

Radiologic Technology Program

2021-2022 UW-Milwaukee College of Health Sciences
Student Policy & General Information Handbook

RT Program Webpage:

[http://uwm.edu/healthsciences/academics/radiologic-
technology/uwm-program/](http://uwm.edu/healthsciences/academics/radiologic-technology/uwm-program/)



Preface

This handbook has been written to provide you with important information about the UW-Milwaukee Radiologic Technology Program and inform you of the many policies and procedures that affect students. We have attempted to provide you with the information beginning students need to know, but this handbook is not the only source of information. As a student in the UW-Milwaukee Radiologic Technology program you will be subject to all policies and procedures dictating “rules of conduct” in the hospital setting, Wisconsin State Law, and all Occupational Health and Safety Act requirements governing infection control.

The UW-Milwaukee Radiologic Technology program is organized and operated in accordance with the *Standards and Guidelines for the Accreditation of Educational Programs in Radiologic Technology*. The standards and guidelines are established by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The review committee is responsible for evaluating education programs and formulating accreditation recommendations. The current standards can be viewed on the JRCERT website:

https://www.jrcert.org/sites/jrcert2/uploads/documents/2021_Standards/5_13_21_Update/2021_Standards_Radiography_05_18_21.pdf

The UW-Milwaukee Radiologic Technology program is accredited by the:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312)704-5300
www.jrcert.org

Program effectiveness data can be found on the JRCERT website:

<https://www.jrcert.org/resources/program-effectiveness-data/>

The contents of this handbook should be read and will be covered within orientation to the program. This handbook should not be construed as a contract or offer to contract between the program and the student. All contents are subject to periodic revision. If you have questions do not hesitate to contact the Program Director.

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SECTION I: GENERAL INFORMATION

Radiologic Technology - The Role of the Radiographer

The American Society of Radiologic Technologists (ASRT) in their practice standards provides the following definition:

The practice of radiography is performed by health care professionals who are responsible for the administration of ionizing radiation for diagnostic, therapeutic, or research purposes. A radiographer performs radiographic procedures at the request of and for interpretation by a licensed independent practitioner.

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of clinicians, radiographers and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic procedure that creates the images needed for diagnosis.

Radiography integrates scientific knowledge, technical skills, patient interaction and compassionate care resulting in diagnostic information. Radiographers recognize patient conditions essential for successful completion of the procedure.

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology, and medical terminology

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, utilize, and maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiographers prepare, administer, and document activities related to medications in accordance with state and federal regulations or lawful institutional policy.

Radiographers are the primary liaison between patients, licensed independent practitioners, and other members of the support team. Radiographers must remain sensitive to needs of the patient through good communication, patient assessment, patient monitoring and patient care skills. As members of the health care team, radiographers participate in quality improvement processes and continually assess their professional performance.

Radiographers think critically and use independent, professional, and ethical judgment in all aspects of their work. They engage in continuing education to include their area of practice to enhance patient care, public education, knowledge, and technical competence.

Radiologic Technology Scope of Practice

The scope of practice specifies the role of the radiographer as it relates to the care, they provide patients. The scope of practice is published online by the American Society of Radiologic Technologists (ASRT) at <https://www.asrt.org/main/standards-regulations/practice-standards/practice-standards>

Technical Standards- Physical Requirements

Applicants should be aware that Radiographers must have the ability to:

1. Lift more than 50 pounds routinely
2. Must be able to reach 72 inches from the floor.
3. Must have the visual acuity to adjust CRT monitor, as well as visualize facial features in indirect lighting situations.
4. Push and pull routinely
5. Bend and stoop routinely
6. Have full use of both hands, wrists, and shoulders
7. Distinguish audible sounds
8. Work standing on their feet 100% of the time
9. Interact compassionately and effectively with the sick or injured
10. Assist patients on and off examining tables
11. Communicate effectively with patients and other health care professionals
12. Organize and accurately perform the individual steps in a radiologic procedure in the proper sequence

Radiologic Technology Code of Ethics

Many professions have a code of ethics of which all members are to abide by. For radiologic technology, the American Registry of Radiologic Technologists publishes our professions code of ethics. The code of ethics is available online at <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

American Registry of Radiologic Technology (ARRT) National Registry Exam

The UWM Radiologic Technology program places great emphasis on clinical training in addition to a didactic curriculum with a weekly schedule that includes academic classes and clinical training. Students are prepared to take the American Registry of Radiologic Technology (ARRT) certification examination. Please visit the ARRT website for more information regarding the certification examination: www.arrt.org

Ethics Requirements for ARRT Certification and Registration

Every candidate for certification and registration must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." The ARRT investigates all potential violations to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military courts-martial as described below:

- Felony;
- Misdemeanor;

- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld, or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT).

Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program. [ARRT Preapplication Ethics Review Explanation & Form](#)

Admissions Policies

Selection Committee

1. UW-Milwaukee Radiologic Technology Program Director
2. UW-Milwaukee Radiologic Technology Program Clinical Coordinator
3. UW-Milwaukee Radiologic Technology Program Clinical Instructor

Admission Requirements

To qualify for admission into the UW-Milwaukee Radiologic Technology program, candidates must be enrolled as an undergraduate student at UW-Milwaukee, in the College of Health Sciences.

Students begin their studies by completing foundational courses (freshman and sophomore levels) to establish eligibility to apply to the professional curriculum (junior and senior levels). Students must comply with admission criteria as defined by the College of Health Sciences.

Admission to the professional training component is competitive and not guaranteed. Upon acceptance into the UW-Milwaukee professional curriculum, students follow the curriculum specific to the UW-Milwaukee program and must comply with site-specific rules/policies that govern behavior in the professional setting, grading standards, and related issues or activities. Please note this includes evidence of health insurance coverage and successful completion of a background check, drug screen, physical, immunization record and current American Heart CPR certification prior to the start of the professional curriculum.

For help with planning the academic timeline leading to professional training application, students should meet with their academic advisor. Minimally, students must:

1. Complete UW-Milwaukee's General Education Requirements.
2. Earn a minimum UW-Milwaukee cumulative grade point average of 2.5.
3. Complete all courses in the freshman and sophomore semesters.

4. Earn a grade of “C” or better in PHYSICS 110, CHEM 101, BIOSCI 202, BIOSCI 203, DMI 301, DMI 302, DMI 303, DMI 304 and DMI 305.

Completion and documentation of job shadowing in an imaging department is recommended of students before they apply for professional training. Job shadowing can help to build a portfolio or resume of health-related experience to strengthen candidacy for placement in the professional setting.

Professional training sites for radiologic technology in the UW-Milwaukee program include hospitals and clinics in the greater Milwaukee area. The academic courses for this program are delivered on the UW-Milwaukee campus. Students should anticipate a 40-hour per week time commitment.

All applicants must complete the prerequisite course work specified by UW-Milwaukee or equivalent course work from other accredited, post-secondary educational institutions. Any course work completed at institutions other than UW-Milwaukee is evaluated for UW-Milwaukee equivalency by the UWM Office of Admissions.

The complete list of required prerequisite course may be found at:
<https://uwm.edu/healthsciences/wp-content/uploads/sites/129/2021/06/Pre-Professional-Curriculum-PDF.pdf>

**Additionally, all applicants must have a minimum cumulative GPA of 2.5 on a 4.0 scale on all post-secondary coursework to qualify for admission. **

Admission – Qualifications

Admission is highly competitive and granted to a limited number of applicants each year. Admission to the program is not guaranteed. A radiologic technology student must be a mature, dependable person who is “people oriented” and genuinely interested in caring for individuals who are ill, injured, or disabled. All applicants are evaluated on the same basis regardless of race, sex, sexual orientation, handicap, religion, age, national origin, or veteran’s status. The following offers a general description outlining the attributes of a successful candidate:

- Students must be in good health and physical condition and able to perform all the duties required of a radiologic technologist.
- Immunizations must be current.
- Applicants to the program must have attained the level, scope, and breadth of educational preparedness necessary to meet the demands of the rapidly evolving, highly technical, and diverse professional curriculum taught in the UW-Milwaukee radiologic technology program.
- Applicants must demonstrate an academic background that is strong in science and mathematics by completing the educational requirements as outlined on the following pages.
- Prerequisite course work must be completed by the end of the spring semester for the year the applicant is applying. The applicant must have an overall GPA of at least 2.5 on

a 4.0 scale. Students are required to earn a grade of “C” or better in PHYSICS 110, CHEM 101, BIOSCI 202, BIOSCI 203, DMI 301, DMI 302, DMI 303, DMI 304 and DMI 305 to progress into the professional curriculum

Applications that are complete and received by the deadline (December 1), are reviewed, and evaluated. Qualified applicants will move forward in the selection process and be invited for an interview. The interviews and applications are scored, and a cut score applied. Those applicants whose qualifications indicate the greatest potential for professional and personal development are selected for enrollment. Applicants who fall below the cut score will not be offered placement in the professional curriculum.

Admission – Application Procedure

1. Applicants must attend a mandatory application information session in September, which will grant permission to the Canvas application site.
2. Applicants must attend a mandatory UWM RT Program information session in October or November. The dates of the sessions will be available on the Canvas site and students will need to RSVP. If a student does not attend one of the sessions, they will not be able to apply to the UWM program. Students will sign up for an interview at this meeting.
3. Students must complete and submit all application materials by the deadline of December 1.
4. Following the submission of Fall semester grades, the College of Health Sciences Academic Advising office will perform an audit. To be eligible for clinical placement, all prerequisite course work must be completed by the end of the Spring semester. The Radiologic Technology program academic advisor will provide the following notifications:
 - Applicants who do not demonstrate that they have completed all prerequisite courses or who are not registered for prerequisite courses in progress are required to register for the missing courses.
 - Applicants who do not meet the 2.5 GPA requirements are not eligible for clinical placement.
 - Applicants who do not demonstrate that they will complete all prerequisite courses by the end of the Spring semester are not eligible for clinical placement.
5. Applications will be scored and are awarded or deducted points for the following:
 - Post High School Education Cumulative GPA
 - Number of Courses that have been retaken
 - Experience:
 - i. Patient care experience
 - ii. Hospital volunteer/work experience non-radiography or radiography
 - iii. CNA certified
 - iv. Job shadow

All applicants are evaluated on the same basis, regardless of gender, race, religion, marital status, sexual orientation, handicap, national origin, or veteran’s status.

6. Qualified applicants will be interviewed by the selection committee. All applicants will be asked the same scripted questions and their answers will be scored according to the following ranking scale:
 - 3 = Excellent answer
 - 2 = Good answer
 - 1 = Fair answer
 - 0 = Poor answer or didn't answer the question.

Additionally, the selection committee will rank the applicants according to the following scale:

- a. Strongly recommend this candidate
 - b. Recommend this candidate
 - c. Recommend this candidate
 - d. Not recommend this candidate

7. The top students based on the combined interview score, application score, and strongest recommendation from the selection committee will be offered placement in the UW-Milwaukee Radiologic Technology Program. The number of students accepted is based upon the number of clinical placements available. Acceptance into the program is conditional upon the student meeting all on-boarding requirements (physical, drug screen, background check, etc.) for the UWM RT clinical sites and meeting all academic requirements of the program.

8. The remaining applicants are assigned either an alternate status or declined. Alternates are offered enrollment in ranked order if a selected candidate declines admission or does not meet all program requirements. The status of alternate is only valid for the current application period. Alternates will be notified of their status by June 1.

Admission – Application Timetable

Mid-September	Application Information Meeting
October/November	UWM RT Program Informational Meetings
December 1 st	Application Deadline
January	Grade/courses audit completed and notification to applicants of eligibility
Mid-January	Interviews & Notification of student's status in selection process
Beginning of June	No alternates accepted after this date

Admission - Transfer Student Policy

The UW-Milwaukee RT program cannot place more students than its capacity for that cohort which is determined by the number of available clinical placements. Therefore, if the cohort capacity has been reached, transfer applications will not be accepted.

If the cohort is not at capacity, the Selection Committee will review each transfer request on a case by case basis and permission to transfer into the UW-Milwaukee RT program is not guaranteed.

The curriculum for the UWM RT program is sequential; therefore, a student who is requesting to transfer into the program from an affiliated external program must meet certain requirements to progress as necessary.

The following is required for a student's request to be granted:

- Placement vacancy in the requested cohort.
- Written statement by the student explaining the reason for the transfer request.
- UWM cumulative GPA of 2.0 or higher.
- Passing grades of 80% (C) or higher in all prior RT courses.
- Letter of recommendation from a current faculty member or clinical instructor of the program from which the student wishes to transfer.
- Demonstrate positioning proficiency in all areas that a current student would be expected to perform by passing a series of practical exams administered by the UWM RT program with a grade of 80% (C) or higher.
- Demonstrate didactic knowledge in all areas that a current student would be expected to know by passing a written cumulative exam administered by the UWM RT program with a grade of 75% or higher.
- Approval of the transfer request by the Selection Committee.

If the request to transfer is granted, it is conditional upon the student meeting all on-boarding requirements (physical, drug screen, background check, etc.) for the UWM RT clinical sites. The student is responsible for any costs associated with this.

Upon transfer into the UW-Milwaukee RT program, the student is required to meet University and program specific requirements for graduation. To achieve this, the student may be required to attend additional clinical rotations over scheduled breaks to obtain the required clinical competencies.

Admissions - Contact Information

Any questions or concerns regarding the admissions, education curricula, or administrative policies of the UW-Milwaukee Radiologic Technology (RT) program should be directed to the Program Director.

Jayne Wisniewski, M.Ed., R.T.(R)

Program Director

wisniews@uwm.edu

Radiologic Technology Program Mission Statement

The UW-Milwaukee Radiologic Technology Program is dedicated to the preparation of students who are competent in the entry-level employment skills of a Radiologic Technologist. It is our goal to provide the student with the necessary clinical and academic experiences to enable them to successfully complete the American Registry of Radiologic Technology (ARRT) certification examination. As part of our mission, we impress upon the student how these goals are met while respecting the diversity and preserving the dignity of every person with compassion and care of the highest standard.

Radiologic Technology Program Objectives

As part of our educational commitment to the student and with continuous quality improvement as our basis, the Radiologic Technology Program is designed to:

1. Provide a program of instruction which will produce a radiographer capable of meeting the health care needs of the community and society.
2. Provide the necessary practical and didactic education which will enable the student to compete in the job market.
3. Prepare future radiographers to work in a wide variety of settings by educating them in sound principles and techniques in all areas of the imaging department.
4. Provide instruction, evaluation, and counseling in order that the student can achieve the objectives as defined for each clinical section.
5. Provide safety guidelines to be followed, including universal precautions and radiation protection.
6. Develop an understanding of professional ethics.
7. Develop the foundation for the student to advance on the career ladder and continue professional growth, if desired.
8. Provide an understanding that the patient is the primary reason for the existence of the radiography department and its personnel.

Radiologic Technology Program Outcomes

- 1. The student will be clinically competent:**
 - a. Students will demonstrate accurate patient positioning
 - b. Students will display age specific patient care
 - c. Students will exercise appropriate radiation protection
- 2. The student will communicate effectively:**
 - a. Students will communicate appropriately with patients of all ages
 - b. Students will effectively communicate with members of the healthcare team.

3. Students will demonstrate critical thinking and problem solving in the clinical setting:

- a. Students will modify routine radiographic positioning for trauma patients.
- b. Students will adjust technical factors for non-routine patients.
- c. Students will be proficient at analyzing and critiquing radiographic images for acceptance.

4. The student will develop professionally:

- a. Students will possess understanding of ethical standards in healthcare.
- b. Students will demonstrate professional behaviors.
- c. Students will be prepared for employment as a radiologic technologist.

5. The program will be effective:

- a. Students who enroll in the program will complete it.
- b. Graduates will be satisfied with their education.
- c. Employers will be satisfied with the graduate's performance.
- d. Graduates will pass the ARRT national registry on the first attempt.
- e. Graduates will have scores higher than the national average on the ARRT national registry exam
- f. Of those pursuing employment, graduates will obtain medical imaging positions within 12 months post-graduation.

Program Faculty

Jayne Wisniewski, M.Ed., RT(R)
Program Director, Didactic Instructor

Daniel Cordas, B.S., RT(R)
Clinical Instructor, Didactic Instructor

Margaret Hirschfeld, M.Ed., RT(R) (M)
Clinical Coordinator, Didactic Instructor

SECTION II: UW-MILWAUKEE & RADIOLOGIC TECHNOLOGY PROGRAM POLICIES

Academic and Clinical Hours

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

Accident / Injury Policy

The University recognizes its responsibilities to provide treatment in the event of an on-site (at UW-Milwaukee campus) accident or injury. All on-site accidents and injuries will be reported and treated in accordance with the following guidelines:

- I. Students must inform their instructor immediately of an injury.
- II. A DMI Laboratory Accident/Incident Report form (available in the Radiologic Technology Lab Rooms) must be filed by the student for any injury, signed by the instructor, and submitted to the Program Director. If the student is unable to complete the report, the instructor shall complete it for them. A copy of the report and the treatment will be placed in the student's file.
- III. All on-site accidents or injuries requiring first aid must be treated in the emergency room of Columbia St. Mary's Hospital or at the UW-Milwaukee Norris Health Center depending on the severity.
- IV. Students requiring follow-up treatment of on-site injuries or illnesses will be referred to their private physicians.
- V. Students receiving billing statements for services rendered because of an on-site injury or illness must pay them or submit them to their insurance company.
- VI. Students are required to carry their own healthcare insurance.

Procedure for reporting and treatment of accidents or injuries:

Student

1. Inform instructor of injury.
2. Complete a DMI Laboratory Accident / Incident Report form.
3. Should a follow-up referral be necessary, the student must contact the designated agency.

Instructor

1. If immediate treatment is necessary, arrange for transportation of the student to the UWM Norris Health Center or to the nearest emergency

room. Medical assistance or an ambulance can be obtained through campus police by DIALING 9-911.

2. Verify that the student fills out a DMI *Laboratory Accident Incident Report* form as soon as possible and returns it to the Program Director.
3. If the student is unable to complete the report, the instructor shall complete it for them and return it to the Program Director.

Advisory Board

The purpose of this board is to:

- Meet as needed to review program goals, objectives, surveys, and outcomes.
- Devise action plans for any outcome that does not meet predefined thresholds.
- Discuss changes in department and/or school policies and procedures.
- Discuss problems students may have concerning their functioning in the department.
- Discuss personnel problems concerning staff, students, physicians, and other departments relating to the educational process.
- Review academic and clinical education experiences.
- Advice regarding curricular changes and additions.

The Advisory Board is composed of the following individuals:

- UWM Radiologic Technology Program Director
- UWM Radiologic Technology Program Clinical Education Coordinator
- UWM Radiologic Technology Program Clinical Instructor
- UWM Radiologic Technology Program Academic Advisor
- UWM BMS Department Chair
- UWM Radiologic Technology Program student representative from each cohort
- Clinical Instructors from each site with an active affiliation agreement
- Medical Imaging Department Director/Manager from each site with an active affiliation agreement

Attendance Policy – Classes and Labs

During the five semesters of professional training students are required to attend all lecture and laboratory sessions unless otherwise informed by a member of the program faculty:

- Professional courtesy requires that students inform the faculty member if they anticipate being late or absent from lecture or lab.
- Students are responsible for obtaining all information, class announcements, and handouts.

Attendance Policy - Clinical

During the five semesters of professional training students are required to attend all clinical rotations:

- Students are granted **40 hours of personal time off (PTO)** for the entire program.
- Any missed time beyond the approved personal days will be made up either during scheduled vacations (semesters 1-4) or at the end of the program (semester 5); this may result in a delay in taking the American Registry of Radiologic Technologists exam.

- Missed time due to sickness/injury that is supported by a physician's letter will not require use of PTO.
- Additional time off, resulting from special circumstances, will be determined by the Program Director in consultation with the program faculty on a case by case basis. Requests should be emailed to the Program Director at least 48 hours in advance of the date the student is requesting off. The Program Director can deny these requests. The missed time will be made up during scheduled vacations (semesters 1-4) or at the end of the program (semester 5).

Students will be released from clinical/academic assignments in lieu of the above for interviews, physicals, orientations, or other institutional requirements for radiography positions. Requests should be emailed to the Program Director at least 48 hours in advance of the date the student is requesting off and written proof of attendance will be required. If proof is not provided, all missed time must be made up according to the procedure set forth below.

Attendance Policy - Procedure for requesting time off

1. Scheduled personal time off requires a written notice and pre-approval from the Clinical Coordinator at least 24 hours in advance of the date the student is requesting off. Students should also notify the clinical site and Clinical Instructors that they will not be attending clinical that day.
2. Unscheduled personal time off requires the student to call their clinical site at least 30 minutes prior to their start time to inform them that they will not be there and to text the Clinical Coordinator and Clinical Instructor to notify them that they will not be attending clinical that day.
3. **If no notification is given, then the student is considered a "no call/no show" and will be subject to the following disciplinary procedure:**
 - a. 1st occurrence will result in a written warning
 - b. 2nd occurrence will result in immediate dismissal from the program.
4. If a student is absent for 3 consecutive days without providing notification they will be dismissed from the program.
5. Personal time, whether scheduled or unscheduled, may only be taken in 1 hour increments.
6. **Scheduled time off during the last two weeks of the educational program, prior to graduation is at the discretion of the Program Director.**

Bereavement Policy

Upon submission of appropriate documentation to the Program Director, leave will be granted as follows (this time does not have to be made up):

- Three days funeral leave will be granted for the death of an immediate family member. The immediate family member is defined as husband or wife, parents, sibling, children.

- One-day funeral leave will be granted for other close family members. The close family member is defined as grandparents, aunt, uncle, mother-in-law, father-in-law, stepparent, stepbrother, stepsister, half-brother, or half-sister.
- If another individual would hold the same close relationship, special approval may be requested from the Program Director.

Clinical Site Orientation Policy

Some clinical affiliates require that students attend a new employee orientation to learn about their institutions mission and policies. If this is a requirement of the clinical site, the student will be notified and must attend the session prior to starting the clinical rotation.

CPR Policy

Current CPR Healthcare Provider certification by the American Heart Association must be maintained by every student for the entire duration of the Program. Online CPR certifications will not be accepted by the program.

It is the student's responsibility to stay up to date on their CPR requirements. If a student's certification expires during the program, the student will not be allowed to attend clinicals, effective immediately.

The student will need to attend a renewal or recertification course as soon as possible. **All missed time will be deducted from the personal time off (PTO) bank.** The student will need to fill out an Absence Request Form for any days missed due to CPR certification lapses and email it to the Clinical Coordinator.

Confidentiality Policy

Students are required to complete UW-Milwaukee HIPAA training prior to the beginning of the professional education program and follow the student confidentiality agreement forms and institutional policies at the clinical education sites.

The HIPAA module is located at <http://uwm.edu/hipaa/overview/hipaa-overview-for-clinical-students/>.

Contingency Policy

Whenever an emergency affecting the education of students enrolled in the program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the University or Program Director.

On Campus Courses & Labs

- Students will be notified immediately that on campus instruction must be altered or discontinued.
- Faculty will adjust the syllabi to accommodate online and virtual delivery or smaller class sizes.

- If possible, clinical labs may continue in a controlled environment under the supervision of the Clinical Coordinator or a Faculty member.
- If clinical labs may not continue, additional resources and assignments will be added to the Canvas course site.
- Students will return to campus as soon as the University allows.
- The University will assure adequate PPE is provided for student safety in clinical labs.

Clinical Rotations

- Students will be notified immediately that attendance at clinical sites has been altered or discontinued.
- Students will return to clinical sites as soon as the facilities allow their return.
- The program will review and possibly revise the clinical rotation schedule to assure that all students are provided equitable learning activities.
- This may mean that students could be reassigned to a different facility or to a nontraditional shift such as evening and weekends in order to accommodate the student.
- The program will adhere to supervision policies.
- The program will assure adequate PPE is provided for student safety.

Disability Policy

In the event a student becomes disabled during the program to the extent that it prohibits them from participating in clinical education activities for a period of prolonged time: 30 days minimum, the student will be dropped from the program with eligibility to be readmitted in proper academic and clinical sequencing in the following year.

The Selection Committee will determine the student's readmission and date of program completion.

If such a disability occurs in the first three months of the program, the student will be dropped from the program with eligibility for admission to the professional curriculum that is starting the following year.

UW-Milwaukee Discriminatory Conduct Policy (including Sexual Harassment and Sexual Violence)

<https://uwm.edu/equity-diversity-services/policies/discriminatory-conduct-policy/>

Financial Aid

<http://www4.uwm.edu/financialaid/>

Tuition, Fees, and Additional Costs

Tuition and fees are billed by and paid to the University of Wisconsin – Milwaukee. Tuition is assessed by the number of credit hours for which the student is registered. UW-Milwaukee tuition table may be accessed at <https://uwm.edu/onestop/finances/estimating-your-costs/tuition/>

Additional Costs:

American Registry of Radiologic Technology (ARRT) National Registry Exam

Upon completion of the program, students are eligible to write the national registry certification exam offered by the American Registry of Radiologic Technology. Students are responsible for all costs associated with the examination. For more information regarding cost, prerequisites, and content, please visit www.asrt.org.

Castle Branch

This company provides background screening and compliance management services online. The RT program has paired with them to streamline the clinical onboarding process and ensure that every student is compliant with the requirements of the clinical sites.

There is a onetime cost of enrollment of \$107.00 which is payable upon acceptance into the program.

Any costs associated with the clinical onboarding are the student's responsibility

Clinical Onboarding Requirements
Background Check Release
Health Records File Release
Student File Records Release
Personal Dosimeter Application
Permission to Release Photograph
Verification of Health Insurance Coverage
Health Assessment Forms
Drug Test
All immunizations – MMR, Varicella, Hep.B, TDaP
TB skin test
Respiratory Fit Test
CPR certification
UWM HIPPA Training
UWM Code of Conduct

Clinical Uniform

Students are responsible for purchasing the required uniform of navy-blue scrubs to wear while at the clinical sites and during lab sessions. For specifics please refer to the Dress Code Policy.

Professional Organizations

Enrolled students are required to become student members of the American Society of Radiologic Technologists (ASRT) and highly encouraged to become student members of the Wisconsin Society of Radiologic Technologists (WSRT).

These memberships are offered at a discounted rate to students. Please refer to www.asrt.org and www.wsrt.net for the current student membership fees.

Radiologic Society of North America (RSNA) Annual Meeting

For senior students only during DMI 475 Seminar in Radiography III.

This is the largest radiology meeting in the world, held at McCormick Place in Chicago. RSNA convenes radiology professionals from around the globe to gather knowledge through educational courses, explore the latest innovations presented by technical exhibitors, discover groundbreaking research from scientific paper presentations, and participate in networking opportunities.

Registration for students is free but the cost of travel to Chicago is the student's responsibility. Attendance is not mandatory but is highly recommended.

Transportation and Parking

Students in the Radiologic Technology program are required to participate in clinical training rotations and other educational opportunities through a variety of hospitals and clinics. Students are responsible for their own transportation to these sites. Students are also responsible for any costs associated with transportation and parking. Students are required to have WI minimum vehicle insurance.

Trajecys

This is the online clinical management and tracking system for students that is used by the program. It is an electronic database which houses all of the student's clinical education documentation. There is a one-time cost for enrollment of \$150.00 which is payable prior to beginning clinical education.

Wisconsin Association of Educators in Radiologic Technology (WAERT) Spring Student Symposium

This annual convention held at the Kalahari Hotel in the WI Dells is organized by Radiologic Technology educators from all over the state and is attended by senior Radiologic Technology students from many of the WI Radiologic Technology programs. Students attend lecture and review presentations, participate in a competitive quiz bowl and essay and exhibit competitions.

Registration and accommodation costs are the student's responsibility and may be covered through fundraising activities. Attendance is not mandatory but is highly recommended.

Health and Counseling Services

Students needing personal counseling will be referred to the University Norris Health Center / Mental Health Service or should seek help from a private physician.

Students enrolled in the UW-Milwaukee Radiologic Technology program are eligible to seek health and counseling services through Norris Health Center.

Norris Health Center is offering free COVID-19 testing to all enrolled students.

For additional information visit <https://uwm.edu/norris/> for the scope of services available.

Health Policy

The University recognizes its responsibility to provide a safe environment for students and faculty. Each student is required to comply with the following guidelines:

1. The clinical affiliate sites require all students to have health insurance. Each student must complete a form indicating the name, policy number, and expiration date of their health insurance carrier. This form will be kept in their radiologic technology program student file.
2. Castle branch online administers all clinical onboarding documentation <https://www.castlebranch.com/>
3. Students are required to have a physical examination (this can be obtained through the University Norris Health Center or a private physician) including:
 - a. History, height, weight, and blood pressure.
 - b. TB skin test (or chest x-ray) within 6 months of starting the clinical training.
 - c. MMR booster shot.
 - d. Tetanus immunization within past 10 years.
 - e. Rubella and varicella titers.
 - f. Vision screen and test for color blindness.

Health Status Assessment forms are available on the Castlebranch site for enrolling students. These forms must be completed by a physician and uploaded to Castlebranch. Results of this physical examination are confidential. A form must be signed by the student before this information will be released.

4. A background check is required by the clinical sites prior to clinical placement. This will be performed by CastleBranch.
5. CastleBranch has paired with a NIDA accredited lab to perform the required 10 panel drug screen.

Holiday Policy

The following days are official UW-Milwaukee holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve

- Christmas Day
- New Year's Day.

If another holiday holds the same importance for a student, special approval may be requested from the Program Director. These requests will be considered on a case by case basis.

Inclement Weather Policy

In the event of inclement weather severe enough to close the UW-Milwaukee campus, students will **not** attend their clinical rotations. The UWM Police will send out an electronic (RAVE) alert message utilizing email, text, and all available social media, notifying the campus of the decision to close.

Based upon the wide geographical area for students, safety of travel is a central consideration. The program does not expect students to take undue risks during these times. A student should use his/her own discretion about attempting to travel. Unless the student hears or sees the announcement on a local news or university source, assume that there will be clinical and classes that day.

If the student determines that he/she is unable to attend clinical because of risk to his/her safety, the student must **call** the assigned clinical site to inform them that he/she will be absent or late because of weather or driving conditions and text the Clinical Coordinator and Clinical Instructors.

If on campus classes are cancelled due to weather, the scheduled class may take place via Zoom: individual instructors will notify students of this.

Infection Control & Safety Policy

The University recognizes its responsibility to provide a safe and healthy environment for students and faculty. Each student is required to comply with the following guidelines:

- A. Student Responsibilities - it is the responsibility of each student to be concerned about their safety and the safety of others. Students have the responsibility to assure a safe working environment for everyone by:
 1. Following the Radiologic Technology Program Energized Lab Policy.
 2. Recognizing the hazards of the profession and following Universal Precautions and Radiation Protection requirements to assure the safety of themselves and others.
 3. Maintaining a clean work environment and good working habits.
- B. Accident Prevention - students are encouraged to report any unsafe practice or condition and all accidents occurring on the premises to the RT Program Director.
- C. Protective Devices and Safety Equipment - students shall utilize all protective devices and safety equipment provided and adhere to all safety policies established by the Radiologic Technology Program.
- D. Accident / Incident Reports - it is the responsibility of each student to fill out a **DMI Laboratory Accident/Incident Report** form after any accident or injury occurring on

- the UWM premises. If the student is unable to complete the report, the instructor shall complete it for them. The form should be emailed to the RT Program Director
- E. Safety Violations - students who do not comply with the safety policies will receive a verbal warning. The next safety violation will result in a written warning which will be placed in the student's file. A third warning may result in dismissal from the Radiologic Technology program.

Leave of Absence Policy

If a student must take a leave of absence during the program, to the extent that it prohibits them from participating in clinical education activities for a period of prolonged time: 30 days minimum, the student needs to request, in writing, a leave of absence, this should be emailed to the Program Director.

All time must be made up prior to graduation. Leave of absence requests will be granted on a case by case basis. Based on the leave of absence request, the student may be dropped from the program with eligibility to be readmitted in proper academic and clinical sequencing in the following year.

The Selection Committee will determine the student's readmission and date of program completion.

If a need for a leave of absence occurs in the first three months of the program, the student will be dropped from the program with eligibility for admission to the professional curriculum that is starting the following year.

Library Resources

Students enrolled in the UW-Milwaukee Radiologic Technology Program have full access to all UW-Milwaukee campus libraries and reference librarians. For more information regarding campus libraries see <http://www4.uwm.edu/libraries/>

Pregnancy Policy

Students have the option to voluntarily declare their pregnancy in writing to the Program Director by completing a Pregnancy Disclosure form (available on the Canvas clinical course shell). This form should be signed by the student's physician and note any limitations placed on the student's activity.

The student is not legally obligated to inform the Program Director that they are pregnant; however, without written notification, the program will not consider the student to be pregnant and additional monitoring of the fetus will not be conducted.

A declared student may rescind their declaration of pregnancy at any time by submitting the Voluntary Withdraw of Pregnancy Declaration form to the Program Director (available on the Canvas clinical course shell).

The UW-Milwaukee policy is to maintain the radiation exposure to the embryo-fetus of a declared pregnant student to 0.5 Rem over the entire pregnancy. This exposure limit shall be

achieved using sound Radiation Safety Practices and training of all students of childbearing age. This policy is to fulfill the requirements of the NRC's 10CFR Part 20 or Agreement State Equivalent.

Upon submission of the Pregnancy Disclosure form the student will be required to meet with the Radiation Safety Officer to discuss minimizing exposure to the fetus and an additional personal radiation exposure monitoring device will be issued that should be worn at waist level.

The declared student will also be required to meet with the Program Director to discuss attendance issues surrounding a maternity leave. The student has the following options:

1. Continue in the educational program without modifications. If delivery occurs during training, all course work and clinical time must be completed before the student is eligible for graduation.
2. Submit a written request for a leave of absence to the Program Director; refer to Leave of Absence Policy of this handbook.
3. Submit a written declaration of withdrawal from the program to the Program Director; refer to Student Withdrawal Policy of this handbook.

The program cannot guarantee normal program completion time if a pregnancy occurs during training. The student is to be re-admitted only after physician's approval. Re-entry of the student is evaluated on an individual basis. Adjustment of tuition fees will follow the UWM tuition refund policy.

Professional Organizations

www.arrt.org American Registry of Radiologic Technologists
www.asrt.org American Society of Radiologic Technologists
www.wsrn.net Wisconsin Society of Radiologic Technologists

Student Files and Release of Information

Student files (availability and disclosure) are governed by regulations established by the Family Educational Rights and Privacy Act of 1974. (Public Law 93-380). Any student 18 years of age and over shall have the right to examine the official records, files and any other pertinent material which may directly relate to that student. The student has the right to challenge the content of such records to ensure their accuracy and fairness.

Guidelines

- A. The Radiologic Technology Program Student File will contain the following in electronic format:
 1. Application Form
 2. Autobiographical Statement
 3. Letters of Reference (3)
 4. Transcripts
 5. Counseling/Advising Conferences documentation
 6. Background check
 7. CPR card
 8. Drug screening results

9. Program Correspondence
10. Radiologic Technology Program Forms:
 - a. Acknowledgment of receipt of Student Handbook
 - b. Health status assessment
 - c. Health insurance verification
 - d. Health record release authorization
 - e. Record release authorization

- B. Students may submit a position statement of rebuttal for inclusion in their file if there is a disagreement with any documentation

Procedures for Release of Information

- C. No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student except:
 1. Instructors, clinical affiliate personnel, and officials of the University who have a legitimate educational interest in such information.
 2. When there has been a federal request for submission of student records about a student application for financial aid.
 3. Program review officials by accrediting organizations in carrying out their accrediting function.
 4. Disclosure ordered in a legal action or arbitration.
 5. When the student has signed a records release authorization.
- D. Students may review their file in the presence of the Program Director.
- E. Students may request copies of information from their file by submitting a written request to the Program Director.
- F. Information excluded from student review:
 1. Letters of reference when students have waived their right to review.
 2. Information that could infringe upon another individual's privacy.

Release of Information Procedure:

Student

1. Submit written request to the Program Director to review the file.
2. Authorize records release to any external source.

Program Director

1. Set up a time for a review of the file.
2. Prepare copies of the requested documents.
3. Be present during the review by the student.

Release of Information to Third Parties:

- G. The University and Radiologic Technology Program will request a Records Release Authorization from each student prior to graduation to legalize the release of evaluation data to perspective employers requesting it. The student's own statement of disagreement shall also be released to third parties.

Student Records Retention Policy

<http://uwm.edu/libraries/archives/uwm-records-management/>

Program Files

- Complete student program records will be kept for five (5) years after the graduation date for that cohort.

Program records are stored electronically in Trajecsyst, CastleBranch, and the RT Program Microsoft Office SharePoint folders all of which are password protected and access is limited.

- The following items will be kept as an electronic file indefinitely:
 - Student's application file for the RT program
 - Counseling reports/Accolades file
 - Grade Reviews file
 - List of completed competencies/simulations with dates
 - Any other files as required by University/College policy

Prospective Student Applications

- Students who applied to the RT program, but were not placed during that application period will have their application file maintained by the RT program for one (1) year in an electronic format in the RT Program Microsoft Office SharePoint folders.
- If the student does not reapply during the next application period, the application will be deleted.
- Application files are not returned to the prospective student.
- If a student decides to reapply, a new application and all required documentation must be submitted.

Tardiness Policy

During the five semesters of professional training students are required to be on time for all clinical assignments. Professional courtesy requires that students inform the clinical site and Clinical Coordinator if they anticipate being late. Excessive tardiness does not demonstrate respect for the overall patient care environment.

Students can be tardy one time during the semester without penalty. However, subsequent tardiness throughout the program will compound, and excessive tardiness will initiate the disciplinary procedure.

Procedure for reporting tardiness:

1. Tardy is defined as arriving late for clinical hours and must be made up on the day of the infraction.
2. Students will call their clinical location and send a group text to the Clinical Coordinator and Clinical Instructors about being tardy. Failure to do **both** will result in disciplinary action.
3. Exceeding tardiness will be an infraction of this policy and will initiate the following disciplinary procedure:
 - a. 2nd occurrence will result in a verbal warning.
 - b. 3rd occurrence will result in a written warning.
 - c. 4th occurrence will result in a one-day suspension.

- d. 5th occurrence will result in a three-day suspension.
- e. 6th occurrence will result in immediate dismissal from the school.

Textbooks

The UW-Milwaukee Radiologic Technology Program requires the purchase of textbooks. The information is available to students when they register for classes. All required textbooks are available through the UWM Virtual Bookstore <http://uwm.ecampus.com/>.

Vacation Policy

Students enrolled in the UW-Milwaukee Radiologic Technology Program will have scheduled semester breaks as indicated by the program's academic calendar which differs from the UWM academic calendar.

Students are expected to schedule vacations during scheduled breaks.

Academic Conduct – College of Health Sciences Honor Code

The Honor Code provides a framework for moral, ethical, and professional behavior for all members of the College of Health Sciences, including students, faculty, and staff. With all members of the College committed to upholding and promoting the tenets of the Honor Code, we will continue to work and learn in a supportive and stimulating environment. Commitment to this Honor Code supports the mission of the College of Health Sciences to prepare future health professionals and conduct nationally recognized research in the health sciences.

As a member of the UW-Milwaukee College of Health Sciences community of scholars and professionals, I will abide by the following tenets of this honor code:

I will demonstrate respect for the dignity of others by:

- Understanding and respecting that social and cultural difference exist among students, classmates, and colleagues.
- Respecting others expectations of confidentiality and privacy.
- Not engaging in intimidating, harassing, violent, or discriminating behavior or language.

I will demonstrate respect for the rights and property of others by:

- Actively working to promote a positive learning, work, and research environment.
- Allowing other individuals to express their opinions, even if they are different from my own.
- Not committing theft, vandalism, destruction, or desecration of another's physical or intellectual property.

I will take responsibility for my learning, teaching, research, and service by:

- Demonstrating enthusiasm and being prepared for classes, labs, meetings, and other activities.
- Being prompt in completing duties and assignments, and punctual in attending classes, labs, meetings, and other activities.
- Communicating promptly and making suitable arrangements if a scheduled conflict arises.

- Contributing equitably in discussion and group work.
- Providing fair and constructive feedback when asked to evaluate others.

I will practice personal, professional, and academic integrity by:

- Being reliable, honest, and ethical.
- Following through on commitments.
- Avoiding bias and conflicts of interest.
- Adhering to the policies and procedures of organizations with which I am involved.
- Not misrepresenting or falsifying information and/or actions, including acts of plagiarism.
- Not engaging in self-destructive behavior, such as misuse of alcohol, drugs, or tobacco, that would compromise my learning, teaching, research, and service.

I will follow the Professional Code of Ethics relevant to my profession by:

- Knowing and upholding the Professional Codes of Ethics that is set forth by my professional governing body.
- Upholding the ethical standards set forth by the professional and governing bodies associated with the performance and dissemination of research.
- Knowing and upholding relevant local, state, and federal laws and regulations.

Academic Course Grading Policy

The Radiologic Technology Program has the following grading scale in place for all courses:

96-100%	A	87-89%	B	80-82%	C
92-95%	A-	85-86%	B-	75-79%	D
90-91%	B+	83-84%	C+	74% & below	F

Scores will be rounded as follows: below 0.5 will be rounded down, 0.5 or above will be rounded up

A minimum grade of C is required in every course to continue in the program.

Academic Action Policy

The University-wide Academic Action Policy establishes minimum standards for undergraduate students enrolled in schools and colleges

<http://www4.uwm.edu/academics/academicactions.cfm> . Individual schools and colleges may adopt stricter criteria.

The Radiologic Technology Program has adopted stricter criteria as follows:

- Students need to progress sequentially in the program and will not be allowed to continue if they do not complete an academic course in the professional curriculum with a grade of 80% (C) or better.
- At mid-term, the Course Instructor will advise students if they are not passing their course with a grade of 80%.
- If a student is below a grade of 80% at mid-term the Course Instructor will meet with the student and assign them a performance improvement plan.

- If the student does not bring their grade to 80% by the date set in the performance improvement plan, the student will be dismissed from the program.
- **Students have the right to appeal a dismissal decision (RT Program Appeals Procedure in this handbook).**
- If a student appeals the dismissal decision and the appeal is granted, the student will be placed on an academic action plan. The course grade will be changed to a “C” upon satisfactory completion of the following:
 - Submission to the course instructor of course corrections on all failed tests.
 - Tutoring from the course instructor if required.
 - Receiving a passing score on all failed tests.

If a student is dismissed from the UW-Milwaukee Radiologic Technology program and they do not wish to appeal, or their appeal is not granted, they will need to reapply to be readmitted and will need to repeat all course work. **Re-admittance into the program is not guaranteed.**

Academic Drop

Academic drop is dismissal from the University for Academic Ineligibility. Academic drop is initiated by administrative offices, and the student must apply for readmission and be granted permission to re-enroll by the Dean of the school or college from which the student was dropped.

Incompletes

A student may be granted a grade of I (incomplete) if they have carried a subject successfully until near the end of the semester but because of illness or other unusual and substantiated cause beyond their control have been unable to take or complete the final examination or to complete some limited amount of course work.

An incomplete is not given unless written proof is provided to the instructor that a student was prevented from completing the course requirements for just cause as indicated above.

Undergraduates are required to complete a course marked incomplete prior to the end of the next semester (excluding summer sessions and UWinteriM). If the incomplete is not removed during this period, the report of “I” will lapse to “F”.

Credit Overloads

The maximum credit load for undergraduates is 18 credits in all schools and colleges, except Fine Arts (18 credits or 3 studio courses) Students enrolling in more than 18 credits will be assessed extra tuition above the normal full-time rate. A student must obtain approval for an overload in the office of his/her Academic Dean. Different credit load maximums apply during the summer and winter sessions. Consult the UWinteriM or Summer Sessions Schedule of Classes.

Repeating Courses

Students enrolled in the UW-Milwaukee Radiologic Technology Program will not be allowed to repeat a course in the professional curriculum. Any student not receiving a grade of 80% (C) in any course will be dismissed from the program.

Residence Credit Requirement

Consult individual school or college sections for requirements regarding the number and kinds of credits a student must take in residence at UWM to be eligible to receive a UWM degree.

Graduation Requirements

Students must meet the graduation requirements of their school or college, which includes notifying the advising office in the school or college of their intent to graduate at least one semester prior to graduation.

Commencement exercises are held in either May or December. Students may participate in the May Commencement. Attendance at Commencement is optional.

Students may begin to apply for May Commencement in mid-November. To apply for graduation, log into PAWS (www.paws.uwm.edu). From the "My Academics" section of your Student Center, select "Apply for Graduation" and click on the double arrows to proceed to the application.

To be eligible for graduation from the UW-Milwaukee Radiologic Technology Program, the student must have completed all courses in the professional curriculum with a grade of C (80%) or better, in addition all radiographic examination competencies and clinical skill requirements must be completed.

The student must be in good financial standing with the university.

Excess Credits Policy

A university of Wisconsin System (UWS) Policy is in effect at all UWS institutions. Under this policy, students pursuing their initial undergraduate degree(s) who have accumulated more than 165 total credits (counting all credits earned at UW campuses as well as credits taken at WTCS institutions and accepted for degree credit at UWS institutions) will be assessed an additional 100% surcharge on tuition for any additional credits (your tuition will be doubled).

For more specific information about this policy, contact your academic advisor.

Students Called to Military Service

Students called into active military service should contact the Registration Center in the Department of Enrollment Services (Bolton Hall 272 or call 414-229-3796) for more specific information. Also check the website for more information: <https://uwm.edu/onestop/students-called-to-active-duty/>

Student Withdrawal Policy

All UW-Milwaukee students are subject to add/drop/withdrawal deadlines as published by the Registrar. The Registrar's calendar is published each semester or term and can be viewed in Schedule of Classes.

<https://uwm.edu/onestop/dates-and-deadlines/interactive-adddrop-calendar/>

The Withdrawal policy that applies to all UWM students is found at:

<http://www4.uwm.edu/academics/reg-withdrawal.cfm>

Radiography Program Lab Policy

The UWM Radiologic Technology Program energized radiography labs are not licensed for exposures on humans. Any student making an exposure on a person will be immediately expelled from the program with no right of appeal. Additionally, the following rules apply:

- A student will not make any radiographic exposure of any kind without the supervision of an ARRT registered UWM faculty member.
- The doors to enter the laboratory settings will remain locked while classes are not in session.
- The only exposures made in the laboratory settings will be on phantoms.
- The x-ray machines will only be turned on during scheduled laboratory sessions.
- Under no circumstances will students be exposed to the primary x-ray beam during lab.
- Students are not allowed to hold image receptors or phantoms during exposures.
- Positioning aids will be used on the phantoms to maintain positioning requirements, allowing the students to remain behind the control console lead barrier during all exposures.

During lab sessions, students must adhere to the following procedures:

1. Wear OSL badge
2. Utilize individual markers for every exposure
3. Must remain behind the control console lead barrier during all exposures
4. Utilize the appropriate techniques for ALARA
5. Practice radiation shielding
6. Wear personal protective equipment (PPE) as required by University and Program.

Failure to adhere to any of the above policies may result in the following (based on the severity of the infraction):

1. Warning
2. Grade reduction
3. Suspension
4. Dismissal

Radiographic Procedures Courses

During the program, students will take four radiographic procedures courses which include a lab component. The lab component will be conducted on campus in the radiography lab rooms which are located on the ground floor of the Northwest Quadrant Building. Attendance is mandatory; missed lab time cannot be rescheduled. Labs are designed to let the student practice positioning on one another in an x-ray room, each student will have the opportunity to position each other for the exams they are learning in the classroom setting. The instructor will demonstrate an exam, and then the students will practice on each other.

The following rules will apply to lab:

1. The student should have their procedures pocket guide with them.
2. The student must have their procedures class notes.
3. The student must be prepared for each lab session. (For example, have whatever textbooks or notes may be helpful to you).
4. The student must have their lead markers and radiation monitoring badges always.

5. Disruptive behavior or non-participation will not be tolerated during lab. Students not complying will be asked to leave.
6. Arrive to labs on time.
7. Labs are a privilege, so plan to participate. No homework allowed in labs.
8. Labs are to enhance your positioning skills so utilize the time wisely.
9. PRACTICE, PRACTICE, AND PRACTICE.
10. Positioning labs will be graded and will count towards the final Radiographic Procedures course.

SECTION IV: CLINICAL EDUCATION POLICIES AND EVALUATION

Clinical Course Goals

The UW-Milwaukee Radiologic Technology Program is 5 semesters. The program includes didactic and clinical instruction in a format that integrates classroom teaching and hands-on clinical experience in the performance of radiographic examinations. The program places great emphasis on clinical training in addition to a rigorous didactic curriculum.

The purpose of clinical education in Radiologic Technology is to allow the student to apply theoretical principles of radiography, patient care and departmental procedures to practical experience. The student's role in the clinical setting is one of a learner not a staff radiographer.

The university in conjunction with the affiliated clinical sites will arrange clinical education. While the student is in the clinical department, he/she must observe the regulations imposed by the affiliated clinical site regarding patient safety and welfare. Also, the assigned schedule of experience must be followed closely, there will be no changes made to the clinical schedule once it has been posted.

While performing clinical duties, the student is directly responsible to the staff member of the affiliated clinical site in charge of the room to which the student is assigned. If any operational or personal problems arise, the clinical instructor should be contacted.

The student will progress from the role of the observer and assistant to relative independence according to his/her initiative and capabilities. Throughout the program, student's will be instructed in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, themselves, and others.

The information that follows is provided to give you an overview of the clinical education program, more specific information will be provided in the clinical course syllabus for each semester.

Professional Objectives

Students are assigned in the medical imaging departments of hospitals and clinics to develop the skills necessary to become a Radiologic Technologist. The goal of the clinical education program is to provide the student with a learning environment that will allow them to develop the skills required to perform effectively as an entry level Radiologic Technologist. To meet this goal the student upon graduating will be able to perform the following in a clinical setting:

1. Use knowledge of anatomy, physiology, positioning, and radiographic exposure factors to accurately demonstrate anatomical structures on a radiograph or other image receptor.
2. Employ technical skills to use radiographic equipment and accessory devices safely and accurately in the performance of radiographic images.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Utilize the principles of radiation protection to the patient, themselves, and others following ALARA (As low as reasonably achievable).
5. Provide care and comfort for the patient while under their supervision.
6. Recognize emergency patient conditions and initiate first aid and basic life support procedures.
7. Detect equipment malfunctions and report them to the proper authority.
8. Know the safe limits of equipment operation and participate in the quality assurance program.
9. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
10. Provide patient/public education related to Radiologic procedures and radiation protection/safety.
11. Understand the responsibility of their function in health care and being a team player.

Clinical Competency

The goal of the Clinical Competency Program is to validate the student's ability to:

1. Apply anatomy, physiology, positioning, and radiographic technique to accurately demonstrate anatomical structures on a radiograph or other imaging device.
2. Determine exposure factors to achieve optimal radiographic techniques with minimum exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and imaging quality.
4. Apply the principles of radiation protection for the patient, themselves, and others.
5. Provide patient care and comfort.

The program is designed to meet the clinical site's goal of providing quality patient care and the student's need to perform in the clinical setting. There are several steps each student must progress through before being allowed to perform clinical procedures independently.

The program is designed to integrate the student's classroom knowledge with their performance in the clinical setting. Two separate types of competencies will be tested in the program.

1. **General Patient Care Activities** – those skills that the student must possess to operate equipment or to provide patient care.
2. **Radiographic Procedures** – those skills that are directly related to the production of a diagnostic image or related imaging skill.

Students are required to complete a minimum number of radiographic procedure competencies each semester. The total accumulative number of radiographic procedure competencies to be performed each semester is as follows, this does not include the mandatory general patient care activities (these requirements may be adjusted by program faculty as needed):

- By the end of 1st semester a minimum of 5 competencies must be completed.
- By the end of 2nd semester a minimum total of 20 competencies must be completed.
- By the end of 3rd semester a minimum total of 35 competencies must have been completed.
- By the end of 4th semester a minimum total of 55 competencies must have been completed.
- By the end of 5th semester all program competency requirements must have been completed.
- **All 45 mandatory competencies, 11 general patient care activities and 15 elective competencies (71 total) must be completed prior to graduation. Students who do not meet this requirement will be unable to take the national ARRT exam until they comply.**

Only 5 competencies may be simulated in the entire 24-month period and these must be performed within the students' last semester. The student must contact their UWM Clinical Instructor to schedule simulations and they are at the Clinical Instructor's discretion.

Clinical Competency Procedure

This is the program's method of validating that a student can perform the clinical procedures required to become a Radiologic Technologist.

1. The procedure is taught in the classroom and in lab sessions. The student must have taken and passed their academic test prior to attempting clinical competency.
2. The student must assist with the performance of all mandatory procedures at least twice before attempting competency.
3. The student must assist with the performance of elective procedures at least once if feasible.
4. When the student feels prepared, they initiate the exam (if the student has to refer to their pocket guide, they are not prepared and should not proceed).
5. The student must notify the radiologic technologist before beginning the procedure and perform the procedure independently under their direct supervision. **Only radiologic technologists who have been registered for a minimum of 6 months and have received approval from UWM faculty may evaluate students for competency.**
6. If the examination is performed correctly and the student receives a grade of 80% or above, the radiologic technologist will complete the competency evaluation form.
7. If the student does not perform the examination in a satisfactory manner, the radiologic technologist will complete the competency form and fail the student.
8. Students should not question technologists regarding whether they have passed or failed a competency.

9. Once the student has passed the clinical competency, the procedure will be added to their competency record. At this time, the student will/should be able to perform the procedure independently with indirect supervision.
10. If the student did not pass the competency the Clinical Coordinator will schedule a meeting to discuss the failure.
11. If the student cannot correctly perform the procedure after 1 additional attempt, the student will be referred for additional instruction from a member of the program faculty.

Clinical Competency Test Out Criteria

Students must adhere to the following criteria when ready to perform a clinical competency:

1. Inform the technologist **prior** to the exam of their desire to comp. Failure to comply with this requirement will invalidate the competency.
2. Completely set up the room for the exam.
3. Escort the patient to the room and verify the patient's identity using established department policies. Example: the patient should spell their last name and verify their date of birth.
4. Properly prepare the patient for the exam, including explaining the procedure to them.
5. Have any necessary paperwork filled out and signed by the appropriate individuals.
6. Obtain the patient's medical history and check the orders for the correct exam.
7. Position the patient correctly. **If the student uses their pocket guide as a reference, they will not be able to proceed with the exam because this demonstrates that they are not familiar with it and therefore not competent.**
8. Set the proper technique.
9. Correctly mark the images with lead markers. Incorrect marking of an image will result in failure of a competency.
10. In the case of repeat images, the student must be able to make their own corrections.
11. **If the evaluator must intervene while the student is performing the exam, the competency will be terminated and documented as a failed attempt.**

Things to remember once competency is attained

1. Once a student is competent in a procedure, they may perform it under indirect supervision.
2. Competency does not assure that a student will feel comfortable with every patient. If after patient assessment, a student feels the patient will be more difficult than they can handle, they should request that a radiologic technologist assist them with the examination. Patient safety should always be the top priority. The student is still expected to perform that exam with the technologist's assistance.
3. Once a student is competent in a procedure, they are expected to know the routine and correct technique of the clinical site to which they are assigned. **If a student performs the examination incorrectly, the Clinical Coordinator will be notified, and the competency will be invalidated.**
4. Refusing to perform or assist with a procedure will result in withdraw of the competency.

5. The patient is the most important person in this procedure, clinical staff may take over at any point in any examination if they feel concerned about the patient's safety regardless of the student's need to complete or retain competency.

Clinical Documents & Forms

The UW-Milwaukee Radiologic Technology program uses Trajecsys an online clinical management and tracking system for students of health-related programs.

It is the responsibility of the student to complete and sign all required documentation by the required due date. Any required paperwork that is not received by the due date will not be counted towards the clinical grade and will result in a clinical grade deduction.

All documents are available in an electronic format on either Trajecsys or the Canvas clinical education course site.

Student Rotational Performance Evaluations

- Must be completed at the end of a rotation, per the clinical education syllabi.
- The student should ask the technologist that they worked with the most during the rotation to complete the evaluation on Trajecsys.

Competency Form (refer to clinical competency procedure)

- Must be completed by the evaluating technologist.
- Staff & students must follow competency protocols as set forth in this handbook.

Exam Logbook

- This is an informal record of all the examinations that the student has been present in each day.
- The student should use a small notebook which lists the date, and type of examination, and whether it was observed, assisted, performed, and if it was a pediatric examination.
- To be completed each clinical day.
- This information must then be entered on a regular basis by the student into the section for exam log sheets in Trajecsys.
- The UWM Clinical Coordinator or other assigned program official can at any time request to see the exam logbook to verify its completeness.

End of Semester Exam Log Sheet

- All exams for the semester must be entered in Trajecsys prior to the end of the semester.
- Failure to do so can result in a clinical grade deduction.

Clinical Time Tracking Trajecsys Log in & Log Out

- Must be completed every day in Trajecsys with correct clinical site and only on the clinical site department computer unless notified otherwise by the UWM Clinical Coordinator.
- Students may not log in or out using their/anyone else's personal electronic device.
- If unable to log in or out because of a system failure, students are then responsible to download the timesheet form found on Canvas. The form must be filled out and signed by the registered technologist in charge of QC for the day.

- Students are responsible for ensuring all time sheets and or forms are submitted to clinical coordinator.
- Failure to turn in all paperwork will result in the student being marked absent, and student will be responsible for making up that time.

Absence Request Form (available on Canvas)

- For a planned absence, the student must submit an Absence Request Form via email to the Clinical Coordinator at least 24 hours prior to the requested time off.
- If the student is absent due to an emergency or illness, the student must contact the Clinical Coordinator, Clinical Instructor, and clinical site (if applicable) to provide notification of the absence and submit an Absence Request Form via email to the Clinical Coordinator on their return.

Make up Time Request Form

- This form is only available from the UWM Program Director upon submission of an absence request form when the student has exceeded their 40 hours of PTO.
- Must be emailed to the UWM Program Director at least one week prior to the date that the student wishes to make up their missed clinical time.
- The Program Director will return the form via email to the student within 3 working days, if permission is granted the student is expected to attend clinical on the date and times agreed.
- All clinical policies apply during make up time.

Incident Report (available on Canvas)

- Must be completed by the student and a clinical instructor whenever an accident or injury occurs.

Permission to Return to Clinical (available on Canvas)

- Must be completed by a physician and received by Program Director before student(s) can return to the clinical site. Refer to UWM Radiologic Technology program handbook regarding return to clinical policies.

Pregnancy Voluntary Declaration Form (available on Canvas)

- To be completed by the student and their physician if the student becomes pregnant during the program and wishes to have their pregnancy declared.

Voluntary Withdraw of Pregnancy Declaration Form (available on Canvas)

- To be completed by the student if they wish to withdraw their declaration of pregnancy.

Clinical Education Program Structure

Students at each clinical site will have assignments that are 1-3 weeks in length. The assignments are given to allow the student to practice and perform the tasks and procedures that are required of a Radiologic Technologist.

Rotations are designed to allow students opportunities to apply principles learned in the academic setting.

Observation assignments are included to familiarize the student with areas of the departments in which they will soon be learning procedures.

There will be a schedule of site and rotation assignments issued one month prior to the end of each semester.

During the fifth semester, students may rotate through any area they are deficient in competencies, require more education in, or simply wish to enhance knowledge of a modality they find particularly interesting. The latter is conditional on completion of all other clinical requirements. It is the responsibility of the student to request an assignment from the clinical coordinator to any area that offers them the best opportunity to complete their mandatory competencies.

The nature of radiography is always changing. Assignment in any clinical area is subject to change because of variations in patient flow, training of personnel, availability of equipment and/or available staff.

Clinical Sites

The UW-Milwaukee Radiologic Technology Program is divided into five semesters. Each semester is designed to present the student with progressive levels of opportunities and responsibilities.

The Clinical Coordinator assures equitable placement of students at each clinical site. Sites may be added or removed according to availability of placement spots.

Clinical Affiliate Site	Site Address
Children’s Hospital of Wisconsin	9000 W. Wisconsin Avenue, Milwaukee, WI 53201
Clement J Zablocki VA Medical Center	5000 W. National Avenue, Milwaukee, WI 53295
Ascension Columbia St. Mary’s Airport Clinic	4848 S. 6 th Street, Milwaukee, WI 53221
Ascension Columbia St. Mary’s Ozaukee at Germantown	N112W15415 Mequon Rd Germantown, WI 53022
Ascension Columbia St. Mary’s Milwaukee Campus	2301 N. Lake Drive, Milwaukee, WI 53211
Ascension Columbia St. Mary’s Ozaukee Campus	13111 North Port Washington Road, Mequon, WI 53097
Ascension Columbia St. Mary’s Prospect Medical Commons	2311 N Prospect Ave, Milwaukee, WI 53211
Ascension Columbia St. Mary’s River Woods Outpatient Center	375 W. River Woods Parkway, Glendale, WI 53212
Medical Diagnostic Imaging (MDI) - Greenfield	6150 W Layton Ave, Greenfield, WI 53220
Medical Diagnostic Imaging (MDI) - Mayfair	3077 N Mayfair Rd, Wauwatosa WI 53222
Ascension Columbia St. Mary’s Milwaukee at Gateway	801 S. 70th Street, West Allis, WI 53214

Clinical Grading & Evaluation

The UW-Milwaukee Radiologic Technology Program employs a “competency-based” approach to the clinical education of radiography.

Competent, as employed for student assessment, refers to ***“the minimal acceptable performance necessary to obtain a diagnostic image while maintaining maximum radiation protection, patient care and safety practices.”***

Students must demonstrate skills and abilities that meet expectations outlined in the program objectives before they are eligible for graduation. The Program Objectives are designed to ensure that students can perform radiographic examinations at competent levels by the end of their clinical training. Students must demonstrate knowledge of current positioning and technique selection in the field of radiography and radiologic equipment manipulation before entering careers in the allied health profession.

The students’ clinical performance will be evaluated using a set of criteria that incorporates data provided by clinical sites and reviewed by the Radiologic Technology Clinical Coordinator, Program Director, and appropriate program faculty. All students will receive counseling on their clinical progress in the program at mid-semester (ungraded) and at the end of each semester (graded) and/or when the student’s progress warrants.

Clinical Course Grading Policy

The student must maintain a grade of 80% to pass the clinical course each semester. However, if at any time the program faculty feels the student is not performing at the expected level, the student may be placed on clinical probation.

The Radiologic Technology Program has the following grading scale in place for all clinical courses:

96-100%	A	87-89%	B	80-82%	C
92-95%	A-	85-86%	B-	75-79%	D
90-91%	B+	83-84%	C+	74% & below	F

Scores will be rounded as follows: below 0.5 will be rounded down, 0.5 or above will be rounded up

If a student receives a written warning during the semester, the highest grade they will receive is 80% for the combination of rotational clinical performance evaluations, clinical competencies, and weekly timesheets/attendance records (the 5-point deduction or late submission and point deductions for attendance violations will be deducted from the 80% grade).

Clinical Course Grading Components

Students are required to submit a designated number of rotational clinical performance evaluations every semester per the clinical education course syllabus. If a student does not submit the required number evaluations for the semester, they will receive a grade of 0% for the missing evaluations and their rotational clinical performance evaluations average grade will be reduced. An example of the calculation is as follows:

- During first semester 8 rotational clinical performance evaluations are required the student only submits 6 with the following grades: 90%, 100%, 95%, 100%, 95%, 100%, the two missing evaluations will each be awarded 0%. The average rotational clinical performance evaluations grade will be 72.5% (the total of the 6 evaluations divided by 8 the total number required).

If a student does not meet the minimum number of competencies required in a semester, they will receive a grade of 0% for the missing competencies and their clinical competency average grade will be reduced. An example of the calculation is as follows:

- During first semester, a minimum of 5 competencies is required the student only completes 3 with the following grades: 90%, 100%, and 95% the two missing competencies will each be awarded 0%. The clinical competency average will be 57% (the total of the 5 competencies divided by 5 the total number required).

Every semester each student will be required to perform Image Evaluations with a UWM faculty member. Further information regarding this process is available in the clinical education syllabi. First semester image evaluations are ungraded. Image evaluations performed in subsequent semesters will be scored and included in the overall Radiography Clinical Education course grade.

End of Semester Clinical Practicum Exam

At the end of every semester, each student will be assigned an appointment to perform simulated exams.

A member of the program faculty will send out at least 2 weeks prior to the practicum date, a schedule, the type of examinations that the student will be expected to perform, and the number of examinations to be performed. The student will pick the exams out of a hat.

The evaluation will be based on a modified version of the radiography procedure competency form and grades will be included for calculation of the overall grade for the Clinical Education course.

A minimum score of 80% must be achieved to pass the End of Semester Practical Positioning exam.

If a student fails a practical exam, interventional measures will be taken. This may include the opportunity to retake the practicum exams, being placed on clinical probation for the next semester, or dismissal from the program.

- **Students have the right to appeal a dismissal decision (RT Program Appeals Procedure in this handbook).**
- If a student appeals the dismissal decision and the appeal is granted, the student will be placed on an action plan. The course grade will be changed to a “C” upon satisfactory completion of the action plan.

If a student is dismissed from the UW-Milwaukee Radiologic Technology program and they do not wish to appeal, or their appeal is not granted, they will need to reapply to be readmitted and will need to repeat all course work. **Re-admittance into the program is not guaranteed.**

End of Semester Proficiency Exam

At the end of semesters 1-4, the students will be given a cumulative 200 question multiple choice exam based on everything they have learned from the beginning of their professional education. The proficiency helps to measure individual subject content retention, and because of its format is meant to help the student better prepare for the registry.

Students must pass the proficiency with a test score of 75% or higher. This grade will be included for calculation of the overall grade for the Radiography Clinical Education course.

Students have two attempts to pass the end of semester proficiency exam or they will be dismissed from the program.

- **Students have the right to appeal a dismissal decision (RT Program Appeals Procedure in this handbook).**
- If a student appeals the dismissal decision and the appeal is granted, the student will be placed on an action plan. The course grade will be changed to a “C” upon satisfactory completion of the action plan.

If a student is dismissed from the UW-Milwaukee Radiologic Technology program and they do not wish to appeal, or their appeal is not granted, they will need to reapply to be readmitted and will need to repeat all course work. **Re-admittance into the program is not guaranteed.**

It is strongly suggested that students seek clarification in any classes or subjects they are having difficulty with so that passing scores can be attained on this examination and all other tests given in this program.

Clinical Objectives

Along with the general objectives of the clinical program, the student has specific tasks that must be performed effectively as they progress through the areas of clinical rotation. The expectation of the student is to follow all general objectives and perform the rotation specific objectives as outlined in the clinical syllabus each semester.

Clinical Performance

Cell Phone Usage

Students cannot use cell phones at clinical sites during regular work hours. Texting or using the phone is inappropriate unless used during breaks and lunches.

- If this policy is abused, the student will be asked to leave the clinical site for the day, and it will be considered an absence. The student will receive a verbal warning concerning this breach of policy.
- After the second warning (written), the student will lose 5% from their final clinical grade.
- After the third offence of improper cell phone usage, the student may be dismissed from the program.

Clinical Behavior

The Radiologic Technology program has rules that will govern your behavior while you are in the clinical education sites. Always remember the main function of each clinical site is patient care. You will be receiving your education secondary to this function.

Professional/Ethical Behavior

As a student, you are a representative of the Radiologic Technology program, UW-Milwaukee, and the profession. We expect you to conduct yourself accordingly. A dignified and respectful manner must be observed between yourself and **ALL PERSONS** you will meet during your education. You are a guest at the clinical sites and should always remember this.

When you are in the clinical education site, you have entered a patient-focused business. You should be constantly aware that the staff around you could be discussing patient-related matters or administrative matters for the medical imaging department.

Please abide by the following rules:

1. Students are expected to be in their areas of assignment on time and to remain in those areas unless given other assignments. Students arriving late, being unaccounted for or incurring an unscheduled absence may receive a clinical grade deduction and missed time may have to be made up. Please refer to the absence and tardiness policies in this handbook.
2. **Students should arrive at their clinical site prepared to take radiographs; this means that you should always have your radiation monitoring badge, nametag, and image markers with you. If you arrive at the clinical site without any of these items, you will be sent home to retrieve the missing item and this time will have to be made up on the same day.**
3. Each student will be assigned to a room in the clinical setting for their rotations. The student will need to utilize their time wisely. If there are no patients, you may study with only one book. Always keep your books out of patient view. Always make sure the room you are in has enough linen and supplies and is clean. This should be checked at the beginning and end of your clinical shift.
4. Students are not allowed to study in the presence of patients.
5. No personal conversation is allowed in the presence of patients.
6. Smoking is prohibited on all hospital campuses, any student caught smoking on hospital grounds will be dismissed from the program.
7. Students may not leave their assigned area until the assigned time.
8. During full day, clinical rotations students will be given a 30-minute lunch break.
9. **All clinical assignments are final.**

Any situation, discussion, or actions on the part of the student, which demonstrates lack of concern and care for the patient or his /her family members and friends, will not be tolerated. The school has zero tolerance with students who lose their temper or become curt with patients, fellow students, or staff. When faced with difficult situations students are expected to maintain their demeanor and discuss the situation later with the UWM program faculty.

The school maintains your confidentiality in matters of grades and evaluations. You are expected to maintain the confidentiality of the patient. You may discuss the patient only with medical professionals directly involved in the care of the patient. You are not allowed to discuss the patient's diagnosis or findings with the patient; only his or her physician must do this. You may not discuss any aspect of a patient's treatment or his or her visit to the radiology department with anyone.

Any accident or unusual occurrence, which may cause the student, the radiology department, or the hospital to be liable for legal action, must be reported to a member of the UWM faculty immediately. This will allow for correction of the problem and collection of information, which will

protect the integrity of all. The student must fill out an incident report to document any occurrence fitting in this category. If you are in doubt about any happening, seek the advice of the UWM Clinical Coordinator immediately. Reports are required for patient injury, lost belongings, damaged or malfunctioning equipment, or any hazardous situation.

If a student is injured in the clinical setting, they must complete an Incident Report which must be signed by a Clinical Instructor, if a Clinical Instructor is not on site then the form may be signed by an individual that witnessed the incident. Once the form has been completed it should be submitted to the Clinical Coordinator. The student's primary physician should provide initial treatment and any required follow-up treatment. Any charges incurred are the responsibility of the student.

If a student is placed on restricted duties by a physician, they must provide a copy of the documentation to the UWM Clinical Coordinator. The student will be unable to attend their clinical rotation and the missed time will be deducted from their personal time off (PTO) bank. If the student does not have enough time in their bank to cover the absence, the time will have to be made up according to the program's absence policy. Once the student's physician releases them documentation of this must be provided to the UWM Clinical Coordinator prior to the student's return to clinical rotations.

Professional Behavior & Conduct

Students are always to conduct themselves in a professional manner at the clinical site to include appropriate conversation and dress. ***If a student is dismissed from a clinical site for unprofessional behavior, the student will be dismissed from the program. Students must pass all clinical rotations with a grade of 80% and if you are dismissed from a clinical site, you will not be able to complete your clinical rotations and therefore not be able to complete the program.***

Courtesy and politeness are basic principles of good health care and are essential to maintain good hospital/community relations. The medical imaging departments major aim is to provide excellent services to the patient and thus to the community therefore the patient is everyone's primary concern.

Responsibilities of the Student

1. The importance of a professional appearance cannot be overestimated. Students are expected to comply with the policies of the UWM Radiologic Technology Program regarding dress and grooming.
2. Establish good working relationships with all personnel with whom you have contact.
3. Be responsible for all equipment and materials used during clinical assigned hours.
4. Gain respect of the clinical site personnel by being professional and dignified.
5. Attend and participate in all your scheduled clinical activities.
6. Consult with the staff radiographers, lead technologists, clinical site instructors, department managers, and/or university faculty for help on problems.
7. Participate in the evaluation of your clinical progress in conjunction with the clinical site staff and university faculty.
8. Observe the staff of the Radiography Department at work. This is a learning situation and many ideas and suggestions can be gained from watching these people.
9. Strive to broaden your own knowledge and background on clinical subject matters by reading the professional literature available.
10. Be an active and responsible student technologist by joining the state and/or national professional Radiologic Technology Society.

11. Adhere to these 10-work ethics: attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect.
12. **Attendance/tardiness – these two qualities are of the utmost importance.** They measure responsibility and dependability, which are two of the most important personality traits future radiographers possess.
13. Remember, students are working on their resume everyday they are at clinical and class. Your clinical experience is a two-year interview, please make the most of it and portray yourself in a favorable light so that if there are positions available, the clinical sites will want to hire you after graduation.

Examples (but not limited to) of inappropriate conduct that may result in immediate dismissal from the program are:

- Yelling in the hallway
- Falsification of records to include clinical education forms
- Under the influence (i.e. alcohol, drugs, etc.) at the clinical site
- Inappropriate conversation with patients and/or staff
- Slamming doors
- Malicious gossiping
- Carrying weapons to the clinical site
- Signing off on medical paperwork without clinical instructor approval
- Endangering a patient, staff, or student
- Completing patient exams without a registered technologist's approval
- Repeating an image without a registered technologist's supervision
- Performing the incorrect exam on a patient
- HIPAA violation
- Stealing
- Harassment
- Insubordination
- Inappropriate use of medical equipment

Dress Code

The student uniform shall be professional in appearance and conform to the guidelines set for the clinical education sites. Your appearance has a strong influence on how patients and staff perceive you. Please ensure that your scrubs are clean and not wrinkled. Students enrolled in the UW-Milwaukee Radiologic Technology Program are expected to follow the clinical dress code (solid navy-blue scrubs) in the clinical settings unless stipulated otherwise by the clinical site.

Personal Hygiene

All students shall maintain acceptable levels of personal hygiene. Students and their clothing must be clean to maintain medical asepsis and to avoid offending patients and others with whom they may come in contact.

To avoid spreading diseases to yourself or others, hands should be washed:

1. Before and after each patient contact.
2. After using the bathroom.
3. Following contact with body fluids
4. Before eating or drinking anything in the clinical setting.

- Avoid touching your hair or face during patient procedures.
- Do not bite your fingernails or place your hands in your mouth during a patient procedure.
- Remove garments worn in patient procedure rooms promptly when you get home and deposit them directly into a hamper.

Dress Code Requirements

- I. Solid navy-blue scrub uniforms. Scrub uniforms should be clean and without excessive wrinkling.
- II. An optional white/navy blue lab coat may be worn to attend clinical rotations (lab coats should be long sleeved and cover the waist).
- III. Solid white long or short sleeve t-shirts to be worn under scrub tops. Not to extend past the hem of the top. This is to ensure that students are appropriately covered when bending over.
- IV. Black or White shoes that enclose the entire foot.
- V. Institutional ID badge and radiation monitoring badge must always be worn while at the clinical sites.
- VI. Students will maintain an acceptable level of personal hygiene and grooming standards that are conducive to healthcare professionals.
 - A. Hair that is longer than shoulder length should be tied back or otherwise restrained to prevent contact with patients or equipment.
 - B. Hairstyles and colors should be conservative.
 - C. Hair should not fall into one's face.
 - D. Men can have a mustache and/or goatee. Full beards are not allowed. If a student decides to grow a mustache and/or goatee, it is to be neatly trimmed and extend no more than ½" from the skin.
 - E. Facial hair that interferes with the seal of the respirator is prohibited.
- VII. To maintain sanitary conditions, students may not wear artificial nails or nail extenders in the clinical setting. Nails should be kept short. Polish, if worn, will be clear or flesh tone and will not be chipped.
- VIII. Make-up should be neutral colored and subtle.
- IX. The only acceptable jewelry is a wedding/engagement ring (if applicable), a wristwatch, and earrings. Earrings should not be hoops or dangling and cannot exceed a width of ¼ inch. Gauges are not permitted. If the clinical site believes that the number of earrings worn by a student is excessive, they will be required to remove them.
- X. No visible body piercings (including the tongue) are allowed, except for pierced ears.
- XI. Many individuals are sensitive to smells therefore students should not wear perfume, body spray or cologne while in the clinical setting.
- XII. **Hospital Surgical Scrubs** are the property of the clinical institution and should only be worn during surgical and second shift rotations. Per clinical site policy, personal clothing worn under scrubs should be contained and is not to extend beyond the edges of scrub clothing in restricted areas. This means t-shirts cannot be worn but students should wear a sleeveless, V-neck or low-neck shirt under the scrub top to ensure that they are appropriately covered when bending over.

Dress Code Violations

Students arriving in the clinical area inappropriately dressed or unshaven (as determined by the program faculty or department staff) may be asked to leave and return that day appropriately dressed. Any time missed because of this will be required to be made up on the same day.

Additionally, the student will receive a written warning or reprimand as appropriate which will result in a lowering of the overall clinical course grade.

Exposure to or Contraction of Communicable Disease

The occupational health department will notify any student who has been exposed to a communicable disease in the clinical education site. This information will be obtained from patient records. It is important that the student initial the x-ray requisition of each patient they meet. The clinical education site will assume responsibility for any prophylactic treatment required.

Students that have an illness that may be contagious cannot attend their clinical rotation until they submit a release to return from their physician. The school reserves the right to remove students from the clinical setting at any time they are deemed hazardous to the care of the patients or others.

MRI Safety Measures (available on Canvas)

To ensure the safety of student radiographers in the MRI Department the following must be completed during the first two weeks of orientation, prior to students beginning their clinical rotations:

- View the power point presentation on safety in the MRI suite (available on the Rad. Clin. Ed. I Canvas course site)
- Take the quiz available on the Canvas clinical education course site. Students must obtain a 100% score on the quiz before they are able to enter the MRI suite. Multiple attempts are allowed.
- Fill out the MRI safety screening form (available on the Rad. Clin. Ed. I Canvas course site), once completed the form must be given to the Clinical Coordinator. The Clinical Coordinator will review the safety screening form and will discuss any student safety concerns with a lead MRI technologist who will decide if the student may enter the scan room. This form will be kept in the student's file.

Students with contraindications will complete their MRI rotation, but will not be allowed to enter the MRI scan room.

Performing Clinical Procedures

Students shall not attempt to position patients for any examination at a clinical site until they have successfully completed appropriate classroom and lab requirements.

Students are assigned to the clinical setting to learn the art and science of radiography. If at any time a student feels uncomfortable or unsure of their skill, they may request the presence of a qualified radiologic technologist. Likewise, feeling uncomfortable does not mean the student does not have to assist with the procedure. Failing to assist with a procedure may result in loss of clinical grade or be considered as a failure on the competency form.

If at any time the clinical staff or program faculty feels a student needs to be retested on an exam within any semester, they have the authority to do so after consultation with the UWM Clinical Coordinator.

Radiation Protection and Safety

The University of Wisconsin – Milwaukee Radiologic Technology Program promotes a safe learning environment for all students. In the Radiography Program, it is vital that students adhere to the guidelines set forth to maintain their safety in the clinical environment.

Radiation Protection Guidelines

The following rules have been established for your protection against ionizing radiation during clinical education and must be strictly adhered to:

1. At any time during activation of the x-ray tube, observation will be made from the protection of the control panel. For an exception to this, refer to item 4 below.
2. Students must not hold or support a patient during exposure, nor will they hold or support an image receptor (IR) during exposure.
3. Under no circumstances will students permit themselves or fellow students (or any other human being) to serve as “patients” for test exposures or experimentation
4. During fluoroscopy procedures and bedside radiography, students will remain in the room with the patient. The following will prevail:
 - a. A lead apron will always be worn.
 - b. Students must stand as far from the patient and tube as possible, consistent with the conduct of the exam.
5. Will always wear their radiation dosimeter badge clipped to their scrub top at collar level. When wearing a lead apron, the badge must be worn outside and at collar level.
- 6. This badge is the responsibility of the student, if the badge is misplaced or lost the UWM Clinical Coordinator must be notified immediately.**

Failure to comply with safe radiation protection practices is grounds for dismissal from the Program.

UW-Milwaukee Radiation Dose Limit Policy

EXTERNAL DOSIMETRY THRESHOLDS AND INVESTIGATIONAL LEVELS

Each worker who is monitored for external radiation exposure at the University is notified about the doses he or she receives. For example, a worker who is notified that that he or she received a whole-body dose of 50 millirems (mrem) and a shallow skin dose of 150 mrem during a quarter will note that this constitutes 1% and 0.3%, respectively, of the appropriate annual limits. (See the table below for a listing of the dose limits established by the state of Wisconsin). This notification is provided within 30 days of receipt of the “radiation dosimetry report form” from the vendor.

The University has established investigational levels at doses considerably less than the dose limits. When a worker accumulates during any part of a year a dose at or above the investigational level, Radiation Safety will investigate to determine causes of the dose and to recommend practices to minimize radiation exposure in the future.

Although the University must keep doses of students, staff and visitors below the relevant state dose limits, the University is further committed to keep doses **As Low As Reasonably Achievable (ALARA)**. Consequently, the University has established investigational dose levels and will investigate any dose exceeding these levels in an effort to address causes of unnecessary radiation exposure.

Organ	Annual Limit (mrem/yr.)	University Investigation Level (mrem)	Comments
Whole Body	5,000	100	Includes dose from external and internal sources
Lens of Eye	15,000	300	---
Extremities	50,000	1000	Extremities include the arm below the elbow or leg below the knee
Skin	50,000	1000	---
Embryo & Fetus	500 for entire pregnancy	50	Applies only if "Declaration of Pregnancy" has been submitted
Occupational exposure of a minor	10% of the limits above	50	Applies to anyone under age 18
Member of the General Public	100	50	---

Student Supervision

All student activity during radiologic procedures and examinations shall take place under the supervision of a registered radiologic technologist.

Responsibilities of Faculty and Clinical Staff

Role of the UW-Milwaukee Program Director

The program director is a full-time employee of the University of Wisconsin-Milwaukee who is responsible for the following:

1. Assuring effective program operations.
2. Overseeing ongoing program assessment.
3. Assuming the leadership role in the continued development of the program.
4. Participation in didactic and/or clinical instruction.
5. Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development.

Role of the UW-Milwaukee Clinical Coordinator

The clinical coordinator is a full-time employee of the University of Wisconsin-Milwaukee who is responsible for the following:

1. Correlation of clinical education with didactic education.
2. Maintaining current knowledge of program policies, procedures, and student progress.
3. Evaluation of students.
4. Participation in didactic and/or clinical instruction.
5. Supporting the program director to help assure effective program operation.

6. Coordinating clinical education and evaluating its effectiveness.
7. Participating in the assessment process.
8. Periodic review and revision of clinical course materials.
9. Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development.

Role of the UW-Milwaukee Clinical Instructor

The clinical instructor is an employee of the University of Wisconsin-Milwaukee who is responsible for the following:

1. Being knowledgeable of program goals
2. Understanding the clinical objectives and clinical evaluation system
3. Providing students with clinical instruction and supervision
4. Evaluating students' clinical competence
5. Writing a fair and constructive clinical performance evaluation of the student.
6. Assessing the competency of the student during the performance of patient examinations.
7. Maintaining current knowledge of program policies, procedures, and student progress.
8. Maintaining competency in the professional discipline and instructional and evaluative techniques through continuing professional development.

Role of the Clinical Site Instructor

The clinical site instructor is a full-time employee of the clinical site who is in part responsible for the students' clinical education and serves as a resource person. This person has responsibility for:

1. Conducting a clinical site orientation program for all students assigned to their clinical site.
2. Maintaining effective liaison between the UW-Milwaukee radiologic technology program faculty and the institutions radiography department.
3. Assisting the students during clinical education to secure reasonable accurate appraisals of their competency in the clinical area.
4. Conferring with the radiography department staff on student problems.
5. Maintaining good public relationships between the radiography department and UW-Milwaukee.
6. Writing a fair and constructive clinical performance evaluation of the student.
7. Assessing the competency of the student during the performance of patient examinations.

Role of the Radiography Department Staff Radiographer

The Radiography Department staff radiographer is a full or part-time employee of the clinical site who also shares in the responsibility for the daily guidance of the Radiologic Technology student enrolled in the UW-Milwaukee program. The staff radiographer occupies a key role in making the student's clinical experience a successful and meaningful one. He or she works closely with the university faculty and is responsible for:

1. Acquiring a basic understanding of the university program, its general philosophy, and its objectives.
2. Assisting students to orientate to the hospital, its personnel, policies, procedures, and facilities.
3. Providing the student with the information necessary to gain a better understanding of the functions of the radiography department.
4. Familiarizing the student with the general procedure of the Radiography Department.

5. Observing and evaluating the student as he or she progresses through each clinical rotation.
6. Writing a fair and constructive clinical performance evaluation of the student.
7. Assessing the competency of the student during the performance of patient examinations.

Direct Student Supervision

Until a student has proven competency in a specific procedure, all examinations of that procedure must be performed under direct supervision. To meet the elements of direct supervision, the radiologic technologist must:

1. Review the request in relation to the student's achievement.
2. Evaluate the condition of the patient in relation to the student's knowledge and ability.
3. Be present during the entire examination.
4. Review and approve the radiographs.

Indirect Student Supervision

Students who have achieved competency in a given procedure must remain under indirect supervision of an RT. To meet the elements of indirect supervision the radiologic technologist must:

1. Be immediately available and physically near always. The JRCERT defines this as an RT in the adjacent room.
2. Be present for all repeat radiographs regardless of the student's competency level.
3. Review and approve the radiographs.

It is the student's responsibility not to perform an exam that they are not competent on without a registered technologist in the room. Failure to comply with this requirement will result in the following action:

- 1st occurrence written reprimand
- 2nd occurrence immediate dismissal from the program.

Student Repeating a Radiograph

Radiographs, which are unsatisfactory due to an error by the student, must be repeated under the direct supervision of a registered technologist. This is to ensure that the repeat radiograph will be properly performed, and further radiographs will not be necessary. Students are expected to repeat the radiograph.

It is the student's responsibility not to repeat a radiograph without a registered technologist in the room. Failure to comply with this requirement will result in the following action:

- 1st occurrence written reprimand
- 2nd occurrence immediate dismissal from the program.

Use of time in the Clinical Setting

Students are expected to make good use of their time while in the clinical setting. During slow periods, the student should partake in one of the following:

- A. Practice simulated procedures with other students. Ask a CI or an RT to help, if necessary.
- B. Stock linen and supplies whenever necessary
- C. Clean the equipment and general area in which they are assigned.
- D. Check what other procedures are scheduled for their assigned area and familiarize themselves with the procedure by reviewing notes, positioning textbook, and department procedure manual.
- E. Go over image critique with the CI to complete competency.
- F. Study independently in assigned room.

If the patient volume is low, please check with the clinical instructor if there are exams to be done. Do not sit in your assigned room for hours without checking the work area. Periodically come out of your assigned room to see what can be done. Students may not congregate in the work areas.

UW – Milwaukee Risk Management

The website containing the following information is located at http://www4.uwm.edu/usa/risk/affiliation/memo_students.cfm

Memorandum to Students on Clinical or Field Education Programs

Congratulations! You have been accepted by one of the many institutions and facilities affiliated with the University of Wisconsin-Milwaukee to provide practicum experience for its students.

Insurance coverage is one of the aspects of your practicum of which you should be aware. The insuring position of the University with respect to your participation in a practicum is as follows:

1. Liability Protection

General, professional, and medical malpractice is extended to you, while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

- A. The program must be sanctioned by the Dean of the College.
 - 2. Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.
 - 3. The program provides credit and is a requirement for your graduation.
 - 4. You are a registered student in good standing.
 - 5. If an accident occurs, you were acting within the scope of the program at the time of the incident.
 - 6. You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM's Risk Manager).
 - G. Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM's Legal Affairs or Risk Management staff. (If

legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

2. **Health and Accident Insurance**

Neither health nor accident insurance is provided for you by the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Be proactive -- make sure that your personal health insurance is in effect and will cover you when you are on location at the facility/institution.

NOTE: The University does not provide insurance for personal property which may be damaged or stolen while you are at a facility or institution. To protect yourself against a potential loss, verify what types of protection you may have under a homeowner's, renter's, or automobile policy.

3. **Workers' Compensation Insurance**

Workers' Compensation Insurance is NOT available for you because you are not an employee of the University of Wisconsin-Milwaukee or the facility/institution providing your practicum. Should you become ill or injured as the result of the field training program, THERE IS NO COVERAGE FOR THE COSTS OF MEDICAL INSURANCE. Again, protect yourself by making sure that you have personal health and accident insurance.

4. **Additional Requirements**

Many facilities and institutions, regardless of the discipline for which you are taking a practicum, are requiring additional health and safety training, including examinations, immunizations, and criminal background checks. Some facilities also require additional professional liability insurance above the limits provided by Wisconsin State Statutes.

Additional fees and out-of-pocket costs may be required for providing these assurances to the facility/institution. In all cases, you should verify what is required by each facility/institution with the Program Coordinator or Dean of your School of College. Examples include:

0. Proof that health and accident insurance are in effect.
1. Health record and proof of immunizations.
 2. A University of Wisconsin-Milwaukee photo I.D. card to be worn while on duty at facility/institution.
 3. Criminal background history may be checked.
 4. Evidence of competency in:
 1. Regulatory Requirements of the Joint Commission on Accreditation of Health Care Organizations (JCAHO)
 2. CPR Certification

3. Fire and Life Safety
4. Chemical Safety
5. Infection Control
6. Training in the OSHA Bloodborne Pathogens Standard

NOTE: Check with your Program Coordinator to determine if any of the above may be required. In many cases, you may not be allowed to begin clocking hours on your practicum until all the facility's requirements are met.

Should you have any questions regarding these matters, please contact your Program Coordinator or the Risk Management Office (information can be found on the website). We wish you well in your clinical internship or field training experience!

UWM Radiologic Technology Program Competency List

Imaging Procedure	Mandatory or Elective	Date Completed
CHEST & THORAX		
Chest Routine	M	
Chest AP and Lateral (wheelchair or stretcher)	M	
Chest Inpatient	M	
Ribs	M	
Chest Lateral Decubitus	E	
Lordotic Chest	E	
Chest Obliques	E	
Sternum	E	
Upper Airway – soft tissue neck	E	
ABDOMEN		Date Completed
Abdomen Supine (KUB)	M	
Abdomen Upright	M	
Abdomen Decubitus	E	
Intravenous Urography	E	
UPPER EXTREMITIES		Date Completed
Finger or Thumb	M	
Hand	M	
Wrist	M	
Forearm	M	
Elbow	M	
Humerus	M	
Shoulder	M	
Clavicle	M	
Scapula	E	
AC Joints	E	
Wrist – Navicular	E	
Elbow – special view (e.g. Jones)	E	
SC joints	E	
Bone Age Hands	E	
Upper Extremity Special Views	E	
LOWER EXTREMITY		Date Completed
Ankle	M	
Foot	M	
Lower Leg	M	
Knee	M	
Femur	M	
Weight-bearing knees	M	
Weight-bearing feet	M	
Toes	E	
Calcaneus	E	
Patella (sunrise)	E	
Special Views (e.g. jumpers)	E	
Special Views (e.g. sesamoids/ weight bearing ankle)	E	

SPINE AND PELVIS		Date Completed
Cervical Spine	M	
Thoracic Spine	M	
Lumbar Spine	M	
Pelvis	M	
Hip	M	
Sacrum and Coccyx	E	
Scoliosis Series	E	
SI Joints	E	
Spine Flexion and/or Extension	E	
HEAD (select at least one procedure from this section)		Date Completed
Facial Bones	E	
Orbits: Pre-MRI	E	
Nasal Bones	E	
Paranasal Sinuses	E	
Orbits	E	
Skull (2 view minimum)	E	
Mandible	E	
Panelipse (OZ only)	E	
Zygomatic Arches	E	
TMJ	E	
Mastoid	E	
FLUOROSCOPY STUDIES		Date Completed
Upper GI (single or double contrast)	M	
Small Bowel Series	M	
Barium Enema (single or double contrast)	M	
Video Swallow	E	
Esophagus	E	
Cystography	E	
Cholangiography – any type	E	
Arthrogram	E	
Hysterosalpingogram	E	
ERCP	E	
TRAUMA		Date Completed
C-spine: cross-table lateral	M	
Hip: cross-table lateral	M	
Shoulder: transthoracic or Y	M	
Upper extremity: R/O Fx	M	
Lower extremity: R/O Fx	M	
PEDIATRICS 6yrs & under		Date Completed
Chest	M	
Upper Extremity	E	
Lower Extremity	E	
Abdomen	E	
Mobile Study	E	
GERIATRIC PATIENT (Age 65 or older. Pt is physically or cognitively impaired due to aging)		Date Completed
Chest Routine	M	
Upper Extremity	M	

Lower Extremity	M	
MOBILE STUDIES		Date Completed
Chest	M	
Abdomen	M	
Extremity: Any	M	
ICU Chest	E	
Chest: Neonate (CSM Milwaukee campus)	E	
SURGICAL STUDIES		Date Completed
C-arm: set up and Ortho exam	M	
Operative Cholangiogram	M	
Retrograde Urography	E	
Spine/Hip/Pelvis surgery: shoot-thru	E	
Post Open-Heart Chest (in surgery)	E	
Bronchoscopy	E	
PAIN CLINIC		Date Completed
Epidural or RFA with C-Arm	E	
CT STUDIES		Date Completed
CT: Brain	M	
CT: Abdomen/Pelvis with contrast	M	
CT: Chest Unenhanced	E	
CT: Chest Enhanced	E	
GENERAL PATIENT CARE ACTIVITIES		Date Completed
Sterile and Medical Aseptic Technique (sterile tray setup)	M	
Vital Signs (blood pressure, temperature, pulse, respiration, pulse oximetry)	M	
CPR	M	
EKG	M	
Care of patient medical equipment (e.g. oxygen tank, tubing, etc.)	M	
Venipuncture (10)	M	
Transfer of patient	M	

It is highly recommended that you maintain your own copy of this form for your records.

SECTION VI: GRIEVANCE POLICIES

Many issues and concerns can be addressed informally. A student who feels unfairly treated should first seek to resolve any conflict or grievance directly with the person(s) involved. If the matter is not resolved, the student may appeal any action taken by the program that is based on program requirements and policies that are set forth.

Student Complaint Procedure

Education is never perfect. When students have complaints, they should discuss them with a member of the UWM faculty.

Any problems requiring action by the program must be made in writing to the program director.

If the program director does not address/rectify the problem the student should contact the Chair of the Biomedical Sciences Program.

Non-Compliance with Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards

The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. If a student feels that the program is in violation of the required standards contact JRCERT. <https://www.jrcert.org/students/process-for-reporting-allegations/>

College of Health Sciences Academic Appeals Procedures

Students can seek permission to:

- Add a course after the published deadline.
- Drop a course after the published deadline.
- Withdraw from all courses in each semester after the published deadline.
- Request reinstatement after an academic drop.
- Seek exception to the University repeat policy.

Students can file an appeal/grievance for matters such as a disputed grade received in a class or denial of admission to a program or major.

Information regarding procedures for appealing academic regulations/policies and undergraduate grievances can be found at <http://uwm.edu/healthsciences/students/academic-appeals-procedures/>

RT Program Appeals Procedure

1. In cases concerning dismissal or other RT Program Policy, the student must file the grievance/appeal in writing using the Program's Appeal Request Form within 10 business days from the date of the action that prompted the grievance/appeal to the Program Director. In cases concerning disputed grades, the student should follow the College of Health Sciences Policy for Undergraduate Grievance/Appeals Procedures.
2. If dissatisfied with the Step 1 decision, the student contacts the Department Chairperson within 10 business days from the date of the Step 1 decision. The Department Chairperson will decide to either review the appeal request or call a meeting of the grievance subcommittee as outlined in Step 3. If still dissatisfied with the Department Chairperson's decision, the student proceeds to Step 3.
3. The student may appeal to a grievance subcommittee whose members consist of the department's Executive Committee within 10 working days from the date of the Step 2 decision. The student may be present to plead his/her case. If still dissatisfied with the decision, the student proceeds to Step 4.
4. The student may appeal to the Dean within 10 business days from the date of the Step 3 decision. The Dean's decision is final.

Clinical Affiliate Grievance Policy

When the grievance involves a clinical affiliate, the following procedures are to be considered:

1. If the clinical affiliate site officials believe that a student's performance is unsatisfactory, the student will be warned and eventually dropped from the program if his/her performance does not improve. Written documentation of actions taken at the clinical site and prior consultation with the Clinical Coordinator and Program Director are necessary before dismissing a student from the clinical site. As a rule, students whose performance in the clinical setting is judged deficient are dropped from the program without recourse. Students who are dropped from the clinical component of the program must consult with the Program Director.
2. If a student is dismissed from the clinical site due to unprofessional behavior, the student will be dismissed from the program.
3. **Decisions reached jointly by the Program staff at UWM and the officials at the clinical affiliate site are final.**