



MedStar Washington  
Hospital Center

# MedStar Washington Hospital Center Medical Imaging School of Radiology Prospective Student Handbook

*2021 - 2022*

**ALL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE  
DIRECTOR OF RADIOLOGY EDUCATION. STUDENTS WILL BE NOTIFIED IN WRITING OF ANY  
CHANGES.**

# ***TABLE OF CONTENTS***

<b><i>MWHC MEDICAL IMAGING SCHOOL OF RADIOLOGY</i></b>	<b><i>6</i></b>
<b><i>MISSION STATEMENT</i></b>	<b><i>6</i></b>
<b><i>PROGRAM GOALS &amp; STUDENT LEARNING OUTCOMES</i></b>	<b><i>6</i></b>
<b><i>MEDSTAR WASHINGTON HOSPITAL CENTER</i></b>	<b><i>7</i></b>
<b><i>MISSION</i></b>	<b><i>7</i></b>
<b><i>OUR VISION</i></b>	<b><i>7</i></b>
<b><i>GUIDING PRINCIPLE</i></b>	<b><i>7</i></b>
<b><i>VALUES</i></b>	<b><i>7</i></b>
<b><i>PROGRAM EFFECTIVENESS DATA</i></b>	<b><i>8</i></b>
<b><i>ADMISSION REQUIREMENTS</i></b>	<b><i>9</i></b>
<b><i>ADMISSION PROCESS</i></b>	<b><i>9</i></b>
<b><i>ESSENTIAL FUNCTIONS CRITERIA</i></b>	<b><i>12</i></b>
<b><i>AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) EXAMINATION APPLICATION</i></b>	<b><i>12</i></b>
<b><i>CURRICULUM / PROGRAM OF STUDY</i></b>	<b><i>13</i></b>
<b><i>COURSE DESCRIPTIONS</i></b>	<b><i>14</i></b>
<b><i>GRADING SCALE</i></b>	<b><i>16</i></b>
<b><i>GRADUATION</i></b>	<b><i>16</i></b>
<b><i>ACADEMIC INTEGRITY/HONOR CODE</i></b>	<b><i>17</i></b>
<b><i>ACADEMIC PROGRESS</i></b>	<b><i>18</i></b>
<b><i>ACADEMIC RECORDS</i></b>	<b><i>18</i></b>
<b><i>STUDENT RIGHTS</i></b>	<b><i>19</i></b>
<b><i>FERPA</i></b>	<b><i>19</i></b>
<b><i>ANTI-HARASSMENT POLICY</i></b>	<b><i>20</i></b>
<b><i>JRCERT NON-COMPLIANCE ISSUES</i></b>	<b><i>20</i></b>
<b><i>ASSESSMENT AND EVALUATION</i></b>	<b><i>20</i></b>
<b><i>DISMISSAL FROM THE MEDICAL IMAGING SCHOOL OF RADIOLOGY</i></b>	<b><i>21</i></b>
<b><i>DRUG-FREE EDUCATIONAL ENVIRONMENT – SEE APPENDIX</i></b>	<b><i>21</i></b>
<b><i>GRIEVANCE PROCEDURE/DUE PROCESS</i></b>	<b><i>ERROR! BOOKMARK NOT DEFINED.</i></b>
<b><i>FACILITIES</i></b>	<b><i>25</i></b>

<b><i>MEDICAL IMAGING SCHOOL OF RADIOLOGY</i></b>	<b><i>25</i></b>
<b><i>LIBRARY SERVICES</i></b>	<b><i>25</i></b>
<b><i>NON-DISCRIMINATION</i></b>	<b><i>26</i></b>
<b><i>STUDENT SERVICES</i></b>	<b><i>26</i></b>
<b><i>TIME OFF/SCHOOL BREAKS</i></b>	<b><i>26</i></b>
<b><i>TRANSFER OF CREDIT/STUDENTS</i></b>	<b><i>27</i></b>
<b><i>ARTICULATION AGREEMENTS</i></b>	<b><i>27</i></b>
<b><i>TUITION</i></b>	<b><i>27</i></b>
<b><i>TUITION REFUND POLICIES</i></b>	<b><i>29</i></b>
<b><i>CLINICAL POLICIES</i></b>	<b><i>30</i></b>
<b><i>CLINICAL SCHOOL FACULTY</i></b>	<b><i>30</i></b>
<b><i>CLINICAL INSTRUCTORS</i></b>	<b><i>30</i></b>
<b><i>COMPETENCY EVALUATORS</i></b>	<b><i>30</i></b>
<b><i>CLINICAL EDUCATOR RECOGNITION</i></b>	<b><i>31</i></b>
<b><i>DRESS CODE</i></b>	<b><i>31</i></b>
<b><i>HEALTH POLICY</i></b>	<b><i>33</i></b>
<b><i>STUDENT HEALTH</i></b>	<b><i>34</i></b>
<b><i>COMMUNICABLE DISEASES</i></b>	<b><i>34</i></b>
<b><i>COVID-19</i></b>	<b><i>35</i></b>
<b><i>COVID-19 CONTINGENCY PLAN</i></b>	<b><i>39</i></b>
<b><i>MWHC OCCUPATIONAL HEALTH</i></b>	<b><i>40</i></b>
<b><i>HANDWASHING</i></b>	<b><i>40</i></b>
<b><i>INFECTION CONTROL</i></b>	<b><i>40</i></b>
<b><i>PREGNANCY POLICY</i></b>	<b><i>40</i></b>
<b><i>PROFESSIONAL CONDUCT</i></b>	<b><i>41</i></b>
<b><i>GENERAL PLAN FOR CLINICAL EDUCATION</i></b>	<b><i>42</i></b>
<b><i>CLINICAL EXPERIENCE</i></b>	<b><i>42</i></b>
<b><i>CLINICAL ROTATIONS</i></b>	<b><i>42</i></b>
<b><i>CONTACTING STUDENTS DURING CLINICAL HOURS</i></b>	<b><i>42</i></b>
<b><i>CLINICAL SUPERVISION POLICY</i></b>	<b><i>43</i></b>

<i><b>DIRECT SUPERVISION</b></i>	<i><b>43</b></i>
<i><b>INDIRECT SUPERVISION</b></i>	<i><b>43</b></i>
<i><b>REPEAT SUPERVISION</b></i>	<i><b>44</b></i>
<i><b>COMPETENCY EXAMS</b></i>	<i><b>44</b></i>
<i><b>TERMINAL COMPETENCY REQUIREMENTS</b></i>	<i><b>45</b></i>
<i><b>ACHIEVING CLINICAL COMPETENCY</b></i>	<i><b>45</b></i>
<i><b>CLINICAL SITE INFORMATION</b></i>	<i><b>46</b></i>
<i><b>CLINIC CONTACT PHONE NUMBERS</b></i>	<i><b>46</b></i>
<i><b>ACADEMIC CALENDAR 2020 - 2022</b></i>	<i><b>48</b></i>
<i><b>FERPA CONSENT TO RELEASE STUDENT INFORMATION</b></i>	<i><b>50</b></i>
<i><b>STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY</b></i>	<i><b>51</b></i>

Thank you for your interest in MedStar Washington Hospital Center Medical Imaging School of Radiology. Many men and women have graduated from MedStar Washington Hospital Center Medical Imaging School of Radiology with a certificate in Radiologic Technology, have passed the national registry, and have entered the employment setting with skills second to none!

The graduates significantly shaped this Medical Imaging Program by offering valuable observations, opinions, suggestions, criticisms, and insight from a student's perspective. Input from students, and later as graduates, is equally important to our program and our community.

The program was started at MedStar Washington Hospital Center in 1959 as a training program for Radiographers. The first Graduating class was in 1961. Today the program is the only program in existence in the District of Columbia. It is a major pipeline for recruitment for area Hospitals and Imaging Centers. Today the program has graduated over 300 Radiographers and 70% have become MedStar Washington Hospital Center Employees.

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

Ericka Lasley, M.S.R.S., R.T.(R)

Director of Radiology Education, MWHC Medical Imaging School of Radiology

# ***MWHC MEDICAL IMAGING SCHOOL OF RADIOLOGY***

## ***MISSION STATEMENT***

The MedStar Washington Hospital Center Medical Imaging School of Radiology seeks to develop entry-level radiographers skilled in diagnostic imaging within a patient and family-centered care environment. The mission of the program is to produce well-educated, culturally and clinically competent, highly motivated medical imaging professionals who will safely perform diagnostic imaging procedures and to provide safe and compassionate patient care.

## ***PROGRAM GOALS & STUDENT LEARNING OUTCOMES***

1. Students will possess entry-level employment skills.
  - a. Students will obtain high-quality images on the first attempt.
  - b. Students will provide safe, appropriate patient care.
2. Students will communicate effectively.
  - a. Students will demonstrate effective oral communication skills.
  - b. Students will demonstrate effective written communication skills.
3. Students will demonstrate problem-solving and critical thinking skills.
  - a. Students will demonstrate critical thinking skills when analyzing trauma patients.
  - b. Students will effectively adjust equipment and modify patient positioning for non-routine exams.

## *MEDSTAR WASHINGTON HOSPITAL CENTER*



### *MISSION*

MedStar Washington Hospital Center, a valued member of MedStar Health, is dedicated to delivering exceptional PATIENT FIRST health care. We provide the region with the highest quality and latest medical advances through excellence in patient care, education and research.

### *OUR VISION*

To be the trusted leader in caring for people and advancing health.

### *GUIDING PRINCIPLE*

To treat each patient as we would a member of our own family by providing the best medical treatment with caring and compassion, responsive service, and intelligent use of resources. Through this achievement, we will be recognized as a national model for excellence in patient-centered care.

### *VALUES*

- **Service** - We strive to anticipate and meet the needs of our patients, physicians and co-workers.
- **Patient First** - We strive to deliver the very best to every patient every day. The patient is the priority in everything we do.
- **Integrity** - We communicate openly and honestly, build trust and conduct ourselves according to the highest ethical standards.
- **Respect** - We greet each individual, those we serve and those with whom we work, with the highest professionalism and dignity.
- **Innovation** - We embrace change and work to improve all we do in a fiscally responsible manner.
- **Teamwork** - System effectiveness is built on the collective strength and cultural diversity of everyone, working with open communication and mutual respect.

**Institution Name:** MedStar Washington Hospital Center Medical Imaging School of Radiology  
**Program Type:** Radiologic Technology  
**Degree Type:** Certificate

### ***PROGRAM EFFECTIVENESS DATA***

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. The information can be found directly on the [JRCERT webpage](https://portal.jrcertaccreditation.org/accredited-educational-programs/search).

**Credentialing Examination:** The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 <sup>st</sup> attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2016	5 of 7 - 71%
Year 2 - 2017	10 of 10 - 100%
Year 3 - 2018	4 of 8 - 56%
Year 4 - 2019	7 of 11 - 67%
Year 5 - 2020	5 of 9 - 56%
<b>Program 5-Year Average</b>	<b>31 of 45 - 69%</b>

**Job Placement:** The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2016	7 of 7 - 100%
Year 2 - 2017	11 of 11 - 100%
Year 3 - 2018	9 of 9 - 100%
Year 4 - 2019	8 of 8 - 100%
Year 5 - 2020	6 of 6 - 100%
<b>Program 5-Year Average</b>	<b>41 of 41 - 100%</b>

**Program Completion:** The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2020	9 of 9
<b>Annual Completion Rate</b>	<b>100%</b>

To access the annual program effectiveness data, refer to the JRCERT website at:  
<https://portal.jrcertaccreditation.org/accredited-educational-programs/search>

## ***ADMISSION REQUIREMENTS***

Student must:

- Be a high school graduate or possess a suitable equivalent. All students must have completed the minimum of an associate degree or be within 6 credit hours of the associate degree requirements upon entering the Program. Students will have **one year** to complete the required credits for the associate degree. **Failure to complete the associate degree by the end of the 2<sup>nd</sup> semester of the program will result in dismissal from the program.** Overall GPA must be 2.5 or higher. All the following prerequisite courses must be either part of the degree or completed at the start date of the radiology program: English Composition, Computer Course, Math Fundamentals of Reasoning or higher, Anatomy and Physiology I and II with a Laboratory component. All prerequisite courses must be completed with a “C” or better for admission to the radiology program.
- Must receive a passing percentile score of at least 70% on the admission test. Applicants will be scheduled to take a HESI Admission Assessment Exam and will be responsible for testing fees. International students must present proof of college English and Math placement tests or a passing score above 100 on the TOEFL test.
- Provide evidence of good health and successfully pass the substance abuse screening and criminal background check. Students will not be permitted to rotate into clinical sites until cleared by MWHC Occupational Health.
- Meet the criteria for technical functioning which have been developed to define the physical conditions necessary for a technologist to function in the healthcare environment. The student is advised that this level of functioning must be maintained throughout the program. The school reserves the right to require student testing as it deems appropriate to meet these technical functions/physical demands. These “technical functions” have been discussed under the admission requirements and are listed on the school website.

## ***ADMISSION PROCESS***

### **Submitting the Application**

1. Submit an online application to the Medical Imaging School of Radiology from January 1 – April 1, of the year the applicant wishes to be considered. A \$25.00 non-refundable application fee must be paid via check or credit card.
2. Submit an essay (1500-words minimum) about “Why did you select MedStar Washington Hospital Center Medical Imaging School of Radiology and Why you want to be a Radiologic Technologist?” with your application.
3. Make checks or money orders payable to MedStar Washington Hospital Center. Please add 43110-491910 to the memo line of all checks or money orders.
4. Credit Card payments can be used using the Credit Card Payment Authorization form
5. Arrange for current CPR card (accepted students will be enrolled in CPR as needed) and official transcripts from all colleges previously attended be sent to:

**Daphanie Talbert – Burke, Administrative Assistant**  
**MedStar Washington Hospital Medical Imaging School of Radiology**  
**110 Irving Street NW**  
**Suite GO – 33A**  
**Washington, D.C. 20010**  
**[daphanie.talbert-burke@medstar.net](mailto:daphanie.talbert-burke@medstar.net)**

6. International degrees awarded by institutions outside of the U.S. (and not otherwise recognized by ARRT) must be evaluated and approved by a credential evaluation service that is a member of the Association of International Credential Evaluators, Inc. (AICE) and/or the National Association of Credential Evaluation Services (NACES) before application submission. (ARRT, 2021)  
<https://www.rrt.org/pages/earn-rrt-credentials/how-to-apply/international-inquiries>  
<https://aice-eval.org/members/>  
<https://www.naces.org/members>
7. Applicants meeting initial admission requirements will be notified via email to schedule the admission test (the HESI A2 Admissions Exam). Applicants will be responsible for examination (~\$51) and proctoring fees (~\$30). HESI A2 admissions test will be administered online via *ProctorU* online proctoring service.
8. After the committee has reviewed and considered each application individually, notification of acceptance or denial will be sent to each applicant.

### Selection Process

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

GPA	Courses Evaluated for Competitive Admissions	Misc.	Entrance Test	Rank Order
"C" or better in all classes	<b>Minimum 2.5 overall GPA</b>	** Anatomy Courses will carry a heavier weight when calculating GPA quality points.	HESI minimum comprehensive score of 70%	GPA conversion (75%)+ HESI (15%) + HESI Critical Thinking Conversion Score (10%) + Bonus Points Admissions Essay Score
	Anatomy and Physiology, I & II with Lab **	A - 150 points B – 127.5 points C – 112.5 points		
	English Composition and Rhetoric	A – 100 points B – 85 points C – 75 points		
	MATH i.e. MTH 130 Fundamentals of Reasoning or Higher	A – 100 points B – 85 points C – 75 points		
	Introduction to Computers i.e. CSC 110	A – 100 points B – 85 points C – 75 points		
	**Bonus points are awarded as follows: 1 point – applicant resides in the District of Columbia			

	1 point – the applicant has previous medical experience 1 point – applicant previously applied			
	<b>HESI Admission Assessment Exam</b>			
	Completion of the HESI Admission Assessment Exam (HESI A2), an assessment tool used to evaluate prospective students and their potential for successful program completion, is required for consideration of acceptance into MedStar Washington Hospital Center Medical Imaging School of Radiology.			
	All applicants must complete these designated sections: Math, Reading Comprehension, Vocabulary and General Knowledge and Grammar, Anatomy & Physiology, <b><u>Learning Profile &amp; Personality Style</u></b> , and Critical Thinking. A study guide is available through Elsevier.			
	Applicants have two (2) attempts to complete the HESI A2 Exam within a 1-year (12-month) time frame. The scores are valid for one (1) year from the initial examination date.			
	Applicants will be contacted by MWHC MISR Faculty for a testing date after the application has been submitted and reviewed. Applicants are responsible for all testing cost.			

### **Confirming Intention to Enroll**

Once selected to attend the Medical Imaging School of Radiology, applicants must confirm their intention to enroll in writing, submit medical health assessment forms provided by the school to include the technical functions paperwork, and successfully complete drug screening and certified background check as conditions of acceptance. The student must also pay a non-refundable \$50.00 enrollment fee to secure their place in the class. Student class size is limited and determined annually by the Director of Radiology Education and Admissions Committee.

### **Alternate Student Status**

The admission committee selects applicants who may be offered admission based on alternate student status. These students will receive a letter allowing them to accept enrollment if space should become available.

### **Reapplication to the Program**

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

### **Students Educated in Foreign Countries**

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

### **Provisional Student Status**

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

### **Enrollment Contingencies**

Acceptance of applicants will be contingent on the following:

Completion of all academic general education requirements  
Completion of all HR Pre-employment Processing requirements  
Completion of Occupational Health Pre-employment physical  
Submission of the \$50 Enrollment Fee  
Return of Program Enrollment Agreement

### ***ESSENTIAL FUNCTIONS CRITERIA***

All students must be cleared by MWHC Occupational Health indicating they are capable of performing the essential functions of a student radiographer. Students must be able to perform certain psychomotor, cognitive, and affective skills that are required in the program and, upon graduation, in the profession. Students must be able to respond physically, orally, immediately to the patient. The Program or its affiliated agencies may identify critical behaviors or abilities needed by students to meet program or agency requirements. The Program reserves the right to amend this listing based on the identification of additional standards or criteria for students. If a student cannot fully meet (100%) the standards the student may request ADA accommodations. The MWHC Medical Imaging School of Radiology, Director of Radiology Education in conjunction with the Employee Labor and Relations department will review each case and assist with clinical accommodations as appropriate.

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

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

## ***CURRICULUM / PROGRAM OF STUDY***

The MWHC Medical Imaging School of Radiology combines classroom, laboratory, and clinical experience with increasing emphasis as the student progresses. In the clinical setting, students are trained by qualified radiologic technologists who supervise these experiences. Clinical shifts are scheduled between the hours of 5:00 a.m. – 7:30 p.m., not to exceed 10 consecutive hours, Monday through Friday. Days and hours occasionally vary so students may experience a unique, equal and equitable educational opportunity consistent with specific objectives. Didactic class schedules are between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday, not to exceed 10 hours per day. Total time per week will **not exceed 40 hours**. Part-time study is not available. To successfully complete the educational program, the student must achieve a grade of C (77%) or above in all courses. The Medical Imaging School of Radiology does not offer an early graduation option. Students are enrolled in the curriculum for a period of 22 months and receive vacations and generous breaks each year.

## Units of Credit

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

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

<u>Spring Semester Year 1</u>			<u>Spring Semester Year 2</u>		
RAD 112	Radiographic Imaging I	3	RAD 234	Adv Clinical Procedures III	9
RAD 132	Elementary Clinical Procedure II	6	RAD 216	Registry Review	5
RAD 122	Radiographic Procedures II	<u>4.5</u>	<b>Total</b>		<b>14</b>
<b>Total</b>		<b>13.5</b>			

<b>Summer Semester Year 1</b>	
RAD 230 Advanced Clinical Procedures I	7
RAD 214 Radiation Protection and Biology	4
<b>Total</b>	<b>11</b>

**TOTAL CREDIT HOURS** **70**

# ***COURSE DESCRIPTIONS***

## **First Semester**

### **RAD 106**

#### **Introduction to Radiography**

**3 credit hours**

This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. This course provides the student with concepts of patient care and pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations. Upon completion, students will demonstrate foundational knowledge of radiologic science.

### **RAD 120**

#### **Radiographic Procedures I**

**4.5 credit hours**

This course provides the student with instruction in anatomy, positioning, image evaluation and pathology of the Chest and Thorax, Upper and Lower Extremities, and Abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings.

### **RAD 125**

#### **Patient Care Procedures**

**3 credit hours**

This course provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

### **RAD 130**

#### **Elementary Clinical Procedures I**

**4 credit hours**

This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, film evaluation, and pathology and department policies. This course introduces the student to the elements of medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology and on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 120.

## **Second Semester**

### **RAD 122**

#### **Radiographic Procedures II**

**4.5 credit hours**

This course provides the student with instruction in anatomy, positioning, image evaluation and pathology of spine, cranium, body systems and special procedures. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication and critical thinking in both the didactic and laboratory settings. This course provides a basic understanding of Medical Terminology.

### **RAD 132**

#### **Elementary Clinical Procedures II**

**6 credit hours**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment

manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology, and patient care techniques. This course introduces the student to the elements of medical terminology. Emphasis is placed on terminology pertinent to diagnostic radiology and on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

**RAD 112                                      Radiographic Imaging I (Equipment)                                      3 credit hours**

This course provides students with knowledge of basic physics and the fundamentals of imaging equipment. Topics include information on x-ray production, beam characteristics, units of measurement, and imaging equipment components. Upon completion, students will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production.

**Third Semester**

**RAD 230                                      Advanced Clinical Procedures I                                      7 credit hours**

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

**RAD 214                                      Radiation Protection and Biology                                      4 credit hours**

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

**Fourth Semester**

**RAD 212      Radiographic Imaging II (Image Acquisition and Evaluation)                                      4 credit hours**

This course provides students with the knowledge of factors that govern and influence the production of radiographic images and assuring consistency in the production of quality images. Topics include factors that influence density, contrast and radiographic quality as well as quality assurance, image receptors, intensifying screens, processing procedures, artifacts, and state and federal regulations.

**RAD 222                                      Radiographic Procedures III                                      4 credit hours**

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

**RAD 232                                      Advanced Clinical Procedures II                                      9 credit hours**

This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, film evaluation, pathology, and patient care techniques. Principles of computed tomography and cross-sectional anatomy will be

presented. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses.

### **Fifth Semester**

#### **RAD 234**

#### **Advanced Clinical Procedures III**

**9 credit hours**

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

#### **RAD 216**

#### **Registry Review**

**5 credit hours**

This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry-level technologist. Topics include a basic review of all content areas, test-taking techniques, and job-seeking skills. Upon completion, the student will be able to pass comprehensive tests of topic covered in the Radiologic Technology Program.

### ***GRADING SCALE***

The grading scale for the Medical Imaging School of Radiology is as follows:

<u>Grade</u>		<u>Grade Point</u>
100 – 94	A	4.0
93 – 85	B	3.0
84 - 77	C	2.0
76 and below	F	0

### ***GRADUATION***

Prospective graduates are to:

1. Complete all courses in the curriculum with a grade of C or better in each
  2. Complete all clinical competencies, including the Terminal Competency Evaluation
  3. Arrange to settle all indebtedness to the Medical Imaging School of Radiology
  4. Return all books
  5. Return MedStar Hospital Medical Center identification badge and Dosimeter
  6. Attend graduation unless excused with special permission from the Director of Radiology Education
- \* Verification of education will be on the last official day of class so the ARRT Registry can be taken at that time.
- \*\* Junior students are required to attend the graduation of the senior class unless their absence is excused by the Director of Radiology Education, who will decide what requirements will be completed to make up for the absence.

## ***ACADEMIC INTEGRITY/HONOR CODE***

Students shall observe and sustain absolute and complete honesty in all academic affairs. Violations of the following Academic Integrity/Honor Code include, but are not limited to, taking or attempting to take any of the following actions by definition:

- A. **Cheating:** The act of providing or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, or study aids. Unauthorized materials may include but are not limited to notes, textbooks, previous examinations, papers, laptops, or prohibited electronic devices. This includes collaborating in an unauthorized manner with one or more students on an examination or assignment submitted for academic credit.
- B. **Fabrication:** Submitting fraudulent or altered information in any academic exercise. This includes citing non-existent articles, contriving sources, falsifying scientific results, etc.
- C. **Facilitating Academic Dishonesty:** The act of knowingly helping or attempt to help another violate any provision of the Academic Integrity/Honor Code. This includes:
  - 1. Providing false or misleading information regarding academic affairs.
  - 2. Falsifying evidence, or intimidating, or influencing someone in connection with an honor violation, investigation, hearing, or appeal.
  - 3. Selling or giving to another student unauthorized copies of any portion of an examination or completed assignments receiving academic credit.
  - 4. Rendering unauthorized assistance to another student by knowingly permitting him/her to see or copy all or a portion of an examination or assigned coursework and receiving academic credit.
  - 5. Taking an examination for another student.
- D. **Misrepresentation of Academic Records:** Misrepresenting or altering with or attempting to alter with any portion of a student's academic record or transcript, either before or after admission to the MedStar Washington Hospital Center Medical Imaging School of Radiology. This includes:
  - 1. Falsifying or attempting to falsify class attendance records for self, or having another person falsify attendance on your behalf.
  - 2. Falsifying material relating to course registration or grades, either for oneself or for another student.
  - 3. Falsifying reasons why a student did not attend a required class/clinical or take a scheduled examination.
  - 4. Making any unauthorized changes in any recorded grade or on an official academic record.
- E. **Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgment. Receiving academic credit or submitting a commercially prepared research project, paper, or work completed by someone else for academic credit are examples of plagiarism.
- F. **Unfair Advantage:** Attempting to gain an unauthorized advantage over fellow students in an academic exercise. To obtain prior knowledge of examination materials (including, but not limited to the use of previous examinations obtained from files maintained by various groups and organizations) in a manner not permitted by the MedStar Washington Hospital Center Medical Imaging School of Radiology or to use computing facilities in an academically dishonest manner are examples of this violation.
- G. **Multiple Submissions:** The act of submitting, without permission, any previous work submitted to fulfill another academic requirement.

Compliance to the MWHC MISR Academic Integrity/Honor Code is expected. Academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MWHC MISR Academic Integrity/Honor Code. All assignments, quizzes, and exams are to be performed solely by the student submitting the work unless otherwise stated by the instructor. Cheating is defined as utilizing unauthorized material and/or help to complete an assignment, quiz, exam, mock registry, etc. Cheating is also defined as submitting work done by another person. If a student is found to be cheating, a grade of "0" (zero) will be given for that assignment, quiz, exam,

mock registry, etc. The duplication of test material in any form including, but not limited to: handwritten, photocopy, video or tape recording is also considered cheating. Portable electronic devices including cameras, iPods, PDA's, or cell phones are not permitted during testing.

Any student found to be in violation of the MWHC MISR Academic Integrity/Honor Code will be subject to strict disciplinary action.

- 1<sup>st</sup> offense – Written Record of Conference with 1-3 days suspension
- 2<sup>nd</sup> offense – Program Dismissal

The degree of discipline depends on the severity, frequency, and the circumstances under which the offense occurred. Any days missed as a result of disciplinary action will be deducted from the student's allowable absentee days for that semester and may affect the student's graduation date. During clinical instruction, the clinical instructor and/or Department Supervisor and/or Manager has the right to release the student from their duties until the incident is investigated by the Program officials. The student may not return to the clinical site without the program's permission. All suspension or investigation days must be made up before the beginning of the next semester.

## ***ACADEMIC PROGRESS***

In order to continue in the Medical Imaging School of Radiology, a student must maintain compliance of the following:

- a. Maintain a grade of C (77%) or better in ALL radiology courses; a grade below a C in any course will be considered a failing grade. Any student who receives a course grade below a C during any semester will be dismissed from the program for academic failure.
- b. Educational benefits will be discontinued, pursuant to 38 U.S.C. 3474 when a veteran or eligible person receives a final course grade >77% in any radiology course. The school will no longer certify GI Bill benefits for this student.
- c. Students, to include veterans and/or eligible persons must follow the Withdraw, Re-entry, and Re-admission policy and be re-admitted to the program in order to be certified again.
- d. Pay tuition in accordance to employment/education option and signed payment agreement.
- e. Abide by the policies outlined in the student handbook.
- f. Failure to complete the competency exam or evaluation requirements may be carried over for one semester if the student is placed on an educational plan.
- g. Should a student be placed on an educational improvement plan; all requirements of the educational improvement plan must be met. Failure to complete all requirements outlined in an educational plan will result in dismissal from the program.

## ***ACADEMIC RECORDS***

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

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

# ***STUDENT RIGHTS***

## ***ACCESS TO STUDENT RECORDS***

A student has the right to inspect his/her file in the presence of a faculty member. The MedStar Washington Hospital Center Medical Imaging School of Radiology will comply with a student's request to examine his/her file in a reasonable period of time, not to exceed 45 days. Information from a student's file may be provided, with the student's permission and at the student's request, to anyone the student designates in writing. Access is available to instructors in the MedStar Washington Hospital Center Medical Imaging School of Radiology who are determined to have a legitimate educational interest. Access is also granted to the Joint Review Committee on Education in Radiologic Technology (JRCERT) in order to carry out its accrediting functions. Information may be provided to comply with a judicial order or lawfully issued subpoena. Information from the student's file may also be provided to appropriate parties in a health or safety emergency. Access to other parties and organizations may be granted in keeping with the Family Educational Rights and Privacy Act of 1974.

## ***FERPA***

The MedStar Washington Hospital Center Medical Imaging School of Radiology and its faculty and staff will protect the privacy of students' education records as required by federal law and regulations and as set forth in this policy under the Family Educational Rights and Privacy Act of 1974. A FERPA Consent to Release Student Information Form must be completed by the student before any protected information is released. An MWHC MISRFERPA Consent to Release Student Information Form is included in the Appendix of this handbook or may be obtained from the Director of Radiology Education upon request.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Eligible students must represent themselves in all student/faculty/administrative meetings, no attorney or other advisors/counselors are allowed in due process/grievance meetings (hearings). Eligible students have the right to request a family member (parent, spouse or significant other) be present as a silent witness to any meeting. Third-party attendees are to direct any questions/answers to the eligible student who then has the right to direct that question/answer to program faculty or the hospital administration.
- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## ***ANTI-HARASSMENT POLICY***

All students have the right to attend the MWHC Medical Imaging School of Radiology and all its organizational affiliates free of harassment. Please refer to the Harassment Policy in the Appendix.

## ***JRCERT NON-COMPLIANCE ISSUES***

Included in the back of this handbook is an abbreviated copy of the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences. (a complete copy can be found at <https://www.jrcert.org/accreditation-information/accreditation-standards-2021/> ). If at any time during enrollment in the Radiography Program a student feels the program is not in compliance, these noncompliant issues must be in writing and first discussed with the Director of Radiology Education. The Director of Radiology Education has 5 business days to respond. If the student is not satisfied, the discussion should be taken to the Senior Director Radiology and Radiation Safety. The Senior Director Radiology and Radiation Safety has 5 business days to respond. At any time, the student can contact the JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Email: [mail@jrcert.com](mailto:mail@jrcert.com)

The student's written allegation of noncompliance and resolution will be filed and held in the strictest confidence.

## ***ASSESSMENT AND EVALUATION***

### ***STUDENT ASSESSMENT***

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

### ***PROGRAM EVALUATION***

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

### ***ACADEMIC EVALUATIONS***

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

### ***CLINICAL EVALUATIONS***

Radiologic technologists will evaluate the students during their clinical rotation. The frequency of the evaluations will vary depending on the semester and the evaluation results will be reviewed with the students by faculty. During the junior year, students must maintain an overall rotation evaluation average of 80% or above at both mid-term and at the end of each semester in order to maintain program progression. The student will be counseled if the overall rotation evaluation average falls below 80%. An educational plan or personal plan will be developed as deemed appropriate by school faculty. During the senior year of the program, students are expected to maintain an overall rotation evaluation average of 90% or above at both midterm and end of the semester to maintain program progression. The student will be counseled if the overall rotation evaluation average falls below 90%. An educational plan or personal plan will be developed as deemed appropriate by school faculty.

### ***FACULTY EVALUATIONS***

Students will evaluate faculty members at the end of each semester. Clinical sites, Clinical Instructors and Competency Evaluators will be evaluated by the students at the end of the semester; periodic feedback will be given during the year if needed, with annual evaluations given and signed. All evaluations are confidential. All evaluations are submitted to the Medical Imaging School of Radiology Director of Radiology Education and/or Clinical Coordinator anonymously via Trajecsyst for review and analysis. Faculty are provided a summary of their respective evaluations in order to incorporate student feedback for improvement as appropriate.

### ***DISMISSAL FROM THE MEDICAL IMAGING SCHOOL OF RADIOLOGY***

The Medical Imaging School of Radiology reserves the right to dismiss a student for any or all the following reasons:

1. Verbal or physical abuse of any patient
2. Insubordination to established authority
3. Inability to maintain passing grades/complete syllabi requirements
4. Failure to comply with the attendance policy
5. Violation of the Academic Integrity Policy
6. Unprofessional/ unethical conduct
7. Possession of a firearm or other weapon on Mary Washington Healthcare properties
8. Possession of illegal or controlled substances
9. Unsatisfactory clinical performance
10. Hostile workplace actions
11. Harassment
12. Failure to follow appropriate radiation protection safety policies
13. Providing false documentation of any kind
14. Falsifying clinical forms
15. Failure to pass laboratory simulation exams by the third attempt

### ***DRUG-FREE EDUCATIONAL ENVIRONMENT – SEE APPENDIX***

In keeping with the policy of the sponsoring institutions, the Medical Imaging School of Radiology has determined students must meet the same standards as MWHC Associates as outlined in the Personal Use of Drugs and Alcohol in the Workplace. Please refer to the Appendix.

### ***GRIEVANCE PROCEDURE***

**Academic grievance:**

A formal process through which a student can appeal through his/her course instructor, the school's administrative leadership (academic policies), or the student's final grade in a course. A final course grade appeal must be based on at least one of the following claims: capricious action on the part of the faculty member that affects the student's final grade; prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student's final grade; or a documented error in calculating the student's final grade. A capricious action is defined as one made on a whim or without justifiable reasons. Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor's application of the course syllabus.

#### **Non-academic grievance:**

A formal process through which a student or student group can appeal a non-academic decision made by a faculty or clinical staff member that negatively affects a student/student group's standing with the school. A non-academic grievance or complaint may include disputes between a student/student group and an office of the school regarding the quality of instruction, the fairness of the instructor, and the quality/fairness of clinical education. A non-academic grievance or complaint may include disputes between a student/student group and an office of the school regarding the interpretation and/or application of the policies and procedures of the school, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic grievance may be based on one of the following claims: arbitrary and/or capricious actions by a Clinical Instructor, Competency Evaluator, Clinical Coordinator or Director of Radiology Education; prejudicial treatment of a student by a Clinical Instructor, Competency Evaluator, Clinical Coordinator or Director of Radiology Education; or an administrative error in the application of a policy by a Clinical Instructor, Competency Evaluator, Clinical Coordinator or Director of Radiology Education.

**\*All clinical issues are considered Non-Academic grievances and must first be presented to the Medical Imaging School of Radiology Clinical Coordinator, not to the Clinical Instructor or Competency Evaluator.**

It is the intent of the Medical Imaging School of Radiology to provide each student a means to resolve any issue arising from the application of the school's policies, procedures, or rules. An academic grievance shall be addressed as follows:

1. The student should first contact the instructor within five business days of the occurrence in writing outlining his/her issue. This action must be initiated by the student within five business days following the alleged complaint or the student's awareness of the incident. If initiated after more than five business days, the student loses the right to pursue resolution of the grievance to a higher level of appeal. The instructor has five business days to respond. If the student is unsatisfied with the instructor's written response and wishes to further pursue his/her issue, then the student should advance to step two in the due process procedure.
2. The issue is addressed in writing to the Director of Radiology Education. This action must be initiated by the student within five business days following the alleged complaint or the student's awareness of the incident. If initiated after more than five business days, the student loses the right to pursue resolution of the grievance to a higher level of appeal. If the student is not satisfied with the resolution of the issue, a formal grievance procedure may begin.
3. The Director of Radiology Education will discuss the grievance, review the issues in the grievance, and respond to the student in writing within three business days.
4. If the Director of Radiology Education's reply is not acceptable, the student may request a meeting in writing within three business days, with the Senior Director Radiology and Radiation Safety. The student may request that the Chairman of Radiology, Medical Imaging School Medical Director be present at this meeting. The Director of Radiology Education will also be in attendance.
5. The Senior Director Radiology and Radiation Safety will prepare a written response to the student within five business days. If the response is not satisfactory to the student, the grievance will go to the Chairman of Radiology, Medical Imaging School Medical Director.

6. The Chairman of Radiology, Medical Imaging School Medical Director reviews all documentation involved will prepare a written response within five business days. If the response is not satisfactory to the student, the grievance will go to the Senior Director Ancillary and Rehabilitation Services.
7. The Senior Director Ancillary and Rehabilitation Services. reviews all documentation involved and renders a decision, in writing, within 10 business days. The decision of the Senior Director Ancillary and Rehabilitation Services is final.

The Senior Director Ancillary and Rehabilitation Services. has the responsibility to interpret the grievance in light of established policies, procedures, and rules but does not have the privilege to formulate or change school policies or procedures.

A non-academic grievance shall be addressed as follows:

**Step 1.**

- A. If the grievance is about a Clinical Instructor or Competency Evaluator, the student must contact the Clinical Coordinator within five business days of the occurrence in writing outlining his/her issue.
- B. If the grievance is about the Clinical Coordinator, the student must contact the Director of Radiology Education and Clinical Coordinator within five business days of the occurrence in writing outlining his/her issue.
- C. If the grievance is about the Director of Radiology Education the student must contact the Senior Director Radiology and Radiation Safety and the Director of Radiology Education within five business days of the occurrence in writing outlining his/her issue.

This action must be initiated by the student within five business days following the alleged complaint or the student's awareness of the incident. If initiated after more than five business days, the student loses the right to pursue resolution of the grievance to a higher level of appeal.

- Type A non-academic grievance will be investigated by the Clinical Coordinator. The Clinical Coordinator has five business days to respond. If the student is unsatisfied with the Clinical Coordinator's written response and wishes to further pursue his/her issue, then the student should advance to step two in the due process procedure, the Director of Radiology Education.
- Type B non-academic grievances must be answered by the Clinical Coordinator within five business days of receipt. The Clinical Coordinator must submit a copy of his/her response to the Director of Radiology Education. If the student is unsatisfied with the Clinical Coordinator's written response and wishes to further pursue his/her issue, then the student should advance to the next step of the due process procedure, the Director of Radiology Education.
- Type C non-academic grievance must be answered by the Director of Radiology Education within five business days of receipt. The Director of Radiology Education must submit a copy of his/her response to the Senior Director of Radiology and Radiation Safety. If the student is unsatisfied with the Director of Radiology Education's written response and wishes to further pursue his/her issue, then the student should advance to the next step of the due process procedure, the Senior Director Radiology and Radiation Safety.

**Step 2.** The issue is addressed in writing to the appropriate faculty and/or administrative personnel for the MWHC Medical Imaging School of Radiology. This action must be initiated by the student within five business days following the receipt of step 1 grievance decision. If initiated after more than five business days, the student loses the right to pursue resolution of the grievance to a higher level of appeal. If the student is not satisfied with the resolution of the issue, a formal grievance procedure may begin.

**Step 3.** Based on the type of non-academic grievance the student must submit their grievance in writing to appropriate faculty and/or administrative personnel. The appropriate faculty and/or administrative personnel will

discuss the grievance, review the issues in the grievance, and respond to the student in writing within three business days.

**Step 4.** If the Director of Radiology Education's reply is not acceptable, the student may request a meeting in writing within three business days, with the Senior Director Radiology and Radiation Safety. The student may request that the Chairman of Radiology, Medical Imaging School Medical Director be present at this meeting. The Director of Radiology Education will also be in attendance.

**Step 5.** The Senior Director Radiology and Radiation Safety will prepare a written response to the student within five business days. If the response is not satisfactory to the student, the grievance will go to the Chairman of Radiology, Medical Imaging School Medical Director. The Chairman of Radiology, Medical Imaging School Medical Director reviews all documentation involved and renders a decision, in writing, within five business days.

**Step 6.** If the response is not satisfactory to the student, the grievance will go to the Senior Director Ancillary and Rehabilitation Services. The Senior Director Ancillary and Rehabilitation Services reviews all documentation involved and renders a decision, in writing, within 10 business days. The decision of the Senior Director Ancillary and Rehabilitation Services is final.

Contacting the JRCERT is not a step in the formal grievance policy. Students must first attempt to resolve the complaint directly with the program officials. If the student is unable to resolve the complaint with the program officials and believes that the concerns have not been properly addressed, the student may submit allegations of noncompliance directly to the JRCERT. The JRCERT Standards are posted and any student wishing to report an allegation of noncompliance with the JRCERT has that ability if the grievance pertains to one of the standards. The procedure for filing a JRCERT grievance is outlined below:

1. Follow the Due Process Procedure.
2. If unsatisfied with the result from the facility, contact JRCERT in writing with your complaint.
3. All JRCERT due process paperwork must pertain to one of the Standards.
4. A copy of the complaint will remain in the Director's office for USDE record compliance.
5. All inquiries should be forwarded to JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Email: [mail@jrcert.com](mailto:mail@jrcert.com)
6. Complaints that cannot be resolved by direct negotiation with the school in accordance with its written grievance policy may be filed with the District of Columbia Higher Education Commission (DC HELC). 1050 First Street, NE, Washington, DC 20002, 202-727-6436. All student complaints must be submitted in writing.
7. No student will be subject to unfair actions as a result of initiating a complaint proceeding to the JRCERT or DC HELC.

While most complaints should follow the school's grievance policy, if the situation cannot be resolved at the school, the student can contact the District of Columbia Higher Education Learning Commission (DC HELC), Office of the State Superintendent of Education:

Monday – Friday, 8:30 am – 5:00 pm  
1050 First Street, NE

Washington, DC 20002  
202-727-6436  
[osse@dc.gov](mailto:osse@dc.gov)

**Students will not be subject to unfair action and/or treatment by and school officials as a result of the initiation of a complaint.**

## ***INFORMAL GRIEVANCE/COMPLAINT***

If the student has a concern that does not require formal grievance students are encouraged to share any informal grievance, complaint, comment, and/or concern with program faculty.

## ***FACILITIES***

### ***MEDICAL IMAGING SCHOOL OF RADIOLOGY***

Students have access to the school located at 110 Irving, St, NW, Washington, DC, 20010, during normal business hours or when faculty is on school grounds, Monday through Friday. Students who need additional hours for study purposes may contact the Director of Radiology Education or Clinical Coordinator to arrange for additional hours. The school location provides the classrooms, study areas, and books available for research and study. Students are to initial and date all food items stored in the school refrigerator. Unmarked items will be considered to be community property. The school will not be responsible for any personal property left on school grounds.

### ***LIBRARY SERVICES***

The William B. Glew, MD Health Sciences Library at the MedStar Washington Hospital Center provides a variety of library services and resources tailored to the needs of the radiology students. These services include:

- Maintain a reserve collection of student textbooks for loan or library use.
- Provide access to radiology and diagnostic imaging books in the reference and circulating collections
- Provide library orientation to students
- Assist students to identify resources needed for research projects
- Maintain an updated list of research resources for students
- Provide online access to radiology journals and E-books.
- Obtain articles and books on interlibrary loan as requested

Students can use the library which is in Room 2A-43 in the hospital or contact the library by phone or email.

### **Research Resources for the MWHC Medical Imaging School of Radiography Available from the Health Sciences Library**

The library has many resources available for the students of the Medical Imaging School. The library is in Room 2A-43, on the second floor between the A and B elevators across from Administration. Computers, a copier, scanners, and a fax machine are available for student use.

The online resources are available through the library's Intranet page. To access, go to StarPort, then select the **Site Services** tab and click on **Library and Media Services**.

This resource guide lists some of the resources that are available both through the library and on the Web. Please contact the library staff if you need any assistance.

### **Contact Us**

Email: [WHCLibrary@MedStar.net](mailto:WHCLibrary@MedStar.net) or Phone: 202-877-6221

Librarians: Fred King and Layla Heimlich

**\*\*COVID LIBRARY INFORMATION\*\***

The librarians are working remote during the COVID-19 Pandemic. Fred King can be reached via text: 202-748-6091, email: [fred.king@medstar.net](mailto:fred.king@medstar.net) or Zoom: 783-194-8617 (call/text first)

Layla Heimlich can be reached via text: 917-270-4463 or email: [layla.heimlich@medstar.net](mailto:layla.heimlich@medstar.net)

## ***NON-DISCRIMINATION***

The MedStar Washington Hospital Center Medical Imaging School of Radiology student recruitment, admission practices, faculty recruitment, and employment practices are non-discriminatory with respect to race, color, creed, religion, gender, gender identity or expression, sex, age, disability, marital status, sexual orientation, military status, or national origin.

## ***STUDENT SERVICES***

### **Guidance**

Students receive educational guidance from the faculty on an ongoing basis. Structured guidance sessions regarding academic and clinical progress are conducted by the Director of Radiology Education and/or Clinical Coordinator as needed at mid-semester and the end of the semester, at the student's request or at a faculty member's request. Students seeking personal counseling or educational disabilities can be referred to the MWHC EAP services.

### **Americans with Disabilities Act**

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

Students must be able to perform according to the physical demands of the Technical Functions Criteria in order to be considered for the program. Request for reasonable accommodation must be handled on an individualized basis. Students with disabilities may submit a request to the Director of Radiology Education, Human Resources or Occupational Health, who will coordinate, review, and respond to the request.

The Director of Radiology Education will seek the assistance of Occupational Health, Human Resources, or the Legal Department in reviewing job accommodation requests made by students with disabilities. In some cases, it may be necessary to involve other internal or external resources to explore the availability and feasibility of certain accommodations. Further, it is helpful that the student and the treating physician be involved in accommodation communications, as they can provide useful information regarding what accommodations may be effective. Information regarding an students' medical condition(s) and any need for a reasonable job accommodation is considered confidential and should not be disclosed to anyone who does not have a legitimate, business-related need to know such information.

## ***TIME OFF/SCHOOL BREAKS***

A minimum of twenty days (160 hours) is available for each student per school year. Specific dates of the breaks are determined by the Director of Radiology Education.

- **Holiday Break**

The facility recognizes the following holidays: New Year's Day, MLK, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas during which time the school will be closed for any time period determined for the holiday. A minimum five-day block, during the last two weeks of December, is allotted for a holiday break.

- **Spring Break**

A block of at least five days will be given during the spring semester.

- **Summer Break**

A block of at least five days between spring and summer semester is allotted for a break.

- **Fall Break**

A block of at least five days between summer semester and fall semester are allotted for a fall break.

## ***TRANSFER OF CREDIT/STUDENTS***

As a general rule, the Medical Imaging School of Radiology does not provide for the transfer of students from another radiology program into its curriculum. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credit and whether it should be accepted is the decision of the receiving institution. The school does not accept or award credit for life/work experience.

## ***ARTICULATION AGREEMENTS***

The MWHC Medical Imaging School of Radiology is not articulated with any college, university, or institution.

## ***TUITION***

- The application fee for the Medical Imaging School is \$25.00 (non-refundable)
- The enrollment fee for the Medical Imaging School is \$50.00 (non-refundable)
- HESI A2 Admissions Fee for the Medical Imaging School is \$51.00 + \$30 proctor fee (non-refundable)
- Tuition is \$10,500.00 over the course of 5 semesters, \$150.00 per credit hour.
- Full semester tuition payments are due the Friday before the semester begins.
- Partial (50%) semester tuition payments must be paid as outlined below. Fifty (50%) is due the Friday before the semester begins and the remaining 50% is due the Monday of midterm week.

MWHC Medical Imaging School of Radiology Tuition Schedule				
Semester	Credit Hours	Total Tuition		
First Year Fall Semester 1	14.5	\$2,175.00		
First Year Spring Semester 2	13.5	\$2,025.00		
Second Year Summer Semester 3	11	\$1,650.00		
Second Year Fall Semester 4	17	\$2,550.00		
Second Year Spring Semester 5	14	\$2,100.00		
Total	70	\$10,500.00		

*Partial Payment Options				
	Tuition Total	Due before 1st Day of Class	Due 1st day of Midterm	Totals
First Year Fall Semester 1	\$2,175.00	\$1,087.50	\$1,087.50	\$2,175.00
First Year Spring Semester 2	\$2,025.00	\$1,012.50	\$1,012.50	\$2,025.00
Second Year Summer Semester 3	\$1,650.00	\$825	\$825	\$1,650.00
Second Year Fall Semester 4	\$2,550.00	\$1,275.00	\$1,275.00	\$2,550.00
Second Year Spring Semester 5	\$2,100.00	\$1050.00	\$1050.00	\$2,100.00
Total	\$10,500.00			

- Late tuition payments will not be accepted, students who do not pay their tuition by the due date will be unable to attend class or clinic.
- Within 30 days after the start of the program, the student will be entitled to a 50% tuition refund, provided the student is leaving on good terms. Beyond 30 days the tuition payment will be considered nonrefundable.
- Students may resign from the program at any time, without penalty. Students are responsible for all tuition payments due before the date that the written request of resignation is received by the education director. Students will not be responsible for tuition payments due after the date of resignation.
- Tuition may change during the program per Hospital Administration.
- All Fees must be paid by Check, Money Order, Cashier's Check, and or Credit Card.
- All payments will be taken to the Diagnostic Radiology Administrative Manager and she will give the student a form to take credit cards to Cashiers Office for processing. Once a credit card payment is processed the student will bring a receipt to Ms. Miller as proof of payment.
- **All funds paid by a scholarship or grant organization will be paid back to that organization if the student leaves the program.**
- Students will receive free health insurance, free parking, Associate Discounts.
- We do not participate in Federal Student Aid Programs.
- We do have an OPEID number to request student loan deferment while in the program.
- Students may apply for the Sallie Mae Career Private loan

on, DC 20010-2

Program	Radiologic Technology
Tuition	\$10,500 \$150.00/credit hour
Books/Software Subscriptions	\$2000.00 approx.
Enrollment fee	\$50.00 inclusive- nonrefundable
Uniforms	~ \$200 - \$300 **see chart below
Total	~\$12,850
Program length	4 terms 15 weeks 1 term 10 weeks

Uniform Cost **estimated				
Approved MWHC Jackets	\$ 23.00	to	\$ 45.00	
Clinical Uniforms	\$ 100.00	to	\$ 150.00	must purchase at least 3 **prices will vary

Clinical Shoes	\$ 50.00	to	\$ 100.00	**prices will vary
Totals	\$ 173.00	to	\$ 295.00	

## ***TUITION REFUND POLICIES***

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

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$50 non-refundable enrollment fee.

**Other Cancellations:** An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less the \$50 enrollment fee.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of Radiology Education. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund requests must be submitted within 45 days of the determination of the withdrawal date.

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

1. The \$50.00 registration fee is non-refundable
2. The remaining tuition will be disbursed as follows:
  - a. Withdrawal within the first 30 days of the semester 50%
  - b. At and after 30 days of the semester No refund

## ***CLINICAL POLICIES***

### ***CLINICAL SCHOOL FACULTY***

#### ***CLINICAL INSTRUCTORS***

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

Individuals designated as Clinical Instructors must:

1. Be a qualified radiographer as defined by the JRCERT
2. Have a minimum of two years of experience as a radiographer
3. Successfully complete the MWHC Medical Imaging School of Radiology Student Evaluator Exam
4. Successfully complete the ASRT Student Supervision Module
5. Provide counseling, instruction, and evaluation of students
6. Maintain expertise in the field through continuing professional development and lifelong learning (ARRT registered with CEU compliance)
7. Be able to enforce the school policies pertaining to students
8. Participate in program continuing education activities or ARRT continuing education
9. Demonstrate a desire to work with students and to assist them in achieving their goals and objectives
10. Demonstrate a comprehensive understanding of radiographic procedures and exposure manipulation
11. Be objective when grading the student on work performed
12. Be approved by the MWHC Medical Imaging School of Radiology faculty
13. Maintain knowledge of department policies and protocol

#### ***COMPETENCY EVALUATORS***

As a part of the competency program, students will have their performance evaluated to document their progress. Competency Evaluators should meet the following criteria:

1. Maintain their ARRT certification in good standing and in CEU compliance
2. Be a registered technologist in radiography
3. Be employed as a technologist at a JRCERT approved clinical affiliate and have completed the 90-day probationary period and the Competency Evaluator Check-off Form
4. Successfully complete the ASRT Student Supervision Module
5. Be able to enforce the school policies pertaining to students
6. Participate in program continuing education activities or ARRT continuing education
7. Complete the MWHC Medical Imaging School of Radiology competency evaluator exam
8. Be objective when grading the student on work performed
9. Be approved by the MWHC Medical Imaging School of Radiology faculty
10. Maintain knowledge of department policies and protocol

## ***CLINICAL EDUCATOR RECOGNITION***

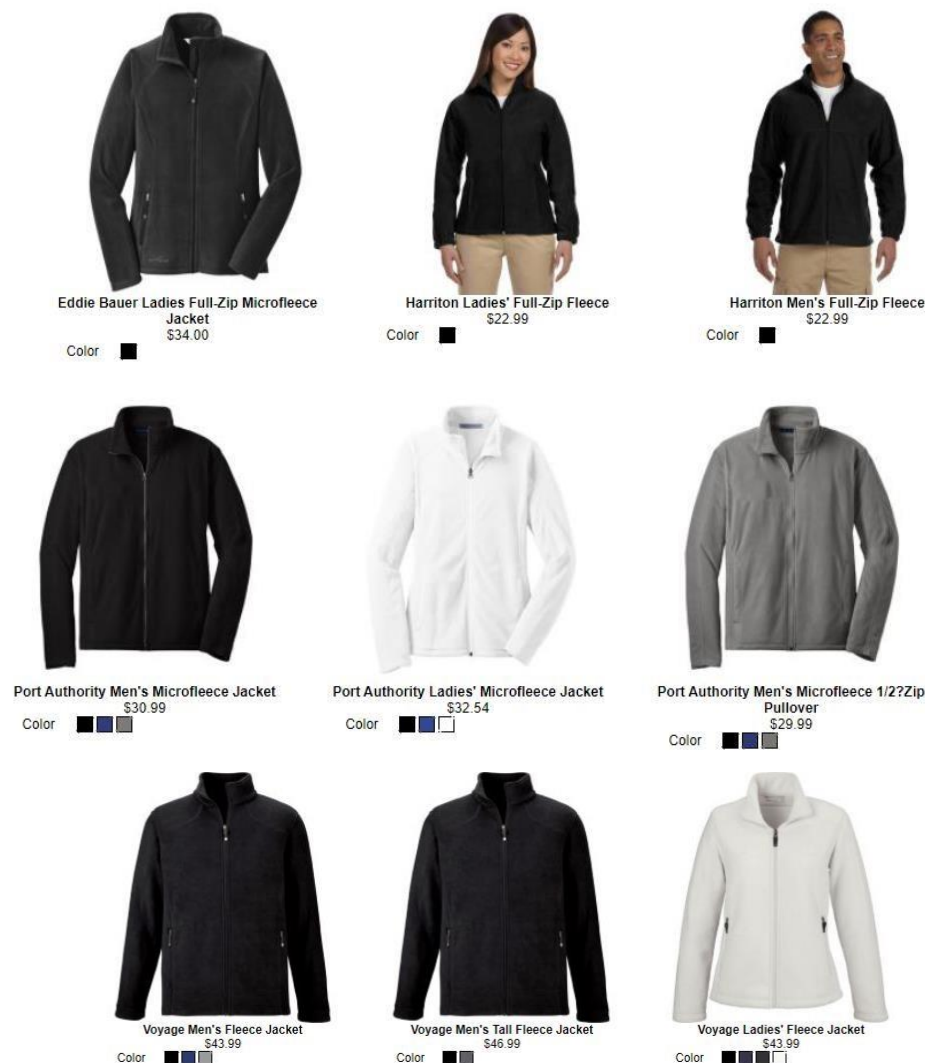
It is important to recognize Outstanding Clinical Educators in the Medical Imaging School of Radiology to encourage and promote the academic excellence provided by these educators. The Outstanding Clinical Educator, selected by each graduating class, will have been an MWHC Medical Imaging School of Radiology clinical affiliate for a minimum of one year, and be certified by the ARRT, NMTCB, or RDMS, as appropriate. The Outstanding Clinical Educator will be recognized at the graduation ceremony. The Outstanding Clinical Educator will be recognized for:

- Support of the leadership team of Radiology Services within the clinical affiliates and the Medical Imaging School of Radiology
- Positive attitude and encouraging SPIRIT values
- Demonstrating respect and a positive rapport with physicians, co-workers, and patients
- Producing images of high quality and consistent with established protocols provide safe and effective patient care using accepted methods and procedures
- Professional appearance and demeanor
- Treating students equitably and role models professional behavior

## ***DRESS CODE***

Students represent the MedStar Washington Medical Imaging School of Radiology in all school-related activities and settings. Students are expected to be neat, clean and presentable at all times. Attire and grooming are to project an image of professionalism. Students should be particularly sensitive to what patients, staff, and visitors believe to be appropriate attire and appropriate grooming. Questions regarding appropriate attire should be directed to the Director of Radiology Education or Clinical Coordinator.

- Junior students are to wear Hunter Green/Forest-colored scrubs. Only minimal colored piping/trim is permitted on the uniform. Shirts worn under scrub tops will be a solid color with no graphics or printing. The undershirt can be long-sleeved, with the cuff coming to the wrist. Short-sleeved shirts are permitted but the sleeve length should not go past the sleeve length on the scrub top unless it goes all the way to the wrist. The color choices are black, white, gray, or Hunter Green/Forest.
- Senior students are to wear Wine scrubs. Only minimal colored piping/trim is permitted on the uniform. Shirts worn under scrub tops will be a solid color with no graphics or printing. The undershirt can be long-sleeved, with the cuff coming to the wrist. Short-sleeved shirts are permitted but the sleeve length should not go past the sleeve length on the scrub top unless it goes all the way to the wrist. The color choices are black, white, gray, or Wine.
- Black, white, gray, or matching (Hunter Green or Wine) colored scrub jackets or white lab coats are permitted. No sweatshirts, sweaters, or sweat jackets will be permitted, with the exception of the hospital approved fleece/polyester jackets. Jackets can be purchased from below MedStar online store, or any other store as long as it is of a similar style. The color choices are black, white, gray, or matching Hunter Green or Wine scrub color. All other colors require approval by CC or PD.
- MedStar Health fleece jackets can be purchased from MedStar Health online store.  
<https://store.medstarhealth.org/login.php>. MWHC MISR approved jackets are listed below.



- Neck scarfs are not allowed to be worn with approved hospital jackets or lab coats while working in the clinical setting.
- Students must wear non-skid, closed-toe and closed-heel shoes of strong construction. Uniform shoes should be white or black and should be well maintained and polished as needed. Athletic shoes, nursing shoes, and closed topped clogs are permitted per department standards. Croc style shoes are NOT permitted. Footwear is to be worn with socks or hose. \*\*Designs and color variations may be permitted by the expressed written consent from the CC or the PD during RTW, Holidays, or free scrub/shoe day functions.
- All clinical scrub attire must meet the following criteria:
  - Solid color with minimal colored piping.
  - Scrub tops must measure at least 26 inches from center to back.
  - Solid color scrub tops with no different color side panels.
  - No low-rise scrub pants.
  - No Four-Stretch (4-Stretch) Brand scrub material.
- Nails should be neat and clean, no more than a one-quarter inch from the tip of the finger. Light-colored nail polish is acceptable. No chipped nail polish is acceptable. No bold or bright color is acceptable.
- Artificial nails, including extenders, wraps, acrylics, tips, tapes, and other appliques are NOT to be worn. These guidelines are consistent with the Center for Disease Control recommendations.

- Hair must be clean, well-groomed and present a professional image. For safety reasons, hair that is shoulder length or longer that may fall forward must be secured off the shoulders and away from the face. Bangs that are longer than the eyebrow must be pinned back away from the face.
- Hair must be cleaned and confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. If hair can be worn up, it must be done. If it cannot, it must be secured behind so it does not fall forward, over the shoulder, or in front of the face.
- Students may wear scrub caps or hospital bonnets; students may not wear scarves. Students may wear handmade bonnets and/or scrub caps.
- **\*\*Designs and color variations may be permitted by the expressed written consent from the Clinical Coordinator or the Director of Radiology Education during RTW, Holidays or free scrub/shoe day functions. \*\***
- Due to close contact with patients, good oral and body hygiene are required. The use of an antiperspirant or deodorant is required. The use of fragrances, scented soaps and lotions is unacceptable due to allergies.
- Males must be clean-shaven and/or facial hair must be neatly maintained and trimmed.
- Display of jewelry in body piercings other than pierced ears is not acceptable. No oral body jewelry may be worn. Students are permitted to wear small stud-type earrings that should not exceed the natural border of the ear. For safety reasons, hoops and dangling earrings are not permitted.
- Students are not allowed to eat or chew gum in clinical areas. Drinks are not permitted in the Operating Rooms. They are permitted at the discretion of the other clinical sites.
- Rings with stones are discouraged as they may damage the patient's skin or lead to injury if caught on an object.
- Students may not wear necklaces that could hang onto or over the patient's body or dangling bracelets. Watches are permitted.
- Generally, tattoos are not to be seen. If deemed inappropriate or offensive, tattoo must be covered. Smoking is prohibited at all MedStar Health and Children's National facilities. Students that smell of smoke will be sent home. This will affect the student's clinical time and attendance and may affect the student's clinical grade.
- Any attire outside of the above approved must be requested and approved by the CC or PD (i.e. shoe colors).

## ***HEALTH POLICY***

### ***HEALTH POLICY***

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

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

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

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

1. That returning to routine class, lab, and clinical activities do not pose undue risk or harm to the student or others with whom the student will come in contact.
2. Compliance with the *Technical Standards* established by the MedStar Washington Hospital Center Medical Imaging School of Radiology.

## ***STUDENT HEALTH***

### **Health Assessment & Physical/Drug Screening**

Each student must complete the MWHC Occupational Health pre-employment physical by the first day of classes. Acceptance to the program is contingent upon clearance of MWHC Occupational Health pre-employment physical. Certain vaccines may be available at the MWHC Occupational Health department.

### **HOSPITAL POLICIES**

Physicals - all hospital employees and students are required to undergo a pre-employment physical exam.

Occupational Health/Managed Disability - will examine students when an accident occurs at clinic. A referral form from school staff or a supervisor is needed to visit Occupational Health/Managed Disability.

Health Insurance - is provided for student radiographers. Information about insurance will be provided to students during the Human Resource Department's orientation. For additional information on the insurance provided or for claim forms, the student should contact the hospital's Benefits Department in the East Building or contact the benefits hotline at 833-914-2364 for any insurance coverage questions.

I.D. Cards - all hospital personnel and students are always required to wear I.D. cards on hospital property. These will be issued by the Human Resources Department on the first day of school.

Scrubs - hospital-issued scrubs are hospital property and are not to be removed from hospital grounds. If you take hospital scrubs home, you may be prosecuted for theft by the hospital. Students are required to wear a clean pair of hospital scrubs **ONLY** when assigned to the 3rd floor OR, and main OR. Students must change into a clean pair of scrubs when you report in, then wear a gown or lab coat over the scrubs whenever you leave the area.

## ***COMMUNICABLE DISEASES***

A communicable disease is defined as any disease which may be transmitted directly or indirectly from one individual to another. A student must notify the MedStar Washington Hospital Center Medical Imaging School of Radiology Director of Radiology Education if he/she contracts or comes in contact with a communicable disease. If exposure occurs, the student will be referred to Occupational Health. At that time, it will be determined what action, if any, may be necessary to protect the student, other students, staff, and patients. Time missed will be completed according to the attendance policy.

## ***COVID-19***

All MedStar Health associates and other “Covered Individuals” identified below under “Scope of Policy” must be Fully Vaccinated against COVID-19 unless they request and receive approval for a medical contraindication or religious exemption. All Covered Individuals required to be vaccinated must show proof of receipt of the COVID-19 vaccination in a manner acceptable and in accordance with the schedule required by MedStar Health.

### **Scope of Policy**

The vaccine requirement in this policy applies to all MedStar Health Associates (including employed physicians and other credentialed individuals, employed residents and fellows), private medical staff members, other non-employed credentialed professionals, non-employed affiliated residents and fellows, board members, volunteers, students, contractors, and all vendors who work for, provide services to or otherwise do business with MedStar Health or any of its subsidiaries while on MedStar premises (collectively referred to as “Covered Individuals”). The vaccine requirement applies to all MedStar Health Associates, including those who may be currently designated as 100% remote. Professionals visiting MedStar Health premises for short-term events (e.g., consultants to Administration, Grand Round presenters) are excluded from this policy.

COVID-19 is a pandemic of respiratory disease that spreads from person-to-person. COVID-19 can cause mild to severe illness; most severe illness occurs in older adults. Nevertheless, people of all ages are at risk of contracting COVID-19, and people with severe chronic medical conditions including, but not limited to, heart disease, lung disease, and diabetes, are at a higher risk of developing serious COVID-19 illness. Additionally, healthcare workers caring for patients with COVID-19 have a higher risk of exposure. Students understand that the Clinical Facilities may have patients recovering from COVID-19.

Symptoms of COVID-19 include, but are not limited to:

- o Fever (subjective or 100.4 degrees Fahrenheit) or chills
- o Cough
- o Congestion
- o Sore throat
- o Shortness of breath or difficulty breathing
- o Diarrhea
- o Nausea or vomiting
- o Fatigue
- o Headache
- o Muscle or body aches
- o New loss of taste or smell
- o Or otherwise feeling unwell.

Reported illnesses may range from very mild (including some with no reported symptoms) to severe, including death. If a student feels sick, the student agrees **not** to go to the Clinical Facilities and the student will stay home for the period recommended by the Centers for Disease Control and Prevention (CDC), and Medstar Washington Hospital Center (MWHC).

Additionally, while participating in the Program, students agree to take all necessary precautions recommended by the CDC and adopted by MWHC to prevent the spread of COVID-19, including but not limited to, washing

hands thoroughly and often, avoiding gatherings of ten or more people, and wearing a mask to cover their mouth and nose. Current guidance includes universal masking, eye protection with all patient encounters, transmission-based precautions, frequent hand hygiene, physical distancing and other prevention strategies as needed. Guidance is subject to change without notice.

Unvaccinated students are not permitted to perform any exam on confirmed COVID-19 positive or confirmed patients under investigation (PUI) for COVID-19. Fully vaccinated students (at least 2-weeks after the documented second dose) are not permitted to perform any exam on a confirmed COVID-19 patient but ARE permitted to perform an exam on a patient under investigation (PUI). MedStar Washington Hospital Center strongly encourages COVID-19 vaccines to all student providers. Both vaccines have equal efficacy (94-95%) and similar side effects and safety profiles. MWHC provides Pfizer and Moderna vaccines at no cost to student providers.

Students are required to wear a Level 1 “surgical mask” during all classroom and laboratory experiences and practice social distancing as much as possible as recommended by the CDC. Students are not permitted to wear cloth (homemade) masks during any class, laboratory, or clinical activity. The face mask must fit completely over the nose, under the chin, and snugly against the sides of his/her face.

Students are required to wear an N95 respirator and MWHC approved eye protection for any PUI patient interactions. Students must wear a Level 1 “surgical mask” and face shield in clinic when interacting with a non-PUI patient. Any student who does not comply with the PPE face-covering requirement will be subjected to disciplinary action as a failure to comply with the MWHC MISR clinical dress code policy.

Voluntary COVID-19 testing is available for asymptomatic students who request COVID-19 testing for any reason. It is important to note, voluntary student testing does not replace existing infection prevention protocols, including the need to continue universal masking and proper use of Personal Protective Equipment (PPE), physical distancing, and hand hygiene.

### **Voluntary Testing Process**

Voluntary COVID-19 student testing will use the antigen COVID-19 test, with results available within 48 hours. Students seeking voluntary testing will contact the Associate and Provider COVID-19 Wellness Testing Call Center at 877-384-3530, Monday-Friday, 8 a.m.-5 p.m., to schedule their testing during non-working hours. The Associate and Provider COVID-19 Wellness Testing Call Center will schedule the testing and direct students to the testing location within the hospital.

At this time, in the interest of ensuring operational efficiency during the pilot phase, the voluntary testing is only available to associates, providers, and contractors whose primary work location is MedStar Washington Hospital Center.

### **Associate and Provider COVID-19 Wellness Testing Center**

The Associate and Provider Wellness COVID-19 Testing appointments can be scheduled by calling 877-384-3530.

### **Reporting of Test Results**

Test results will be provided to the student within 48 hours of test completion. Asymptomatic students should continue their regular clinical/class schedule while they await their test results (applies only to wellness testing or asymptomatic testing). Students with positive COVID-19 test results will be contacted by Occupational Health and provided guidance for the next steps, which include not reporting to class/clinic and additional

testing. Those with negative results will be contacted by a text messaging chatbot tool. Results will also be available on the myMedStar Patient Portal at **myMedStar.org**.

Importantly, all students should continuously self-monitor for COVID-19 symptoms and contact the Occupational Health Call Center at 844-354-3705 should any symptoms present.

Unvaccinated MWHC MISR students are **NOT** permitted to image any MedStar ER trauma patients (Code Yellow, burns, etc.) at this time. As we continue to monitor the COVID-19 pandemic, the Director of Radiology Education and the MWHC Supervisor of Diagnostic Radiology will decide at a later time when unvaccinated students can image MedStar ER patients who are not under any PUI/COVID-19 precautions.

Students agree to abide by any and all specific requests by the School and the Clinical Facilities for their safety and the safety of others, as well as any and all of the School's and the Clinical Facilities' rules and policies applicable to all activities related to this Program. Students understand that the School and the Clinical Facilities reserve the right to exclude student participation in this Program if participation or behavior is deemed detrimental to the safety or welfare of others.

MWHC MISR students and faculty will complete the appropriate COVID-19 Attestation before attending any classroom, clinical, or laboratory activities. COVID-19 attestations must be completed within five (5) minutes upon arrival before doing any other activity according to DC HELC. Students who do not complete their COVID-19 attestation within the required time will be subject to disciplinary action as listed below.

Disciplinary action will restart each semester

- Initial Warnings (1<sup>st</sup> occurrence)
- Progressive Suspension (1-3 days [2<sup>nd</sup> through 4<sup>th</sup> occurrences])
- Dismissal (5<sup>th</sup> occurrence)

The MWHC COVID Attestations includes the following steps :

- ASK Students, faculty, and staff should be asked about whether the student or staff member has experienced the following symptoms consistent with COVID-19:
  - o Fever (subjective or 100.4 degrees Fahrenheit) or chills
  - o Cough
  - o Congestion
  - o Sore throat
  - o Shortness of breath or difficulty breathing
  - o Diarrhea
  - o Nausea or vomiting
  - o Fatigue
  - o Headache
  - o Muscle or body aches
  - o New loss of taste or smell
  - o Or otherwise feeling unwell.
- Students, faculty, and staff are asked if they have been in close contact with a person who has COVID-19.

- LOOK: School staff should visually inspect each student, faculty, and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

If a student, faculty, or staff member reports any of the above symptoms or is confirmed to have COVID-19, the student, faculty, or staff member must not return to school until:

- They complete the appropriate isolation period:
  - o 72 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND
  - o Depending on severity of illness at least ten to twenty days after symptoms first appeared, whichever is later; OR
- They have a negative COVID-19 test, and meet standard criteria to return to school after an illness; OR
- They have been cleared from isolation per MWHC Occupational Health, and/or their healthcare provider or DC Health instructions.

If any student, faculty, or staff member has been in close contact with a person who is positive for COVID-19, then the student or staff member must not enter the facility until cleared by Occupational Health.

If any student, faculty, or staff member is awaiting a symptomatic COVID-19 test result, then the student, faculty, or staff member must not enter the facility cleared by MWHC Occupational Health. If they test positive, then they should immediately begin a self-quarantine and seek further guidance from their healthcare provider, MWHC Occupational Health and/or local Public Health Department.

#### Dismissal Criteria:

If a student, faculty, or staff member develops a fever or other signs of illness, the school must follow the above exclusion criteria regarding the exclusion and dismissal of students, faculty, and staff.

- The Director of Radiology Education will send the student/faculty/staff member home immediately or isolate until it is safe to go home, refer the student to Occupational Health for guidance, and follow cleaning and disinfecting procedures for any area, materials, and equipment with which the student/faculty/staff member was in contact.

## EXPOSURE REPORTING, NOTIFICATIONS, & DISINFECTION

### Step 1: Reporting to DC Health

MWHC Occupational Health reports any communicable disease exposure to the MWHC MISR Director of Radiology. MWHC Occupational Health will notify the Director of Radiology Education if the student, faculty, and/or staff is cleared to return to work or not cleared to return to work. Occupational Health will identify a student, faculty, or staff member who has tested COVID-19 positive to the Director or Radiology Education. the MWHC MISR established plan for COVID-19 exposures is as follows:

1. MWHC MISR will notify DC Health by emailing [coronavirus@dc.gov](mailto:coronavirus@dc.gov) with the following information:
  - “COVID-19 Consult” in the email subject line
  - Name and direct phone number of the best point of contact for DC Health to return the call
  - Short summary of incident/situation
2. An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications. Decisions on the timeline of exclusion and any other responses to a COVID-19 exposure will be determined by DC Health.

### Step 2: Communication to Students, Faculty, and Staff

The Director of Radiology Education will communicate in a way that protects the privacy of individuals and alert the students, faculty, and staff to a COVID-19 case. Communication is to be completed, per DC Health directive and will include:

- Notification to those students/faculty and staff in close contact with the individual including the requirement to quarantine for 14 days,
- Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and steps that will be taken (e.g., cleaning and disinfection),
- Education about COVID-19, including the signs and symptoms, available at <https://coronavirus.dc.gov>;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at <https://coronavirus.dc.gov>; and
- Information on options for COVID-19 testing in the District of Columbia, available at <https://coronavirus.dc.gov/testing>.

DC Health will instruct schools on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at school.

### Step 3: Cleaning, Sanitization, and Disinfection of Affected Spaces

In the event of a confirmed COVID-19 case in a student, faculty, or staff member, the MWHC MISR follow all steps outlined by DC Health as well as the cleaning, disinfection, and sanitization guidance from the CDC, linked here:

- If seven days or fewer have passed since the person who is sick used the facility, follow these steps:
  - 1) Close off areas used by the person who is sick.
  - 2) Open outside doors and windows to increase air circulation in the areas.
  - 3) Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
  - 4) Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
- If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

## ***COVID-19 CONTINGENCY PLAN***

In the event, the DMV area is mandated to shelter in place the MWHC MISR contingencies for pandemic scenarios include:

- Halt all in-class lecture and switch to synchronous online course content delivered via Microsoft Teams to mitigate the transmission of COVID-19
- Hybrid on-campus laboratory activities with no patient contact by appointment to practice and test for laboratory simulation.
- Pause all clinical-based learning activities and implement supplemental software during a shelter in place mandate
- MWHC MISR Faculty will work remotely during the shelter in place order to mitigate the transmission of COVID-19

## ***MWHC OCCUPATIONAL HEALTH***

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

### ***HANDWASHING***

Please refer to the MWHC Hand Hygiene policy in the Appendix.

### ***INFECTION CONTROL***

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

- A. Needles and Other Sharps - avoid accidental injury; dispose of in sharps needle disposable boxes.
- B. Hand washing - before and after patient contact donning gloves; before and after donning gloves.
- C. Gowns - if soiled with blood and body fluids is anticipated.
- D. Masks - for prolonged contact with coughing patients and when airborne or splattering is likely.
- E. Protective Eyewear - if splashing of infectious materials is likely.
- F. Gloves – when touching blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, or contaminated items.

Standard precautions are required for all patients. Some patients also require additional precautions because of specific communicable infections or conditions. Some examples of these categories are strict isolation, contact isolation, drainage/secretion precautions, respiratory precautions, and enteric precautions. Students coming in contact with these isolation situations must observe the appropriate isolation condition. Any Student having a question regarding infection control situations should contact the supervising radiologic technologist, Clinical Coordinator, or Director of Radiology Education. Any student believing, they have received exposure to infectious material must contact the Clinical Coordinator, Director of Radiology Education and Occupational Health. Students may feel free to refer to MedStar Health Infection Prevention policies, procedures, and standards which are available online, through SharePoint, in the Policies Database.

### ***PREGNANCY POLICY***

Declaration of pregnancy is voluntary and at the discretion of the student. A student who becomes pregnant has the following options:

- A. **Voluntarily give written notice of declaration of pregnancy** – A student who voluntarily makes a written declaration of pregnancy may take advantage of lower exposure limits (0.5 rem), and additional dose monitoring provisions. The student must declare her pregnancy in writing to the Director of Radiology Education. The student will be referred to the Radiation Safety Officer (RSO) for additional counseling in protective measures and will be assigned a prenatal radiation badge.
- B. **Choose not to declare pregnancy** - If the student elects not to declare pregnancy and to continue in the program, normal occupational exposure limits will continue to apply. The student must meet the academic requirements and clinical objectives with no accommodations made.
- C. **Continue in the program with modification** – The student would continue on a full-time or part-time status with reassignment of rotations\*\* (as requested by the student) coordinated with the Clinical Coordinator. The

student will be referred to the Radiation Safety Officer (RSO) for additional counseling in protective measures and will be assigned a prenatal radiation badge. Any didactic or clinical requirements not completed as a result of pregnancy must be made up before graduation and before being permitted to take the registry.

**D. Continue in the program without modification** – The student would continue to attend both clinical and didactic classes as scheduled with no accommodations made. The student must be able to meet the academic requirements and clinical objectives to continue in the program.

**E. Withdraw declaration of pregnancy** – If at any time the student decides to revoke her declaration of pregnancy, she may do so. This action requires written notification to the Radiation Safety Officer and the Director of Radiology Education.

**F. Request a leave of absence** – Refer to “Leave of Absence Policy”

**G. Withdraw from the program and apply for re-entry at a later time** - Refer to the program Withdrawal and Re-Entry policy

For the occupational dose limit for the whole body of 5 rem (50 mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low. Radiology students over the age of 18 are considered occupationally exposed individuals for the purposes of radiation protection. The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that exposure of 0.5 rem (5 mSv) provides an adequate margin of protection for the embryo/fetus. Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

## ***PROFESSIONAL CONDUCT***

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

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

## ***GENERAL PLAN FOR CLINICAL EDUCATION***

Each clinical education center has a Clinical Instructor responsible for supervision. The Clinical Instructor, or a designated technologist, supervises the student in the clinical education center. Supervision may be direct or indirect, depending on the progress of the student in the program.

Students are assigned to different clinical education centers. Clinical assignments will begin on the sixth week of the fall semester. Students will rotate through the different diagnostic areas to facilitate the transfer of knowledge from theory to application of skills by performing diagnostic radiographic procedures.

During the five-week MWHC MISR orientation, students are oriented to fire safety, infection control, back safety, and CPR. Following orientation, students begin attending clinical.

At each site, students are oriented to the department during orientation. At the end of each week, students are evaluated using the appropriate clinical progress evaluation in Trajecsyst.

During initial rotations, students will be primarily engaged in observation. Students will become proficient and gain competence through practice and experience. The clinical competencies that follow are designed to prepare the student for job entry-level competence upon graduation. Specific category competency requirements are listed in the respective clinical education course syllabus provided by the instructor as required by ARRT.

Opportunities for attaining competence in pediatric, trauma, surgical, and bedside procedures are provided. Simulation is utilized for infrequent or limited volume examinations and will comprise a minor component of clinical education. Opportunities are provided for observation in computed tomography, echo, interventional radiology, magnetic resonance imaging, nuclear medicine, mammography, radiation therapy, and ultrasonography, during the final semester provided the student is on track to complete his/her ARRT competency requirements.

## ***CLINICAL EXPERIENCE***

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

## ***CLINICAL ROTATIONS***

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

## ***CONTACTING STUDENTS DURING CLINICAL HOURS***

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

## ***Clinical Supervision Policy***

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

### ***DIRECT SUPERVISION***

Until a student achieves and documents competency, clinical assignments shall be carried out under the direct supervision of qualified radiographers. A qualified radiographer is a staff technologist who is ARRT registered and approved by the MWHC MISR faculty. This means that an ARRT registered technologist:

- Reviews the request for the examination and evaluates the readiness of the student to perform the examination.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is physically present in the exam room with the student to verify the patient, exam to be performed, patient position, anatomical marker placement, central ray, laterality, and technical factors.
- Reviews and approves the images.

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

**\*\*Students are never allowed to repeat an image alone. An ARRT registered technologist must always be present when a student is repeating an image.**

**\*\* An ARRT registered technologist must always be present when a student is repeating an image and students must document all repeated images in Trajecs.**

**\*\*All images taken by students must be approved by an ARRT registered technologist prior to the images being sent to the PACS system.**

### ***INDIRECT SUPERVISION***

**After demonstrating competency, students may perform procedures under indirect supervision.**

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

**Example of inappropriate indirect supervision:** If a technologist is in one room with a patient and a student is in another room with a patient this would not be considered indirect supervision because the technologist is not immediately available to the student. The technologist has a duty to provide care for the patient in their direct care and this presents an obstacle to providing indirect supervision to the student.

**Example of appropriate indirect supervision:** If a student is in a room with a patient and the technologist is in the work core working on paperwork or other duties which could be stopped immediately and is within voice range of the student.

### ***REPEAT SUPERVISION***

In the event of an image must be repeated students must be under the direct supervision of a qualified radiographer. This means that an ARRT registered technologist:

- Evaluates the previous image and discusses with the student how to correct the image.
- Is physically present in the exam room with the student to verify the patient, exam to be performed, patient position, anatomical marker placement, central ray, laterality, and technical factors.
- Reviews and approves the required correction BEFORE another exposure is completed.

**Example of inappropriate indirect supervision:** If a technologist is in one room with a patient and a student is in another room with a patient this would not be considered indirect supervision because the technologist is not immediately available to the student. The technologist has a duty to provide care for the patient in their direct care and this presents an obstacle to providing indirect supervision to the student.

**Example of appropriate indirect supervision:** If a student is in a room with a patient and the technologist is in the work core working on paperwork or other duties which could be stopped immediately and is within voice range of the student.

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

**\*\* Students are never allowed to repeat an image alone. An ARRT registered technologist must always be present when a student is repeating an image**

**\*\*Students found in violation of the direct/indirect supervision policy will automatically drop one Clinical letter grade per occurrence and be placed on a step of discipline. \*\***

Additionally, any student found to be in violation of the MWHC MISR Supervision Policy will be subject to disciplinary action as listed below.

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

### ***COMPETENCY EXAMS***

Per ARRT standards, students must successfully complete:

- Ten mandatory general patient care activities
- Thirty-Seven mandatory imaging procedures
- Fifteen elective procedures of thirty-four available elective imaging procedures to be selected from a list of procedures
- One elective imaging procedure from the head section
- Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema

The MWHC Medical Imaging School of Radiology requires a total of 43 mandatory competency exams, 10 elective competency exams, (to include one elective imaging procedure from the head section and two electives from the fluoroscopy section), 10 terminal competency exams, and 10 patient care competency exams be successfully completed by each student prior to being recommended for graduation (77 total). A list of competencies will be provided to each student and an official record of the student's competencies will be validated by the Clinical Coordinator in Trajecsyst, however, it is the student's responsibility to keep track their own records as well.

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

Upper Extremity Abdomen	Lower Extremity Fluoroscopy	Chest/Thorax Mobile/Surgery	Spine/Pelvis Head	Geriatric/Pediatric Miscellaneous
RAD 130 Clinical Education I		3 competencies		
RAD 132 Clinical Education II		15 competencies		
RAD 230 Clinical Education III		10 competencies		
RAD 232 Clinical Education IV		15 competencies		
RAD 234 Clinical Education V		10 competencies	10 terminal competencies	

### ***TERMINAL COMPETENCY REQUIREMENTS***

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

These competencies will include:

• 2 Portable studies	• 1 chest exam
• 1 Contrast study	• 1 abdomen exam
• 1 multiple studies with 3 or more exams	• 3 extremity exams
• 1 C-arm study	

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

### ***ACHIEVING CLINICAL COMPETENCY***

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

1. Successfully achieve competency on the didactic exam and laboratory exam
2. Verbally request to test for competency on the exam prior to the start of the exam
3. Participate in any other X-ray exams that are ordered on the patient
4. Have previously documented in Trajecsyst that they have observed one exam and have **practiced** the required number of exams under the **direct supervision** of a registered technologist **before the exam begins.**

- a. **Observe** – Student watches the technologist perform the exam, while in the room with the technologist (not standing behind a control panel).
  - b. **Assisted**- Student assists the technologist in the performance of the exam by performing tasks such as placing or running cassettes, completing computer documentation, transporting or assisting the patient (this list is not all-inclusive). As students' progress in technical ability, an assist may serve as an observe as long as the student has participated in the entire exam.
  - c. **Practiced with major assistance** Student performs the exam under direct supervision with major assistance.
  - d. **Practiced with minor assistance**- Student performs the exam under direct supervision with minimal assistance.
  - e. **Perform**- Student performs the exam under indirect supervision\* Students are required to use their personal markers when testing for competency
5. Must perform the exam without technologist assistance (lifting assistance by staff is permitted)
  6. Pass the competency with a minimum grade of 85%
  7. Answer five questions at the discretion of the technologist on anatomy and positioning of the exam.

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

### ***CLINICAL SITE INFORMATION***

MedStar Washington Hospital Center (main campus MWHC) (Academics are held here as well)  
 110 Irving St NW  
 Washington, DC 20010  
 Phone: (202) 877-7000

MedStar National Rehabilitation Hospital  
 102 Irving St NW, Washington, DC 20010  
 Phone: (202) 877-1000

National Children's Medical Center  
 111 Michigan Ave NW, Washington, DC 20010  
 Phone : (202) 476-5000

MedStar Georgetown University Hospital  
 3800 Reservoir Rd NW, Washington, DC 20007  
 Phone: (202)-444-2000

### ***CLINIC CONTACT PHONE NUMBERS***

PROGRAM FACULTY

Director of Radiology Education, Medical Imaging School of Radiology:  
Ericka Lasley, MSRS, R.T. (R) 202-877-6434

Clinical Coordinator, Medical Imaging School of Radiology:  
Samantha Poznanski, R.T. (R) 202-877-6467

Radiology Quality, Safety, and Education Coordinator, Medical Imaging School of Radiology  
Morris Hernandez, B.S., R.T.(R) 202-877-6867

Administrative Assistant, Medical Imaging School of Radiology:  
Daphanie Talbert-Burke, 202-877-6343

<b>Curriculum:</b>	<b>Certification:</b>
American Society of Radiologic Technologists	The American Registry of Radiologic Technologists®
15000 Central Ave. SE	1255 Northland Drive
Albuquerque, NM 87123-3909	St. Paul, Minnesota 55120-1155
Tel: 800.444.2778, press 5 or 505.298.4500	Phone 651.687.0048
E-mail: <a href="mailto:customerinfo@asrt.org">customerinfo@asrt.org</a>	Fax: 505.298.5063 <a href="http://www.arrt.org">www.arrt.org</a>
<b>Accreditation:</b>	<b>Licensed by D.C. Education Licensure Commission:</b>
The Joint Review Committee on Education in Radiologic Technology	D.C. Higher Education Licensure Commission
20 North Wacker Drive Suite 2850	1050 First St. NE
Chicago, IL 60606-3182 <a href="http://www.jrcert.org">www.jrcert.org</a>	Washington, DC 20002
<a href="mailto:email@jrcert.org">email@jrcert.org</a>	202-727-6436

## ***ACADEMIC CALENDAR 2020 - 2022***

Thanksgiving break	November 26, 2020 – November 27, 2020
Finals	December 14, 2020 – December 18, 2020
Holiday Break	December 21, 2020 – January 8, 2021
Spring semester begins	January 11, 2021
MLK Day	January 18, 2021
Midterm exams	February 22, 2021 – February 26, 2021
Spring Break	March 22, 2021 – March 26, 2021
Finals Week	May 3, 2021 – May 6, 2021
Semester Break	May 10, 2021 – May 21, 2021
HESI Testing	May 10, 2021 – May 14, 2021
Summer Semester Begins	May 24, 2021
Memorial Day	May 31, 2021
Midterm exams	June 21, 2021 – June 25, 2021
Independence Day	July 4, 2021 and July 5, 2021
Finals week	August 2, 2021 - August 6, 2021
Semester break	August 9, 2021 – August 20, 2021
New class orientation cohort 62	TBA
Fall semester begins cohort 62	August 23, 2021
Midterm exams	October 11, 2021 – October 15, 2021
Thanksgiving break	November 22, 2021 – November 26, 2021
Finals	December 13, 2021 - December 17, 2021
Holiday Break	December 20, 2021 – January 7, 2022
Spring Semester Begins	January 10, 2022
MLK Day	January 17, 2022
Mid-Term Exams	February 28, 2022 – March 4, 2022
Spring break	March 13, 2022 – March 18, 2022
Finals Week	May 1, 2022 – May 5, 2022
Graduation cohort 61	May 6, 2022
Semester Break	May 9, 2022 – May 27, 2022
HESI Testing	May 9, 2022 – May 13, 2022
Summer Semester Begins	May 23, 2022
Memorial Day	May 30, 2022
Midterm exams	June 20, 2022 – June 24, 2022
Independence Day	July 4, 2022
Finals week	August 1, 2022 – August 5, 2022
Semester break	August 8, 2022 – August 19, 2022

# APPENDIX

## ***FERPA CONSENT TO RELEASE STUDENT INFORMATION***

TO:

MedStar Washington Hospital Center Medical Imaging School of Radiology  
Ericka M Lasley, M.S.R.S., R.T.(R).  
Medical Imaging School of Radiology Director of Radiology Education

Please provide information from the educational records of: \_\_\_\_\_

Date Range: From: \_\_\_\_\_ To: \_\_\_\_\_

To: \_\_\_\_\_ Relationship: \_\_\_\_\_

The only type of information that is to be reviewed under this consent is:

\_\_\_\_\_ transcript  
\_\_\_\_\_ disciplinary records  
\_\_\_\_\_ recommendations for employment or admission to other schools  
\_\_\_\_\_ all records  
\_\_\_\_\_ other (specify) \_\_\_\_\_

The information is to be released for the following purpose:

\_\_\_\_\_ family communications  
\_\_\_\_\_ employment  
\_\_\_\_\_ admission to an educational institution  
\_\_\_\_\_ other (specify) \_\_\_\_\_

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents' financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent upon providing written notice to Ericka M Lasley, M.S.R.S., R.T.(R). I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to \_\_\_\_\_ for the specific purpose described above.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

ID Number \_\_\_\_\_ Date \_\_\_\_\_

# ***STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOGRAPHY***

*EFFECTIVE JANUARY 1, 2021*

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology – April 2020**



*Joint Review Committee on Education in Radiologic Technology*

*20 N. Wacker Drive, Suite 2850*

*Chicago, IL 60606-3182*

*312.704.5300 • (Fax) 312.704.5304*

*[www.jrcert.org](http://www.jrcert.org)*

Email: [mail@jrcert.com](mailto:mail@jrcert.com)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

Copyright © 2020 by the JRCERT

## Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Regarding each standard, the program must:

- Identify strengths related to each standard
- Identify opportunities for improvement related to each standard
- Describe the program's plan for addressing each opportunity for improvement
- Describe any progress already achieved in addressing each opportunity for improvement
- Provide any additional comments in relation to each standard The self-study report, as well as the results of the on-site evaluation conducted by the site visit team, will determine the program's compliance with the Standards by the JRCERT Board of Directors.

# **Standards for an Accredited Educational Program in Radiography**

## **Table of Contents**

### **Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

### **Standard Two: Institutional Commitment and Resources**

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

### **Standard Three: Faculty and Staff**

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

### **Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices prepare students for professional practice.

### **Standard Five: Health and Safety**

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

### **Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

## **Standard One: Accountability, Fair Practices, and Public Information**

**The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.**

### **Objectives:**

1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.

1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.

1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.

1.4 The program assures the confidentiality of student educational records.

1.5 The program assures that students and faculty are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of noncompliance with the Standards.

1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

## **Standard Two: Institutional Commitment and Resources**

**The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.**

### **Objectives:**

2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.

2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.

2.3 The sponsoring institution provides student resources.

2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

### **Standard Three: Faculty and Staff**

**The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.**

#### **Objectives:**

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

## **Standard Four: Curriculum and Academic Practices**

**The program's curriculum and academic practices prepare students for professional practice.**

### **Objectives:**

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses.

## **Standard Five: Health and Safety**

**The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.**

### **Objectives:**

5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.

5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.

5.3 The program assures that students employ proper safety practices.

5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

## **Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

**The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.**

### **Objectives:**

6.1 The program maintains the following program effectiveness data:

- five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
- annual program completion rate.

6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.

6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.

6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.

6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.



Declaration of  
Pregnancy Form.pdf



MSH System - 306  
Personal Use of Drugs



Portable Radiation  
Policy.pdf



Radiation-Producing  
Machine Standard



General Clinical  
Practices and Procedures



Hand Hygiene  
Policy.pdf



MSH System - 303  
Workplace Harassment



Social-Media-Policy  
-FINAL.pdf

