attendance at Regional West Medical Center School of Radiologic Technology is \$2,600 per year. Additional tuition costs may be incurred if co-registering with another academic institution during the enrollment period.

Transportation costs to the six clinical educational settings must be considered by the student.

Book costs are approximately \$1,000 for the two-year program (\$800 for the first year; \$200 for the second year). Students should also expect \$90 membership fees in the professional organization and \$75 for poster construction costs.

TUITION POLICY

Regional West Medical Center School of Radiologic Technology charges tuition each term. Payment for each program term is required.

Each student shall return his or her completed tuition payment agreement/enrollment contract before the beginning of the program. The student will receive a copy of the plan submitted for signatures of the student and the program director. The payment schedule identified on this agreement will continue throughout enrollment, unless the student makes a request in writing to the program director for a change and completes a new, signed payment plan.

Payment Plans

Two tuition payment options are available to all students.

Plan A-The single payment plan requires half of the year's tuition be paid at the beginning of each program term.



Plan B-The installment plan allows for monthly payments over five consecutive months of each program term.

- First term payments will be due on or before the date identified on the school calendar for the months of October, November, December, January, and February.
- Second term payments will be due on or before the date identified on the school calendar for the months of March, April, May, June, and July. Pre-payments will be accepted.

Students shall make payments to the program director in the form of check or money order. No cash will be accepted. If a credit card is used, the student will need to make the payment at the Regional West cashier's office and obtain a receipt. The student must then present a copy of the receipt to the program director to assure the payment is recorded. Students should request a receipt for each payment from the program director.

Late payments are strongly discouraged. Students should notify the program director if paying a tuition payment on the due date presents a problem.

Students failing to complete tuition payments before the end of term or graduation will not have grades and/or certificate of graduation issued until the balance of tuition and/or fees are paid.

The University of Nebraska–Kearney (UNK), Chadron State College (CSC), Western Nebraska Community College (WNCC), Eastern Wyoming College (EWC), or any other institution's tuition and fees are separate charges and must be handled through that institution's business offices.

The charges for tuition and fees are subject to change without prior notification.

Refunds

Full tuition refunds will be made for the term if the student withdraws or discontinues the program within two weeks after the beginning of the term. No tuition refunds will be made if the student discontinues the program any time after two weeks from the beginning of the term.

Refunds are determined based on the official beginning of the term as stated by the program and the student's last day of attendance. The program shall mail all refunds due within 60 days following the student's drop date.

No refunds will be made for purchased books and supplies.

Withdrawals/Dismissals

A student who withdraws or is dismissed has no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology; however transcripts will not be released for any term completed until tuition for that term is paid.

A student who withdraws or is dismissed should be aware that he or she may have to repay all or a portion of any financial aid they have received.

The program does not provide any direct federal or state financial aid to enrolled students; students receive federal or state financial aid as a result of co-enrollment with another academic institution and will be subject to the student refund procedure requirements of the Higher Education Reauthorization Act of 1998. Details regarding this requirement are available at UNK, CSC, or WNCC financial aid offices.



A student returning after a medical or pregnancy leave will pay tuition only for the portion of the program where tuition has not been previously collected during the two years.

Record Keeping

The program will maintain a financial record of expenses and payments made to Regional West Medical Center School of Radiologic Technology for each student while enrolled. This record will remain in the student's file for a minimum of five years after graduation or leaving the program.

FINANCIAL AID

The program does not actually administer financial aid to students but rather relies on the academic institution where the student is co-registered to assure that the student qualifies for federal financial aid. The program has an obligation to be in compliance with federal and state financial aid requirements to remain eligible for student to receive financial aid while in the program.

Regional West Medical Center School of Radiologic Technology offers federal financial assistance only through consortium agreements with CSC, UNK, WNCC, and EWC.

UNK and CSC offer federal and state financial aid to students in the program who are pursuing a bachelor's degree. WNCC and EWC offer federal and state financial aid to students in the program who are pursuing an associate's degree.

The program has met the requirements for the G.I. Bill that provides education benefits to veterans and their dependents.

For more information regarding loans and application paperwork, the student should contact the student's personal banking institution or the college financial aid office.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal regulations require that minimum standards of satisfactory academic progress be established for a student receiving federal financial aid. These policies must be the same as, or more strict than, the institution's standards for a student enrolled in the same educational program who is not receiving assistance under the Title IV/Title VIII programs. The program does not actually administer financial aid to students but rather relies on the academic institution where the student is co-registered to assure that the student qualifies for federal financial aid.

Standard Curriculum

The curriculum as identified by the program is based on the currently established ASRT radiography curriculum.

Satisfactory Progress

The program has established a standard curriculum and academic performance standards. The standard curriculum also establishes time allowed to complete each increment of the curriculum. The selective admission criterion of the program indicates normal progress expectations from admitted students. Regularly admitted and enrolled students are expected to achieve progress according to the program standards.



These standards apply to each academic term or any portion thereof:

1. Students must maintain a cumulative grade point average of at least 3.0 (80 percent) as identified by the program's grading policy. If the GPA falls below 3.0 (80 percent), this is an indication of a failing course or courses.
2. The student who fails a course will be dismissed from the program and the financial aid office where the financial aid originated (academic institution where the student is co-registered) will be notified of the dismissal. The student may appeal the grade using the appeal process found in the Corrective Action policy.
3. Full time students must complete the program within 150 percent of the published length of the educational program.
4. Students must report all financial aid from any source to the Financial Aid Office where the financial aid originated (academic institution where the student is co-registered).
5. Students receive periodic reports (usually monthly) on academic progress in consultation with the program director, didactic instructor, and chief clinical instructor.
6. Progress shall normally be measured as soon as possible after the end of each term.
7. Since the program itself does not disburse financial aid, the program makes no provisions for financial aid probation or suspension. However, the financial aid office from where the financial aid originated may place the student under probation or suspension.

Satisfactory Progress for Students with Co-Registered Status

The program director, upon request from WNCC, EWC, UNK, or CSC will communicate the academic status of students co-registered with the institution to meet the requirements for releasing financial aid to students.

Appeals

The following circumstance may qualify for a legitimate appeal of financial aid suspension:

- Student illness requiring physician's care in excess of several weeks.
- Major illness or death in the student's immediate family (spouse, mother, father, child, etc.).
- Legal issues that force the student to compromise class attendance for an extended period of time.

The student should contact the financial aid office at the academic institution where the student has co-registered to make an appeal for a financial aid suspension.

REGISTRATION

Students are automatically registered for classes at Regional West. Students who are co-registered with UNK, WNCC, or CSC are responsible for registering for classes through these institutions.



First Year Courses

| Fall Term | | Credit Hours |
|-----------|----------------------------------|--------------|
| 200 | INTRO TO RAD TECH | 2 |
| 210 | MEDICAL ETHICS | 1 |
| 220 | PRINICIPLES OF PATIENT CARE | 2 |
| 230 | RADIOGRAPHIC PROCEDURES I | 3 |
| 240 | RADIATION PHYSICS I | 1 |
| 260 | HEALTH PHYSICS I | 1 |
| 270 | RADIOGRAPHIC EXPOSURE I | 1 |
| 285-A | RADIOGRAPHIC POSITIONING AND LAB | 0.5 |
| 290 | CLINICAL EDUCATION I-A | 8 |
| Total | | 19.5 |

| Spring Term | | Credit Hours |
|-------------|----------------------------------|--------------|
| 235 | RADIOGRAPHIC PROCEDURES II | 3 |
| 370 | DIGITAL IMAGING | 3 |
| 320 | ADVANCED PATIENT CARE | 1 |
| 285-B | RADIOGRAPHIC POSITIONING AND LAB | 0.5 |
| 295 | CLINICAL EDUCATION II-A | 8.5 |
| Total | | 16 |

Second Year Courses

| Fall Term | | Credit Hours |
|-----------|------------------------------|--------------|
| 365 | RADIOGRAPHIC PATHOPHYSIOLOGY | 3 |
| 375 | RADIOGRAPHIC EXPOSURE II | 2 |
| 380 | ADVANCED PROCEDRUES | 3 |
| 390 | CLINICAL EDUCATION II-A | 13 |
| Total | | 21 |

| Spring Term | | Credit Hours |
|-------------|-------------------------|--------------|
| 360 | HEALTH PHYSICS II | 2 |
| 340 | RADIATION PHYSICS II | 2 |
| 369 | RADIOBIOLOGY | 2 |
| 377 | QUALITY ASSURANCE | 1 |
| 350 | IMAGING EQUIPMENT | 2 |
| 395 | CLINICAL EDUCATION II-B | 12 |
| 399 | REVIEW AND PRESENTATION | 0.5 |
| Total | | 21.5 |



COURSE DESCRIPTIONS

200 Introduction to Radiologic Technology

2 credit hours

Begins first term

This course introduces the student to the goals of the program, the obligations of the student in the program, an introduction to safety associated with radiation, hospital philosophy and organizational structure of the hospital, the radiology department and its goals, and an overview of the field of radiologic technology. The student is also introduced to the many computer systems used within the department.

210 Medical Ethics

1 credit hour

Begins first term

This course discusses the concepts of professional ethics, ethical behavior, HIPAA, and the repercussions of inadequate or negligent care and methods used to reduce liability. The effective methods of communication and interaction with patients and other health care team members are also discussed. This course includes a discussion of the radiographer's major areas of responsibility in the delivery of health care.

220 Principles of Patient Care

2 credit hours

Begins first term

This course introduces the basic concepts of patient care, including body mechanics, patient observation, physical examination, vital signs determination, emergencies and their management, medical-surgical asepsis, management of oxygen systems, intravenous and nasogastric therapy, urinary drainage systems, and standard precautions.

230 Radiographic Procedures I

3 credit hours

Begins first term

This course presents an overview of the human appendicular skeleton, and thoracic and abdominal structures identified radiographically. It involves the development of positioning skills for these structures for radiographic examinations.

235 Radiographic Procedures II

3 credit hours

Begins second term

A continuation of course 230, Radiographic Procedures II presents an overview of axial skeleton and internal structures identified radiographically. This class involves the development of positioning skills for these structures for radiographic examinations.

240 Radiation Physics I

1 credit hour

Begins first term

This introductory course covers matter, energy, the atom, X-ray production, interaction with matter, and properties of radiation.

260 Health Physics I

1 credit hour

Begins first term

This course introduces the student to the concepts of radiation, effects of radiation on the human body, and the need for protective measures from radiation.



270 Radiographic Exposure I

1 credit hour

Begins first term

This course provides a thorough understanding of the theory of X-ray techniques. This knowledge is correlated with practical application of technique selection based on sound principles and practices. This course discusses the composition of film, screens and effects in the processing cycle on film, and processing problems that may be encountered.

285-A Radiographic Positioning Lab and Evaluation of Radiographs

0.5 credit hour

Begins first term

This laboratory course is taken in conjunction with Radiographic Procedures I. The course evaluates radiographs for proper radiographic technique, positioning, anatomical visualization, projection identification, and proper image receptor size selection. Pathologic considerations of selected radiographs are discussed.

285-B Radiographic Positioning Lab and Evaluation of Radiographs

0.5 credit hour

Begins second term

This laboratory course is taken in conjunction with Radiographic Procedures II. The course evaluates radiographs for proper radiographic technique, positioning, anatomical visualization, projection identification, and proper image receptor size selection. Pathologic considerations of selected radiographs are discussed.

290 Clinical Education I-A

8 credit hours

Begins first term

This course provides clinical application of radiographic positioning taught in Radiographic Procedures I. The student schedules him or herself for daytime and weekend shifts.

295 Clinical Education I-B

8.5 credit hours

This course provides clinical application of radiographic positioning taught in Radiographic Procedures I and II. The student schedules himself or herself for daytime and weekend shifts.

320 Advanced Patient Care

1 credit hour

Begins second term

Students learn the theory and practice of the basic techniques of venipuncture, phlebotomy, ECGs, medications encountered in the radiology department, and pharmacology associated with the administration of contrast media and/or intravenous medication. The course also covers human diversity.

340 Radiation Physics II

2 credit hours

Begins fourth term

This course presents various aspects of physics, especially electromagnetic and particulate radiation as it pertains to radiology.

350 Imaging Equipment

2 credit hours

Begins fourth term

This course discusses the operation and physics associated with different types of equipment used in diagnostic radiology.



360 Health Physics II

2 credit hours

Begins fourth term

Instruction in this course includes the proper methods of monitoring radiation levels and ways to protect against unnecessary radiation. Students learn the federal and state regulations limiting the amount of radiation to the patient, technologist, and general public.

365 Pathophysiology

3 credit hours

Begins third term

The course will review human physiology, pathologies, and congenital abnormalities of all systems, advanced discussion of film evaluation, and application of critical thinking to viewing radiographic images.

369 Radiobiology

2 credit hours

Begins fourth term

This course defines the effects of radiation on the human body from the cellular level to the effects on the entire body. Students learn short term and long-term responses of the body to radiation from the developing embryo through adulthood.

370 Digital Imaging

3 credit hours

Begins second term

This course provides basic information about computer components, language, and application of computers in a radiology department. The course will also provide information in producing images with filmless radiography systems.

375 Radiographic Exposure II

2 credit hours

Begins third term

This course provides students with knowledge of the factors that govern and influence the production of radiographic images in film and filmless departments, enabling the student to apply this information to clinical situations.

377 Quality Assurance

1 credit hour

Begins fourth term

This course focuses on the importance of a quality assurance program in the principles of good quality radiographs, reducing patient exposure, and the operation of a more efficient radiology department. Instruction in basic radiologic assurance testing for radiographic, fluoroscopic, and tomographic units is also included.

380 Advanced Imaging Procedures and Sectional Anatomy

3 credit hours

Begins third term

This course covers special diagnostic procedures that are accomplished in radiology, mammography, nuclear medicine, ultrasound, computed tomography, interventional radiography, cardioangiography, magnetic resonance, and bone densitometry. This course will cover sectional anatomy of the body.

390 Clinical Education II-A

13 credit hours

Begins third term



A continuation of Courses 290 and 295 Clinical Education I. Students, with indirect supervision, are allowed more independence to reinforce skills previously used. The student schedules himself or herself for radiography clinical areas and other modalities in the department.

395 Clinical Education II-B

12 credit hours

Begins fourth term

A continuation of Courses 390 Clinical Education II-A. Students with indirect supervision are allowed more independence to reinforce skills previously used. The student schedules himself or herself for radiography clinical areas and other modalities in the department.

399 Review and Presentation

0.5 credit hours

Begins fourth term

This course provides students with independent investigation into the various aspects of radiology and the opportunity to present information by posters, case studies, and papers. The course also provides students with the opportunity to prepare for the national certification examination.

ACADEMIC POLICIES

Students enrolled in the program are expected to make satisfactory academic progress toward completing the program requirements. The program sets academic standards for governing satisfactory academic progress. Failure to maintain such standards may result in academic probation or dismissal from the program.

Academic Integrity and Professional Conduct

Freedom to learn depends on appropriate opportunities and conditions in the classroom, laboratory, on campus, and in clinical settings. Faculty, staff, students, and visitors respect the conditions conducive to such freedom by conducting themselves in a responsible manner, abiding by the policies and procedures of Regional West Medical Center.

Accordingly, the program has developed general guidelines pertaining to academic integrity and personal conduct which provide and safeguard the rights of individuals to fully exercise their freedom to pursue academic goals without undue interference from others.

Minimum Standards of Academic Integrity

In order to assure an understanding between students, faculty, and staff concerning what types of activity constitute violations of academic integrity, several definitions and examples are provided below. These examples are not intended to be all-inclusive and actions not listed here may also be considered violations. A violation of the standards of academic integrity is viewed as a very serious matter for the program. Such a violation will, in most cases, lead to corrective action. Students who wish to appeal charges of violations of academic integrity and/or proposed disciplinary action may do so under the provisions of the Corrective Action Policy.

Instructors will also impose standards of conduct, which may be more rigorous than the minimum standards cited here. Students are obligated to follow these guidelines and to ask instructors for guidance in special circumstances.

Cheating

A general definition of cheating is the use or attempted use of unauthorized materials or information for an academic exercise. Examples of cheating include:



1. Using unauthorized materials such as books, notes, calculators, or other aids during an examination or other academic exercise;
2. Receiving unauthorized assistance from another person during an exam or exercise such as copying answers, receiving answer signals, conversation, or having another person take an exam for you;
3. Providing assistance to another person during an exam or exercise, such as allowing your answers to be copied, signaling answers including via text messaging on cell phones or any other electronic device, or taking an exam for someone else;
4. Obtaining answers and/or other information, without authorization, from someone who has previously taken an examination;
5. Including all or a portion of previous work of another person's assignment without authorization.

Academic Misconduct

Academic misconduct is defined as the falsification of official documents and/or obtaining records, examinations, or documents without authorization. Several examples of academic misconduct are:

1. The unauthorized acquisition of all or part of an un-administered test;
2. Selling or otherwise distributing all or part of an un-administered test;
3. Changing answers or a grade on an examination without authorization;
4. Falsification of information on an official program document such as a grade report, a transcript, an instructor's grade book or an evaluation file, or being an accessory to an act of such falsification;
6. Forging the signature of an authorizing official on documents such as letters of permission, petitions, transcripts, and or other official documents;
7. Unauthorized entry into a building, office, file, or computer database to view, alter, or acquire documents.

Fabrication

Fabrication can be defined as the forgery or falsification of information for an academic exercise. Some examples of fabrication are:

1. Indicating a laboratory experiment has been repeated numerous times or done in a controlled environment when it has not, thus leading to an invented or uncorroborated conclusion;
2. Altering an original source document, misquoting, or misrepresenting a source to support a point of view or hypotheses;
3. Changing and resubmitting academic work returned by an instructor, such as an examination, research paper, or other types of assignments without first notifying the instructor.

Plagiarism

Plagiarism is defined as the stealing and passing off as one's own words or ideas, or the ideas of another without including the appropriate citation.

STANDARDS OF BEHAVIOR

Students in the radiography program are responsible for their behavior while in the classroom and clinical environment. Didactic and clinical instructors will periodically evaluate students' classroom and clinical behavior.

The standards of behavior for a student radiographer are:

I will demonstrate concerns for human dignity for my fellow classmates and the instructors by:



- Treating classmates and instructors as I would like to be treated.
- Honoring each other's differences as individuals.
- Exercising teamwork.
- Refraining from swearing or using rude gestures.
- Respecting others during testing by minimizing talking and other disruptive actions.
- Turning in course work on time.

I will show empathy for others by:

- Making eye contact when communicating with others.
- Speaking clearly.
- Being courteous in verbal, non-verbal, and written communication.
- Answering and transferring telephone calls in a professional manner.
- Keeping the classroom areas tidy.
- Minimal tardiness at beginning of the day and after lunch.
- Not sleeping during class.

I will demonstrate honesty, trust, and confidentiality in dealing with others by:

- Protecting the privacy and confidentiality of others.
- Listen to other's questions, concerns, and thoughts without interrupting.
- Making no excuses and blaming no other person.
- Projecting a positive attitude.

I will be qualified to meet or exceed customer needs by:

- Following hospital, department, and program policies and procedures.
- Being creative and cost effective in the use of resources.
- Logging off of computers, turning out lights, and closing doors at the end of the day.
- Refraining from damaging hospital, department, or program equipment.
- Being committed to learning.
- Using critical thinking and problem-solving skills.
- Participating in classroom activities, including answering and asking questions.
- Refraining from cheating, fabrication, plagiarism, and falsifying records.

CLASSROOM EXPECTATIONS

- Students are not allowed to play electronic games at any time during class.
- Students must limit cell phone usage and text messaging to break time or over lunch hour. Personal cell phones must be located in the student's locker except during lunch hour or breaks. Exceptions are at the discretion of the instructor.
- Students may not listen to iPods or other electronic devices while taking exams.
- Snacks and drinks are allowed in the classroom during class but must be limited to the following: snacks that may be eaten without silverware ("finger foods", granola bars, etc.); drinks should be in containers that would be unlikely to spill (Exceptions may be made for school-sponsored activities). No drinks may be taken into the computer room.
- Breakfast and lunch must be eaten before coming to class.
- Students must utilize lockers for storage of books, papers, coats, and other personal items.
- At the end of each day, all student belongings must be stored in lockers or taken home by the student rather than leaving this material in the classrooms or clinical areas.



- Books or other educational materials belonging to the school and used by the student during the day must be returned to the appropriate storage area at the end of the day.
- Papers, posters, etc. may not be taped or affixed to walls or other surfaces with pins or tacks. Mounting strips may be used for short-term displays. Bulletin boards should be used whenever feasible.
- Students must log off of computers in the school before walking away from the computer.
- Corrective action may be implemented for a student's failure to comply with these expectations.

EXPECTATIONS OF STUDENTS IN THE CLINICAL EDUCATION SETTING

While in the clinical education settings, students are expected to benefit from the experience. Clinical education provides student opportunities to develop and hone the necessary skills of a technologist. Students, while in the clinical setting, should begin developing a work ethic in preparation for employment after graduation. Therefore, the following requirements are identified:

- Students are not allowed to play electronic games at any time during clinical attendance.
- The student must not enter the clinical educational setting with the routine expectation to eat breakfast.
- Students must limit cell phone usage to break times or over lunch hour. Students may not access cell phones at any time when caring for patients.
- Students should participate in exams.
- Students are expected to participate in activities accomplished by the technologists at the clinical setting, including transporting patients, processing images, pulling previous images, cleaning rooms, and other associated activities. Students should do these activities with the technologist. If students are assigned these activities without technologist participation or rather than doing patient exams, the student should inform the program director.
- Students should observe and participate in advanced imaging examinations when there are no diagnostic exams to be performed.
- Students should review positioning and technique selection with technologists.
- Students should plan for and do homework only when other clinical activities are not occurring.

Students who fail to comply with these requirements will be subject to corrective action.

EXPECTATIONS FOR ATTENDANCE AT NEBRASKA SOCIETY OF RADIOLOGIC TECHNOLOGISTS (NSRT) ANNUAL CONFERENCE

1. The program will provide for the cost of registration, motel (for the days of the conference) and a meal allowance for meals not included with the conference activities. Students do not need to turn in meal receipts. All other expenses are the responsibility of the students. Students are expected to attend all NSRT meal functions where the student is registered.
2. Students are expected to attend a lecture for each of the time slots offered during the conference. The NSRT will provide an attendance form for lectures. After each lecture, the student must assure an NSRT verifier signs the attendance form for the just completed lecture. The student will turn in the form to the program director at the conclusion of the conference.



3. Students who fail to demonstrate attendance at a lecture for each one of the time slots will be required to complete one written journal reading for each lecture where attendance is not documented.
4. Students are expected to set up and take down their own projects following the time interval specified by NSRT officials.
5. Students are expected to be in attendance for the entire student bowl competition. The students' presence indicates support for fellow students and demonstrates an inquisitive mind in pursuit of more knowledge.
6. Students need to checkout on Saturday by the time required by the motel.
7. Students are expected to be ambassadors of Regional West Medical Center and the radiography program. Therefore, students should be professional in their attire, actions, and speech.

ATTENDANCE

The student shall attend classes for the radiography program as indicated on class schedules. The student is required to notify program officials of the inability to attend any class. Tardiness and early departure are also regulated.

The start date for beginning of classes at Regional West Medical Center School of Radiologic Technology shall be in August, with the actual date to be determined by the Educational Advisory Committee.

Graduation from the program is two years hence in August with the actual date to be determined by the Educational Advisory Committee.

DEFINITIONS

Absences

An absence occurs when a student misses more than one-half of his or her assigned shifts for class or clinical assignment or leaves before completing his or her assigned shift without prior approval. A technologist must notify the program office either by phone call or email to acknowledge that the student left before the scheduled check out time with approval. Only a half-day absence will be identified when a student was present for class or clinical assignment for at least four hours of the scheduled day.

Tardy

A student is considered late (tardy) if he or she clocks in more than five minutes after the scheduled time. Tardiness is also defined as failing to clock in using the software system. Excused tardies may be adjusted when the supervising technologist or student notifies the program office by phone call or email.

Early Departure

An early departure is one in which the student clocks out before the scheduled end of his or her shift (more than 20 minutes) unless instructed to do so by a technologist. The technologist must notify the program office by phone or email of a student's early release. Early departure is also defined as failing to clock out at the end of the assigned day.

ATTENDANCE PROCEDURE

Students shall clock in using appropriate software for all of the following: clinical experiences, didactic classes, mandatory meetings, or as designated by the program director.

Students should check in on the time clock software at the scheduled time or slightly before scheduled time.



Arrival and departure times will be determined by the time identified on the software. Students shall not check in or out for other students or employees.

A copy of the student's attendance will be maintained for a permanent record.

All students will take a one-hour lunch break for clinical or didactic assignments. During clinical assignments in town, the student is scheduled for a nine-hour day with one hour for lunch. When on clinical assignment in Alliance, Torrington, or Bridgeport, an eight-hour day (to allow for driving time) of clinical contact is required with a one-hour lunch.

Notification of Tardy

Students are allowed six unexcused tardies per term.

Excused tardies are allowed, but the student must discuss the tardiness with the program director or clinical instructor, who will determine whether the tardy will be excused. An excused tardy will be indicated on the program software by program officials.

Notification of Absence

If a student finds it necessary to be late, he/she is required to notify at the earliest possible time both the program director at 308.630.1155 (308.672.9138 cell phone) and the assigned clinical educational setting for the day. Phone numbers for clinical educational settings are given at the end of this policy.

Consideration may be given to extenuating circumstances that prevent a student from giving timely notice. As a courtesy to the program and other students, when a student is unable to attend a make-up day scheduled by the student, he or she should notify the program officials of the absence.

Maintaining Contact

Students are to maintain contact with the program director or designee, for any period of absence beyond one day, except in cases where the student has provided medical documentation covering a specified period. Frequency of contact between a student and the program director or designee during extended absences is to be agreed upon by the student and the program director or designee or as specified by the medical certification covering a specified period.

Absence without notice (No Call/No Show)

Upon three consecutive scheduled days' absence without notice, a student is presumed to have voluntarily quit the program and will be terminated from the program. Any single absence without notice may be subject to the Corrective Action Policy for failure to follow policy. Program officials may consider, at their discretion, extenuating circumstances surrounding a no call/no show absence.

Variations in Attendance

In some instances, the physical condition of a student may prevent attendance in clinical assignments but he or she is still capable of reporting to didactic class. The student must provide the program director written documentation from a Licensed Independent Practitioner (LIP) to be excused from the clinical assignment. A written release from a LIP is necessary for the student to return to clinical attendance. The student must make up the lost clinical time prior to graduation. The student is expected to continue to attend the scheduled didactic classes as specified by policy or instructor while restricted from clinical education.

In some situations, the student may be restricted in the amount of participation in the clinical educational setting due to an injury. The student must provide written



documentation from a LIP as to the level of restriction. A written release from a LIP is necessary to return from restrictions for the student in the clinical environment. The program director may determine that due to the level of LIP restriction, the student compromises patient care and may be restricted from clinical assignment until released by the LIP.

Excessive Absences

The program director will initiate a coaching session per the Corrective Action Policy with the student if the student exceeds the allowed number of absences in a school year.

The program director will initiate a coaching session per the Corrective Action Policy for an episode of a student failing to notify the program director or a clinical instructor of a change in the assigned area.

The purpose of the coaching session is to make the student aware that he/she has been absent frequently enough to draw attention to the variation or not keeping program officials informed of variation in the schedule and to be certain that the student understands this policy and the possible consequences of violation.

The coaching session will be documented in the student's permanent file and this documentation will reflect, if appropriate, that the student has been informed of available Student Assistance Program services and their phone number.

Habitual offenders (those who have an established pattern of occurrences) may also trigger initiation of the Corrective Action Policy.

Prescheduled times away from class using vacation days, bereavement, jury duty, etc. are not considered occurrences for the purpose of this policy.

Excessive Tardiness

The program director will initiate a coaching session with the student for having episodes of three unexcused tardies of within a one-month period.

Overtime

Students shall not be required to be present in the clinical area beyond their scheduled shift. Occasions may arise where the student may voluntarily remain after scheduled hours. For example, a student may volunteer to stay late to assist a technologist with a large influx of patients in the department or to observe an interesting case.

Any time that is in addition to the student's regularly scheduled hours shall only be voluntary on the part of the student. A student who has didactic or clinical education beyond the regularly scheduled hours shall inform the program director. The program director shall then schedule the student to take time off to assure that the 40-hour week is not exceeded. Students shall not abuse this privilege by remaining unnecessarily after hours. To assure the overtime hours are valid, the supervisory technologist for the shift must contact the program office by either phone or email. Any overtime above 40 hours as a result of the attending meetings shall be compensated as time off during that same week if possible.

Overtime may not be accumulated by the student. Students are responsible for communicating with program officials about overtime obtained during any week. Utilization of overtime time by the student for time off must be approved by the program director.



If overtime hours are found at week's end because the student failed to report these hours, the hours will be subtracted from the time that the student left early during the week. If overtime still exists, then the student will be scheduled for appropriate amount of time off in the next week for compensation.

Early Departure

The program director will initiate a coaching session with the student for having three episodes of early departure within a one-month period.

The purpose of the coaching session is to make the student aware that he/she has been leaving early frequently enough to draw attention to this variation and to be certain that the student understands this policy and the possible consequences of violation. The coaching session will be documented in the student's permanent file.

Review of Record

Program officials and students will periodically review attendance, tardies, and early release during the student's self-evaluation. Students may also review their attendance, tardy, and early release records on the program's software and request any correction of errors if necessary.

ILLNESS/HOLIDAYS/VACATION

Students in the radiography program are allowed days off for breaks, holidays, vacations, and illness.

All students must attend all didactic classes and clinical assignments unless previous arrangements have been made with the instructor, clinical instructor, or program director. Failure to arrange for an absence will be declared an unexcused absence possibly resulting in a failing grade, probation, suspension and/or dismissal from program. Chronic offenders of the above policy will be dismissed from the program.

The following are the days that may be taken off for students in the program:

- Fifteen days are allowed for illness or vacation for each year. Six half days are allowed per year as part of those 15 days.
- Two school breaks with another break possible for incoming second year students.
- Six holidays.

Illness

A student is required to inform both the program director (308.630.1155) and the assigned clinical education setting for the day when illness or emergencies arise which will prevent attendance for the day, whether clinical or didactic. Students must inform the program director or a supervisor of their illness or emergency as early as possible. Failure to do so will result in an unexcused absence with appropriate corrective action.

Illnesses which extend beyond three days require a written statement from the attending LIP for the student to be able to resume classes.

When the supervisor has received notification from the student stating that he/she is ill, the charge supervisor will use the "Student Illness Report" to document the student's symptoms and determine if there is a possible communicable illness.

A student is to maintain contact with the program director or his/her designee on a daily basis as long as symptoms remain. If seen by a LIP who has determined the student must be off work for a determined length of time, a statement from that LIP taking him/her out of class and/or clinical assignment must be provided to the program director or designee. At



the time that student is ready to return to class and/or clinical assignment, he/she must provide a written release from a LIP.

A student who comes to assigned clinical areas and is ill may be sent home at the determination of the program director, medical advisor, or supervisor.

Communicable Disease

If the determination is that the student has a possible communicable illness, the student will not be allowed to come to class or clinical assignment or, if at class or clinical, will be sent home.

A student is to maintain contact with the program director or his/her designee on a daily basis as long as symptoms remain. If seen by a LIP who has determined the student must be off work for a determined length of time, a statement from that LIP taking him/her out of class and/or clinical assignment must be provided to the program director or designee. At the time that student is ready to return to class and/or clinical assignment he/she must provide a written release from a LIP.

When a student is found to have an infectious/communicable disease or physical condition precluding the safe performance of assigned duties and responsibilities, he or she will be immediately removed from class and/or clinical assignment.

A student who is ill with a communicable disease will not be allowed to attend clinically assigned areas until a written notification from the LIP is received.

Vacation

Vacation days must be requested in writing and submitted to the program director for approval. Vacation requests for three sequential days or longer must be submitted to the program director in writing two weeks prior to the desired date.

Half Days

A student may take up to six half days (three full days) of the allowed 15 days per year for illness or vacation. After the use of these six half days, the student must take off the entire day when calling in sick or taking a vacation day. Exceptions will be made for a LIP script. For other circumstances, the student may request the Educational Advisory Committee to consider a variance.

A student taking days off is responsible for contacting instructors and making up the class material missed.

A student requesting time off for vacation can cancel that request with no penalty. This policy is not applicable for bereavement leave unless the student takes more time off than identified in the policy.

School Breaks

Two school breaks are scheduled for students. Winter break is the week between Christmas Eve and New Year's Day. Spring break is the week following NSRT Annual Conference, the date of which varies, but usually is the end of April to the middle of May. These breaks are not part of the identified holidays, vacation, or illness days.

One other break is available to incoming second year students the week after graduation each year. This break is contingent upon the completion of clinical course requirements as listed in the clinical education contract for a letter grade of an "A," and all didactic course



assignments by August 1. Students failing to meet the specific requirements will have scheduled clinical days during that week.

Holidays

The program's six holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Note: Easter Sunday is not one of these six holidays. If a student wants this day off, then the student should not schedule himself or herself for this Sunday shift.

A student should not purposely schedule himself or herself for more vacation days than the allowed days left after his or her previously used illness or vacation days.

A first year student exceeding the allowable amount of time off for the first year will have that time deducted from the 15 days allowed of vacation or sick days in the second year.

A second year student exceeding the allowable amount of time off will make up the time at the end of the school term prior to receiving his or her certificate. If makeup is necessary in order for the student to receive his/her certificate, this will be straight time (one day in the clinical environment for each day to be made up). Any sick days taken in excess of the allowable days must be made up at the end of the school term.

A student may voluntarily make up time when exceeding the allowable vacation and/or illness time. The student should notify the program director or clinical instructor the date when time is to be made up. Makeup time will be allowed only in four hour or eight hour blocks. The student must notify the program director to make up time prior to that day.

LEAVE OF ABSENCE

In special circumstances a student may request a leave from didactic and clinical classes.

Bereavement Leave

Students will be granted up to three days leave upon the death of a member of the student's immediate family. Students will not be required to use allotted vacation days to take this leave. This leave will be granted within a seven day bereavement period of three days before and three days after the funeral, or as agreed upon by student and program director.

The student's immediate family shall be defined as: spouse, the student's or the student's spouse's children, step-children, adopted children, mother, mother-in-law, father, father-in-law, step-parents, brother, sister, brother-in-law, sister-in-law, step-siblings, grandparents, and grandchildren.

Medical Leave

Medical leave is described as a period of time where the student is absent from didactic and/or clinical classes due to a medical necessity which has been demonstrated or documented by a LIP.

An LIP's verification must be provided prior to returning to classes. When the verification indicates the student is able to return to class, the student is expected to return to class on



the date identified by the LIP. The program director may allow additional time if it is determined to be reasonable and warranted.

A student who has a long term or reoccurring illness that necessitates a medical leave which extends for longer than 12 months will be terminated from the program. If the health of the student improves so that the student feels capable of returning to the program, the student will need to apply for reentry into the program as a first year student.

The student who has taken a leave will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days to meet all clinical and didactic attendance requirements prior to graduating from the program.

Depending on the length of time the student is away from the program because of a leave and the point of the student's progress in the program, it may be necessary for the student to restart the program or to repeat a portion of the program when returning from the leave. The need for restarting the program will be determined on a case-by-case basis by the Educational Advisory Committee.

Pregnancy Leave

The student may take leave for the safety of the fetus if a concern is raised about possible radiation risk or upon the recommendation of the student's LIP. The student may return to the program and complete the program if a leave of absence is taken due to a pregnancy leave.

The student will be required to extend clinical/didactic education beyond the normally required two years to make up for the missed days during the leave in order to meet all clinical and didactic requirements prior to graduating from the program.

Depending on the length of time the student is away from the program because of a leave and the point of the student's progress in the program, it may be necessary for a student to restart or repeat a portion of the program when returning from the leave. The need for restarting will be determined on a case-by-case basis by the Educational Advisory Committee.

STUDENT SUPERVISION

Students schedule themselves to assigned clinical rotations for learning experiences in performing radiographic procedures with radiographic equipment and patients. Students must be supervised in their performance of radiologic examinations to assure patient care and safety is not compromised. Students are not to be used in place of paid staff.

Students will be supervised at all times during clinical experiences. A qualified technologist shall be assigned to each imaging area where a student is assigned, regardless of the level of the student's competency. The technologist is in charge at all times. The technologist is responsible for the student assigned to him/her. The technologist is ultimately responsible for all decisions made regarding the care of the patient as associated with the student.

The student will be directly or indirectly supervised, depending upon his or her demonstrated competency for a procedure. Until the student achieves the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of a technologist.

Students shall have the immediate availability of a qualified technologist in the performance of patient care responsibilities, regardless of the level of the student's achievement.



The technologist will not allow a student to hold an image receptor.

The ratio of clinical staff technologist to student shall be maintained at 1:1. An exception to this 1:1 ratio may occur when an uncommon procedure is performed. At that time, more than one student may temporarily be assigned to a technologist for this procedure.

Qualified Radiologic Technologist

A qualified radiologic technologist is defined as a technologist who has received primary certification in radiography, nuclear medicine, radiation therapy, magnetic resonance imaging, ultrasound, or certification in an advanced modality. The qualified radiologic technologist shall review the student supervision policy and sign an acknowledgement form that is to be given to the program director when hired and on a yearly basis.

Immediately Available

Immediate availability is defined as the technologist being present in a room or in a location adjacent to where the imaging procedure is being performed. Immediate availability is required in all situations where ionizing radiation, magnetic resonance, or ultrasound is in use.

Direct Supervision

Direct supervision of a student will be necessary until the student has demonstrated competence for the specified procedure.

The qualified technologist shall accomplish at least the following responsibilities when directly supervising a student:

1. The technologist reviews the request for examination in relation to the student's competence in performing the procedure.
2. The technologist evaluates the condition of the patient in relation to the student's competence in performing in the procedures.
3. The technologist shall determine the level of assistance the student needs in doing the procedure and assist accordingly.
4. The technologist shall be physically present during the procedure including the observation of the positioning of the patient, technique selection and the use of radiation protection measures where applicable.
5. The technologist reviews and approves the images produced by the student.

Students attempting to perform examinations without direct supervision when competency has not been demonstrated will be subject to corrective action.

Indirect Supervision

Students, after demonstrating competency for a particular procedure, may perform the procedure with indirect supervision. The qualified technologist, as an indirect supervisor, shall still be immediately available to assist the student. A list of examinations, where the student has shown competence, shall be posted in the clinical area. The student and the technologist are responsible for assuring that only exams where the student has demonstrated competency are performed under indirect supervision.

Repeated Imaging

The presence of a qualified technologist is required during the repeat of any unsatisfactory image performed by a student, regardless of the required level of supervision, to assure patient safety and proper educational practices. The technologist must be physically present during the production of the repeated image and must approve the student's correction(s) prior to re-exposure and assure the image is acceptable.



Student Responsibility

In order to assure that the student is not substituted for or given the responsibilities of paid staff, the following limitations are placed on the student during his or her clinical experience. The student:

1. Shall not do any radiographic procedure without the immediate availability of a technologist.
2. Shall repeat radiographs only in the presence of a technologist after the radiographer has reviewed the corrective action.
3. Shall not perform radiographic procedures on isolation patients without direct supervision from a technologist.
4. Shall demonstrate competency in performing an imaging procedure as described in the clinical education courses before attempting any imaging procedure on a patient without direct supervision.
5. Shall not be required to remain after scheduled hours in the clinical assignment.
6. Shall have all radiographs accomplished under the supervision of a technologist and reviewed by a technologist or radiologist for completeness and accuracy of the exam.
7. Shall not be reassigned from the posted clinical area to meet department staffing needs, without permission from the program director or clinical instructor.

Repeated abuse of the supervision policy will lead to progressive corrective action with possible dismissal from the program. Clinical staff failing to follow these guidelines will be subject to disciplinary actions as determined by the assistant director of Imaging Services with input from the program director.

Individuals who do not have an ARRT or equivalent certification may not supervise students. Graduate students who are ARRT eligible will not supervise students until after receipt of notification of successfully passing the ARRT examination.

GRADING POLICIES

To assure students in the radiographer program are achieving the objectives of the program and of each class, grading of the students shall be accomplished.

The program has established a standard of 80 percent or better as a passing grade for all courses, whether clinical or didactic coursework, in the program.

Clinical Setting

All students shall be evaluated by the supervising technologist in the clinical setting, which include the areas of professional development, attitudes, initiative, and communication skills.

Performance in the clinical educational setting requires that students demonstrate progressive improvement of skills with clinical experience. Failure to exhibit the clinical aptitude necessary to perform radiographic procedures for the educational level in the program or the demonstration of continued poor clinical performance below 80 percent will suffice for the initiation of the Corrective Action Policy which may lead to the student's termination from the program.

Didactic Setting

Each didactic instructor is responsible for evaluating the student on a periodic basis for the material covered in the particular class. The instructor shall derive a grade or grades from these evaluations and either enter the grade in the grade book or deliver the grade to the program director.



Each didactic instructor may develop his/her own grading policy, as long as it complies with program policy regarding grading. Didactic instructors may or may not allow repeating of quizzes, worksheets, tests, or other graded material. The instructor shall include the grading policy as part of the information available to students. Students should reference the online educational platform to determine the instructor's grading expectations.

Failure to exhibit the didactic aptitude necessary for the level of educational performance needed to graduate from the program or the demonstration of continued poor didactic performance below 80 percent will suffice for the initiation of the Corrective Action Policy, which may lead to the student's termination from the program.

The instructor's grading policy shall at least meet the minimum standards identified in this policy. All instructors shall use the following grading scale for all classes:

Grade requirements

| | | |
|-------------|---|-------------------|
| A | = | 95 to 100 percent |
| A- | = | 90 to 94 percent |
| B+ | = | 89 to 85 percent |
| B | = | 84 to 80 percent |
| Not passing | = | 0 to 79 percent |

Grade Point Average

The program will assign grade points to letter grades as follows:

| | | |
|----|---|-------------|
| A | = | 4 points |
| A- | = | 3.67 points |
| B+ | = | 3.33 points |
| B | = | 3 points |

To determine the grade point average, the total number of grade points earned for each attempted credit hour is divided by the total credit hours attempted.

While the instructor for each course will monitor the student's performance to assure that the student is not failing the course, it is the student's responsibility to assure that grades are kept at an acceptable level. Each student must monitor his or her performance since courses are not necessarily of an eight-week time frame as may occur in a college setting. This self-monitoring may be accomplished by reviewing grades posted on the online educational platform where grades are accessible to students.

Students are required to maintain grades at a level of 80 percent or above for each class. Students who fail to maintain the minimum grade level of 80 percent are subject to the Corrective Action Policy that may lead to termination.

Students demonstrating a history of repeated failures of worksheets, quizzes, tests or other graded material are subject to the Corrective Action Policy. Indications of failure to make significant progress will be measured by failing grades from various evaluation documents and/or from input from supervising technologists and instructors.

Failing any course will be sufficient reason to terminate the student.

A student who has failed a course or is terminated because of continued poor didactic or clinical performance may appeal to the Educational Advisory Committee by referring to the termination section of the Corrective Action policy.

Students taking a pertinent class at other institutions during enrollment in the program must make arrangements to have a transcript copy sent to the program upon completion of



the class. The student must achieve a passing score as identified by providing institution for these classes.

PROGRESS REPORT TO STUDENTS

Program officials meet with first year students on a monthly basis and second year students every other month to review didactic and clinical performance.

If necessary, program officials will meet with an individual student more frequently regarding progress. Students have ready access to personal grades using the hospital network and the online educational platform.

GRADUATION

A student must complete each course with a passing score of at least 80 percent.

To be eligible for graduation the student must:

- Complete each course with a minimum score of 80 percent.
- Settle all financial obligations.
- Return all property belonging to the program or Regional West (name badges, radiation monitoring badge, parking sticker, jump drive, etc.).
- Complete the required number of days of attendance. A second year student exceeding the allowable amount of time off will make up the time at the end of the school term prior to receiving their certificate of graduation. A student should not purposely schedule himself or herself for more vacation days than the allowed days. If make-up time is necessary, in order for the student to receive his/her certificate, this will be straight time (one day worked for each day to be made up).

Any student failing to complete the graduation requirements will not receive his or her certificate of graduation until all graduation requirements are met.

Students who complete all graduation requirements will graduate two years after beginning the program. The length of the program will be extended for students who have not completed the entire program's required course work. Graduating students who have obtained a minimum of an associate's degree are eligible to take the American Registry of Radiologic Technologists national examination for radiography. The American Society of Radiologic Technologists recognizes the baccalaureate degree as the professional level of radiation science education.

Graduates planning to work as a radiographer in the State of Nebraska must complete an application for a license as a medical radiographer through the Division of Professional and Occupational Licensure with the Department of Health in Lincoln, Neb. Other states may vary in the requirements needed for obtaining a state certification or license.

TRANSCRIPTS

All current and past student records shall be recorded and maintained by the program director as per Standards for an Accredited Program in Radiation Science.

Permanent academic records shall be maintained for at least 50 years after the student has departed from the program.



The law provides students with the right to inspect and review information contained in their educational records, including grades, attendance, and financial records; to challenge the contents of their education records; and to engage the Corrective Action Policy if the outcome of the challenge is unsatisfactory.

Permanent records from Regional West Medical Center School of Radiologic Technology shall be maintained in the program director's office, another secure location on the institution premises that is fire resistant, or a secure location on Regional West's computer network system.

The program will not release, transfer, disclose, or otherwise disseminate students' records or information contained within those records, unless upon the student's email or written request, except to persons authorized or required to have such information by state or federal law or pursuant to a court order.

A transcript issued shall include the signature and title of the program director, date of issue, and school seal. The program will not charge a fee for the issuance of a student's transcripts.

PROCEDURES FOR STUDENT WITHDRAWAL

A student who voluntarily withdraws must provide written notification to the program director. The student must return his or her radiation badge, identification card, books, and other property of Regional West.

No refund will be provided for books, uniforms, fees, or other supplies purchased by the student. Until these steps are completed, grades will not be released to another institution or the student.

DRUG FREE CAMPUS

Regional West Medical Center School of Radiologic Technology has a responsibility to provide an educational environment free of drugs and alcohol.

In compliance with the Drug-Free School and Communities Act Amendments of 1980, all Regional West Medical Center School of Radiologic Technology students and staff are herein notified that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs is prohibited on Regional West Medical Center School of Radiologic Technology premises or any clinical site or as a part of any of its activities.

As a condition of enrollment in the Regional West Medical Center School of Radiologic Technology, students must agree to abide by the terms outlined in the drug free policy.

Regional West's policy provides for a smoke-free campus.

DRUG AND ALCOHOL TESTING

Students admitted to the program will be subject to pre-enrollment alcohol and drug testing. Regional West follows a random alcohol and drug testing policy for employees and students. Students will also be subject to reasonable cause/suspicious drug/alcohol testing when involved with an accident to the student or incidents that result in harm to the patient. Students who fail any alcohol and/or drug test will be subject to the process identified in the program's drug testing policies.



RADIATION PROTECTION

No student shall be assigned an area for clinical education where the student is exposed to ionizing radiation before receiving basic instruction and demonstrating understanding of radiation protection measures. This includes but is not limited to, the following areas of education:

- a. Risks of ionizing radiation
- b. Exposure limit
- c. Radiation monitoring practices
- d. Safety precautions
- e. Cardinal rules of radiation protection
- f. Protection from scatter radiation

Sufficient instruction in this area will be met with successful completion of the course 260 Health Physics I and successful completion of the laboratory exercises corresponding to this course. All students must strictly observe Imaging Services Department Radiation Safety Policies.

All students will be instructed about and shall practice the concept of ALARA for radiation exposures. This shall be accomplished for patients, visitors, employees, other students, and themselves.

As Low As Reasonably Achievable (ALARA), which means making every reasonable effort to maintain exposure to radiation as far below the dose limits as practical, consistent with the purpose for which the licensed activity is undertaken, taking into account the state of technology. This definition recognizes the concept of ALARA to include energies for magnetic resonance and sonographic imaging.

The program director shall provide to each student entering the program a radiation monitoring badge. Periodically, the student will receive a radiation dose report.

A technologist will supervise each student to insure appropriate radiation protection measures are taken for the patient, the student, and others. The technologist will not allow a student to hold an image receptor. The technologist will minimize the frequency in which a student will hold a patient during an exposure.

PREGNANT RADIOGRAPHY STUDENTS

To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student is encouraged to voluntarily declare her pregnancy to the program director. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated.

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus and a review of this policy. She will be asked to sign a statement acknowledging that the possible danger has been explained to her. It will be recommended that she also consult her own physician on this matter.

Once a declaration of pregnancy is made, a student may withdraw this declaration at any time. This withdrawal must be in writing and can be completed by using the attached Withdrawal of Pregnancy Declaration form. A Withdrawal of Pregnancy Declaration form should also be completed upon delivery of the baby.

Following the review of the Pregnant Radiography Student Policy with the program director or radiation safety officer, the declared student will determine whether she will remain in



the program, take a pregnancy leave, or withdraw from the program. She will have 14 days after she has declared to make her decision. After that time she must sign the appropriate form indicating her decision

If the student declines to take a pregnancy leave after declaring pregnancy, the student still may, at a later date, decide to do so. If a pregnancy leave is taken, the student may return and complete the program. After the birth of the child, the student may be required to extend clinical/didactic education beyond the normally required two years to make up for the missed didactic or clinical classes.

If the declared student decides to withdraw from the program and then at a later date desires to return, the student will need to reapply to the program as any other applicant.

SEXUAL HARASSMENT

Regional West Medical Center School of Radiologic Technology does not tolerate sexual harassment and inappropriate sexual conduct from managers, supervisors, co-workers, and non-employees such as students, physicians, customers, clients, vendors, consultants, etc., in the clinical educational setting. Sexual harassment can involve males or females being harassed by members of either sex and may be conducted by employees or non-employees such as customers, vendors, or consultants.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where:

- Submission to such conduct is made either explicitly or implicitly as a condition of enrollment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's enrollment
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive clinical education setting environment
- Pornographic or sexually-oriented materials are displayed, stored, or transmitted using program equipment or facilities.

Students are prohibited from harassing Regional West Medical Center employees, employees of other clinical educational settings or other students whether or not the incidents of harassment occur on the school premises or any clinical educational setting and whether or not the incidents occur during didactic or clinical hours.

An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassment.

All students are expected to conduct themselves in a professional and business-like manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Sexual harassment can be physical or psychological in nature.

Such conduct includes, but is not limited to:

- Sexually implicit or explicit communications, whether in:
 - Written form, such as cartoons, posters, calendars, notes, letters, email;
 - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
 - Physical gestures and other non-verbal behavior;



- Unwelcome touching such as grabbing, fondling, kissing, massaging, or brushing up against someone else's body.

Sexual Harassment Complaint Procedure

Regional West Medical Center School of Radiologic Technology is committed to maintaining an environment free of sexual harassment and requires a student who is subjected to sexual harassment or inappropriate sexual conduct to make a timely report to enable Regional West Medical Center School of Radiologic Technology to:

- Make his or her uneasiness or disapproval directly and immediately known to the harasser;
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the program director, Imaging Services department director, or Regional West Medical Center director of Human Resources, who will promptly investigate and correct any behavior, which may be in violation of this policy and recommend appropriate corrective action. If the student feels he or she cannot go to the director of Human Resources with his or her complaint, the student should report the incident to the vice president of Ancillary Services.

Instructors, program officials, clinical instructors, and management of the sponsoring organization of clinical educational settings are responsible for creating an atmosphere free of sexual harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. Each student is expected to be respectful and professional in his or her conduct in the classroom and clinical educational settings.

If the student experiences any job-related harassment based on sex, promptly report the incident to the program director, Imaging Services department director, or Regional West Medical Center director of Human Resources who will investigate the matter and take appropriate corrective action. If the student feels he or she cannot go to the director of Human Resources with his or her complaint, the student should report the incident to the vice president of Ancillary Services.

If Regional West Medical Center School of Radiologic Technology determines that a student's behavior is in violation of this policy, appropriate corrective action will be taken against the offending student, up to and including termination from the program. Regional West Medical Center School of Radiologic Technology prohibits any form of retaliation against any student for filing a complaint under this policy or for assisting in complaint investigation.

If a student perceives retaliation for making a complaint or the student's participation in the investigation, the student should contact Regional West Medical Center director of Human Resources. The situation will be promptly investigated.

Students will be asked to sign an acknowledgment form stating that they have received a copy of this policy and understand the complaint procedure at the beginning of the program.

CORRECTIVE ACTION

It is the policy of Regional West Medical Center School of Radiologic Technology to provide a consistent process for program officials to use when addressing issues of poor didactic or clinical performance and/or inappropriate behaviors in the classroom or clinical areas. This policy defines a sequence of early interventions, formal warnings, and corrective actions that are to be used by faculty members, with guidance from the assistant



department director for Imaging Services or vice president of Human Resources, to ensure that issues are addressed in the most effective manner for the benefit of current and future patients.

The corrective action process generally will include a sequence of communications that includes early intervention, a written warning, a final written warning, and termination of enrollment for any given issue that is not resolved by the student following early intervention. However, any stage of the corrective action process may be used at any time depending on the circumstances.

Appropriate behavior, optimal levels of productivity, and outstanding performance are expected. This should be accomplished by providing regular feedback about the student's overall performance through on-site counseling, periodic student evaluations, and explanation of policies and standards. This type of communication will generally take care of the minor day to day corrections necessary to maintain satisfactory performance.

When written documentation of an early intervention becomes necessary, the program director and student engage in conversation about the issue(s) either alone or with another relevant person. The program director outlines the unacceptable performance or behavior. Once the issue has been communicated, the program director may ask the student to explain his/her perspective and they jointly determine and document what the student will do to change the level of performance or behavior and set a date for accomplishment of this plan.

If, following an early intervention initiative as described in the section above, the student is not successful in changing his/her behavior, didactic or clinical performance, or level of productivity, the formal Corrective Action Policy of Regional West Medical Center School of Radiologic Technology will be pursued.

A written warning is the first formal step of the corrective action process and is initiated by the program director when other initiatives to resolve poor didactic or clinical performance, productivity, and/or inappropriate behaviors have not been successful or the situation merits movement to this step immediately.

The issuance of a written warning is a clear message to the student that didactic or clinical performance, productivity, and/or behaviors must be improved to continue enrollment. The written warning will document the specific issue(s) of didactic or clinical performance, productivity, and/or behavior that needs to be improved. Once the issue of performance has been communicated to the student, the program director and the student will discuss and attempt to agree upon a plan for improved performance.

A final written warning is the second formal step for communicating to the student that prior attempts at improving didactic or clinical performance, productivity, and/or behavior issues have not been successful, and that termination of enrollment will be the next step to be taken if the student does not satisfactorily resolve the identified issue(s). The program director will include a reference, specific to date and issue, to any prior formal warnings that are documented in the student's personnel file. The Educational Advisory Committee must review the final written warning and approve its issuance prior to communication of the final written warning to the student. Upon approval of the Educational Advisory Committee, the program director will arrange to meet with the student to deliver the final written warning. The assistant director for Imaging Services or a designee will be present for any final written warning meeting to serve as a witness/facilitator. Once the issue of performance has been identified and communicated by the program director, he/she and the student will discuss and attempt to agree upon a plan for improved performance.



If after following the formal steps of communicating a written warning and final written warning, the student has not resolved the issue of didactic or clinical performance, productivity, or behavior to a satisfactory level according to the plan defined during prior communication, or if the student fails a course, the program director will take steps to terminate the student from the program. Termination will be initiated by the program director, and will document the issue of didactic or clinical performance, productivity, and/or behavior needing improvement that has been addressed in prior corrective action discussions. The program director should include a reference, specific to date and issue, to those prior formal warnings that are documented in the student's file. The Educational Advisory Committee must review and approve the termination prior to communication of the termination notice to the student.

GENERAL ISSUES RELATED TO CORRECTIVE ACTION

Suspension from Program

A suspension from the program is an action with the purpose of removing the student from the didactic and/or clinical education settings (including suspension from use of any Regional West software applications) while an investigation or review is conducted and a determination made as to the appropriate level of corrective action to take. Based upon the investigation, any level of corrective action, from no action to termination from the program, may result.

Formal Review of Corrective Actions

In the event a student feels the corrective action taken is not in keeping with Regional West Health Services or program policies, or there was a material error in, or omission of key information that might have influenced the outcome of the corrective action process, or if it is believed that the level of action was not appropriate under the circumstances, he/she may formally pursue a review and appeal of a written warning, final written warning, or termination. This appeal will first be heard by the Educational Advisory Committee and can be escalated to include the appropriate members of management and/or administration if the student is not satisfied with the outcome.

Any corrective actions taken by Regional West Medical Center with any employee who is also a student of the program may affect the employee's status as a student. Corrective actions that include written warnings, final warnings, or termination for a student working as an employee will be reviewed by the Educational Advisory Committee regarding the effect on the student's continued enrollment status. Circumstances will be taken into consideration on a case-by-case basis to determine whether the corrective action by Regional West Health Services has jeopardized the student's enrollment.

STUDENT GRIEVANCE AND COMPLAINT POLICY

This policy provides a method for the resolution of issues that may arise between the program or the faculty and the student.

A written and signed complaint can be presented to the program director when an issue is not resolved to the student's satisfaction or if the student has concerns about discussing the complaint with the person involved. After an investigation process, the program officials will respond to the written complaint within 10 business days of the complaint's receipt.

If the problem remains unresolved for the student, the student should refer the complaint to the Educational Advisory Committee (EAC). The EAC will investigate the complaint with the individuals involved in a timely basis and respond to the student's complaint within 10 business days after the committee receives that complaint.



Any further pursuit of a complaint by the student must be directed to the Joint Review Committee on Education in Radiologic Technology.

Grievances

A grievance is an allegation made by a student that there has been a violation; misinterpretation; or inequitable application of any existing policy, procedure or regulation; an allegation that a disciplinary measure is unfair or excessive; or that there is dissatisfaction with a grade.

Regional West Medical Center School of Radiologic Technology is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff, and administrators.

The Student Grievance Procedure is available to any Regional West Medical Center School of Radiologic Technology student who seeks to resolve any grievance involving an alleged violation directly affecting that student, by any member of the program, a member of the sponsoring organization, or clinical educational setting, while acting in an official capacity (e.g. faculty member, administrator, staff member), or student of any of the written policies of the program.

In general, a student is encouraged to seek an informal resolution of the matter directly with the faculty or individual if possible. The student should first discuss the problem or complaint with the person whose decision or action is being contested and then with the program director or assistant director of Imaging Services for the sponsoring organization. If the grievance cannot be resolved at that level, the student can submit a formal grievance in writing. A grievance must be based on a claimed violation of a program policy that has not been resolved through ordinary processes.

For a written formal grievance, the program director or his or her designee will assemble the Educational Advisory Committee (EAC) to present the grievance to the committee. Appointed members of the EAC will investigate the allegation. The committee may call for a hearing to hear both sides of the issue. The EAC's decision about the allegation must be made within 10 days of the allegation's receipt.

If the student is not satisfied with the outcome of the initial review process by the EAC, the grievance can be escalated to include the appropriate members of management and/or administration.



SERVICES AND ACTIVITIES

IDENTIFICATION CARDS

A Regional West Medical Center photo ID badge will be obtained from Human Resources during the first week of classes. This ID must be worn while on campus or in any clinical educational settings

BOOK PURCHASES

The program will provide a list to the students of the required textbooks, the edition, estimated cost for a new book, and the academic term when each book is necessary for a course. Students must have the required textbooks before the beginning of a course. Students are responsible for locating and purchasing necessary textbooks.

ACCESS TO COMPUTER SERVICES

Students will have access to several different computers. These computers are in the Imaging Services Department, in the classrooms at St. Mary Plaza, and in the nursing library. These computers have software components that include word processing, spreadsheets, database, and PowerPoint. The Internet is accessible from all of these sites. Hours for computer services:

- Imaging Services Department: Accessible any time.
- Classroom: Weekday daytime hours only unless arrangements are made in advance.
- Nursing Library: Accessible during daytime and evening hours.

FOOD SERVICE

Students with a Regional West photo ID card will receive a 20 percent discount at The Park Bench Cafeteria at Regional West. Vending machines are found on the first floor of Regional West near the meeting rooms. A coffee maker, a microwave, and refrigerator are found in the Imaging Service Department for those who wish to bring food into the department. Consumption of food and drink is allowed only in the break room, or in the conference room of the Imaging Services Department. There are no cafeteria services at St. Mary Plaza. Vending machines are found on the first floor of the St. Mary Plaza near the lounge.

LIBRARIES

Texts relating to a specific imaging area may be found in that area of the Imaging Services Department. These materials may not be removed except for copying. All material removed from the shelves must be replaced in its proper location.

The radiography program has its own separate library at St. Mary Plaza.

The Lockwood Memorial Nursing Library is also located in St. Mary Plaza on the first floor of the facility.

Hours for libraries:

Lockwood Memorial Library (nursing library)–(8 a.m. to 4 p.m., Monday through Friday).

Radiography Program Library-accessible during daytime hours on school days.



There are online library services available for student use. Contact the program director or the hospital librarian for assistance.

LOCKERS

Each student will have a locker in Regional West's Imaging Services main department and at St. Mary Plaza for didactic classes. Students are required to clean out assigned lockers upon termination or graduation from the program.

MAIL SYSTEM

Mail and notices to the student will be placed in the student's mailbox within the Imaging Services Department at the main hospital. Regional West maintains mailrooms on the ground floor of the main hospital and at St. Mary Plaza. Regional West has an email service for employees and students that is used for electronic notices and information. It is essential that all students examine their mailbox frequently and department email daily to keep up-to-date on activities for the program and department.

LOUNGES

Several lounges are available at the main building at Regional West. The Nebraska Room, an employee lounge, is located on the first floor of the hospital near the meeting rooms and has a television. The Tranquility Garden outside the Nebraska Room allows for students to sit outside for a meal or break. The break room in the Imaging Services Department and at St. Mary Plaza are equipped with a refrigerator, microwave, and coffeepot.

DUPLICATING SERVICES

Paper copies related to the educational process may be made on the copy machine in the Imaging Services Department, in the program office suite at St. Mary Plaza, or through the Print Shop for a charge.

NOTARY PUBLIC SERVICES

A notary public officer, authorized by law to certify documents, take affidavits, and administer oaths, is available. For a list of notary publics, contact the program director.

PARKING

Students are required to obtain and display a parking sticker on their vehicles. Students are required to park in the designated parking areas identified for students and employees during clinical and didactic hours. Parking violations will result in corrective action.

PROFESSIONAL SOCIETIES

Several professional societies allow for student membership.

The Nebraska Society of Radiologic Technologists (NRST) is the statewide professional organization for radiologic technologists. Two major meetings and two teleconference meetings are offered each year. Membership in the NSRT provides for attendance to these meetings at a reduced rate. Membership dues for students are \$30 for two years. Students in the program will have the opportunity to attend the annual conference of the NSRT. First



and second year students will participate in the NSRT sponsored student bowl. Second year students present an academic paper and project/exhibit for NSRT competition and as part of a class assignment. Students are required to attend a certain number of the NSRT board meetings.

The American Society of Radiologic Technologists (ASRT) is the national professional society for radiologic technologists. Student dues are \$30 per year. Membership provides for discounts on continuing education material, the professional journal “Radiologic Technologist,” the newsletter “The Scanner,” and discounts on ASRT merchandise orders.

For more information about the ASRT, access the ASRT website at www.arst.org. Students must obtain student membership status with the NSRT and ASRT as part of the requirements for enrollment in the program.

PLACEMENT SERVICE

Regional West Medical Center School of Radiologic Technology offers no placement service for its graduates.

HOUSING

Limited campus housing is available at St. Mary Plaza. For further information and rates, please call Inn Touch at 308.630.1222.

STUDENT HEALTH CARE

Regional West Medical Center School of Radiologic Technology provides limited health care for students while attending clinical or didactic classes. Regional West will make the following health care available to radiology students:

- Counseling services
- Emergency room visits for routine illnesses and minor accidents
- Hepatitis and influenza immunizations
- TB testing

Regional West will provide the services described above at reduced or no cost to the student. Care beyond these services will be the responsibility of the student either by his or her personal health plan or self-pay. These services will be provided for the student only and not to any dependents.

When a student is found to have an infectious/communicable disease or physical condition precluding the safe performance of assigned duties and responsibilities, he or she will be immediately removed from class or clinical assignment. Students who come to assigned clinical areas and are ill may be sent home at the determination of the program director, medical advisor, or a supervisor.

HEALTH INSURANCE

Each student will assume responsibility for managing his or her own health care and for meeting health requirements. Each student is expected to obtain health insurance coverage while enrolled in the program. Payment of the premium for health insurance shall be the student’s responsibility. Proof of insurance must be submitted to the program director within the first week of the program.



COUNSELING SERVICES

A student may have personal problems for which he or she wish to receive counseling or it may be recommended by the program director/medical advisor that a student have counseling. In either event, the program director will make an appointment for the student to see a counselor.

Counseling services are provided through Connections EAP.

Contact information for Connections EAP is as follows:

1.800.779.6125

<http://www.connectionseap.com>

A student absent from classes exceeding three consecutive scheduled days due to illness or injury shall be required to obtain a Licensed Independent Practitioner release to return to classes. The student must present the release form to the program director before attending any clinical or didactic classes.



APPLICATION FORM - *there is no application fee*

Personal Data:

Name Phone (including area code)

Present Address (Street) (City, state & zip code)

Permanent Address (Street) (City, state & zip code)

Email Address Permanent Phone Cell phone

Educational Data:

Have you ever attended an educational program using a different name? If so please identify:

Name of High School Graduating From

Address (Street) (City, state & zip code)

Date completed high school diploma or GED equivalency: _____



Colleges attended:

Number of semesters attended:

Year:

Date of graduation:

Degree:

Work Experience:

Previous experience in health field:

References:

| | | |
|------|-----------------|---------------|
| Name | Mailing Address | Email address |
|------|-----------------|---------------|

| | | |
|------|-----------------|---------------|
| Name | Mailing Address | Email address |
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| Name | Mailing Address | Email address |
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| | | |
|------|-----------------|---------------|
| Name | Mailing Address | Email address |
|------|-----------------|---------------|

I hereby certify that the above information is true to the best of my knowledge.

Signature

Date



HAZARDS

The student should be aware of the following possible hazards while in the Radiography Program:

A radiologic technologist may be exposed to electrical and radiant energy hazards.

A radiologic technologist may be exposed to infectious diseases when radiographing patients.

TECHNICAL STANDARDS

In order to participate in this program and to be an effective radiographer, students must be able to meet specific technical standards. These include certain communication, physical, sensory, mental, and behavioral requirements to ensure the safe performance of radiologic procedures. A radiologic technologist must be capable of following technical standards in order to perform his/her duties:

Sensory Requirements

Perception of the patient and surrounding environment is necessary to perform competent health assessments and interventions. Operation of equipment requires functional use of vision, hearing, tactile, and olfactory senses. Examples of these requirements include but are not limited to:

- Sufficient vision and hearing to monitor condition of the patient during the radiographic procedure; the ability to distinguish typical from non-typical sounds created by the operating radiographic equipment.
- Vision sufficient to allow accommodation between brightly lit and dimly lit environments.
- Sufficient vision to discriminate between gray-scale tones and image brightness associated with the radiographic image and video display monitors.
- Sufficient sight to read printed and computer text; observe the patient's condition from a distance; and manipulate equipment and accessories.
- The ability to detect changes in environmental odors and temperatures.

Communication Requirements

The applicant must have the ability to use multiple communication techniques (verbal, written, nonverbal, group processes, and information technology) that enable effective communication with others. Examples of these requirements include but are not limited to:

- Speech skills sufficient to be understood by others; the ability to understand the communication of others; the ability to understand and assess non-verbal communications.
- The ability to communicate proficiently in the English language (read, write, and speak) in order to relate with patients, patient's families, and staff.
- The ability to accurately collect and document appropriate information and to report this information to members of the health care team.
- The ability to communicate with sensitivity as well as teach, explain, direct, and counsel patients.

Psychomotor Requirements

The applicant must possess the gross and fine motor functions necessary to perform patient assessment and diagnostic interventions. Such interventions require coordination of gross and fine muscular movements, stamina, and equilibrium. Examples of these requirements include but are not limited to:



- The ability to maintain physical demands that require a full range of body motion including walking, raising arms above head and hand-eye coordination; sufficient gross and fine motor skills to perform patient care and equipment adjustment.
- The ability to stand and walk for prolonged periods of time, up to eight hours per day.
- Possession of sufficient muscle strength and low back and knee stability to lift and carry grids, cassettes, positioning devices; wear lead aprons and other shielding devices needed in performing radiographic procedures.
- The ability to assist patients including transport via wheelchair, gurney, or bed, and transfers to and from wheelchair, gurney, or patient bed to a procedure table.
- The ability to hold and use a writing instrument and operate a computer keyboard for recording information.
- The ability to move, adjust, and manipulate a variety of X-ray equipment (including the physical transportation of mobile X-ray machines) in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.
- The ability to physically place patients in proper positions for the examination according to established procedures and standards for speed and accuracy.

Intellectual-Conceptual, Integrative and Qualitative Abilities

The applicant has sufficient psychological stability to be able to respond appropriately and efficiently in emergent situations. Examples of these requirements include but are not limited to:

- The ability to calculate and select proper technical exposure factors according to the physical dimension and pathology of the patient and to work with speed and accuracy necessary to complete the requirements of the procedure while ensuring quality care and safety to the patient.
- The ability to measure, calculate, reason, analyze, evaluate, synthesize, problem solve and use critical thinking skills to find practical solutions for didactic or clinical situations.
- The ability to comprehend three-dimensional structures and understand the spatial relationships of these structures.
- The ability to understand complex problems and to collaborate and explore alternative solutions.

Behavioral and Social Attributes

The applicant must possess the emotional health required for full use of one's intellectual abilities and demonstrate good judgment with prompt and sage completion of all responsibilities. The applicant must have the ability to develop effective relationships with patients. Examples of these requirements include but are not limited to:

- The social skills necessary to interact effectively with those of the same or a different culture with respect, politeness, and discretion.
- Possession of the emotional health required for full utilization of intellectual abilities and support of the patient during radiographic procedures.
- The ability to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, and function in the face of uncertainties inherent in the clinical setting and with patients.
- Possession of moral reasoning and ethical behavior appropriate for a health care professional.



The applicant will need to be able to perform each of these tasks in a reasonably independent manner with or without accommodation. The applicant must acknowledge that they are capable of meeting the technical standards listed or that the applicant needs an accommodation. If an accommodation is necessary because of a disability, it is the applicant's responsibility to provide documentation and to request the specific accommodation in writing by a Licensed Independent Practitioner.

The program will endeavor to satisfy requests for reasonable accommodations; however, the program cannot guarantee an accommodation. The program director will consult with hospital administration to determine whether the Medical Center can meet the applicant's need. Determination of a reasonable accommodation will be considered on an individual basis and is an interactive collaboration with the Medical Center, the applicant, the Educational Advisory Committee, and the program director when indicated. Students with disabilities will adhere to the same admission, progression, dismissal and readmission policies as all students.

Acknowledgement of understanding of technical requirements

I understand the technical standards of Regional West Medical Center School of Radiologic Technology.

I also understand the hazards that may be encountered during training and understand with proper education and protective measures these hazards can be reduced.

Signature

Date

Do you feel you need accommodations for any of the above listed technical standards?

Yes _____ No _____

If you mark yes to needing an accommodation please contact the program director at 308.630.1155.



OBSERVATION FORM

To the Technologist

Applicants to Regional West Medical Center School of Radiologic Technology are required to observe at least four hours in a radiology department. Please complete the below form to acknowledge that the applicant has met these requirements.

_____ observed _____ hours in our Radiology Department

Applicant's Name

on _____

Date of observation

Applicant dressed appropriately yes _____ no _____

Technologist Signature

Technologist Printed Name

Title

Institution

Questions to be completed by the applicant. Use an additional sheet of paper to answer these questions. Hand written answers will not be accepted.

1. List the general responsibilities of the radiologic technologist.
2. What interactions does a technologist have with patients?
3. What are the responsibilities of the technologist in caring for patients?
4. Describe the reasons why mathematics and sciences are important prerequisites for a technologist?
5. List the exams that were observed. Give a brief explanation of each.

Your answers to these questions will be used as part of the student selection process for the program.

Return to the program director's office upon completion:
Program Director
Regional West Medical Center
School of Radiologic Technology
4021 Ave B Scottsbluff NE 69361



REFERENCE FORM

Instructions for Reference Form use

- Please make a copy of this form for each of your references.
- Have the individuals that you have chosen for references complete one of the reference forms and seal it in an envelope.
- The reference person must sign the back of the envelope over the sealed edge of the flap.
- Then you or the reference person can mail it back to Regional West Medical Center School of Radiologic Technology. Send the reference to:

**Regional West Medical Center
School of Radiologic Technology
4021 Avenue B
Scottsbluff, NE 69361**

Alternately, the applicant may send the email address for his or her reference to the program. The program will then send an electronic copy of the reference form to the reference.

Unless these instructions are followed, the reference will not be used during the application process.

NAME OF APPLICANT _____

The above person has listed you as a reference on the application for admission to Regional West Medical Center School of Radiologic Technology.

Personal recommendations are very important in the selection of students for this program. Therefore, we ask you to provide a thoughtful and sincere appraisal of this applicant. The contents of this reference form will be kept confidential and will be destroyed at the end of the admission process. If you do not feel you can adequately evaluate the above named applicant, please return the form with a notation of your inability to complete this form.

In what capacity have you been associated with the applicant?

- As one of my students.
- As one of my subordinates at work.
- As a peer in a work situation.
- As a friend.
- Other capacity (specify) _____

How long have you known the applicant? _____

Signature

Printed Name

Mailing Address



Position _____

Date _____

Please indicate your opinion of this applicant with regard to each factor listed.

| | Excellent | Above Average | Average | Below Average | Poor | Not Able to Evaluate |
|------------------------------------|-----------|---------------|---------|---------------|------|----------------------|
| Ability to relate to others | | | | | | |
| Dependability | | | | | | |
| Cooperation | | | | | | |
| Professional curiosity | | | | | | |
| Accuracy of thought/action | | | | | | |
| Emotional control | | | | | | |
| Personal motivation | | | | | | |
| Work ethics | | | | | | |
| Critical thinking/problem solving | | | | | | |
| Professional dress/behavior | | | | | | |
| Attendance/punctuality | | | | | | |
| Respect for authority/colleagues | | | | | | |
| Follows through | | | | | | |
| Learns from mistakes | | | | | | |
| Interpersonal skills | | | | | | |
| Academic potential | | | | | | |
| Leadership | | | | | | |
| Motivation | | | | | | |
| Written communication skills | | | | | | |
| Oral communication skills | | | | | | |
| Mathematic and computer skills | | | | | | |
| Sense of responsibility | | | | | | |
| Ability to work with people | | | | | | |
| Organizational ability | | | | | | |
| Ability to adapt to new situations | | | | | | |
| Ability to work independently | | | | | | |
| Overall evaluation | | | | | | |

Comments



TUITION PAYMENT AGREEMENT AND ENROLLMENT FORM

- this form is not to be completed until the student has been accepted into the program

For the years _____ and _____

PLAN A

I acknowledge that I have received a copy of the catalog for Regional West Medical Center School of Radiologic Technology.

I agree to pay my tuition to Regional West Medical Center School of Radiologic Technology in two payments of \$1,300 for the year _____ on or before _____ for the first term and \$1,300 on or before _____ for the second term of the first year (for a total of \$2,600).

In addition, I agree to pay my tuition to Regional West Medical Center School of Radiologic Technology in two payments for the year _____ \$1,300 on before _____ for the first term and \$1,300 on or before _____ for the second term of the second year (for a total of \$2,600).

I understand that Western Nebraska Community College, Eastern Wyoming College, University of Nebraska-Kearney, Chadron State College, or any other institution's tuition and fees are not included in this amount and I have responsibility to pay these monies directly to the respective institution.

I understand a full tuition refund for a term will be made if I withdraw or am discontinued from the program within two weeks after the beginning of that term.

No tuition refunds for a term will be made if I withdraw or am discontinued from the program at any time after two weeks from the beginning of that term.

Refunds are to be determined from the beginning of the term as stated by the program and the last day of attendance of the student. The program shall make all refunds due within sixty (60) days following a student's drop date. I acknowledge that no refunds will be made for purchased books and supplies.

I understand payments are to be made on time as specified by this agreement. I will be subject to the Corrective Action Policy if I fail to make payments on time. I acknowledge that my final grades or my certificate of graduation will not be issued until the balance of tuition and fees are paid to the program.

If I withdraw or am dismissed from the program I have no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology, however I understand transcripts will not be released for any term completed until tuition for that term is paid.

I also acknowledge that if I wish to change my payment plan, I must complete a new Tuition Payment Agreement and Enrollment Contract.



Tuition Payment Agreement and Enrollment Form
Plan A – Signature Page

Student Name

Signature

Date

Program Director's Signature

Date

Copy 1 for program director
Copy 2 for student



PLAN B

I acknowledge that I have received a copy of the catalog for Regional West Medical Center School of Radiologic Technology.

I agree to pay my tuition to Regional West Medical Center School of Radiologic Technology in ten monthly installments of one-tenth of the tuition charges for the year _____ (\$260 each month for 10 months) These payments will be due on or before the date identified on the school calendar for ten consecutive months starting _____ for the first year (for a total of \$2,600).

In addition, I agree to pay my tuition to Regional West Medical Center School of Radiologic Technology in 10 monthly installments of one-tenth of the tuition charges for the year _____ (\$260 each month for ten months). These payments will be due on or before the date identified on the school calendar for ten consecutive months starting _____ for the second year (for a total of \$2,600).

I understand that Western Nebraska Community College, Eastern Wyoming College, University of Nebraska-Kearney, Chadron State College, or any other institution's tuition and fees are not included in this amount and I have responsibility to pay these monies directly to the respective institution.

I understand a full tuition refund for a term will be made if I withdraw or am discontinued from the program within two weeks after the beginning of that term.

No tuition refunds for a term will be made if I withdraw or am discontinued from the program at any time after two weeks from the beginning of that term.

Refunds are to be determined from the beginning of the term as stated by the program and the last day of attendance of the student. The program shall make all refunds due within sixty (60) days following a student's drop date. I acknowledge that no refunds will be made for purchased books and supplies.

I understand payments are to be made on time as specified by this agreement. I will be subject to the Corrective Action Policy if I fail to make payments on time. I acknowledge that my final grades or my certificate of graduation will not be issued until the balance of tuition and fees are paid to the program.

If I withdraw or am dismissed from the program I have no obligations for further tuition payments to Regional West Medical Center School of Radiologic Technology, however I understand transcripts will not be released for any term completed until tuition for that term is paid.

I acknowledge that I've received the payment plan for years _____ and _____. I also acknowledge that if I wish to change my payment plan, I must complete a new Tuition Payment Agreement and Enrollment Contract.



Tuition Payment Agreement and Enrollment Form
Plan **B** – Signature Page

Student Name

Signature

Date

Program Director's Signature

Date

Copy 1 for program director
Copy 2 for student

Revision Date 2014

