



● Program bulletin 2020-21

University of Wisconsin Hospitals and Clinics

School of Radiologic Technology

Founded 1931

Madison, Wisconsin

UWHealth

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University of Wisconsin Hospitals and Clinics School of Radiologic Technology does not discriminate on the basis of race, gender, sexual orientation, handicap, religion, age, national origin or veteran status.

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Accreditation

Joint Review Committee on Education in Radiologic Technology (JRCERT)

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All policies, procedures, tuition and fees are subject to change by written notice of the Program Director, Clinical Education Coordinator and Clinical Instructors.

Questions or concerns regarding any of the policies/procedures published in this bulletin can be directed to the School Faculty or the Joint Review Committee on Education in Radiologic Technology.

Introduction

Welcome to University of Wisconsin Hospitals and Clinics Authority (UWHCA) a partner in the UW Health integrated health care system that serves the University of Wisconsin-Madison. UW Health is governed by the UW Hospitals and Clinics Authority and partners with UW School of Medicine and Public Health and UW Medical Foundation to fulfill their patient care, research, education and community service missions. UW Health locations include University Hospital, American Family Children's Hospital, UW Health at the American Center, UW Health Rehabilitation Hospital, other Madison hospitals and approximately 90 regional UW Health clinic locations.

UW Health is a nationally recognized regional health system that is home to a Level One adult and pediatric trauma center, American College of Surgeons-verified Burn Center, one of the nation's largest organ transplant programs, one of the nation's first certified comprehensive stroke centers and the UW Carbone Cancer Center, one of 41 National Cancer Institute-designated comprehensive centers in the country. Approximately 1,500 physicians and 16,500 staff at six hospitals and more than 80 outpatient sites provide health care to patients from throughout Wisconsin, the United States, and many foreign countries. In addition to UWHCA, UW Health encompasses over 80 outpatient clinics and six regional cancer centers.

Health care services at UWHCA are innovative, comprehensive, and wide-ranging. UWHCA offers the latest available technology and treatment methods. Service focuses on safety, excellence, and quality. UWHCA is recognized by numerous influential organizations and media institutions as one of the most prominent, progressive, and quality conscious medical centers in the country. UWHCA is accredited by The Joint Commission (TJC).

Annually, beginning with 2012, UWHCA has been ranked the #1 hospital in Wisconsin by US News and World Reports. The rankings, based on analysis of nearly 5,000 US hospitals, are included in the annual editions of the magazine's guide, "America's Best Hospitals". Hospitals are ranked in 16 specialties to guide patients who need an especially high level of care.

UWHCA's radiology department offers services in general diagnostic and fluoroscopic radiology, diagnostic ultrasound, computed tomography, mammography, neuroradiology, angiography, interventional radiology, nuclear medicine, positron emission tomography, and magnetic resonance imaging. The radiology department performs thousands of procedures annually.

The School of Radiologic Technology together with the School of Diagnostic Medical Sonography comprises the Schools of Medical Imaging Sciences. Organizationally the Schools of Medical Imaging Sciences form the allied health education branch of the Allied Health Education and Career Pathways department housed within UW Health Human Resources.

Radiotherapy, a division of the UW Carbone Comprehensive Cancer Center (UWCCC), is located within UWHC. In addition to treating hundreds of patients per day with the most current methods for cancer treatment, the radiotherapy division serves as a clinical education site for students of radiation therapy technology.

The facilities offered by UWHCA provide students with a well-rounded education in all aspects of medical imaging sciences. Radiologic Technology provides many opportunities and is a rewarding career choice with a secure employment outlook.

General information

City of Madison

Madison and Wisconsin have much to offer.

Madison is home to more than 175,000 people, including nearly 44,000 university students.

Madison combines the friendly atmosphere of a medium-sized city and a university town with the attractions of a big city. It is a great place to live and work, vibrant and full of surprises, with some of the best qualities urban living has to offer.

Madison is built on an isthmus and nestled between lakes Mendota and Monona. There are many opportunities to enjoy the picture-perfect beaches and participate in water sports, such as kayaking, paddle boarding, sailing, fishing, cruising, and swimming.

Although Madison is endearingly known as “the City of Four Lakes,” it also has 6,000 acres in its 27 parks and campgrounds, and 200 miles in its biking and hiking trail systems.

With its diversity and variety of sporting events, art fairs and festivals, cultural activities, outdoor concerts, farmers markets, and historical sites and museums, there’s always something to do—in all four seasons.

UW-Madison campus

Located one mile from the state capitol building, on hills overlooking Lake Mendota, the UW-Madison campus is known internationally for its educational quality, outstanding faculty and scenic beauty. Many UW-Madison departments, including those within UW Hospital and Clinics, are ranked among the top 10 in the nation.

UW-Madison is the nation’s largest, most productive public research university. It ranks first among public institutions, and fifth among all institutions, in research and development. In 1984 the university established a 325-acre research park to attract new industry to the area, encouraging partnerships between businesses and university researchers.

The 28 libraries on campus house 5 million general and technical volumes in their collections. Nearly 250,000 volumes and periodicals specific to health sciences are available in the Ebling Library.

Faculty and students have full access to the university’s outstanding cultural and recreational facilities. Major attractions on the Madison campus include: The Chazen Museum of Art, a 1,280-acre arboretum, the Wisconsin Union and its nationally acclaimed theater, the Kohl Sports Center for sporting and musical events, and Camp Randall stadium, which accommodates 77,000 people.

The campus has gymnasiums for handball, racquetball, swimming, jogging, basketball, tennis, badminton, softball and other sports. The Nielsen Tennis stadium, located adjacent to University Hospital, houses 12 indoor tennis courts and six squash courts.

UWHC School of Radiologic Technology students are issued UW-Madison Affiliate ID cards, allowing them use of designated campus facilities. SRT students wishing to use UW-Madison recreational facilities may do so for a fee whereas services at UW-Madison Student Health Services and campus libraries are provided free of charge to SRT students with a valid UW-Madison Affiliate ID card.

Academic and clinical hours

Academic and clinical days alternate. Combined academic and clinical education hours are scheduled to not exceed 40 hours per week.

Hours on academic days are 9am to 3:30pm unless otherwise noted.

First-year students

Tuesday and Thursday

Fridays: Fall semester I

Academic sessions scheduled 9 to 11 am

Laboratory sessions scheduled 11 am to 4 pm

Hours on laboratory days are scheduled in one- to two-hour blocks. The scheduled blocks will occur between the hours of 7:30 am and 4 pm.

Second-year students

Monday and Wednesday (academic)

Hours on clinical days are generally 8 am to 4 pm

First-year students:

Clinical Monday and Wednesdays

Second-year students:

Clinical Tuesday, Thursday and Friday

Off-hour clinical shifts include the following (*note that times and days are different from the clinical hours listed above*):

PM shift at UWHC Diagnostic Radiology
4 pm to 10 pm

Second-year students will be required to complete two 8-hour rotations on 3rd shift.

This can be completed as follows:

- Hours are Friday midnight to 8 am (Friday morning) and then Saturday midnight to 8 am (Saturday morning) or Friday 4 am to noon and then Saturday 4 am to noon, or
- Saturday midnight to 8 am and then again, the following Saturday midnight to 8 am, or
- Saturday 4 am to noon and then again, the following Saturday at 4 am to noon

These shifts are to be arranged with the Clinical Education Coordinator

PM shift Computed Tomography 12:00 pm (noon) to 8 pm

Second-year students for a minimum of 1 week
Tuesday, Thursday and Friday

PM shift MRI 12:00 pm (noon) to 8 pm

Second-year students for a minimum of 1 week
Tuesday, Thursday and Friday

Clinical education

Most clinical rotations are scheduled Monday-Friday during the hours of 8 am – 4 pm. However, some clinical experiences occur in the “off” hours, i.e. evenings and weekends. Clinical schedules are issued at the beginning of the Fall semester for the entire academic year so that students are informed well ahead of time in any impending “off” hour clinical experience.

Clinical education rotations

Core clinical rotations

- American Family Children’s Hospital (AFCH)
- Diagnostic Radiology (DR)
 - Inpatient UWHC
 - Outpatient UWHC
- Gastrointestinal/GI (fluoroscopy)
- Digestive Health Center (DHC)
- CT (Computerized Tomography)
- GU (genitourinary)
- Mobile Radiography (Portables)
- Surgery
- Emergency/Trauma Radiography
- Angiography/Interventional
- PM Shift (4 – 10 pm)
- MRI (Magnetic Resonance Imaging)
- Wm. S. Middleton Memorial Veterans Hospital (located adjacent to University Hospital)

Some clinical experiences occur at locations that are geographically dispersed from UWHC.

Off-site clinical locations:

- University Station Clinic
- UW Health East Clinic
- UW Health West Clinic
- UW Health Research Park Sports Medicine
- UW Health Digestive Health Center (DHC)
- UW Health at The American Center (TAC)

Clinical assignments at these locations will require the student to provide his/her own transportation to the clinical site. Parking is available in designated sections at the off-site locations with the exception of University Station Clinic – there is no employee or student parking available at this site. Madison Metro provides bus service to all locations. UWHC provides complimentary bus passes to all SRT students.

Elective rotations

- Radiotherapy
- Nuclear Medicine
- Ultrasound
- Student Health Clinic – off site
- Veterinary Radiography – off site
- Third Shift (Midnight – 8 am)
- Cardiovascular
- Mammography
- PACS
- WI Institutes for Medical Research (WIMR)
- UW Health at The American Center (TAC)
- University Station Clinic

Holidays and vacations

The following are official school holidays and vacation time. Vacation time is scheduled by the school. Classes and clinical sessions are not held during official holiday and vacation times. Accreditation standards prohibit scheduling of students for clinical experience on official holidays.

- Students receive vacation each semester
- Vacation time is scheduled by the program
- No classes will be held during vacation periods
- No clinical experiences are allowed on official school holidays

The following days are official school legal holidays:

- January 1
- Martin Luther King Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving and Friday after
- December 24
- December 25

Core competencies

Upon completion of the program each graduate is expected to have achieved competency in each of the following:

1. Identify structures, systems and organs of the body.
2. Identify anatomical structures as represented on a radiograph.
3. Identify and perform nursing care procedures within the scope of current radiography practice that are appropriate to the age and condition of the patient.
4. Effectively practice Standard Precautions protective guidelines.

5. Demonstrate the proper use of radiation protection and control measures.
6. Strictly adhere to UWHC Department of Radiology radiation protection policies.
7. Demonstrate appropriate skills necessary for thorough and efficient image processing.
8. Properly utilize various types of radiographic and fluoroscopic imaging equipment.
9. Properly utilize various types of accessory devices and physiologic monitoring equipment.
10. State the rationale for use of contrast media in the scope of radiographic procedures.
11. Identify the effects of radiation on biological systems.
12. Demonstrate the fundamental factors and relationships of electrical and radiation physics as applied to radiography.
13. Demonstrate a working knowledge of medical terminology.
14. Demonstrate proper radiographic positioning for any requested examination.
15. Utilize proper exposure factors to obtain diagnostic radiographs for any requested examination.
16. Assess the diagnostic quality of radiographs and make recommendations for image quality improvements.
17. Interact with patients, visitors, and staff in a courteous and professional manner.
18. Demonstrate understanding of the function of ancillary areas such as:
 - a) reception
 - b) image archiving
 - c) workflow management
 - d) quality control

Orientation

Incoming students are required to attend UW Health New Employee Orientation (NEO) prior to starting classes in September. Incoming students will be contacted to schedule and complete a background check, health screening, and drug screening with UW Health Employee Health Services. The UW Health HR Department will contact incoming students to schedule the NEO session. During UW Health NEO each SRT student will:

- Receive their UWHC ID Badge
- Receive their Madison Metro bus pass
- Become familiar with UWHC policies
- Become familiar with UWHC emergency preparedness plans
- Become familiar with patient confidentiality policies (HIPAA)
- Participate in Safety and Infection Control training

School of Radiologic Technology Orientation begins with the first day of classes and continues for the first six-weeks of the first semester.

During the orientation period the student will:

- Meet UWHC School of Radiologic Technology faculty members
- Review hospital and departmental policies
- Review the policies and procedures of UWHC School of Radiologic Technology
- Review the UWHC School of Radiologic Technology Student Handbook
- Participate in clinical orientation sessions
- Attend all introductory didactic sessions

Health requirements

Students should be aware that in order to perform required duties, the radiographer must be able to:

- Lift more than 50 pounds routinely
- Work with arms above head routinely
- Push and pull routinely
- Bend and stoop routinely
- Kneel or squat routinely
- Work standing on feet 60 percent of the time
- Wear lead (Pb) protective apparel, often for several hours at a time
- Perform procedures on patients with health problems
- Assist the patients on and off the x-ray equipment from wheelchair or cart
- Communicate effectively with patients and staff
- Successfully fit test for N95 respirator or other respiratory PPE equipment and don according to institutional policy
- Accurately align patient, x-ray equipment and film
- Organize and accurately perform the individual steps of an x-ray examination in proper sequence
- Work nighttime hours, weekends and holidays

The radiographer is exposed to low levels of ionizing radiation (x-rays) and is expected to examine patients who may have communicable diseases.

Chemicals used to disinfect medical equipment and latex in protective gloves may cause skin rash in sensitive individuals.

Curriculum with course descriptions

Course credit is determined as follows:

Academic Classes – 16 clock hours of instruction (50-60 min. class session) = 1 credit

Clinical Courses – 48 hours of clinical instruction = 1 credit

September 2021

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Academic Classes – 16 clock hours of instruction (50-60 min. class session) = 1 credit

Clinical Courses – 48 hours of clinical instruction = 1 credit

Junior Year - Semester I – Fall

DMI 306: Imaging Procedures I: Theoretical and practical principles of patient positioning, anatomy, and physiology in radiology to demonstrate the chest, abdomen, and upper extremities. Systems covered will be respiratory system, gastrointestinal system, urinary system, cardiovascular, integumentary, and muscular system. Special attention is paid to assessing radiographs for diagnostic quality and developing critical thinking skills. Laboratory practice is included in this course. **5 credits**

DMI 350: Introduction to Radiologic Sciences & Patient Care: An overview of the radiologic technology profession, imaging principles, equipment, patient care skills, pharmacology and contrast media, communications, and cultural diversity issues pertinent to radiographers. **2 credits**

DMI 351: Radiation Protection: Principles of radiation safety, detection, measurement and monitoring relevant to radiologic technology. **2 credits**

DMI 353: Principles of Imaging I: A study of the technical aspects involved in the production of diagnostic radiographs. Topics covered include the production of x-rays, scatter control, grids, beam restriction, and an analysis of image quality factors. **3 credits**

DMI 355: Radiography Clinical Education I:

The student will participate in radiographic procedures and demonstrate competency at assigned Clinical Education Centers. Performance objectives and cognitive goals focus on the basic skill areas of radiography. 65 required competencies must be completed during the two years of clinical education. Clinical experiences for Practicum I average approximately 20 hours per week. **3 credits**

Junior Year - Semester II – Spring

DMI 307 Seminar in Radiography I – Ethics, Law, and Medical Records: An overview of medical ethics, medical law, and the management of patient records in radiography. **3 credits**

DMI 308: Imaging Procedures II: Theoretical and practical principles of patient positioning, anatomy, and physiology in radiology to demonstrate the lower extremities, spine, nervous system, endocrine system, lymphatic system, muscular system, and reproductive system. Special attention is paid to evaluating radiographs for diagnostic quality and to enhance critical thinking skills. Laboratory practice is included. **5 credits**

DMI 362: Principles of Imaging II: Continues the study of radiographic image production from Semester. Topics include film-screen image receptors, computed and digital radiography, PACS, and dynamic imaging. **3 credits**

DMI 364: Radiography Clinical Education II: The student will participate in radiographic procedures and demonstrate competency at assigned Clinical Education Centers. Performance objectives and cognitive goals focus on the basic skill areas of radiography. 65 required competencies must be completed during the two years of clinical education. Clinical experiences during Practicum II average approximately 24 hours per week. **3 credits**

Junior Year - Semester III – Summer

DMI 309: Imaging Procedures III: Theoretical and practical principles of patient positioning in radiology to demonstrate the bony thorax, skull, and facial bones. Special attention is paid to evaluating radiographs for diagnostic quality and to enhance critical thinking skills. Includes laboratory practice. **3 credits**

DMI 372: Radiography Clinical Education III: The student will participate in radiographic procedures and demonstrate competency at assigned Clinical Education Centers. Performance objectives and cognitive goals focus on the basic skill areas of radiography. 65 required competencies must be completed during the two years of clinical education. Clinical experiences for Practicum III average 24 hours per week. **4 credits**

Senior Year – Semester IV – Fall

DMI 401: Seminar in Radiography II: Topics will be geared toward research in the radiologic sciences. Students will gain experience working in groups and independently. Student will have the opportunity to read and critique professional journal articles and prepare an independent study project. The project can be completed as a scientific paper, scientific exhibit, or video exhibit. Topics must be pertinent to medical imaging and students must follow the essay and exhibit guidelines as published by the WAERT. Qualified projects will be submitted to the WAERT Student Symposium Essay and Exhibit Competition. **2 credits**

DMI 470: Radiologic Physics I: A study of atomic and subatomic theory, electromagnetism, x-ray equipment, circuitry, x-ray production and interactions with matter. **2 credits**

DMI 473: Imaging Procedures IV: Study of advanced and special imaging procedures. Topics include: trauma and mobile procedures, pediatric considerations, arthrography, mammography, angiography, myelography, and other supplemental imaging methods. **2 credits**

DMI 477: Cross-Sectional Anatomy: In this course the student will learn to identify normal and abnormal anatomy on cross-sectional drawings and scans of the head, thorax, abdomen, pelvis and extremities. Case studies from CT and MRI imaging modalities will be presented. **3 credits**

DMI 474: Radiography Clinical Education IV: The student will participate in radiologic procedures and demonstrate competency at an assigned Clinical Education Center. Performance objectives and cognitive goals reinforce basic skills and focus on the achievement of advanced skills required of the practicing radiographer. 65 required competencies are required during the two-year professional program. Practicum IV clinical rotations average 24 hours per week. **3 credits**

Senior Year – Semester V – Spring

DMI 360: Radiation Biology: Fundamental principles of the effects of ionizing radiation on biologic systems from the cellular level to the entire human organism. The course examines somatic long term, somatic short term, and genetic effects of radiation exposure on biologic systems. **2 credits**

DMI 475: Seminar in Radiography III: Physics 2 - Imaging Systems: A study of complex imaging systems used in radiologic technology and quality assurance programs. Topics focus on fluoroscopy, mammography, computed tomography, magnetic resonance imaging systems, and quality control programs. **2 credits**

DMI 478: Radiographic Pathology: Evaluation of radiographic pathology by body system. Special attention is paid to enhancing critical thinking skills. **3 credits**

DMI 480: Seminar in Radiography IV – Image Analysis: Evaluation of radiographs for patient identification, marker placement, positioning, radiographic quality, collimation, artifacts, anatomical structures, and strategies for quality improvement. Special emphasis is to enhance critical thinking skills. **2 credits**

DMI 479: Radiography Clinical Education V:

The student will participate in radiologic procedures and demonstrate competency at an assigned Clinical Education Center. Performance objectives and cognitive goals focus on the achievement of advanced skills required of the practicing radiographer. 65 competencies are required during the two-year professional program. Clinical rotations during Practicum V average 24 hours per week. **3 credits**

Senior Year – Semester VI – Summer**DMI 485: Professional Development in**

Radiography: An overview of all academic material covered in the curriculum with special testing designed to prepare the student for the radiography examination of the American Registry of Radiologic Technologists. **2 credits**

DMI 486: Radiography Clinical Education VI:

The student will participate in radiologic procedures and demonstrate competency at an assigned Clinical Education Center. Performance objectives and cognitive goals focus on the achievement of advanced skills required of the practicing radiographer. 65 competencies are required during the two-year professional program. Practicum VI clinical rotations average 32 hours per week.

4 credits

Upon completion, the student will have successfully completed approximately 1960 hours of clinical practice in diagnostic radiography.

Semester I Fall 15 credit hours	Semester II Spring 14 credit hours	Semester III Summer 7 credit hours	Semester IV Fall 12 credit hours	Semester V Spring 12 credit hours	Semester VI Summer 6 credit hours
DMI 306 Imaging Procedures I (5 credits)	DMI 307 Seminar in Radiography I (3 credits)	DMI 309 Imaging Procedures III (3 credits)	DMI 401 Seminar in Radiography II (2 credits)	DMI 360 Radiation Biology (2 credits)	DMI 485 Professional Development in Radiography (2 credits)
DMI 350 Introduction to Radiologic Sciences & Health Care (2 credits)	DMI 308 Imaging Procedures II (5 credits)	DMI 372 Radiography Clinical Education III (4 credits)	DMI 470 Radiographic Physics I (2 credits)	DMI 475 Seminar III - Radiologic Physics II (2 credits)	DMI 486 Radiography Clinical Education VI (4 credits)
DMI 351 Radiation Protection (2 credits)	DMI 362 Principles of Imaging II (3 credits)		DMI 473 Imaging Procedures IV (2 credits)	DMI 478 Radiographic Pathology (3 credits)	
DMI 353 Principles of Imaging I (3 credits)	DMI 364 Radiography Clinical Education II (3 credits)		DMI 477 Cross-Sectional Anatomy (3 credits)	DMI 480 Seminar in Radiography IV (2 credits)	
DMI 355 Radiography Clinical Education I (3credits)			DMI 474 Radiography Clinical Education IV (3 credits)	DMI 479 Radiography Clinical Education V (3 credits)	

Grading system

Students are kept apprised of their progress in each course on an ongoing basis throughout each semester. Students also receive a mid-semester and end of semester conference regarding performance in both clinical and academic settings. At the close of each semester, final grades are calculated, and a grade report is issued to each student. Each student will be issued one official transcript upon successful completion of the entire program. A grade of 80% is considered the minimal passing grade. Course averages are recorded as a percentage grade and translated to letter grades and quality points according to the following scale:

Grading scale

93-100%..... A 4.0 quality points
Excellent standing

85-92% B 3.0 quality points
Above average standing

80-84% C 2.0 quality points
Average standing

0-79% F 0.0 quality points
Unsatisfactory standing (Failure)

Grades not included in GPA calculations

S = Satisfactory
Indicates satisfactory completion of a laboratory course

Inc = Incomplete
Indicates the student has not completed all requirements of the course

All academic and clinical course requirements must be completed before the student will be granted ARRT eligibility.

As of July 2005, semester and cumulative GPA values are calculated by dividing the number of quality points earned by the number of credit hours attempted.

Application evaluation scoring

All applicants are evaluated on the same basis, regardless of gender, race, religion, marital status, sexual orientation, handicap, national origin or veteran's status. Applications are scored according to the following scoring guidelines:

<u>Evaluation criteria</u>	<u>Maximum points</u>
1. Education/Prerequisites/GPA	55
2. Employment/References/ Autobiographical Statement	40
3. Personal Interview	40
4. Interviewer Recommendation	10
	145 possible total points

The 25 highest-ranking applicants, from evaluation criteria 1-2 above, will be invited for a personal interview. Interviews are scheduled by the School and conducted by the Admissions Committee. The Admissions Committee is comprised of the Program Director, Clinical Education Coordinator, and Clinical Instructors.

Once all qualified applicants have been interviewed, the highest-ranking applicants based on evaluation criteria 1-3 above will be notified of acceptance into the program. The number of students accepted will be in accordance with current JRCERT accreditation standards. Those accepted must verify, in writing, their intention to be admitted at the next scheduled start date and submit payment of a \$100.00 non-refundable enrollment fee. Final admission into the program is contingent upon the successful completion of UWHC Employee Health Department's physical examination and mandatory drug testing procedures. If a candidate does not successfully complete the physical exam and drug test, another candidate will be selected from the alternate pool.

The remaining applicants who participated in the interview portion of the selection process are ranked highest to lowest according to score and assigned alternate status. Alternates are offered enrollment in ranked order if a selected candidate declines admission or does not qualify based on health examination and drug testing results. Alternate status terminates when the new school year begins each September. Those wishing to be considered for the following year must reapply. UWHC School of Radiologic Technology does not maintain an applicant waiting list.

Admission timeline

- January 31: Application Deadline for materials to be received by UWHC/SRT
- February: Initial review and scoring of applications, interviews
- March: Finalists and alternates notified
- April: Incoming cohort finalized
- May/June: Information letters mailed to entering students
- July/August: UW Hospitals and Clinics Employee Health Physicals, Drug Testing, New Employee Orientation
- September: New class starts

Textbooks and online resources

Textbook packages for UWHC School of Radiologic Technology are custom-designed for the program by Elsevier Publishers. The package includes a variety of learning resources including textbooks, workbooks, and online courseware. Online access codes to e-books are also provided so that students can access textbooks from any computer with an internet connection. Separate packages are available for first- and second-year students.

The cost of textbooks and online supplements varies each year due to publisher pricing. Students can expect to pay approximately \$1,500.00 for textbooks and online supplements during the two years of professional study. A list of textbook package contents will be issued to students when they enroll in the program. Additionally, many students find the purchase a laptop, notebook or tablet computer with an internet connection extremely beneficial.

Housing

Housing is the responsibility of the student. It is recommended that students locate in the Madison area. The program advises students to be cognizant of program start and end dates when negotiating and signing leases.

Meals

Students are responsible for their own meals. The cafeteria at UWHC is available for student use.

Attire

Radiologic Technology students are expected to abide by a professional dress code. The appropriate attire consists of navy-blue scrub attire and athletic shoes or surgical clogs. Footwear must be clean and comfortable with non-slip soles and must cover the entire foot. Acceptable colors for footwear are white, black, or brown. A white lab coat can also be worn. The cost of appropriate professional attire is the responsibility of the student. Students can expect to pay \$200 - \$300 for professional attire during the two-years of clinical study.

School and student organizations

UWHC School of Radiologic Technology practices a policy of shared-governance. Faculty, students, and Radiology Department representatives meet regularly to evaluate program policies, address issues relating to the School, and to explore emerging trends in medical imaging.

Student commission

The commission consists of School faculty and two student representatives from each class. The purpose of the Student Commission is to discuss changes in school or departmental policies and focus on any problems students may have concerning their education in the Radiology Department.

Student body

The student body consists of all students enrolled in UWHC School of Radiologic Technology. Meetings include educational presentations and are held 1-2 times per year.

Advisory committee

The Advisory Committee is comprised of one student representative from each class, School faculty, Medical Advisor, representatives from all clinical rotation areas, Radiology Department and UWHC administration, and potential employers that represent the communities of interest served by UWHC School of Radiologic Technology. The Advisory Committee serves to evaluate the program's effectiveness in achieving its mission, goals and outcomes. It accomplishes its function by recommending changes regarding the School's policies/procedures and monitor the program's Assessment Plan and annual Outcomes Assessment process. The Advisory Committee meets annually.

Program policies

American Registry of Radiologic Technologists (ARRT) certification – Ethics eligibility

Upon completion of the program, graduates are eligible for certification through the American Registry of Radiologic Technologists (ARRT), the national credentialing agency for medical imaging professions.

Each applicant's eligibility is evaluated according to strict standards of educational preparedness, professional competency and high ethical standards of behavior as contained in the ARRT Rules of Ethics.

Applicants are advised of the following:

- All convictions as an adult, regardless of whether they occur before, during or after professional training has been completed, must be reported to the ARRT. This includes misdemeanors, gross misdemeanors, felonies, or alcohol and drug violations
- Parking and speeding violations and offenses committed as a juvenile that were adjudicated through the juvenile court system are not required to be reported.
- An ethics review will be conducted to determine if the individual is eligible for certification.
- Applicants may request the ARRT to review any violation before or during an applicant's education upon request.
- Visit arrt.org/handbooklinks to view the ARRT reference handbook or call (651) 687-0048 ext.8580.

BSRT degree

UWHC School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) however UWHC is not a degree granting institution. A Certificate of Completion is awarded to graduates upon completion of the program.

As of January 1, 2015, the ARRT requires all candidates for certification to have earned an associate degree (AAS) or higher to be eligible to write the board examination for certification in radiography. UWHC School of Radiologic Technology has entered into affiliation agreements with several degree-granting institutions to assure that our graduates exceed this requirement by earning a baccalaureate degree (BSRT) upon completion of the program.

The BSRT degree is awarded to the graduate through the institution where the candidate completed his/her pre-professional study. Awarding the BSRT degree is in accordance with the rules/regulations of the degree granting institution.

All tuition and fees must be paid in full and all clinical and academic course work must be complete before the candidate will be awarded the BSRT degree and the Certificate of Completion. Eligibility for candidates to write the ARRT certification exam in Radiography falls to the discretion of the Program Director of UWHC School of Radiologic Technology.

Academic standards

A student's academic and clinical performance will be evaluated at the end of each semester. To remain in good standing, an 80% or higher average must be maintained in each academic course and in the clinical education component of the program. Students failing to achieve this benchmark will be placed on probation for a period of three months. Failure to raise scores to 80% or higher during the probationary period will result in dismissal from the program.

Student pregnancy guidelines

Ionizing radiation is known to cause potential risks to the unborn fetus. It is therefore imperative for those who are pregnant to be made aware of their rights and responsibilities pertaining to the use of ionizing radiation during the course of their pregnancy. UW Hospital and Clinics practices ALARA and advises pregnant radiation personnel according to NRC guidelines as follows:

- Declaration of pregnancy by the student is entirely voluntary.
- Students have the option to notify the Program Director in writing of the pregnancy with expected date of confinement.
- When and if formal declaration is made the student is then, for the purposes of radiation protection, considered to be a "declared pregnant worker".
- Without written notification the student is not considered a declared pregnant worker.
- Once written notification is received, declared pregnant worker rules become effective and a counseling session will be held with a medical physicist to explain radiation exposure risks, NRC Guidelines, and additional monitoring practices, which will be initiated immediately.
- A declared pregnant worker maintains the right to voluntarily withdraw the declaration of pregnancy at any time.

- Such withdrawal must be made in writing
- The declaration becomes null and void upon delivery or termination of the pregnancy without additional notification as such.
- If delivery is to occur during training, all course work and clinical time must be completed before the student is eligible for graduation and the ARRT (board) examination.
- The school cannot guarantee normal program completion time if a pregnancy occurs during training.
- Re-entry of the student is evaluated on an individual basis.
- The student is readmitted only after a physician's approval.
- Adjustment of tuition fees will follow the tuition refund policy.

Transfer of credit

Because UWHC School of Radiologic Technology is not a degree granting institution credits cannot be transferred to other educational programs nor can credits from other educational programs be transferred to UWHC. Credits for courses taken at UWHC School of Radiologic Technology are applied to satisfy degree requirements for BSRT candidates from the affiliated universities. Transfer of credit is administered through the degree granting institutions.

Student records and release of information

The release of information to and about students is in conformance with the Family Educational Rights and Privacy Act (FERPA).

A formal record of each student's grades for courses completed at UWHC School of Radiologic Technology is maintained. Each student is issued a grade report at the completion of each semester. In addition, a final transcript is issued by UWHC School of Radiologic Technology at the completion of the program.

Any information concerning the student's academic or clinical performance is confidential. The student or graduate must make authorization for release of any information in writing to the Program Director.

Protected patient health information (PHI)

- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is federal legislation which protects the confidentiality of health care information.
- Information that you may learn about any patient is highly confidential.
- Regardless of the form information is stored in (print, electronic, etc.) it will be your responsibility to hold all patient information in the strictest confidence.
- You will not discuss the condition or diagnosis of any patient with anyone other than a physician, nurse, or technologist who is taking care of that patient.
- You must not discuss anything pertaining to any patient within hearing distance of patients, relatives, visitors, or with outside sources.
- Students are required to complete HIPAA training during New Employee Orientation (NEO).
- Each student will receive a copy of the UWHC HIPAA "Privacy Rules for Students" and "Confidentiality Agreement".
- Per the UWHC legal department: "The School will ensure that each student signs a copy of the UWHC Confidentiality Agreement prior to engaging in clinical training. The School shall maintain a list of students and all copies of the signed Confidentiality Agreement and shall make them available if requested to the UWHC HIPAA Privacy Officer".
- Suspension and/or dismissal may be incurred by any student who violates confidentiality or HIPAA regulations.

Attendance and tardiness policy

Attendance is vital to a student's success in the program. Therefore, limits on absence time have been established and are governed by three criteria:

1. Maximum absence time allowed per semester:

- a) Students will receive 2 days (16 hours) of absence time per semester.
- b) Absence time may be used for illness, personal reasons, and appointments.
- c) Absence time applies to any time missed from class time or clinical time.
- d) Absence time used for personal reasons or appointments must be prearranged with faculty - two days advance notice is required.
- e) Once the allotted personal time for the semester is used, the student will go into minus time. Suspension or termination may be instituted.
- f) All minus time will be made up at the rate of 40 clinical hours per week. Scheduling of make-up time is at the discretion of the faculty.
- g) Time off may not be scheduled on a test day. If a student is absent on a test day due to illness:
 - i. Makeup tests must be taken within 4 days of the assigned test day.
 - ii. Makeup tests may not be taken during assigned clinical time.
- h) First year students who have earned comp time and have not exceeded absence limits are allowed to carry over up to 24 hours of comp time into the second year
- i) Second year students who have not exceeded the limits on absence time will receive 16 additional hours to be used as interview time during the 6th semester.

- i Proof of attendance at interview will be required.
- ii. Telephone interviews do not qualify for interview release time.
- iii. All accumulated comp and interview time must be used by July 29th of the senior year.

2. Maximum absence time allowed per clinical rotation:

- a) The maximum amount of clinical time that can be missed in any one week of a rotation is 8 hours.
 - i. Any amount of time greater than this must be made-up.
 - ii. Make-up time will be scheduled at the discretion of the faculty.
- b) Students are responsible for making up class assignments within 4 days if absent on a class day.
 - i. Demerits will be issued for late assignments.
- c) Senior students who are absent for the midnight-8 or 4 am – Noon PM assignment will make-up the time missed at the discretion of the faculty.
- d) Students are required to clock in and out of clinical assignments.
- e) Failure to properly record clinical time will result in demerits.

3. Absences are classified as excused or unexcused:

- a) Excused absence - no demerits given, or disciplinary action taken
- b) Prearranged absence with 2 days advanced notice
- c) Illness reported within 30 minutes of the scheduled start time
- d) Illness reported to faculty and clinical site

- e) Absence request form completed within 24 hours of returning from an absence
 - i. Unexcused absence - demerits issued, may result in disciplinary action
- f) Personal time without 2 days advanced notice
- g) Failure to follow protocol for reporting an absence
- h) Failure to complete absence reporting documentation

Tardiness

Students are expected to be on-time for all clinical and classroom sessions. Tardiness is defined as being 5 or more minutes late for class or clinical. Tardiness viewed as an undesirable trait by faculty and by employers and will not be tolerated. In the interest of fairness, one instance of tardiness will be allowed for each semester of the program. After the initial instance each subsequent tardy throughout the program will compound and disciplinary action will be initiated. Each instance of tardiness must be reported according to the same guidelines as reporting an absence.

- 1st tardy – no penalty
- 2nd tardy – 2 points deducted from clinical grade. A verbal warning will be given.
- 3rd tardy – 3 points deducted from clinical grade. A written warning will be issued.
- 4th tardy – 4 points deducted from the clinical grade and 1 week of suspension time will be initiated. The time will be made up following the graduation date for the cohort
- 5th tardy – program dismissal will be initiated

Absence guidelines

Absence time is granted to all Radiologic Technology students as a protection to their health and as a protection to the patients in the department.

1. Any illness or injury that causes a student to be absent three or more consecutive days requires a physician's release.
 - a) The release must be submitted to the Program Director for the student to return to school.
2. Habitual attendance policy abuses will be subject to review by the faculty. Disciplinary action will be initiated for habitual violations.
3. Make-up time for those students who exceed absence time limits will be determined by the faculty and will be scheduled at the rate of 40 clinical hours per week.
4. All absences/tardiness must be reported to the Clinical Coordinator.
 - a) Absences occurring on clinical days must be reported to the Clinical Coordinator and the assigned clinical site.
 - b) Absences occurring on academic class days must be reported to the appropriate faculty member(s).
5. An absence/tardy must be reported within 30 minutes of the scheduled starting time.
6. Absences other than illness must be prearranged with the Clinical Coordinator.
 - a) At least 2-days advanced notice is required.
7. All absences must be documented with a completed Absence Request Form.
8. For illnesses, an Absence Request Form must be completed within 24 hours upon returning to school.
9. For pre-arranged absences, an Absence Request Form must be completed at least 2-days prior to the schedule absence.

10. A maximum of 24 hours of comp time will carry over to the second year. All comp time must be used by July 29 of the second year.

11. Jury Duty - If documented properly, no deductions will be taken, or demerits given. Clinical rotation time must still be made up.

12. Time off will not be granted for inclement weather. However, UWHC SRT reserves the right to cancel classes and clinical rotations in extreme conditions to protect the health and safety of its students.

- a) Official notification will be made via email from the Program Director and will be posted on social media.
- b) UWHC School of Radiologic Technology will cancel classes due to inclement weather if:
 - i. UW-Madison cancels classes
 - ii. Madison Metro discontinues normal bus service
 - iii. UW-Health announces institutional closures
- c) Students are urged to use their discretion concerning personal safety regarding the decision to travel to and from classes and/or clinical rotations during periods of inclement weather.
- d) Allotted personal time or comp time must be used to cover any absence due to inclement weather.

13. Vacations will be taken at scheduled times throughout the 24-month program.

Disciplinary action

PURPOSE: To establish a uniform policy on disciplinary procedures and to identify areas for their application. The optimal educational environment prevails when students conduct themselves with respect and consideration for themselves, co-workers, patients, and supervisors. Rules and regulations are necessary to provide for the safety, fairness and quality of education of all students and must be enforced to be effective.

I. Counseling

- a) Counseling is defined as an immediate remedy utilized by the faculty to correct a student's conduct, performance, attendance, attitude, etc.
- b) Counseling will always be held confidential and conducted in a positive and constructive fashion.
- c) During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem or problems.
- d) Counseling sessions will be documented.
- e) Counseling forms become part of the student's permanent record.

II. Probation

- a) Imposed probation is defined as a period of time from one to three months during which the student's conduct, attitude and educational achievements will be closely observed by the faculty and other supervisory personnel.
- b) Students who fail to respond to correcting their deficiencies during their probationary period will be subject to either suspension or dismissal.
- c) All incidences resulting in probation will be documented and will become part of the student's permanent record.

d) Only two instances of probation are allowed during the 24-month program. The institution of a third probation will result in immediate dismissal.

III. Suspension

a) Suspension is defined as removal of the student from academic and clinical aspects of the school for a period of one to five days.

b) Students who become involved in serious attendance, attitude or work problems will be subject to suspension by the Program Director.

c) All classroom and clinical work experience will be made up at the direction of the faculty.

d) All incidences resulting in suspension will be documented and will become part of the student's permanent record.

IV. Dismissal

a) Dismissal is defined as an immediate termination of a student for severe acts of misconduct or poor performance.

b) Causes for immediate dismissal:

- Failure to meet the conditions imposed through probation
- Abusive treatment of patients or visitors.
- Discrimination against anyone associated with any clinical site because of race, color or national origin.
- Willful damage to any clinical site property.
- Conduct likely to jeopardize the normal and efficient operation at any clinical site.
- Threatening, intimidating or coercing other clinical site personnel.
- Unauthorized possession of any type of weapon on clinical site premises.

- Being under the influence of drugs, narcotics or intoxicants while on duty.
- Theft, pilfering, fraud or other forms of dishonesty.
- Insubordination or refusal to perform duties assigned.
- Absence without cause or authorization.
- Habitual violations of School or clinical site policies.
- Disorderly conduct or fighting on clinical site premises.
- Malicious gossip or derogatory remarks concerning anyone associated with any clinical site.
- Unauthorized disclosure of confidential information.
- Falsifying of clinical records, including false recording of clinical time.
- Other forms of immoral, unethical or grossly improper conduct.

c) Documentation of dismissal proceedings becomes part of the student's permanent record.

Grievance procedure

All students have the right to equitable and timely resolution of any and all complaints. UWHC School of Radiologic Technology encourages students to address any concerns of inequitable treatment, unfair practices, academic concerns, clinical education situations, or issues of JRCERT non-compliance with the appropriate staff, faculty member(s), or external resources as most issues can be solved informally. The options for a grievance/due process fall into two broad categories of complaint resolution. Informal complaint resolution is an internal process while the formal appeal process is conducted externally.

Options for informal complaint resolution – Internal grievance procedure:

Students may employ any or all of the following options in seeking resolution to their complaint.

1. Discuss the concern with the appropriate staff, faculty, etc.
2. Document the issue/concern with an Anecdotal Note/Significant Happening Form.
3. Submit the issue/concern to Student Commission for peer review. Student Commission meets once per month. A special meeting will be called if the student so requests.
4. Discuss the issue/concern with the Program Director.

While most issues are resolved immediately once they are expressed and addressed, the outer limit time frame for informal complaint resolution is 5 working days.

If the issue cannot be resolved to the satisfaction of the student, he/she has the right to an appeal. The appeal process serves to deliver timely and impartial resolution of the complaint, is conducted external to the education program, and represents the final step in the resolution process.

Steps in the formal appeal process – External grievance procedure:

1. Request for Formal Appeal:
 - a) Student submits request to the Chairman of Radiology
 - b) Request must be submitted in writing within 20 working days.
 - c) Request must explain which aspects of the decision appear to be unreasonable or arbitrary.

2. Appointing of Appeal Board:

- a) The Chairman will appoint five (5) individuals to serve as the Appeals Board.
- b) Board appointments are made within five (5) working days of the Request for Appeal.
- c) Board appointees must have had no involvement with the issue being appealed.
- d) Board appointees must be drawn from sources external to the School of Radiologic Technology and UWHC Department of Radiology.
- e) Impartial sources from which to select Appeals Board members include but are not limited to; UW Medical School (all departments except radiology), UWHC Administration, UWHC Human Resources, and the general public.

3. Appeal Hearing:

- a) Hearing of the appeal action will be scheduled within five (5) working days of appointment of the Appeals Board.
- b) Student will receive five (5) days advanced notice of the scheduled hearing.
- c) All involved parties will have the right to present evidence at the Appeal Hearing.
- d) The proceedings may be video and/or tape-recorded.
- e) The Appeals Board will render a decision within ten (10) working days, in writing, to all involved parties.
- f) Decisions of the Appeals Board are considered final.