"The School of Radiologic Technology reserves the right to change the policies and procedures contained in the Handbook. Such changes will normally be effective at the beginning of the program year. Changes necessitated by internal or external mandate (i.e., state licensing, accreditation, etc.) will become effective upon written notification (via e-mail) sent to each intern in the Radiologic Technology Program."
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- **Clinical Probation**
- **Extension**
- **Termination**
- **Multiple Failures**

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- **Semester 1 & 2 Comprehensive Clinical**
- **Jr. and Sr. Terminal Competency**

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- **CLINICAL OBLIGATIONS**
- **RECORD OF CLINICAL EXPERIENCE**
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STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES CAN BE FOUND AT [WWW.JRCERT.ORG](http://WWW.JRCERT.ORG)
MISSION STATEMENT
The mission of the School of Radiologic Technology defines our purpose and scope of what is strived for daily. The primary mission is to provide a high quality academic and clinical education, which will prepare medical imaging practitioners to be:

- Critical thinkers
- Ethical individuals
- Technically competent
- Compassionate and empathetic
- Dedicated to the Radiologic sciences
- Committed to professional growth and life long learning

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ADA
Admission to the school is open to all qualified individuals. We reaffirm commitment to the principle of equal opportunity regardless of age, race, creed, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, veteran status or handicap.

The program is evaluated continually; reviewed as necessary to keep up with changes in the demands of the profession and to better educate and meet the needs of the interns. The program is committed to continuous quality improvement and producing technologists who are an asset to the Allied Health Profession by meeting and exceeding standards set by institutional and accreditation bodies. The program maintains accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT) http://www.jrcert.org

PROGRAM GOALS
In support of the mission and with quality improvement as our basis:

- **Clinical Competency**
  - The graduate will apply the knowledge of anatomy, positioning, and radiographic technique in order to produce high quality radiographs.

- **Communication**
  - The graduate will effectively communicate with patients and staff during Radiologic procedures

- **Critical Thinking**
  - The graduate will be able to evaluate radiographs for proper technique, positioning and technical quality

- **Professionalism**
  - The graduate will be informed of their obligation to abide by moral, legal and professional ethics.
LEARNING OUTCOMES

A. Clinical Competency
   - The intern will operate imaging equipment and accessory devices to produce quality radiographs.
   - The intern will practice appropriate radiation protection while performing radiologic procedures on children and adults.

B. Communication
   - The intern will demonstrate effective verbal/nonverbal communication skills with patients and healthcare staff.

C. Critical Thinking
   - The intern will demonstrate the ability to solve clinical problems and assessment skills necessary to provide patient care.
   - The intern will demonstrate the ability to make decisions and use independent judgment.

D. Professionalism
   - The intern will discuss and demonstrate professional and ethical behavior.
   - The intern will support the profession’s code of ethics and comply with the profession’s scope of practice.

PROGRAM STANDARDS

The School of Radiologic Technology will exceed the JRCERT standards regarding ARRT pass rate and job placement rates by setting the following standards:
   a. 85% of all graduates will successfully complete the ARRT examination on the first attempt and 100% of all graduates will successfully complete the examination within two attempts.
   b. 85% of all interns entering their second year will complete all second year courses and the program.
   c. 85% of interns entering their second year will complete the program within the two-year time frame.
   d. The average course completion and program completion rate for first year interns will be at least 85%.
   e. A job placement rate of 80% within 12 months of graduation.
   f. Attrition rates will be reviewed annually and every attempt to keep attrition levels at no more than 30% will be made.

Application for the Registry: American Registry of Radiologic Technologists

In the spring of the second year, each intern will receive an application form for the Registry exam. The ARRT rules and regulations require that candidates must have successfully completed a program of formal education before sitting for the exam. The registry examination is computer based. The intern will schedule with a testing center to take the exam.
The Standards of Ethics developed and adopted by The American Registry of Radiologic Technologists include a Code of ethics. The Code of Ethics serves as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

"Standards of Ethics" ARRT, September 1, 2014.

THE PATIENT CARE PARTNERSHIP:
Understanding Expectations, Rights and Responsibilities
What to expect during your hospital stay:
- High quality hospital care.
- A clean and safe environment.
- Involvement in your care.
- Protection of your privacy.
- Help when leaving the hospital.
- Help with your billing claims.

The entire Patient Care Partnership document can be accessed at:
SAFETY RULES
The allied health teaching programs will adhere to the Froedtert "Safety Manual" and “Infection Control Policies” (SDS). Manuals can be found on the hospital intranet Safety Site: http://intranet.froedtert.com/?id=8990&sid=1

EVACUATION ROUTES - SCHOOL OF RADIOLOGIC TECHNOLOGY  Froedtert Hospital Pavilion - 5P
The evacuation plan will be determined by the extent of the emergency. If the emergency is confined to one area, it may be necessary only to move to a safe area on the same floor. Evacuation routes are dependent on location of intern relative to the emergency.

- **Stairwell 34** should be for the evacuation of interns, visitors and employees from the Program Director’s office, Clinical Instructor’s office, conference/break room, and locker area.
- **Stairwell 35** should be used for the evacuation of interns, visitors and employees from the Classroom and Clinical Laboratory.
- **Stairwell 33** should be used for evacuation from the Clinical Coordinator/Instructor offices and library.

Should a dangerous situation occur, students should lock themselves in a room, turn off lights, cellular devices, barricade the doors and remain quiet until an all clear is given.

Should the evacuation be prompted by a fire, students should listen to emergency communications via the hospital intercom and follow fire safety rules of P.A.S.S and R.A.C.E and evacuate accordingly.

COMMUNICATION
Bulletin Boards
It is the intern’s responsibility to read all memos posted on the communication boards located outside the Program Director’s office on a regular basis. Items posted are important to the efficient operation of the school, department, and hospital.

Email
It is the intern’s responsibility to read emails sent through the hospital email server on a daily basis. An intern may request to have their personal email copied on any correspondence in which the class distribution list is utilized by program faculty. Email addresses will be added upon request.
POLICY AND PROCEDURES

General and Didactic

Imaging Services Organizational Chart
ACADEMIC RESPONSIBILITIES AND STANDARDS

Textbooks
Each intern is responsible for purchasing the required textbooks and on-line components before the first day of class. Interns are encouraged to keep the required textbooks until the end of the program.

Assignments
Each intern is responsible for completing all reading, written, and oral assignments made by the faculty. If an intern misses a class for any reason, he/she is still responsible for the material disseminated in class. Extension on due dates for assigned material is at the instructor's discretion.

Classroom Etiquette
Each intern is responsible for learning the content of any course in which they are enrolled and for respecting the rights of fellow interns in the classroom. The instructor has the right to ask a disruptive intern to leave the classroom. Conduct that is not conducive to the learning environment is unacceptable. Continued misconduct in the classroom or laboratory is cause for disciplinary action.

Class Time
Master class schedules are posted outside the classroom and on the school’s SharePoint site. Each intern will also receive a copy. The master class schedule will indicate the day and time as well as the course as it pertains to the weekly schedule. Classes will begin promptly at the scheduled time. The intern is to assume the responsibility of being prepared for class at all times.

Course Syllabus
A syllabus with course description, course goals, objectives, and class sequence will be given at the beginning of each course. It will include the methods of evaluation, grading and the type of written or oral assignments that will be given. The intern is responsible for knowing the content of the course syllabus.

Examinations
Written examinations are given during a course at the discretion of the instructor, with or without prior announcement of the exam. If an intern misses an examination, it is the intern's responsibility to make up the exam. Make up test will be taken on the next didactic day. The passing grade on all exams is 80%.

Tutoring and Remedial Work
If an intern is having problems with any part of any course, the intern should contact the appropriate instructor or Program Director in order to set up special times for tutoring or additional work.

Accommodations
The intern must submit a request and Americans with Disabilities Act (ADA) documentation if he/she desires to have any deviation from standard procedures. The intern must submit the request and documentation of known accommodation needs at the beginning of the year for accommodation. Students must provide requests and documentation prior to accommodations being applied.
ATTENDANCE POLICY
To assist in obtaining an accurate recording of attendance the interns will sign in on the sign-in sheet each day; located outside the Program Director's office. It is the intern’s responsibility to assure off days and holidays are on the sign in sheets. Students attending clinical at off site locations must sign in at the offsite location.

School Hours
School hours are from 7:30 a.m. to 4:00 p.m. unless otherwise assigned. Interns are never scheduled for more than 40 hours per week. The intern should arrive to have sufficient time to be in the assigned room prior to the 7:30am start time.

Interns are to remain in their clinical areas until their assigned dismissal time and are not to leave without approval from the immediate supervisor or clinical staff.

Interns on rotation at the Froedtert Hospital/CHW Main Campus are allowed to depart from the clinical setting at 15:50.

Interns on rotation to the offsite clinics are allowed to depart the clinical setting at hours not routine to the Froedtert Hospital Main Campus rotations. These arrival and departure times are as follows:

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<tr>
<th>Clinic Setting</th>
<th>Arrival Time</th>
<th>Departure Time</th>
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</thead>
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<td>Moorland Clinic</td>
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</tr>
<tr>
<td>Plank Road Clinic</td>
<td>0745</td>
<td>1530</td>
</tr>
<tr>
<td>CHW Greenway Clinic</td>
<td>0800</td>
<td>1530</td>
</tr>
<tr>
<td>Community Memorial</td>
<td>0800</td>
<td>1500</td>
</tr>
<tr>
<td>CDI NHHC</td>
<td>0800</td>
<td>1515</td>
</tr>
<tr>
<td>CDI Mayfair</td>
<td>0800</td>
<td>1530</td>
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Un-excused Absences
An intern will be charged with an un-excused absence if he or she fails to notify the program director of the absence prior to the scheduled start of the day. Eight hours will be deducted from the intern’s bank of time for all un-excused absences. Also, the un-excused absence will be considered on a 2:1 basis for clinical grading. Excessive un-excused absences may result in disciplinary action leading up to dismissal.

Holidays
Interns will not be scheduled on six (6) holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In addition, the Friday after Thanksgiving will be given to all interns.

Lunch and Break Periods
Interns are permitted a thirty (30) minute lunch per day when scheduled for a minimum of 4 consecutive hours. Break periods will be provided at the discretion of the supervising technologist. At no time will an intern take his/her own break.

Vacation Time
Interns are given six weeks of vacation time the first year and five weeks during their second year. Intern vacation time is scheduled by the Program Director. There are two weeks at the end of the first semester, 1 week for spring break, two weeks at the end of June/beginning of July and one
additional week at the end of the first summer session.

**Snow Days (Inclement Weather)**
The School of Radiologic Technology will close for snow/inclement weather on days when the University of Wisconsin - Milwaukee closes. However, for those interns who feel they can safely make it in they will be awarded an additional 8 hours of personal time, which can be scheduled at their convenience.

**Scheduling**
The Program Director has full authority to accept or reject changes in an intern’s schedule. Interns who request a change in either clinical assignment or hours (i.e., days off, weekend switch) must do so, via a written request, with the approval of the Program Director.

**Release Time**

I. **Purpose**
   To provide the interns with time away from clinical/academic assignments due to illness or to meet personal obligations.

II. **Policy**
   A. The interns will be allowed 16 release days; to include scheduled and unscheduled (sick days) during the two years of the program. There are no restrictions during the semester one to five on when an intern can request time off. In the final semester however, each intern must ensure that graduation requirements are met before taking time off.
   B. Release time may be used in 2 hour minimum increments. Notification of time off should be sent to the Program Director and Clinical Coordinator prior to the scheduled start time of that day.
   C. An intern arriving after the scheduled start time of the day will be considered tardy. Two hours of time will be taken from the bank of time for each tardy. Each tardy will count as one occurrence for grading purposes.
   D. Should an intern fail to notify the program of an absence it will be considered absent without notification and will be subject to disciplinary actions and counted as two occurrences for grading purposes.
   E. Request for time off, greater than 2 days, must have approval.
   F. A release to return to clinical / academic assignments will be required for sick days of three consecutive days or more.
   G. Interns will be released from clinical / academic assignments in lieu of the following:
   H. Interns are responsible for all clinical / academic information presented during their absence.
   I. Make-up tests and quizzes must be taken on the next didactic day.
   J. In the event an intern exceeds the sixteen allotted release days; clinical time will be rescheduled and begin immediately following the graduation date. The make up time must be completed prior to taking the Registry examination.
   K. All suspensions will be counted against the release time bank.
   L. Interns are not allowed to come in early or volunteer for extra shifts to earn additional clinical time or to make up for time missed.
   M. Interns are allowed to volunteer to stay above the forty hours (volunteer form must be completed prior to volunteering any hours).
N. Interns requesting to take a full day of time off will have 8 hours removed from their bank of time regardless of start/end time of the day.

**Leave of Absence**
No leave of absence may be granted to the intern during the educational program, except under the conditions stated below.

- **Jury Duty**
  Any intern called to serve on jury duty is encouraged to request a postponement until the end of his/her training since it may impede the intern’s progress in the program. If the intern chooses to serve or a postponement is not granted, the intern will receive the time off to fulfill this responsibility. Interns must provide verification of the dates of jury duty. The intern will still be responsible for completing all clinical competencies.

- **Military Training Leave**
  Interns that are a member of the Federal or State Reserve Military Organization and attend annual training will be allowed a leave of absence for such training. The intern must present verification of dates of military duty.

- **Medical Leave**
  The intern must submit a request, to the Program Director, for any personal critical illness, temporary disabling illness or temporary disability. Leaves of absence will not go into effect until all release time is used. The maximum request shall not exceed two (2) months. All clinical competencies required and academic requirements must be completed before the intern is allowed to graduate. A physician shall certify a medical LOA. All missed time must be made up as arranged by the Program Director. The intern will receive an IC (incomplete) on their transcript for any course/s that isn’t completed.

- **Family Leave**
  Family leave can be taken for critical illness or death in the immediate family. This type of leave will be handled on an individual basis and shall not exceed two week. Prior to the approval of family leave all release time must be used.

**Reinstatement Following Withdrawal, Dismissal or LOA**
An intern’s reinstatement into the program following voluntary withdrawal, unsatisfactory grade point average, or leave of absence is at the discretion of the faculty. An intern dismissed for policy violation or unsatisfactory conduct will not be permitted to re-enter the program.

**Weekend Rotations**
Junior interns will begin their weekend rotations in ER Radiology in the third (3rd) semester. The second shift rotation will be scheduled 4:00 p.m. to 11:30 p.m. When an intern is assigned to second shift they will have assigned off days; the Monday before and the Monday after the weekend scheduled. Interns will also be assigned to weekend rotations on third shift. The third shift rotation will be scheduled 11:30 p.m. to 7:00 a.m. For third shift, the Friday before and the Friday after will be off days. There will be no deviation of scheduled days off. *Specific rotation objectives can be found in the clinical policy portion of this Handbook.*

**Weekend Absences**
Froedtert Hospital is a regional Level 1 trauma center and the intern’s weekend rotations through this area are very important to their understanding of trauma radiography. If the intern calls in sick on a weekend, they will be scheduled for another weekend rotation at the Program Director's discretion.
CURRICULUM
The curriculum for the School of Radiologic Technology is drawn up and taught according to the course of study approved by the Joint Review Committee on Education in Radiologic Technology. Classes are held at regularly scheduled times.

<table>
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<tr>
<th>Semester</th>
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<td>Semester I</td>
<td>Introduction to Radiologic Science &amp; Healthcare&lt;br&gt;Radiation Protection&lt;br&gt;Principles of Imaging I&lt;br&gt;Imaging Procedures I&lt;br&gt;Radiography Clinical Education I</td>
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<tr>
<td>Semester II</td>
<td>Principles of Imaging II (Prerequisite Principles of Imaging I)<em>&lt;br&gt;Imaging Procedures II (Prerequisite Imaging Procedures I)</em>&lt;br&gt;Seminar in Radiography I&lt;br&gt;Radiography Clinical Education I</td>
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<tr>
<td>Semester III</td>
<td>Imaging Procedures III (Prerequisite Imaging Procedures II)*&lt;br&gt;Radiography Clinical Education III</td>
</tr>
<tr>
<td>Semester IV</td>
<td>Imaging Procedures IV&lt;br&gt;Cross Sectional Anatomy&lt;br&gt; Radiographic Physics I&lt;br&gt;Digital Imaging&lt;br&gt;Radiography Clinical Education IV</td>
</tr>
<tr>
<td>Semester V</td>
<td>Imaging Equipment II&lt;br&gt;Seminar in Radiography II&lt;br&gt;Independent Study-Senior Project&lt;br&gt;Radiation Biology&lt;br&gt;Radiographic Pathology&lt;br&gt; Radiography Clinical Education V</td>
</tr>
<tr>
<td>Semester VI</td>
<td>Professional Development&lt;br&gt; Radiography Clinical Education VI</td>
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* Faculty has discretion to allow intern to complete a course if prerequisite is not met.

COURSE DESCRIPTIONS

Semester I

Introduction to Radiologic Science & Healthcare
This is a two-credit course designed as an introduction to provide an overview of the foundations in radiography and the practitioner’s role in the health care delivery system. Principles, practices and policies of the health care organizations are examined and discussed in addition to professional responsibilities of the radiographer. Course content will include an introduction to basic concepts of body mechanics, vital signs, EKG, infection control, and medical emergencies. CPR certification will be completed. Evaluation will be on the basis of completing critical thinking questions a patient care paper, unit tests and a final examination.
Radiation Protection
This is a two-credit course. Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Course includes all aspects of radiation protection, dose limiting recommendations, detection duties and the cardinal principles of protection. Evaluation is on the basis of quizzes, unit tests and a final exam.

Principles of Imaging I
This is a two-credit course; content is designed to provide an overview of basic mathematics, an introduction to x-ray production and the control panel, tube rating, exposure factors with automatic exposure control, grids, beam restriction and filters and radiographic quality. Evaluation will be based on homework, unit exams and a final exam.

Imaging Procedures I
This is a five-credit course utilizing lectures, demonstrations and laboratory practice. Items to be covered include radiographic anatomy and procedures of the upper and lower extremities, chest, abdomen, barium studies, fluoroscopic equipment and trauma. Pediatric imaging for each procedure will be discussed. The intern will identify radiographic anatomy, assess radiographic images for accurateness and identify evaluation criteria for a variety of procedures. This course integrates knowledge and skills from several didactic units. Evaluation will be based on unit tests and a final exam.

Semester II
Principles of Imaging II
This is a three-credit course; content is design to provide knowledge of radiographic quality, computed radiography and digital radiography, special imaging equipment, basic knowledge of film, screens and film processing. Evaluation will be based on homework, unit exams and a final exam.

Imaging Procedures II
This is a five-credit course, utilizing lectures, demonstrations and laboratory practice. Radiographic anatomy and procedures for the bony thorax, vertebral column, trauma and iodinated studies will be covered. Pediatric imaging for each procedure will be discussed. The intern will identify radiographic anatomy, assess radiographic images for accurateness and identify evaluation criteria for a variety of procedures. This course integrates knowledge and skills from several didactic units. Evaluation will be based on unit tests and a final exam.

Seminar in Radiography I
This is a three-credit course; content is designed to provide the basic concepts of patient care, including consideration for the diversity, physical and psychological needs of the patient and family. In addition the course will provide the intern with advanced knowledge of aseptic and sterile techniques, venipuncture, pharmacology and medical ethics and law. Evaluation will be on the basis of completion of assignments, unit tests, and a final exam.

Semester III
Imaging Procedures III
This is a three-credit course, utilizing lectures, demonstrations and laboratory practice. Radiographic anatomy and procedures for the cranium, facial bones and trauma will be discussed.
Pediatric imaging for each procedure will be discussed. The interns will identify radiographic anatomy, assess radiographic images for accurateness and identify evaluation criteria for a variety of procedures. Non-routine exams and special fluoroscopic imaging will also be presented. This course integrates knowledge and skills from several didactic units. Evaluation will be based on unit tests and a final exam.

**Semester IV**
**Imaging Procedures IV**
This is a two-credit course. Topics to be covered include Special Orthopedic positioning, special gastrointestinal positioning, interventional procedures, basic principles of CT and MRI imaging. Evaluation will be on the basis of quizzes, tests and a final exam.

**Cross Sectional Anatomy**
This is a three-credit course designed to give the intern basic knowledge of cross-sectional anatomy. Cross sectional anatomy of the head and neck, thorax and abdomen, pelvis and extremities will be covered. Evaluation will be on the basis of quizzes, unit tests and a final exam. Instruction incorporates CT and MR images.

**Radiographic Physics I**
This is a two-credit course. Course content is designed to establish basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Introduction will include magnetism, electricity, and electromagnetism. Evaluation will be on the basis of unit tests and a final exam.

**Digital Imaging**
This is a three-credit course; content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition display, archiving and retrieval are discussed. Guidelines for selection of exposure factors and evaluating images within a digital system assist interns to bridge between film-based and digital imaging systems. Evaluation will be on the basis of quizzes, unit tests, and a final examination.

**Semester V**
**Radiation Biology**
This is a two-credit course; content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biologic response are presented, including acute and chronic effects of radiation. Evaluation is on the basis of assignments, quizzes, unit tests and a final exam.

**Imaging Equipment**
This is a two-credit course. Content is designed to establish knowledge in tube and generators, x-ray circuitry. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Evaluation will be on the basis of quizzes, unit tests and a final exam.
Seminar in Radiography II
This is a two-credit course; content is designed to provide the intern the ability to evaluate all aspects of the imaging system. The intern will perform basic equipment tests, identify and troubleshoot equipment problems. Lecture on quality control and quality assurance procedures within a radiology department will be covered. Evaluation will be on the basis of the accuracy and timeliness of laboratory procedures, unit tests and a final exam.

Independent Study
This is a two-credit course. The intern will be assigned a written research project that will include an oral presentation, video display, computer or a scientific exhibit. This project will be assigned two credits. This will enable the intern to develop critical thinking, research and writing skills along with an appreciation for professional development. Evaluation will be on the basis of research organization, completeness and presentation. The intern will select a topic of their choice. Successful completion of the independent study is requirement for attendance at the Annual Student Symposium and graduation.

Radiographic Pathology
This is a two credit course; content is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Evaluation will be on the basis of case studies, unit test and a final exam.

Semester VI
Professional Development/Registry Review
This is a two-credit course that serves as an overview of the entire program. This course will prepare the intern for the American Registry of Radiologic Technologists. The course will also include tips on interviewing and resume preparation. Evaluation will be on the basis of mock registry examinations (St. Catherine’s test).

Radiography Clinical Education
The intern must be CPR certified to attend clinical education. CPR will be incorporated into the intern orientation during the first week of the program. This assures all interns will have CPR Certification achieved prior to starting clinical.

Interns will be scheduled for approximately 2000 hours of clinical education during the 22 month program. Each Clinical Education credit will represent 100 hours of scheduled time in the clinical setting. A cumulative total 20 credits for clinical education will be achieved throughout the entire program and a portion of the cumulative total will be awarded each semester.

<table>
<thead>
<tr>
<th>Semester</th>
<th># of credits awarded</th>
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<tbody>
<tr>
<td>Semester 1</td>
<td>3</td>
</tr>
<tr>
<td>Semester 2</td>
<td>3</td>
</tr>
<tr>
<td>Semester 3</td>
<td>4</td>
</tr>
<tr>
<td>Semester 4</td>
<td>3</td>
</tr>
<tr>
<td>Semester 5</td>
<td>3</td>
</tr>
<tr>
<td>Semester 6</td>
<td>4</td>
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</table>

The clinical education also has competency requirements and requirements are divided into six semesters. The intern will receive a clinical rotational schedule and a list of competencies that must be fulfilled in order for the intern to graduate the program and earn his/her certificate. The intern must achieve the listed number of competencies per semester and successfully complete all 74 competencies by the end of the 6th semester. Evaluation of the intern’s positioning skills,
equipment manipulation, use of radiation protection, patient care and knowledge of image production is conducted by the Clinical Instructors, Clinical Coordinator, Program Director and qualified staff technologists. The breakdown of clinical credit is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits</th>
<th>Competencies Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>3 credits</td>
<td>4 Competencies (16 weeks available)</td>
</tr>
<tr>
<td>Semester II</td>
<td>3 credits</td>
<td>10 Competencies (16 weeks available)</td>
</tr>
<tr>
<td>Semester III</td>
<td>4 credits</td>
<td>15 Competencies (14 weeks available)</td>
</tr>
<tr>
<td>Semester IV</td>
<td>3 credits</td>
<td>15 Competencies (16 weeks available)</td>
</tr>
<tr>
<td>Semester V</td>
<td>3 credits</td>
<td>15 Competencies (16 weeks available)</td>
</tr>
<tr>
<td>Semester VI</td>
<td>4 credits</td>
<td>15 Competencies (14 weeks available)</td>
</tr>
<tr>
<td>Total</td>
<td>20 credits</td>
<td>74 Competencies</td>
</tr>
</tbody>
</table>

DEPARTMENTAL POLICIES

Room Sanitation
The intern shares the responsibility for assuring the cleanliness for the radiographic rooms, classroom and related areas. When they have completed their didactic or clinical rotations each area should be left in a presentable manner.

Smoking
As of November 16, 2007 smoking is not permitted on any Froedtert Health campuses.

Intern Parking
All interns are required to park in the assigned lot. The intern must register their car with the Parking Department and obtain a valid parking sticker to access the parking lot. The intern must abide by hospital parking policies.

Telephone Calls
All telephones in the school are business phones. They may be used for personal calls provided:
- The call is local; it is a necessity and is terminated as quickly as possible.
- Emergency situation.

Friends, family, or acquaintances should not telephone interns during school hours unless it is an emergency situation. All calls should be directed to Program Director, Clinical Coordinator or a Clinical Instructor.

CELL PHONES ARE NOT ALLOWED IN THE CLINICAL SETTING
NO TEXTING OR PHONE CALLS DURING CLASS
(Unless the instructor is notified of pending emergency)

Classroom Electronics Policy:
The School of Radiology supports and encourages the use of technology and technological advancements but the intent of this policy is to ensure utilization does not distract from the learning experience. In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, the School of Radiologic Technology finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during class sessions and examinations.

The School of Radiology views the use of personal electronics as affecting everyone involved with a learning experience. Therefore, the use of these devices is dictated by the school’s acceptable technology use policies and is not solely an individual's choice. These policies apply to all electronic devices.
Using an electronic device for activities unrelated to the learning experience which distracts the student using the device, his/her neighbors, and the instructor is unacceptable. Additionally, this usage is viewed as disrespectful of all others engaged in the teaching/learning process.

All electronic devices utilized in the classroom, during class times, are to be solely used for academic purposes.

Students enrolled in School of Radiologic Technology courses are expected to comply with the classroom electronics use policy for personal electronic devices. Individuals using these technologies in a distracting or disruptive manner are subject to disciplinary actions. See page 25 in the Student handbook.

DISCIPLINARY PROCEDURES
When an intern’s action is considered cause for disciplinary action, the Program Director and/or designee will give the intern an oral warning for violation of the rules. The oral warning will be documented and retained in the intern’s file. A second violation for any of the rules will result in a documented written warning. The nature of the violation as well as methods for correction will be discussed with the intern. The intern, along with the Program Director and/or designee will sign the notice and retained in the intern’s record. The intern will be under corrective action after receiving two written notices pertaining to violation of any rule; resulting in suspension or dismissal. There are disciplinary measures that may be taken which result in immediate dismissal from the program that bypass the previously outlined process.

Grounds for immediate dismissal:
1. Falsification of documentation including but not limited to any educational or patient care related document or record.
2. Physical abuse of a patient, visitor, doctor, technologist or other intern.
3. Any breach of confidential information about any patient, employee, intern, hospital business, departmental business or school business.
4. Possession of a lethal weapon on hospital premises.
5. Willful destruction of hospital or school property.
6. Larceny or unauthorized possession of property belonging to the hospital, school, any employee, visitor, intern, doctor or patient.
7. Soliciting tips, loans and/or gifts from patients.
8. Absence without notification for 3 consecutive days.
9. Possession, consumption, or entering the hospital under the influence of alcohol or drugs.

First Violation: Oral warning will be documented and retained in the intern’s file.
Second Violation: Documented written warning.
Third Violation: Corrective action; resulting in suspension or dismissal. Suspensions will be three consecutive school days.
1. Verbal abuse (inappropriate language) to a patient, visitor, doctor, technologist, employee or other persons.
2. Gambling or conducting games of chance on the hospital premises.
3. Engaging in a heated argument in such a manner as to disrupt the flow of patient care, the work or study environment of others.
4. Insubordination.
5. Sleeping during scheduled hours.
6. Negligence or carelessness in the performance of duty actually or potentially hazardous to
self, another person, hospital or school property.
7. Removal of school library books or teaching material without permission.
8. Absence from school or clinical site without notification (Call must be received prior to shift).
9. Failure to meet academic standards.
10. Failure to demonstrate suitable progress in clinical practice (not completing competencies and failing to consistently perform procedures).
11. Cheating.
12. Smoking on campus.
13. Absence from school or clinical area during the day without notification.
15. Extending break and/or lunch period.
17. Insolence.
18. Negligence or careless use of property resulting in loss or damage.
19. Excessive tardiness (more than 2 occurrences in a semester).
20. Failure to follow departmental procedures.
21. Loafing.
22. Chewing gum in the clinical areas.
23. Distracting/disruptive use of electronic devices in the classroom setting.

GRIEVANCE/COMPLAINT PROCEDURE
Should an intern have a grievance or complaint, it will be heard in the following manner and order:

1. Should a problem arise in the clinical area, initial communication and discussion should be with the Clinical Instructor. The Clinical Instructor will meet with all parties concerned and try to resolve the problem. If there is a concern of a JRCERT standards violation the intern should take the concern to the Clinical Coordinator. If the concern involves an academic situation, the intern should take it to the didactic instructor. This should happen within three days (weekends excluded) of the incident/issue.
2. If the intern is not satisfied with the resolution, the intern must make an appointment to meet with the Program Director within 3 days (weekends excluded).
3. If this decision is not satisfactory, the intern may ask the Program Director to make an appointment for the intern to meet with the Medical Director within 5 days (weekends excluded).
4. If this decision is not satisfactory, the intern may make an appointment to meet with the Executive Director of Radiology. This should happen within 5 days. (Weekends excluded).
5. The intern may take the matter to Human Resources. The appointment must be made within seven days (weekends excluded).
6. The decision of the Human Resource department will be made within seven days (weekends excluded) and this decision will be final. **

Standard Violations: Joint Review Committee on Education in Radiologic Technology (JRCERT)

If an intern thinks the school is in violation of any JRCERT standard they are encouraged to follow the grievance procedure as outline above.

These steps should be followed by all interns to insure satisfactory resolution of any problem. The intern also has the right to bypass the above steps and contact the JRCERT directly with any question of a standards violation.

**The intern may contact the JRCERT if they think there is still a question of a standards violation.
Should any intern have a complaint that does not warrant the utilization of the grievance procedure, the intern should discuss this complaint with the Program Director. The Program Director will work to resolve the complaint in a timely manner and will communicate the actions taken with the student making the complaint.

**DRESS CODE**
The purpose of the dress code is to establish professionalism, cleanliness and safety through general appearance and dress. All interns will be required to wear at all times the school’s patch sewn or screen printed on his/her lab coat or uniform (1” below shoulder on center of left sleeve) when in the clinical setting.

If an intern appears in such attire that he/she disrupts and prevents effective teaching or patient care, the intern will be asked to leave and return when appropriately attired (time used will be deducted from the intern’s release time).

**INTERNS WILL BE DRESSED PROFESSIONALLY AT ALL TIMES**

Gum chewing IS NOT ALLOWED in the clinical setting

**Appearance**

a. Hospital I.D. badges must be worn at all times with the name clearly visible (*at collar level*). Lost or damaged cards must be replaced through security, at the expense of the intern.

b. Hair should be kept out of face and away from patients. Hairstyles and coloring should be professional. Hair that is shoulder length or longer must be worn back during clinical hours (hair should be off the collar).

c. Natural nails are to be no longer than ¼ inch from the end of the finger. *Artificial nails* and nail jewelry are not to be worn. Neutral nail polish and minimal jewelry may be worn.

d. Small earrings, two per ear are allowed. Body piercings: No tongue, nose, eyebrow or other visible rings are allowed. Ear gauges are not acceptable.

e. Makeup should be kept to a minimum.

f. The dosimeter will be worn at collar level.

g. Mustaches, beards, and sideburns must be neatly groomed.

h. Good personal hygiene is mandatory and can be accomplished with frequent bathing and the use of a deodorant daily. Heavy colognes, after-shave, perfume, etc. are not allowed in the clinical setting.

i. No visible tattoos. Tattoos must be covered with makeup or clothing when in clinical

**Clinical Uniforms**

a. Pants should be worn at one’s waist. Pants should be hemmed so that they *do not* touch the floor. Observable lack of undergarments and exposed undergarments is not acceptable. All undergarments should be worn so appearance is not offensive to others (white or beige bras to be worn underneath white tops).

b. Tops should be loose enough that one can fully extend their arms above their head without exposing mid-drift. Intern must be able to bend over and touch toes without exposing lower back or breasts.

c. All t-shirts worn under a scrub top should be white or navy blue, neat and clean with no text. (V-neck or crew). The bottom or sleeves of the t-shirt should not exceed the length of the scrub top.

d. Medical clogs or shoes with no holes must be worn and should be a solid color: black, navy
blue, or white.

e. Socks must be a solid color: black, navy blue, or white.

f. When in attendance at clinical on any Friday, the intern may wear a F&MCW t-shirt if it contains the F&MCW logo on the left chest and a clinical patch screen printed on the left shoulder.

1. **ER and Fluoro (GI) Rotation**
   a. Solid navy blue or white scrub top and solid navy blue pants maybe worn during the ER and Fluoro (GI) rotation.

2. **Operating Rotation (OR) & Portables East and West**
   a. The hospital will issue you two (2) sets of hospital issued scrubs.
   b. Jewelry, even wedding rings are not allowed in the OR.
   c. Long sleeve shirts are not allowed in the OR.
   d. The following items are not allowed within the OR: bags, book bags, beverages, or cups. Surgery scrubs will be worn only during clinical assignment in Surgery/Portables and Interventional. **A full length** white lab coat must be worn over the scrubs whenever the intern leaves the operating room area. Interns are financially responsible for lost surgery scrubs. **Hospital scrubs are NEVER** to leave the hospital; if reported discipline will be issued.

3. **Children’s Hospital:**
   The following items can be worn for CHW (Children’s Hospital) rotations.
   a. Scrub pants should be **Navy or Teal Blue**.
   b. Scrub tops: multicolored that coordinate with the navy or teal blue scrub pants.
      or solid scrub tops in colors: teal or navy.
      A coordinating long sleeve t-shirt may be worn under the multicolored scrub top.

**Classroom Dress Code**
   a. Solid navy or teal scrub pants
   b. Solid navy or white scrub top with patch  
      Or  
      Froedtert & Medical College of Wisconsin logoed t-shirt or long sleeve shirt  
      (Should the intern wear a logoed shirt, a white lab coat with patch must be immediately accessible to the intern)
   c. Socks
   d. Closed toed shoes (if not clinically acceptable, clinical shoes must be immediately accessible to the intern)

If any part of the dress code is not followed, the intern will be verbally warned once. For a second infraction the intern will receive a written warning. A third infraction will result in suspension, which will also be taken from the intern’s release time.

The Program Director reserves the right to disapprove individual items regarding apparel and behavior as deemed necessary.
HEALTH POLICIES

Health Insurance
Each intern is required to carry health insurance while enrolled; if not covered by their parents or spouse’s policy. Froedtert Hospital insurance does not cover intern medical, health or pharmaceuticals. Froedtert hospital will not be responsible for any medical bills incurred by the intern. Under emergency situation, interns are covered for initial treatment regarding clinical related injuries.

Health Examinations
All new interns must have a physical examination and drug screen before the program begins. The Froedtert Hospital Occupational Health Staff must complete the School’s physical examination. The intern may have immunization requirements completed by their own physician. At the time of the physical the intern will be fitted with an N95 respirator. The intern is responsible for notifying the School of any limiting disability or condition requiring continuing medical treatment as soon as the intern knows about it.

Incident Reports and Injury
Any incident occurring between an intern and a patient, visitor or employee must be reported to the area supervisor and the Program Director. This report must be filled out accurately and completely by the individuals(s) involved and signed by the area supervisor; a copy given to the Program Director. The intern is responsible for all medical, health and/or pharmaceutical expenses while in attendance in this program. Any injury, however minor, must also be reported.

Froedtert Hospital
Policy Regarding Injured Interns
1. If an intern is injured while they are at school they are to report to Occupational Health and identify themselves as an intern in the School of Radiologic Technology. Occupational Health will treat the intern for injuries. If Occupational Health is closed, then the intern should go to the emergency room. Occupational Health or the emergency room will not bill the intern for these services. The intern is not financially responsible for the initial visit to Occupational Health or the emergency room.
2. The intern must complete an on-line Incident Report.
3. The intern is responsible for payment of any follow-up care after the initial visit.

Intern Reproductive Policy
Should an intern voluntarily declare their pregnancy while enrolled in the program, the intern will:
1. Submit in writing, the initial certification as soon as the pregnancy has been determined.
2. Be required to submit certification from her physician stating an approximate due date and approximate date her maternity leave is to begin. The physician should also note any limitations placed on her activity.
3. The intern will be issued a second dosimeter to be worn at waist level. This second dosimeter will be worn under the lead apron.
4. The intern will meet with the Radiation Safety Officer as soon as possible to review all radiation safety polices on the Hospital’s Radiation Safety Intranet site.
5. The intern must meet with the Program Director to discuss attendance issues surrounding a maternity leave. The intern is responsible for any missed course work. The clinical rotations missed due to the leave of absence will be made up and a new graduation date will be determined if necessary.
6. Submit certification after the birth stating when the intern is able to return and assume full clinical duties.
7. The intern has the option of continuing in the educational program without modifications.
8. The intern has the option to submit written declaration of withdrawal.

The declaration of pregnancy form can be found on the Froedtert intranet site.

The leave of absence should be approximately eight (8) weeks in duration unless there are other circumstances and the physician feels more time is needed. Should the intern's spouse become pregnant the intern should discuss leave of absence with the Program Director. The Program Director will coordinate with the intern; procedures to complete any didactic work missed. The intern will be permitted to participate in the regular graduation ceremonies, but his/her diploma will be held until they have completed all didactic and clinical requirements.

Communicable Disease
If an intern contracts a communicable disease, they must notify the Program Director immediately. The Program Director will contact personnel having had contact with the intern. The Program Director will also notify the Hospital Infection Control Nurse so that appropriate patient protocol can be followed.

Library Policy
A comprehensive list of all the schools’ library holdings is located on the student and faculty I:drive. The school library is located on 5P. The intern enrolled in the program has access to the library at any time during the course of the day. Any intern wishing to borrow any books overnight may do so under the following conditions:

1. All books must be signed out with the Clinical Coordinator or Program Director.
2. Books borrowed overnight must be returned to the Clinical Coordinator by the next morning you are scheduled to be present so any other intern wishing to use this book may do so during the course of the day. The books may then be re-signed out that evening.
3. Any intern who deliberately damages or loses any book will be financially responsible for the books and will be disciplined accordingly.
4. Any intern found abusing library policies will have their library privileges revoked. An intern, who removes a book without signing it out, will be suspended. The intern will also have access to Medical College of Wisconsin’s libraries. The intern using these facilities will follow each library’s policies. If the intern has overdue books or fines at any of the libraries, they will not graduate until the book is returned or the fines are paid.
5. Library computers are to be used for research and enhancing the intern’s radiologic education and profession. At no time should the intern download any programs off the internet. Computer (internet) usage/activity may be audited at any time. Any misappropriate usage will result in disciplinary action.

Performance Evaluations/Intern Counseling/Exit Interview
The incoming intern will have a 30 and 90 day follow-up evaluation. Each intern will be evaluated and counseled by the Program Director or clinical coordinator at the end of each semester. At these evaluations, the intern will review their grades, clinical performance evaluations and clinical release time. The final evaluation will be an exit interview. Any faculty member may provide academic counseling. An intern who is experiencing difficulty in a course should first discuss the difficulty with the instructor of that course. If the intern needs further assistance, they should contact the Program Director.
Tuition
An Intern affiliated to a University will always pay tuition to their respective University.

The program does not participate in Title IV of the Higher Education Act as it pertains to tuition assistance.

Purpose: To offer self-pay interns and interns required to pay lab fees, the option for payment plans. These options may be subject to change. Arrangements must be approved by the Program Director.

Annual Tuition/Lab Fee Payment Plan Options may include:
1. Pay annual balance in full on first day of Fall Semester.
2. Pay one half of annual balance on first day of Fall Semester and half on 1st day of class after January 1st.
3. Pay one third of annual balance on the first day of Fall, Winter and Spring Semesters.

Please note that all tuition fees must be completely paid before the program will allow you to sit for the registry. Non-payment of tuition is grounds for dismissal.

In addition to the tuition/lab fees the intern is responsible for: cost of textbooks, uniforms and shoes, school supplies, and transportation.

Tuition Penalties
If a tuition/lab fee check is returned for insufficient funds the intern will be required to make a full payment plus any banking charges. All future payments will require a cashier’s check.

Tuition/Lab Fee Refund Policy
University interns will follow the tuition refund policy of their University.

The intern must request a refund for any tuition paid to the school. The refund request form must be completed and submitted to the program director within 2 weeks of withdrawal. A refund check will be mailed to the intern within 3-4 weeks of the completed request.

Tuition refund (not including acceptance fee)
First Year Refund Schedule:
• Intern withdrawing in the first four weeks of Semester 1 will be refunded tuition paid minus $1,000.
• Intern withdrawing in the first four weeks of Semester 2 will be refunded tuition paid minus $2,000.
• Intern withdrawing in the first four weeks of Semester 3 will be refunded tuition paid minus $3,000.

Second Year Refund Schedule
• Intern withdrawing in the first four weeks of Semester 4 will be refunded tuition paid minus $1,000.
• Intern withdrawing in the first four weeks of Semester 5 will be refunded tuition paid minus $2,000.
• Intern withdrawing in the first four weeks of Semester 6 will be refunded tuition paid minus $3,000.

Lab Fee Refund will not be given after the first four weeks of the semester start date.
(Interns required to pay lab fees will be notified by the affiliated university and Program Director)
First Year Refund Schedule (Lab Fee)
• Intern withdrawing in the first four weeks of Semester 1 will be refunded fees paid minus $500.
• Intern withdrawing in the first four weeks of Semester 2 will be refunded fees paid minus $1,000.
• Intern withdrawing at any point in Semester 3 will not be refunded any fees.

Second Year Refund Schedule (Lab Fee)
• Intern withdrawing in the first four weeks of Semester 4 will be refunded fees paid minus $500.
Intern withdrawing in the first four weeks of Semester 5 will be refunded fees paid minus $1,000.
Intern withdrawing at any point in Semester 6 will not be refunded any fees.

There will be no refunds after the first 4 weeks of class in each semester.

Tuition Refund example:

Intern decides to withdraw from program within the first four weeks of Semester 2 for personal reasons. This intern chose Payment Plan Number 1 (above) and paid the annual balance of $5,000 on the first day of Semester 1.

The Program Director was made aware of the withdrawal and the intern has requested a tuition refund. The Intern would receive the following refund:

“Intern withdrawing in the first four weeks of Semester 2 will be refunded tuition paid minus $2,000”

$5,000 (paid on 1st day) - $2000 = $3,000 Refund

Intern Records
All permanent intern records, which include transcripts, grades, evaluations, written communications, etc., are maintained and secured in the school’s store room. Transcripts are maintained on a shared drive through the Hospital’s Information Systems. Only the Program Director and faculty have access to the storeroom and the faculty folder on the I: drive.

School and Radiation monitoring records are secured, locked in the storage room and kept in the office of the Program Director or stored electronically on the shared faculty drive.

Interns may view their individual files on an appointment only basis. The files are reviewed behind closed doors with only the Program Director and the intern present to maintain privacy. Interns may challenge information considered inaccurate by following the grievance/complaint procedures. No information about the intern will be released without the intern’s written permission except as provided by law.

Any contents of the intern’s files can be released, but only by the written consent of that intern (Family Education Rights and Privacy Act, Buckley Amendment).

All clinical competency records are maintained in the same manner as academic records. The Clinical Coordinator maintains a record of the interns' clinical achievements. At the beginning of their training, the intern is given a copy of the Clinical Assignment Objectives, which are also placed, in the intern rotation areas.

The School Master Plan of Education and JRCERT Standards are kept electronically on the faculty shared computer drive and are accessible upon request. The JRCERT standards are also available at www.jrcert.org.

The intern can access hospital policies, safety standards and disaster plan via the hospital intranet site. The intern is given a copy of the Intern Handbook which includes how to access the JRCERT Standards. The Intern Handbook consists of program policies, goals, outcomes, and course information and evaluation criteria. The Intern Handbook is reviewed in depth at the beginning of each year with the incoming interns.

Advanced Placement Advanced placement will be considered on an individual basis. Assessment for placement may include written testing. Applicants will need to pay a pro-rated tuition upon acceptance. The applicant must complete all clinical competencies set by the program as
established by the program and comply with all program standards; remaining length of program, graduation date, and courses.

**Transfer from the Program**

The school accepts the transfer of an intern from another JRCERT approved program provided:

- There is an opening.
- The applicant has maintained a 2.0 GPA or better and the course sequencing is similar to that of Froedtert (an official transcript must be submitted).
- Letter of reference from the previous Program Director or/and University Educational Coordinator.

Requests for such transfers are handled on an individual basis. An intern considering transfer should contact the Program Director. All transfer interns will need to meet Froedtert Hospital’s School of Radiologic Technology graduation requirements.

**Withdrawal from the Program/Re-Admission to the Program**

Circumstances may cause an intern to withdraw from the program. If an intern decides to withdraw from the program, a grade of IC (incomplete) will be recorded in the intern’s file.

If an intern wishes to be considered for re-admission to the program in the future, a written statement must be submitted to the Program Director asking for their file to be kept active prior to their withdrawal. Re-admission to the program also requires completion of a formal application and is granted on an individual basis, based on the intern’s previous records.

**Early Release**

Graduation from the Radiologic Technology Program is based on successful completion of all program competencies, goals and objectives. An intern may petition the Program Director for early release two weeks before the start of the fifth semester. The intern’s early release will be based on verification of the completion of all academic and clinical terminal objectives by the Clinical Coordinator.

Steps to Apply for Early Release:

- Request early release application from the Program Director.
- Submit letter of intent to Program Director. *(Must be submitted by deadline for consideration)*
- Clinical Coordinator will complete the form.
- The completed form will be reviewed at a faculty meeting in January.
  - A unanimous vote from the faculty is required for approval of release.
- Decisions will be email to the intern.
- If the intern is approved for early release, a clinical proficiency test (terminal Competency) will be scheduled.
  - A clinical proficiency test will be required to receive credit for the remaining clinical semester. Senior Intern terminal competencies will be scenario based.

Completion of all 6th semester course work is still required. This can be accomplished by testing out of unfinished courses, which should be within the sixth semester.

**Release from Program:**

An intern will be considered for full academic early release, after completion of 5 semesters and have met the following criteria:

- They have completed all required competencies and have maintained a 3.85 CGP
- OR
- Have spent more than 7 semesters in the program with a 3.0 GPA and have completed all required competencies

If the intern does not meet the 3.85 CGPA they may still apply for full academic early release.
The faculty will vote on this and examine all aspects of the intern’s performance (i.e. Mock Registry scores). A unanimous vote by the faculty will be required.

**Intern Recognition**
The Katherine A. Shaffer Award of Excellence is presented to an intern for outstanding achievement in radiography. The intern selected for this award is based on the intern's academic and clinical achievements. The award is presented at graduation.

**Intern Representation**
Each class of interns will have a representative appointed by the Program Director to act as a representative for the intern body. This representative will be invited to attend advisory committee meeting; held bi-annually.

**Department of Radiology Staff Evaluations**
The intern will be asked to evaluate staff technologists and the quality of the clinical rotation at the completion of each two week rotation. A completed form will be sent to the department manager. The completed evaluations will be assessed at an advisory committee meeting. Any suggestions for improvement will be presented to lead technologists and managers.

**Self-Evaluation Policy/Assessment Plan**
The program faculty is evaluated on clinical and didactic performance at the completion of each semester. Additionally, exit, graduate and employer surveys are completed to evaluate the overall quality of education provided. This information along with admission criteria and curriculum are reviewed and discussed on a bi-annual basis at the Advisory Committee meetings. Action plans created based upon the evaluations are also discussed. The Advisory Committee will meet bi-annually. The summer meeting is used to review all data accumulated over the previous twelve months and the winter meeting is used to update the committee on progress made based upon those plans. All assessment plans, policies and records are maintained on the hospital’s I: drive and in the Program Director’s office. Any intern may request to view this information with the program director.

**Academic Year**
The first academic year runs from September to August. It is divided into two sixteen week semesters and one 14 week summer session. The second academic year runs from September to July. It is divided into two sixteen week semesters and one 8 week summer session.

**Grading Policy**
**Credit:** the unit of credit is the semester hour. It represents one hour of lecture per week.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Grades and Grade Point System</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93 - 100%</td>
<td>A = Excellent 4 Points</td>
</tr>
<tr>
<td>B 86 - 92%</td>
<td>B = Good 3 Points</td>
</tr>
<tr>
<td>C 80 - 85%</td>
<td>C = Average 2 Points</td>
</tr>
<tr>
<td>F Below 80%</td>
<td>F = Incomplete 0 Points</td>
</tr>
</tbody>
</table>

The grade point average (GPA) is computed by dividing the total grade points earned by the total credit hours attempted.
Scholastic Standing
Good Standing
Interns are in good standing if a "C" (2.0) average is earned in all courses. The intern must achieve a "C:" or higher in all Radiologic Technology course work, clinical evaluations, proficiency simulations, and all final examinations at the end of the semester. If the intern grade is below 80% in any of the aforementioned outcomes at the end of a semester, he/she can be dismissed from the program under the discretion of the faculty.
If the intern remains in the program, he/she is placed on Academic or Clinical Probation.

Probation
Academic Probation
An intern who does not earn a "C" (2.0) in all courses, but whose semester grade point is 2.0 ("C") will be placed on probation. This intern will repeat the course(s) successfully (2.0) the next semester the course is taught. This probationary period will last one semester. If the intern violates his/her probation with a quiz or test grade below 80%, he/she may be dismissed from the program. The intern may request independent study however; this will be at the Instructor’s discretion.

Clinical Probation
An intern who has not demonstrated suitable or has not maintained that knowledge during the clinical rotation will be placed on clinical probation. In addition, if the intern has failed multiple (4) competencies in a semester they will also be placed on clinical probation. Once on probation, the areas of improvement will be identified. An action plan will be developed by the intern after the faculty gives specific recommendations. The clinical probation period will vary based on the individual; maximum extension will be one semester.
Any intern needing additional instruction/s is encouraged to seek the assistance of the program faculty.
If an intern demonstrates suitable progress they will be released from clinical probation. If the intern does not demonstrate suitable progress at the end of the period they will be dismissed from the program. Suitable progress will be assessed using the bi-weekly clinical evaluations and competency assessment.

Extension of Clinical Training
An intern who has not demonstrated proficiency in routine radiologic procedures or has not completed the necessary terminal clinical objectives within the 2 year program must request an extension of their clinical education in order to correct their deficiencies. This extension may not exceed 480 hours. Requests must be received in writing not less than 6 weeks prior to the scheduled graduation. An intern who fails a clinical semester and has not dropped below a 2.0 CGPA must complete the required competencies the following semester. For each clinical semester failed, a minimum of four full weeks will be added to the length of the training period. The length of the clinical extension will be determined by the faculty.

Termination
An intern who does not maintain a cumulative grade point of 2.0 ("C") will be dismissed from the program. Also, an intern who fails to earn a "C" (2.0) in any repeated course will be dismissed. Any intern who fails two courses in one semester will be terminated even if their cumulative grade point does not drop below a 2.0. An intern who fails the comprehensive final examination as described by the comprehensive final may also be dismissed.

Multiple Failures
If an intern fails the same class twice they will be dismissed from the program.
Computation of Grades
Final examinations will be given at the end of each course. The final exam will count for 25% of the final grade. The remaining 75% of the final grade will be averaged from tests, quizzes and other assessment devices specified for each course. Clinical education grades are computed using 40% competency evaluations, 25% Clinical Instructor's evaluations, 15% staff technologists' evaluations, 10% simulations (100% if completed on time and 0 if all simulations are not completed) and 10% based on attendance. The second year intern grade will be computed using 50% competency evaluations, 15% Clinical Instructor's evaluations, 25% staff technologists' evaluations and 10% based on attendance.

Graduation Requirements
Interns are eligible for graduation when they have fulfilled the following:

- Clinical Requirements - Successful Completion of all clinical (mandatory and elective) competencies.
- Scholastic Requirements - Complete a minimum of 67 credit hours of course credit plus successful completion of non-credit courses.
  - Achievement of a "C" (2.0) grade average in all courses.
- Have fulfilled all financial obligations to the school/hospital.
- Completed all registry review assignments
- Successful completion of the Junior and Senior comprehensive final

Having completed this program, the graduated is eligible for the American Registry Examination.

Comprehensive Finals
Comprehensive finals will be given at the end of each year. All interns are required to successfully complete the Comprehensive Final. If an intern fails, they will be placed on academic probation and given an opportunity to attempt another examination prior to the start of the next semester. If the intern fails the second attempt they will be dismissed from the program. The criteria for being offered a second attempt will be maintenance of a 2.0 GPA and successful completion of all classes. The intern will be dismissed from the program if they have failed any course and failed the comprehensive final.

Semester 1 & 2 Comprehensive Clinical Evaluations
At the completion of Semesters 1 and 2, the intern must complete a Comprehensive Clinical Evaluation. This clinical evaluation will require the intern to complete 2 examinations, chosen at random, from all simulations successfully completed by the intern. Two instructors will evaluate the intern based on their performance completing the simulations. A third instructor will act as the patient for the simulations.

The goal of this evaluation is to determine if the intern will require extra assistance to succeed clinically. The intern will receive a Pass (>85%) or a Fail (<85%) grade.

Interns who receive a “Fail” grade for performance during one of the evaluations will only be allowed a single attempt to pass the Junior Terminal Clinical Competency. If the intern then fails the Junior Terminal Clinical Competency they will be dismissed from the program.

Interns who receive a “Fail” grade for both Semester 1 and 2 Clinical evaluations will be dismissed from the program prior to beginning Semester 3.
Junior Terminal Clinical Competency Assessment
Terminal Clinical Competency Assessments will be given at the end of the first year. All interns are required to successfully complete these assessments. The intern will be assessed individually by two clinical instructors. They will be asked to demonstrate four procedures in which they have already documented competence. These will be randomly selected. Two instructors will score the intern independently. If one instructor fails the intern and the other does not, they will then average the two scores. The average score must be a passing score of 85%. This assessment is 10% of Semester III’s clinical grade; however, successful completion is required for advancement.

Junior Interns who have not successfully completed the Terminal competency assessments will be placed on clinical probation and given an opportunity to attempt another assessment prior to the start of the next semester. If the intern fails the second attempt they will be dismissed from the program. The criteria for being offered a second attempt will be maintenance of a 2.0 GPA, successful completion of semester 1 and 2 Comprehensive Clinical Evaluations, and successful completion of all classes up until the time of the assessment. If the intern has failed a course and fails the terminal clinical competency assessment they will be dismissed from the program.

Senior Intern Terminal Competency Guidelines
Terminal Clinical Competency Assessments will be given at the end of the second year or for early release. All interns are required to successfully complete this assessment. Interns will be assessed individually by two clinical instructors. Successful completion is required for graduation. This assessment will be used for credit if the intern is applying for early release.

Clinical Grade
- Interns awarded an academic release or an internship; the terminal competency grade will be averaged into the clinical grade as follows: Clinical Competencies – 50%, Terminal Competency – 50%.
- For all other interns, the terminal competency grade will be averaged into the clinical grade as follows: 2-week Evaluations – 25%, Instructor’s Evaluations – 15%, Attendance – 10%, Clinical Competencies – 40% and the Terminal Competency – 10%.
- All competencies must be completed and a grade for each placed in the grade book before the intern can complete the terminal competency.
  - This includes any post procedural competencies (i.e. UGI, myelogram), sinus simulations, and images taken on the skull phantom.
- The Program Director or Clinical Coordinator will schedule a time/date for the terminal competency exam.
  - Interns awarded an academic release and have completed all their competencies will complete the terminal competency during the spring semester final’s week. The intern will sign a confidentiality statement before beginning the terminal competency.
  - The terminal competency will take place in the School’s energized lab (5P), and will NOT include:
    - Headwork
    - GI exams
    - Vital Signs
    - CPR
  - The intern should bring his/her pocket notebook and markers.
    - The intern will be expected to state the kVp for all exams performed.
    - The intern will give the cm measurement and will be able to use their book for the mAs range after completion.
  - The intern will review the clinical scenario first; then demonstrate their role as a
Radiologic Technologist using critical thinking skills.

- The intern must complete the scenario during the scheduled allotted one hour time frame.
- Three instructors will be present; one will be the patient and two other instructors will evaluate the intern’s performance.
- The instructor will use the Senior Terminal Competency Evaluation Criteria to assess the intern’s performance, and the Senior Terminal Competency Grading Criteria to formulate the grade. The School of Radiologic Technology standard grading policy will be used.
- The “patient” instructor will also add input on the intern’s performance.

The intern will be given time after the competency exam to evaluate their performance and verbally correct any errors made while performing the scenario. The intern will not have access to any materials that will aid them in their evaluation.

- Points will be added to the grading formula if the intern is able to verbally correct errors made during the scenario.
- Two weeks additional clinical time in General and/or the ER will be assigned if the intern grade is 84% or below.

After the terminal competency is completed, the instructors present will discuss the performance with the Program Director. The Program Director will then discuss the outcome with the intern. Having completed the program, the graduate is eligible for the American Registry Examination. The exam is computer based and given in cities designated by the Board in all states. When the graduate passes the registry, he/she is then given the title, “Registered Technologist Radiography” (R.T.R.). The graduate should then apply for state licensure at: http://drl.wi.gov- if they intend to work as an imaging professional delivering ionizing radiation.
POLICY AND PROCEDURES

CLINICAL
Staff Procedures with Interns
In the clinical area, there is always at least one (1) staff/supervising technologist for every intern. **It is the responsibility of the staff/supervising technologist to:**

1. Ascertain if the intern has achieved clinical competency in the requested examination. Information can be found on the department intranet site.
2. Be in the radiographic room if the intern has not achieved competency. Provide direct supervision.
3. Evaluate the status of the patient and whether the intern has achieved competency. If the radiographer feels the intern can handle the exam, the radiographer need not be present in the room, but should be in the vicinity. This is called indirect supervision.
4. Check the images prior to the patient's dismissal.
5. Be present in the radiographic room for all repeat examinations regardless of the intern’s level of competence.
6. Assure senior interns do not supervise junior interns.
7. End Exam/Verification. The technologist should use their own name when they have worked with the intern or checked their images, this is direct supervision. Technologist’s name would be in primary technologist slot in Radiant. If the intern is competent in an examination, and was in the room alone, a registered technologist still needs to check their images; the intern’s name is placed in the Primary Tech Slot. It is very important for tracking purposes the intern’s name is in the 1st Support Staff Slot, not just any support staff slot. The technologist checking the images goes in the 2nd Support Staff Slot, this is indirect supervision.
8. Notify Program Director or Clinical Coordinator if “rare” examinations arrive, such as skull, so an intern that’s ready for the examination may be identified. At no time should a staff technologist pull an intern from their clinical area. This is the school’s responsibility.

Clinical Obligations
The Clinical Obligations for this program is structured so that the intern will meet the following. The program will reflect a progression of required competencies.

The Intern will:
1. Clinically participate, be present on clinical days. Clinical participation consists of observation, assisting, and performance of clinical education under direct/indirect supervision of a registered radiologic technologist.
2. Evaluate each requisition via the computer.
3. Demonstrate a proper physical facility readiness.
4. Demonstrate a proper patient-technologist relationship.
5. Demonstrate correct positioning skills.
6. Manipulate equipment effectively.
7. Show evidence of radiation protection.
8. Evaluate the radiographic images to include:
   a. anatomical parts
   b. proper alignment
   c. EI value
   d. image identification
   e. evidence of radiation protection
9. Be evaluated by technologists after each two-week rotation
10. Perform at a minimum competency level of 85%.
11. Successful completion of 74 competencies in order to graduate (64 mandatory, 10 elective)

*The intern will be responsible for completing two area expectations forms each semester and account for 10% of the clinical grade.*
Record of Clinical Experience

Record of the intern's clinical experience is maintained by computerized reports. This list is evaluated monthly by the Clinical Coordinator and Program Director as to the types and numbers of exams the intern participates in. The intern must record/document properly each exam he/she has assisted in; in order for it to appear on the monthly read-out.

Clinical Education Evaluations and Grading

It is the intent of the clinical evaluation to provide a standardized format for the evaluation of an intern's clinical performance. The clinical evaluation system is structured into five types of evaluations: simulation, clinical competency assessment, clinical assignment evaluation, attendance and the Clinical Instructor's evaluation.

**Simulations** – The intern will complete simulations during their assigned lab time with a Clinical Instructor. The simulation performance is evaluated in many areas including: preparing the room properly, explaining procedures to the patient, proper positioning skills, equipment manipulation and patient protection for each procedure etc. The intern will demonstrate the entire examination (on an instructor or fellow intern) from set-up to completion. An intern may not simulate the same examination if they’ve been a “patient” during the same simulation session. The simulation is either a pass or fail.

An intern may participate in exams before they have completed the simulation if they follow direct supervision, specific instructions from a Registered Radiologist Technologist. If the intern has passed a simulation, he/she may use their markers and perform that examination on patients, under the direct supervision of a Registered Radiologic Technologist. If the intern fails he/she must practice the examination before attempting to simulate a second time. The intern must complete the required simulations prior to final’s week each semester. (The list of required simulations will be provided in the Imaging Procedures course).

At the time of simulation the interns pocket notebook is checked for completeness and accuracy, including techniques. Interns may only simulate on the procedures that have been added to their pocket notebook. The clinical instructor completing the passed simulation will record this on the electronic simulation list located in each intern’s clinical folder; maintained on the intranet. If an intern fails a simulation, the reason will be noted on the electronic master simulation list. The clinical instructor will place their initials in the clinical grade book when the exam has been successfully simulated. It is the intern’s responsibility to routinely check the form for accuracy. Should an intern discover a discrepancy they should notify the Clinical Coordinator immediately.

**Clinical Competency Assessment** - In the course of two years, the intern will be required to complete 74 competencies with a minimum grade of 85%. The intern will be required to complete practice exams before competency number of practices for each exam vary and are reflected on the practice record. There are 64 mandatory competencies and 10 electives.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SEMESTER</th>
<th>Minimum Competencies Achieved</th>
<th>Available Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year I</td>
<td>Semester I</td>
<td>4 Competencies</td>
<td>16 weeks</td>
</tr>
<tr>
<td></td>
<td>Semester II</td>
<td>10 Competencies</td>
<td>16 weeks</td>
</tr>
<tr>
<td></td>
<td>Semester III</td>
<td>15 Competencies</td>
<td>14 weeks</td>
</tr>
<tr>
<td>Year II</td>
<td>Semester IV</td>
<td>15 Competencies</td>
<td>16 weeks</td>
</tr>
<tr>
<td></td>
<td>Semester V</td>
<td>15 Competencies</td>
<td>16 weeks</td>
</tr>
<tr>
<td></td>
<td>Semester VI</td>
<td>15 Competencies</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Total</td>
<td>6 Semesters</td>
<td>74 Competencies</td>
<td>92 weeks</td>
</tr>
</tbody>
</table>
The competency evaluation will include the evaluation of the intern's positioning skills, patient care skills, timeliness, equipment manipulation, the use of radiation protection and image evaluation with regards to anatomy, EI value (technique) and image receptor identification. Once the intern has successfully completed a clinical competency for a specific exam, he/she is allowed to work with patients with indirect supervision. If the intern fails a competency, the failed grade will be recorded in the grade book in the appropriate semester column, and an F will be placed in the subsequent semester column. The intern will not be allowed to attempt this competency until the next semester. This is to assure they have ample time to practice. An intern must repeat all failed competencies until they can demonstrate competency in the procedure. Achieving the minimum 85% pass grade is considered competent.

If an intern is working to achieve the minimum number of competencies for the semester during final’s week; the intern is required to attend clinical and must spend the entire day in clinic (0730am-1600pm). Once the intern has achieved the minimum number of competencies, they will finish the clinical day and are no longer required to attend clinical until the following semester. If the intern does not achieve the minimum number of competencies for the given semester; the clinical grade will be calculated by dividing the cumulative scores of the achieved competencies by the required number of competencies.

Clinical Assignment Evaluation

The intern will be assessed on his/her overall performance in the assigned area at the end of each two week period by a registered technologist. This evaluation will include the intern-patient relationships, the intern's initiative, cooperation, efficiency, dependability, judgment and individual growth. The average of these evaluations will make up 15% of the intern's clinical grade each semester during the first year and 25% for the second year.

CLINICAL ASSIGNMENT EVALUATION CRITERIA

PATIENT COMMUNICATION SKILLS
Consider intern's mannerisms when handling patients; instills confidence in patients; exhibits empathy; appropriately employs age related guidelines when interacting with patients; accurately solicit and documents the patient’s clinical history.

INITIATIVE/MOTIVATION
Consider intern's self-motivation eagerness to try new things; participates without being prodded; self-confidence; applies resources which provide physical comfort to patients as needed or when requested; utilizes time constructively and productively.

TEAMWORK
Instills comfort and a sense of confidence through clear, understandable communication; helpfulness; effectively interacts and transfers information between peers, staff and other members of the healthcare team.

EXAM COMPREHENSION/PERFORMANCE
Accurately utilizes imaging principles taught into the production of diagnostic quality images; awareness of routines and methods of operation; extends imaging principles, beyond what has been taught, into the production of diagnostic quality radiographs; applies the ASRT Practice Standards for Medical Imaging and the “ARRT” Code of Ethics.”
DEPENDABILITY
Consider intern's ability to follow instructions; relied on to assess the patient’s condition; minimal amount of supervision required; recalls and utilizes imaging principles taught when producing images; arrives on time and remains in area.

CRITICAL THINKING/PROBLEM SOLVING
Consider intern's ability to make logical independent decisions; selects an appropriate course of action based on individual patient circumstance; accurately anticipates and resolves associated obstacles; utilizes critical thinking skills to select and appropriate course of action; seeks constructive criticism in a professional manner.

PROFESSIONAL DEVELOPMENT
Consider intern's interpersonal relationships with others; integrity and compassion the clinical setting; professionally interacts with peers and staff members; seek direct supervision from a registered technologist when repeat images are necessary; keeps lead Tech informed when leaving the area.

PROFESSIONAL APPEARANCE & CONDUCT
Consider intern's grooming habits; cleanliness of shoes and uniforms; presents professional appearance; adheres to uniform policy; wears radiation film identification badge at collar level.

Attendance
As punctuality and attendance are an integral part of being a professional technologist, attendance will account for 10% of the intern’s clinical grade each semester. The following chart outlines the weighting of attendance:

<table>
<thead>
<tr>
<th>100%</th>
<th>0-1 occurrences</th>
<th>90%</th>
<th>2 occurrences</th>
<th>80%</th>
<th>3 occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>4 occurrences</td>
<td>60%</td>
<td>5 occurrences</td>
<td>50%</td>
<td>6 occurrences</td>
</tr>
<tr>
<td>0%</td>
<td>&gt;6 occurrences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Absences, tardies and suspensions will be included in the attendance grade. An extended illness such as chicken pox will be considered as one occurrence as long as a doctor’s excuse is submitted.

Clinical Instructor Evaluation
Once every semester, the intern will be evaluated by the Clinical Instructors on their overall performance in the clinical setting. This evaluation will include the intern-patient relationships, the intern's initiative, cooperation, efficiency, dependability, judgment and individual growth. This evaluation will count as 25% (1st year) and 15% (2nd year) of the clinical grade each semester with the exception of the first clinical semester. First semester will utilize the evaluations at 50% of the clinical grade.

Clinical Competency
To implement the Clinical Competency Evaluations, the following has been done:
1. Structured the clinical practicum into meaningful units. Each unit will hereafter be referred to as a clinical assignment.
2. Structured the clinical assignments to coincide with the cognitive (classroom) aspects of the curriculum.
3. Specified the subject material of each clinical assignment.
4. Determined the level of the supervision for each clinical assignment.
5. Identified the required number of competencies to be mastered upon completion of the program.
6. Identified the remedial procedure for failure.
Clinical Competency

Upon satisfactory completion of didactic course work, laboratory simulation, and clinical education, the intern is then eligible to perform a competency evaluation. During clinical competency the Program Director, Clinical Coordinator, Clinical Instructor, or staff technologist will observe the intern perform an exam.

All first year interns must perform all clinical competencies with a Clinical Instructor, the Clinical Coordinator, Program Director or lead technologist of the area during the first and second semesters. Third semester Junior and Senior interns may complete competency check-offs with technologist staff, but must only ask approved staff technologists if clinical staff is not available.

If the intern feels they are not meeting the requirements once the competency has begun, the intern cannot change his/her intent to be evaluated. If the clinical staff or/and technologist feels that the intern is not meeting the expectations required of a competency, the clinical staff or/and technologist has the right to take over for the intern and complete the exam. The intern will receive a failed grade for that competency.

All competencies which have been completed by a staff technologist or program faculty in which image analysis was not completed must be completed with a program faculty member within three weeks of the date the competency was received. If an intern does not complete the competency within the allotted three week time period; the competency form will be completed with all zero scores on the back half of the Competency Evaluation Form. The final score will be calculated with the inserted scores to create a final achieved grade.

The interns' abilities are critiqued in ten categories. The evaluator uses the Clinical Competency Assessment Form. For each of the ten categories there are a possible three points. Three points indicate the interns' performance was acceptable and that no improvement is required. Two points indicate minor adjustments are necessary. One point indicates major improvement is needed. Zero points indicate unacceptable performance in that category. Each projection during the exam will be evaluated. Each projection carries a maximum value of thirty points. There are more specific criteria for GI examinations.

The criteria for evaluation of each category are as follows.

Performance Evaluation:

1. Patient Technologist Relationship
   1. Reviews clinical findings and examination requested.
   2. AIDET (A=acknowledge, I=introduce, D=duration, E=explain, and T=thank)
   3. Three identifiers: checking patient identification band, spelling of name, and DOB
   4. Assists patient to the examination room.
   5. Thoroughly explains procedure to the patient.
   6. Insures patient's privacy.
   7. Conducts procedure efficiently to instill confidence of patient.
   8. Assists patient from examination room.
   9. Give the patient a “Thank You” card.

2. Physical Positioning Skills
   1. Positions patient correctly on table.
   2. Centers part to the center of IR.
   3. Centers CR correctly.
   4. Uses immobilization devices.
   5. Removes extraneous items from area being examined.
   6. Utilizes correct breathing techniques.
   7. Uses correct anatomical landmarks.
3. Equipment Manipulation
1. Manipulates table to correct position.
2. Utilizes proper tube locks and accessory equipment (sponges, sandbags, tape).
3. Selects correct IP size or digital detector and maneuvers IP or bucky /digital detector appropriately.
4. Sets up proper radiographic factors on control panel after correctly measuring the part and is able to set up CR and DR systems to achieve proper image processing.

4. Radiation Protection
1. Inquires as to possibility of pregnancy.
2. Utilizes proper gonadal shielding and positions correctly.
3. Collimates properly.
4. Closes door to radiographic room.
5. Practices operator radiation protection techniques and correctly displays dosimeter.

5. Timeliness
1. Organizes steps to complete examination in a logical and expedient manner.
2. Exhibits proficiency level by performing procedure in an efficient and prompt fashion.
3. Reviews images in PACS in a timely manner

II. IMAGE EVALUATION (To be completed by program faculty)

6. Anatomical Parts
1. Describes correct anatomical structures. (3 questions per image)
2. Identifies pathology visualized.
3. Correlates anatomy by body habitus.
4. Critiques image and position of body parts.

7. Proper Alignment/Position
2. Image correctly centered to IR
3. Collimating is even and not obstructing anatomy.

8. Technique Manipulation
1. Selects correct radiographic technique.
2. Critiques exposure factors if available.
3. Meets published EI value
   - Phillips rooms: Goal – 200 (appropriate 150-300)
   - Cannon: Goal 300-500
4. Knows technique manipulations for various pathological conditions.

9. Image Identification
1. Identification markers are displayed clearly on the image.

10. Documentation
1. Clinical handbook has the clinical information
2. Has the appropriate # of practices.
3. Documents the accession#/Technique & EI/Technologist

The intern must receive a minimum grade of 85% to successfully complete a competency. If the intern does not receive a passing grade, the failing score is recorded and will be used to calculate the semester clinical grade. Each attempted competency grade will be recorded. All grades are entered in the computerized grade book. Successful completion of all competencies is required for graduation.
Process to Achieve Clinical Competency

1. Material given and learn in the classroom.
2. Practice the positions on classmates in the energize lab or during department down time.
3. Test out on the examination with an instructor on a fellow intern with simulation.
   a. Pass - observe and participate in patient examination under the **direct supervision** of a technologist. The intern is able to use their markers on that examination.
   b. Fail - intern can only observe that patient examination in the department under the **direct supervision** of a technologist. The intern is not able to use their markers for that examination.
4. The intern will need to document the appropriate # of practices on each exam before attempting competency. The intern must have the technologist/clinical staff initial successful completion of that examination. A 24 hour waiting period is required before attempting the competency if the 3 practices are done all on the same day. This is to ensure that the intern is able to retain proficiency.
5. When the intern is confident in performing that examination he/she will inform a clinical instructor or technologist of the desire to comp on that examination.
6. A failed competency will be recorded within the appropriate semester. A second attempt on that fail competency must be done during the next semester. An intern will repeat competencies regardless of mandatory or elective category until they have successfully completed the competency.
7. The intern is able to perform an examination under **indirect supervision** when they’ve passed that competency; completed by either clinical staff or technologist.
8. Any time an image needs to be repeated, the intern must be under **direct supervision** of a technologist or clinical staff.

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**Diagram:**

- Didactic material given in classroom
- Simulation
  - Pass
  - Fail → Repeat simulation
- Practice in department with clinical/technologist
  - Pass
  - Fail → Competency
  - Pass
  - Fail → Repeat any failed competency in a subsequent semester. Repeat until successful completion
- The intern can perform exam with indirect supervision. Technologist must check images in PACS.
Intern Performance Objectives

Weekend Trauma Rotation
Second Shift: Trauma
This rotation begins after successful completion of Semester II and will run through the end of semester VI. Interns will rotate through weekends on a scheduled basis. No intern will be assigned rotations exceeding forty (40) hours per week. There will be no more than 3 second shift rotations during this period.

In this weekend rotation the intern will be exposed to aspects of Radiology not encountered during the normal week, including, but not limited to the following:

1. The intern will become aware of the Trauma Radiology Department's weekend staffing procedures.
2. The intern will be exposed to different supervision and gain the ability to interact appropriately with a variety of people.
3. The intern will perform procedures under the direct supervision of a Registered Technologist according to the School's Policy and Procedures.
4. The intern will have the opportunity to observe triage in trauma and follow the patient through a complete work-up.
5. The intern will appreciate the important role Radiology plays in trauma medical care.
6. The intern will utilize critical thinking skills in alternate methods of positioning and utilization of equipment on trauma cases.
7. The intern will become aware of patient handling methods used by the technologist to increase the speed of radiologic examinations without sacrificing technical quality.
8. The intern will be exposed to a higher percentage of trauma and emergency room procedures.

Third Shift: Trauma
This rotation begins after successful completion of Semester II and will run through the end of semester VI. Interns will rotate through weekends on a scheduled basis. No intern will be assigned rotations exceeding forty (40) hours per week. There will be no more than 3 third shift rotations during this period.

In this weekend rotation the intern will be exposed to aspects of Radiology not encountered during the normal week, including, but not limited to the following:

1. The intern will become aware of the Trauma Radiology Department's weekend staffing procedures.
2. The intern will be exposed to a different supervision and gain the ability to interact appropriately with a variety of people.
3. The intern will perform procedures under the direct supervision of a Registered Technologist according to the School's Policy and Procedures.
4. The intern will have the opportunity to observe triage in trauma, and follow the patient through a complete work-up.
5. The intern will learn to appreciate the important role radiology plays in trauma medical care.
6. The intern will utilize critical thinking skills and alternate methods of positioning and utilization of equipment on trauma cases.
7. The intern will become aware of patient handling methods used by the technologist to increase the speed of radiologic examinations without sacrificing technical quality.
8. The intern will be exposed to a higher percentage of trauma and emergency room procedures.
9. The intern will learn to determine correct technical exposure factors utilizing technique charts and utilizing proper radiation protection procedures.
10. The intern will begin trauma radiography competency check-offs.
11. The intern will have the opportunity to gain confidence in him/herself by working in a less structured situation.

The total number of scheduled weekend rotations for the graduating intern will never exceed 6 during the twenty-four month program. The total assigned number of weekend rotations does not exceed 25% of the total clinical clock hours.

During the week-end rotation the Intern is able to complete a competency on any of the exams listed on the competency list or obtain the required signatures for practices.

The supervising Technologist using the Clinical Evaluation Form will evaluate interns. Interns on this assignment will be under direct and indirect supervision based on their level of completed competencies.

**Clinical Rotation Assignments**

**Objective:**
The intern will complete the following clinical assignments in accordance with the following schedule. The rotations will be two weeks in length.

<table>
<thead>
<tr>
<th>Rotation Codes</th>
<th>Total Weeks</th>
<th># of Rotations</th>
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<tbody>
<tr>
<td>GR</td>
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<tr>
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<tr>
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<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
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</tbody>
</table>
Clinical Assignments-

General Radiography/Orthopedic Radiography/Plank Road
Upon completion of the General/Orthopedic and Plank Clinic Radiography rotations, the intern will be able to:

1. Utilize proper patient-technologist communication.
2. Demonstrate positioning skills on routine radiography.
3. Demonstrate proper equipment manipulation and maintenance.
4. Be able to critique images to include image quality and related anatomy.
5. Utilizes PACS to assure data integrity and image quality consistency.

Clinical Assignment Rotation Objectives

GR/OC/PL Rotation No. 1
Objective - The intern will observe proper patient-technologist communication skills, observe departmental work patterns, and observe equipment manipulation and the selection of proper equipment. The intern will assist with patient care and follow directions as indicated by the supervising staff technologists.

GR/OC/PL Rotation No. 2
Objective - The intern will utilize patient-technologist communication skills; demonstrate positioning skills on routine radiography of the upper and lower extremities, chest and abdomen and spine. The intern will also observe correct manipulation of the equipment, demonstrate proper use of radiation protection devices and critique the final images to include identifying related anatomy and positioning. The intern may begin clinical competency evaluations.

GR/OC/PL Rotation No. 3
Objective - The intern will utilize patient-technologist communication skills; demonstrate positioning skills on routine radiography of the upper and lower extremities, chest, and abdomen and the equipment. Demonstrate proper use of radiation protection devices and critique the final images to include identifying related anatomy and positions. The intern may begin/continue clinical competency evaluations.

GR/OC/PL Rotation No. 4
Objective - The intern will demonstrate proper patient-technologist communication skills, demonstrate more efficient positioning skills on the routine radiography of the extremities, spine, thorax, and abdomen, and basic positioning of the skull, facial bones, and sinuses. The intern will also observe correct manipulation of the equipment; demonstrate proper use of radiation protection devices and skills in technique. The intern will begin/continue all remaining clinical competencies.

Clinical Objectives – Fluoroscopy
Upon completion of the Radiography Fluoroscopy rotations, the intern will:
1. Utilize proper patient-technologist communication.
2. Set up fluoroscopic equipment for all procedures.
3. Obtain proper contrast agents for each exam.
4. Demonstrate proper positioning skills for gastrointestinal radiography including certain special procedures.
5. Demonstrate proper equipment manipulation and maintenance.
6. Utilize proper radiation protection.
7. Demonstrate proper sterile technique.
8. Critique radiographic images to include image quality and related anatomy.
9. Utilizes PACS to assure data integrity and image quality consistency.
Rotation No. 1
Objective - The intern will observe proper patient-technologist-paramedical personnel communication skills observe departmental work patterns and observe equipment manipulation and the selection of proper equipment. The intern will assist with all fluoroscopic procedures and sterile tray set up for all procedures. The intern will assist with patient care and follow direction as indicated by the supervising staff.

Rotation No. 2
Objective - The intern will utilize proper patient-technologist-paramedical personnel communication skills; assist with setting up fluoroscopic equipment and digital equipment for routine GI procedures. The intern will assist technologist and radiologist during routine fluoroscopy of upper GI and barium enema series. Following fluoroscopy the intern will assist the technologist with radiographic routines to include positioning, IP selection and proper radiation protection measures with GI and barium enema series. Intern will also assist in digital imaging. The intern will also observe the various procedures and cleaning of equipment for the following day's work. Intern will complete competencies to meet clinical competency requirements.

Rotation No. 3/4/5
Objective - The intern will utilize proper patient-technologist-paramedical personnel communication skills; recite from memory routine positions and IP sizes for an upper GI, barium enema, and dynamic procto. The intern will assist the patient and radiologist during fluoroscopy. The intern will demonstrate basic positioning skills on routine overhead radiography for the upper GI, esophagram and barium enema series. The intern will also demonstrate correct manipulation of the digital filming equipment. The intern will demonstrate the proper use of radiation protection and skills used to recognize and reassure the apprehensive patient. The intern will demonstrate a working knowledge of barium used for both the upper GI and barium enema routines along with sterile tray set up for myleography and joint injections, and ERCP. The intern will demonstrate a working knowledge of the proper paperwork for injection studies and myelos. Intern will complete mandatory/elective competencies.

Clinical Objectives – CDI
Upon completion of the CDI rotation, the intern will have observed:
1. Proper patient-technologist-paramedical communication.
2. Proper set up of imaging equipment.
3. Proper contrast preparation and administration.
4. Proper equipment manipulation and maintenance.
5. Proper radiation protection practices.
6. Critique of radiographic images to include image quality and related anatomy.
7. Utilization of PACS to assure data integrity and image quality consistency.

Clinical Objectives - Emergency Room
Upon completion of the Emergency Room rotations, the intern will be able to:
1. Utilize proper patient-technologist communication.
2. Demonstrate proper positioning skills for trauma radiography.
3. Demonstrate proper equipment manipulation and maintenance.
4. Be able to critique images to include image quality and related anatomy.
5. Utilizes PACS to assure data integrity and image quality consistency.

Clinical Assignment Objectives
**Rotation No. 1**

**Objective** - The intern will observe proper patient-technologist-paramedical personnel communication skills. Observe departmental work patterns and observe equipment manipulation and the selection of proper equipment. The intern will assist with patient care and follow direction as indicated by the supervising staff.

**Rotation No. 2**

**Objective** - The intern will utilize proper patient-technologist-paramedical personnel communication skills. Demonstrate positioning skills on routine radiography of the chest, abdomen, upper and lower extremities with proper radiation protection. The intern will also demonstrate correct manipulation of the equipment, demonstrate proper use of radiation protection devices, demonstrate the skills to recognize and reassure the patient.

**Rotation No. 3**

**Objective** - The intern will utilize proper patient-technologist-paramedical personnel communication skills. Demonstrate positioning skills on routine radiography of the upper and lower extremities, spine, chest and abdomen with proper radiation protection. The intern will point out relative anatomy on the final image. The intern will begin/continue work on required competencies.

**Rotation No. 4**

**Objective** - The intern will utilize proper patient-technologist-paramedical personnel communication skills. Demonstrate more efficient positioning skills of the extremities, spine, thorax and skull. The intern will demonstrate a fundamental understanding of technical factors and image quality. The intern will recognize the needs of the acute care patient, and project a self-confident attitude toward the emergency room patient. In addition the intern will employ proper radiation protection measures. The intern will complete all unfinished required competencies in the emergency room category.

**Clinical Objectives – Portable Radiography**

Upon completion of the Portable rotation, the intern will:

1. Utilize proper patient-technologist communication.
2. Demonstrate proper positioning skills for portable radiography.
3. Utilize proper radiation protection.
4. Demonstrate proper equipment manipulation and maintenance.
5. Be able to critique images to include image quality and related anatomy.
6. Utilizes PACS to assure data integrity and image quality consistency.

**Clinical Assignment Objective**

**Rotation No. 1 Portable Radiography**

**Objective** - The intern will observe proper patient-technologist-paramedical personnel communication skills, observe department work patterns, equipment manipulation and selection of proper equipment. The intern will assist with patient care and follow direction as indicated by the supervising staff on portables. The intern will demonstrate radiographic skills on bedside radiography of the chest and abdomen.

**Rotation No. 2 Portable Radiography**

**Objective** - The intern will utilize proper patient-technologist-paramedical personnel communication skills. The intern will assist with patient care and follow direction as indicated by the supervising staff on portables. The intern will demonstrate radiographic skills on bedside
radiography of the chest, KUB, upper and lower extremities, and other anatomic areas. The intern will utilize proper radiation protection and critique the final image to include image quality and identify related anatomy. The intern will begin to complete chest, abdomen and extremity competencies.

**Rotation No. 3 Portable Radiography**

**Objective** - The intern will utilize proper patient-technologist-paramedical personnel communication skills. The intern will assist with patient care and follow direction as indicated by the supervising staff on portables. The intern will demonstrate efficient positioning and technique skills on bedside radiography of various anatomic areas which will include proper radiation protection techniques. The intern will strive to achieve confidence in obtaining images in all areas.

**Clinical Objectives – Operating Room**

Upon completion of the Surgery rotation, the intern will:

1. Utilize proper physician-paramedical communication.
2. Be able to set and operate the portable fluoroscopic equipment for all procedures.
3. Demonstrate proper equipment manipulation and maintenance.
4. Demonstrate proper sterile technique for operative procedures.
5. Be able to critique images to include image quality and related anatomy.
6. Utilizes PACS to assure data integrity and image quality consistency.

**Clinical Assignment Objective**

**Rotation No. 1 OR**

**Objective** - The intern will observe proper technologist-paramedical personnel communication skills, observe department work patterns, equipment manipulation and selection of proper equipment. The intern will assist with patient care and follow direction as indicated by the supervising staff in the operating room.

**Rotation No. 2 OR**

**Objective** - The intern will utilize proper technologist-paramedical personnel communication skills. Intern will observe and assist the technologist with such surgical procedures as cholangiograms, hip pinning, intramedullary roddings and open reduction work. The intern will begin to complete assigned competencies.

**Rotation No. 3 OR**

**Objective** - The intern will utilize proper technologist-paramedical personnel communication skills. The intern will take radiographic images during surgical cholangiograms, hip pinning and open reductions unassisted but supervised. The intern will demonstrate proficiency in manipulating the portable fluoroscopic equipment. The intern will critique the finished images regarding anatomy, positioning and image quality. The intern will continue to complete clinical competencies in the surgery category.

**Rotation No. 4 OR**

**Objective** - The intern will utilize proper technologist-paramedical personnel communication skills. The intern will demonstrate a mature and professional attitude toward the medical and social community. The intern will take images during surgical cholangiograms, hip pinning and open reductions unassisted but supervised. The intern will continue to achieve confidence in obtaining images in all of the exams listed above. The intern will demonstrate proficiency in manipulating the portable fluoroscopic equipment. The intern will critique the finished image regarding anatomy; positioning and image quality. The intern will continue to complete all clinical competencies in the
surgery, demonstrating a high level of confidence and skill.

**Comprehensive Clinical Objectives – Nursing**
Upon completion of the Radiology Nursing rotation, the intern will be able to:

1. Describe the role and work flow of Radiology Nurses related to patient care.
2. Identify information necessary to include in the nurse’s documentation of procedures.
3. Describe the process of obtaining a patient history and explain what type of information must be included.
4. Identify the proper procedure for obtaining vitals including: EKG, Heart Rate, BP, Oxygenation (Pulse Oximetry) and Respiratory Rates.
5. Identify different types of Venous Access devices and their uses.
6. Identify required equipment in all areas of Radiology which are necessary for Nurses to safely care for patients. (i.e.: Suction/O2)
7. Describe the requirements for patient discharge after sedation related procedures.
8. Demonstrate patient education and professional communication skills.

**CLINICAL ASSIGNMENT OBJECTIVES – NURSING**
OBJECTIVE - The intern will shadow the Radiology Nursing personnel and observe all aspects of patient care. The intern will observe the nurses obtaining patient history and will become familiar with the information found in the patient chart. The intern will become familiar with the obtaining patient vitals as used for baselines during procedures and will monitor the patient when appropriate. The intern will understand different procedures for accessing a wide variety of venous access devices required for use during radiographic procedures. The intern will demonstrate patient education and communication skills.

**Clinical Assignment Objectives-Interventional (Senior Year)**
The Radiology intern will comply with the following objectives:
1. Assist in moving patients into interventional rooms as well as on and off various procedure tables.
2. Observe and maintain sterile conditions for tray set up and individual procedures.
3. Assists in set up and monitor all patients’ vital signs, to include blood pressure, pulse and respirations.
4. Follow the guidelines set by the department for the use of the pressure injector and various contrast agents required for all procedures.
5. Assist the radiologist in sterile Seldinger technique as well as catheter and guide wire exchange during procedures.
6. Following instruction and observation be able to image and process a basic interventional procedure.
7. Complete the Interventional Clinical Competency Assessment Form.

**Clinical Objectives**

**Computerized Tomography/Magnetic Resonance Imaging**
Upon completion of the CT and MR rotations, the intern will be able to:
1. Utilize proper positioning skills.
2. Utilize proper patient-technologist communication.
3. Demonstrate proper equipment manipulation.
4. Be able to critique images to include image quality and related cross sectional anatomy.
5. Utilizes PACS to assure data integrity and image quality consistency.
Clinical Assignment Objectives Computed Tomography

Rotation No. 1 and 2

**OBJECTIVE** - The intern will demonstrate proper patient-technologist paramedical personnel communication skills. Define and explain the purpose of the various CT scans performed to include those scans done of the brain, chest, abdomen and extremities. The intern will assist with patient care, observe and assist with manipulation of the computer and ancillary equipment.

Rotation No. 3

**Objective** - The intern will demonstrate proper patient-technologist, paramedical personnel communication skills. Define and explain the purpose of the various CT scans performed to include those scans done of the brain, spine, abdomen and extremities. The intern will perform patient care, and manipulation of the computer and ancillary equipment, under the observation of a technologist. The intern will complete clinical competencies of a CT of the brain, body, and CT Angiographic study. The intern will critique the finished images to include related anatomy and follow the direction of the supervising staff.

Clinical Assignment Objectives - Magnetic Resonance Imaging

Rotation No. 1 and 2

**OBJECTIVE:** The intern will exhibit proper patient-technologist communication skills. The intern will participate in patient scanning and routine filming. At the conclusion of the rotation, the intern will perform a clinical competency of a routine MR scan of the brain. The intern will critique the finished images to include related anatomy.

Clinical Objectives -Children’s Hospital of Wisconsin

Upon completion of the Children’s Hospital of Wisconsin rotations, the intern will be able to:

1. Utilize proper pediatric -technologist communication skills.
2. Utilize proper pediatric parent - technologist interactions.
3. Demonstrate positioning skills on routine radiography, orthopedic radiography, fluoroscopic radiography and portable radiography on pediatric patients.
4. Utilize proper radiation protection on all pediatric patients.
5. Utilize proper immobilization techniques as needed for pediatric patients.
6. Demonstrate the ability to set up fluoroscopic equipment and supplies.
7. Be able to critique radiographic images to include image quality and related anatomy.

The intern will have completed the following mandatory competencies:

- Pediatric chest (toddler ages 1-3 & infant/newborn ages 1-12months)

The intern may complete the following competencies during their rotations at Children’s Hospital of Wisconsin.--Upper and Lower extremity (6 and under), clavicle, pediatric abdomen, soft tissue neck, skull/trauma skull, scoliosis sinuses, Cystogram, pediatric portable, IVU

Clinical Assignment Objectives

Children’s Hospital Emergency Room/ Operating room

**Objective** - The intern will utilize proper pediatric-technologist and proper pediatric parent -Technologist communication skills. The intern will be able to demonstrate correct positioning skills on the pediatric patient. The intern will demonstrate correct manipulation of the equipment, proper use of radiation protection devices, proper use of immobilization devices and critique the final radiographic image. The intern will demonstrate skills to recognize and reassure the apprehensive pediatric patient and the pediatric parent.

The intern will assist taking radiographic images during surgical procedures. The intern will strive to achieve confidence in obtaining images in all of the exams. The intern will demonstrate proficiency in manipulating the portable fluoroscopic equipment.
Children’s Hospital Orthopedic/Portable

**Objective** – The intern will utilize proper pediatric-technologist and proper pediatric parent-Technologist communication skills. The intern will be able to demonstrate correct positioning skills on the pediatric patient. The intern will demonstrate positioning skills on routine bedside radiography to include, chest, KUB, upper and lower extremities. The intern will demonstrate correct manipulation of the equipment and demonstrate proper use of radiation protection and immobilization techniques and critique the final radiographic image. The intern will also demonstrate skills to recognize and reassure the apprehensive pediatric patient and the pediatric parent.

Children’s Hospital Fluoroscopy

**Objective** – The intern will utilize proper patient-technologist personnel communication skills. The intern will set up fluoroscopic equipment and digital equipment for routine GI procedures. The intern will assist technologist and radiologist during routine fluoroscopy of barium studies. Following fluoroscopy the intern will assist the technologist with radiographic routines to include positioning, and proper radiation protection measures with GI studies. Intern will also assist in digital imaging. The intern will also observe the various procedures and techniques for mixing barium and cleaning of equipment for the following day’s work.

Children’s Hospital General

**Objective** – The intern will utilize proper pediatric-technologist and proper Pediatric Parent-Technologist communication skills. The intern will be able to demonstrate correct positioning skills on the pediatric patient. The intern will also observe correct manipulation of the equipment and demonstrate proper use of radiation protection and immobilization techniques and critique the final radiographic image. The intern will also demonstrate skills to recognize and reassure the apprehensive pediatric patient and the pediatric parent.

The intern will demonstrate efficient positioning skills on routine radiography.

Clinical Objectives - Mammography

**Objective** - The intern will demonstrate proper patient-technologist interactions. Define basic fundamentals of mammography and explain routine mammography exam. The intern will also observe and demonstrate correct manipulation of equipment and proper use of radiation protection devices. The intern will simulate in mammography demonstrating proper patient positioning, technique selection and radiation protection.

Clinical Objectives

**Community Memorial Hospital/CDI North Hills Health Center (Observation only)**

Upon completion of their rotation at Community Memorial Hospital and CDI, the interns will:

1. Recognize the differences of a clinic and smaller hospital’s department work flow.
2. Experienced a different clinic/hospital environment.
3. Observe different equipment and different routines.

The intern will observe department work flow patterns and responsibilities demonstrated in a clinic and smaller hospital environment. The intern will observe equipment manipulation and selection of proper equipment. The intern will assist with patient care and follow direction as indicated by the supervising staff.

**Standards of Clinical Behavior**

The radiologic technology intern is a member of the health care team and is expected to adopt a model of professionalism. The intern is required to conform to the following standards of clinical behavior. The intern will follow the standards described in the **Code of Ethics for the Radiographer.**
1. The intern will remain in his or her assigned area unless the unit is not being utilized.
2. The intern will perform all assigned tasks without question.
3. The intern will assist the technologist in performing all radiography related tasks, including patient care, room cleanliness, supply acquisition, etc.
4. The intern will notify the area supervisor prior to leaving any assigned area.
5. The Program Director, Clinical Coordinator and area supervisor must be notified if an intern is required to take any prescribed drugs that could impair his or her ability to function safely in the clinical setting.

Confidentiality
Breech of confidence is damaging to the reputations of both the department and hospital; having legal and ethical implications. Patient information shall not be revealed to anyone; including the patient without the direct consent of the patient's physician. Medical information will be shared with other department personnel only in the direct line of duty to meet specific medical needs. Inappropriate access to a patient file could lead to dismissal from the program. All interns will follow the hospital patient confidentiality policy and sign a confidentiality agreement each year.

Patient Safety
The intern has equal responsibility with hospital employees for the safety of the patient. Each intern will know the location of first aid supplies and the emergency "crash cart". The intern will also be familiar with the hospital's fire and safety codes. Any mechanical malfunction of equipment that could cause injury to patients or staff will be reported immediately.

Patient Injury
The intern is responsible for using all safety precautions to protect the patient. Should a patient be injured, the intern will report it to the lead or supervising Technologist. A physician will examine the patient and the incident will be reported, including all minor injuries, to the lead technologist or manager immediately. Appropriate forms must be completed.

Radiation Safety and Monitoring and MRI Safety
1. Each intern will receive basic radiation safety instruction prior to working with radiography equipment. Each intern will follow the guidelines set forth by the organization and the program.
2. A radiation dosimeter will be issued to each intern at the beginning of the program. The dosimeter is to be worn at collar level at all times during the clinical assignments and when performing experiments in the energized lab. During fluoroscopy, the dosimeter will be worn outside the lead apron.
3. No intern will take an exposure in the energized lab without the direct supervision of a registered radiologic technologist.
4. Dosimeters are not to be shared or traded with other individuals.
5. An intern who is not wearing a dosimeter will be suspended from the clinical assignment until the dosimeter has been replaced.
   a. Each intern will exchange the dosimeter within the first five working days of each quarter. Failure to exchange dosimeters on time will result in disciplinary action.
   b. Radiation exposure reports will be posted in the Program Director’s office. Interns will review quarterly readouts and initial the report on a quarterly basis. An intern who receives an excessive radiation exposure report will be notified by the Hospital’s Radiation Safety Officer. Repeated high exposure rates may be cause for dismissal from the program.
   c. Interns must report lost or damaged dosimeters immediately ($14.00 replacement fee).
6. Each intern will follow good radiation safety practices.
7. The intern will **NOT** hold imaging receptors or patients during radiographic examinations.
8. Radiation exposure reports are monitored by the Hospital’s Radiation Safety Officer. The intern will be advised if the monthly values exceed 40 mrem per month or 5000 mrem (50 mSv) annually whole body exposure.
9. Dosimeters must remain in the building and should be hung on the plaque outside the program director’s office when not in use.

**ALARA Levels**
The medical use of radiation in procedures requiring a written directive shall be performed in accordance with the written directive and in such a manner as to maintain radiation exposure to employees and the public as low as reasonably achievable. Specifically, radiation levels shall be maintained such that individual members of the public could not receive a radiation dose in excess of 0.02 mSv (2 mrem) in any one hour or 1 mSv (100 mrem) in one year.

ALARA Levels are action levels put in place to alert ORS before an individual may exceed any of the applicable dose limits.
- Level 1 – The RSC is notified at the next quarterly meeting.
- Level 2 – ORS conducts an investigation of the circumstances involved in the exposure, and makes recommendations for dose reductions, as needed. The results of the investigation are reported to the RSC at the next quarterly meeting.

**Occupational Dose Limits**
The following definition of occupational dose is derived from DHS 157.03:
*Occupational dose* means the dose received by an individual in the course of employment in which the individual’s assigned duties involve exposure to radiation or to radioactive material.
Occupational dose does not include doses received from background radiation, from any medical administration the individual has received, from exposure to individuals administered radioactive material and released under DHS 157.62(8), from voluntary participation in medical research programs, or as a member of the public.

<table>
<thead>
<tr>
<th>Exposure Type</th>
<th>Annual Limits for Radiation Workers</th>
<th>ALARA Level I (per calendar quarter)</th>
<th>ALARA Level II (per calendar quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mSv</td>
<td>mrem</td>
<td>mSv</td>
</tr>
<tr>
<td>Whole Body</td>
<td>50</td>
<td>5,000</td>
<td>1.25</td>
</tr>
<tr>
<td>Extremity or Skin*</td>
<td>500</td>
<td>50,000</td>
<td>12.5</td>
</tr>
<tr>
<td>Individual Internal Organs</td>
<td>500</td>
<td>50,000</td>
<td>12.5</td>
</tr>
<tr>
<td>Lens of the Eye</td>
<td>150</td>
<td>15,000</td>
<td>3.75</td>
</tr>
<tr>
<td>Embryo/Fetus</td>
<td>5</td>
<td>500</td>
<td>0.5/month</td>
</tr>
</tbody>
</table>

**MRI**
Interns rotating to any of the Magnetic Resonance Imaging areas while on clinical rotation will:
- a. Complete employee clinical orientation provided by the hospital.
- b. Review the MRI Safety video on the Froedtert Learning Center. Successful completion of the Learning Center activity will be added to the interns employee transcript.
- c. Complete the MRI Safety screening form. This form will be kept on file until completion of the program.
- d. Have a registered MRI Technologist review the MRI Safety screening form and discuss any safety concerns prior to entering the MRI scan room.
- e. Interns with contraindications for entering the MRI Scan room will still complete the
rotation to MRI but will not be allowed to enter the scan room.
### Competency List 2016

<table>
<thead>
<tr>
<th>Upper Extremity (11)</th>
<th>Spine &amp; Pelvis</th>
<th>Elective Competencies (need 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finger/Thumb</td>
<td>Cervical Spine</td>
<td>AC Joints</td>
</tr>
<tr>
<td>Hand</td>
<td>Trauma Cervical Spine</td>
<td>Arthrogram</td>
</tr>
<tr>
<td>Wrist</td>
<td>Thoracic Spine</td>
<td>Calcaneus</td>
</tr>
<tr>
<td>Forearm</td>
<td>Trauma Thoracic Spine</td>
<td>Chest Lateral Decub</td>
</tr>
<tr>
<td>Elbow</td>
<td>Lumbar Spine</td>
<td>Cystogram</td>
</tr>
<tr>
<td>Humerus</td>
<td>Trauma Lumbar Spine</td>
<td>ERCP</td>
</tr>
<tr>
<td>Shoulder</td>
<td>Pelvis</td>
<td>Esophagram</td>
</tr>
<tr>
<td>Trauma Shoulder</td>
<td>Hip</td>
<td>Facials</td>
</tr>
<tr>
<td>Clavicle</td>
<td>Shoot-Through Hip</td>
<td>Hysterosalpingogram</td>
</tr>
<tr>
<td>Geriatric Upper Ext</td>
<td>Head (2)</td>
<td>Mandible/Panorex</td>
</tr>
<tr>
<td>Trauma Upper Ext (non-Shoulder)</td>
<td>Skull</td>
<td>Myelogram/LP</td>
</tr>
<tr>
<td><strong>Lower Extremity (8)</strong></td>
<td>Sinuses</td>
<td>Nasal Bones</td>
</tr>
<tr>
<td><strong>Foot</strong></td>
<td><strong>GI (3)</strong></td>
<td><strong>Orbits</strong></td>
</tr>
<tr>
<td>Ankle</td>
<td>Contrast Enema</td>
<td>Patella</td>
</tr>
<tr>
<td>Knee</td>
<td>UGI</td>
<td>Pediatric Abdomen</td>
</tr>
<tr>
<td>Tibia-Fibula</td>
<td>Sterile Tray</td>
<td>Pediatric Lower Extremity</td>
</tr>
<tr>
<td>Femur</td>
<td><strong>Special Imaging (4)</strong></td>
<td>Pediatric Upper Extremity</td>
</tr>
<tr>
<td>Trauma Femur</td>
<td>CT Angio</td>
<td>Pediatric Portable</td>
</tr>
<tr>
<td>Geriatric Lower Ext.</td>
<td>CT Body (Chest or Abdomen)</td>
<td>Sacrum and/or Coccyx</td>
</tr>
<tr>
<td>Trauma Lower ext (non-femur)</td>
<td>CT Head</td>
<td>Scapula</td>
</tr>
<tr>
<td><strong>Abdomen (3)</strong></td>
<td>MRI Brain</td>
<td>Scoliosis</td>
</tr>
<tr>
<td>Abdominal Decub</td>
<td>Mobile Studies (3)</td>
<td>SI Joints</td>
</tr>
<tr>
<td>Abdominal Series</td>
<td>Portable Chest</td>
<td>Small Bowel Series</td>
</tr>
<tr>
<td>KUB</td>
<td>Portable Extremity</td>
<td>Upper Airway (Soft Tissue Neck)</td>
</tr>
<tr>
<td><strong>Chest &amp; Thorax (7)</strong></td>
<td>Portable KUB</td>
<td>Sternum</td>
</tr>
<tr>
<td>Chest AP/LAT</td>
<td>Surgery (3)</td>
<td>Toes</td>
</tr>
<tr>
<td>Chest PA/LAT</td>
<td>OR Ortho C-Arm Case</td>
<td>TMJ</td>
</tr>
<tr>
<td>Pediatric Chest</td>
<td>OR Non-Ortho Case</td>
<td>Zygomatic Arch</td>
</tr>
<tr>
<td>Geriatric Chest</td>
<td>OR Sterile Shoot-thru</td>
<td></td>
</tr>
<tr>
<td>Trauma Chest</td>
<td><strong>Patient Care (5)</strong></td>
<td></td>
</tr>
<tr>
<td>Ribs</td>
<td>Care of Patient Med Equip</td>
<td></td>
</tr>
<tr>
<td>Clavicle</td>
<td>Sterile &amp; Aseptic Technique</td>
<td></td>
</tr>
<tr>
<td><strong>Spine &amp; Pelvis (15)</strong></td>
<td>Transfer of Patient</td>
<td></td>
</tr>
<tr>
<td>Cervical Spine</td>
<td>Venipuncture</td>
<td></td>
</tr>
<tr>
<td>Trauma Cervical Spine</td>
<td>Vital Signs</td>
<td></td>
</tr>
<tr>
<td>Thoracic Spine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma Thoracic Spine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumbar Spine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trauma Lumbar Spine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.

All Clinical Competency forms can be found on the school’s SharePoint site
Off Site Clinical Locations: Maps and Contacts

Froedtert & Medical College of WI
Sports Medicine Clinic
Contact: Stephanie Lagesse

8700 W. Watertown Plank Road
Wauwatosa, WI
414-805-8680
Froedtert and Medical College of WI
Plank Road Clinic
Contact: Sarah Marinello
2nd Floor

1155 N. Mayfair Rd.
Wauwatosa, WI
414-456-7230

Children’s Hospital of Wisconsin
Greenway Clinic
Contact: Victoria Barachy

3365 S. 103rd Street
Greenfield, WI
414-604-7520
Froedtert - Community Memorial Hospital *(Observation Site)*
Contact: Jayne Boeldt

W180 N8085 Town Hall Road
Menomonee Falls, WI 53051
262-251-1000
Froedtert and Medical College of WI
Center of Diagnostic Imaging (CDI) (Observation Sites)

CDI Mayfair Road Clinic
2445 North Mayfair Road
414-774-7226
Contact: Doug Vierck

CDI North Hills Health Center
W129 N7055 Northfield Drive
Suite 101, Building A
262-798-2930
Contact: Kathy Schultz
Moorland Reserve Clinic

4805 S. Moorland Road
New Berlin, WI 53151
CONTACT: Jackie Nugent