

WellSpan Health

2022-2024

Radiography Program Catalog



Mission Statement

WellSpan Health Radiography Program's mission is to prepare competent, entry-level radiographers who can function within the healthcare community. The school is guided by the mission statement, values, and strategies of WellSpan Health.

Student Learning Goals

Goal #1: All students will be clinically competent.

- Students will utilize appropriate positioning skills and appropriate technique factors
- Students will employ appropriate radiation protection
- Students will apply appropriate patient care

Goal #2: All students will demonstrate critical thinking and problem-solving skills within the clinical environment.

- Students will evaluate diagnostic images and determine appropriate corrections
- Students will modify routine radiographic skills to accommodate various patient conditions and other variables

Goal #3: All students will practice effective communication.

- Students will conduct appropriate professional oral communication skills
- Students will apply appropriate professional written communication skills

Goal #4: All students will recognize the importance of professionalism.

- Students will practice appropriate professional attitudes and ethical behavior
- Students will identify the benefits of professional membership

Program Effectiveness

- **Program Completion Rate**
- **Credentialing Examination Pass Rate**
- **Employment Rate**

Mission Statement reviewed 3/16/2023

Goals reviewed 3/16/2023

Outcomes reviewed 3/16/2023

Revised 5/25/2023

Thank you for your interest in WellSpan's Radiography Program. Additional information regarding our program can be found within this catalog.

Table of Contents	Page
Welcome	
Radiography Career	4
Program History	4
Program Description	4
National Registry Examination	5
Program Accreditation	6
Program Admission	
Program Admission	6
Admission Technical Standards	7
Program Prerequisites	7
College Course Selection	8
Academic and Admission Requirements	8
Application Requirements	9
Application Process	9
Post Acceptance / Pre-Enrollment	9
Applicant Cancellation	10
Curriculum	
Course Outline	10
Course Description	11
WellSpan Administration & Program Faculty	
WellSpan Administration	14
WellSpan Imaging Administration	14
WellSpan/York Hospital Radiography Program	14
Program Fees and Expenses	
Tuition	16
Text Books	16
Uniforms	16
Financial Aid	16
VA Education Benefits	16
Personal Medical Insurance	16
Additional Admission Fees	16
Program Completion	
Graduation Requirements	17
Program Resources and Outcomes	
Student Resources and Services	17
Professional Development	18
Application for Admission	18
Program Effectiveness	19
Policies	
Disciplinary Action Policy	20
Attendance Policy	21
Clinical Policy	25
Due Process Policy	27
Grading System Policy	31
Student Progress Policy	32
Student Repeat Policy	33
Student Supervision Policy	35
Transfer Credit, Expenses, Refund, Withdrawal Policy	37
Academic Calendar	39

Welcome

Radiography - A Career

Radiographers are healthcare professionals educated in the use of ionizing radiation who work in a technically advanced, ever-changing environment. The radiographer's responsibilities include the performance of x-ray examinations under physician direction, delivering excellent patient care, and performing quality radiologic exams with the use of radiographic equipment, computers, and other imaging tools.

Radiographers are exposed to a variety of patients, including the critically ill and injured. Individuals interested in pursuing a career in radiography must possess compassion, superb interpersonal skills, and the desire to work with advanced technology.

History

WellSpan Health has been dedicated to educating radiography students since 1967, and proudly offers a hospital-based radiography certificate program to York County, Adams County, and its surrounding areas. WellSpan Health's commitment to educating students, combined with its state-of-the-art facilities provides a classroom and clinical settings conducive to a successful learning environment.

Program Description

WellSpan Health Radiography Program offers a 23-month hospital-based certificate program accredited by the Joint Review Committee on Education in Radiologic Technology (www.jrcert.org). The program is currently accredited for 8 years.

Students will start the program the 3rd week of August and will graduate from the program the last week of May; second year.

Class size is limited to 15 students per year with a new class starting the 3rd week of August, running 23 months, and ending the 1st week of June.

Didactic classes are offered at York Hospital Imaging Center.

Classroom and clinical education are offered:

- Monday through Friday, 7:00 - 7:30 to 3:00 -3:30 (regular scheduled hours)
- Evening hours are 1:00-9:00 pm Monday and Wednesday (scheduled evening hours 4th and 5th semesters)
- 3:00 - 11:00 pm Friday (scheduled evening hours 4th and 5th semesters)

Clinical education sites consist of York Hospital (2.5 miles from school), York Hospital Imaging Center (school location), Gettysburg Hospital (32 miles from school) and York Hospital/WellSpan East York Diagnostic (6.3 miles from school), and WellSpan Health & Surgery Center (20 miles from school).

The program's clinical sites offer a wide range of opportunities for radiography students to receive hands-on experience and clinical development in the following areas:

Thoracic	Mobile (Portable) Radiography	Head and Neck
Abdominal	Evening hours: 2 nd year 4 weeks total	Spinal
Extremity	Surgical Radiography	Fluoroscopy
Pelvic	Trauma Radiography	

Through the combination of classroom instruction and clinical education, students develop and improve upon critical thinking and problem-solving strategies, as well as, continually develop professionalism and ethics necessary for the health care environment. The program's curriculum follows the ASRT's curriculum guidelines (recommended by the JRCERT). This curriculum is essential to graduating entry-level radiographers.

Because of specific competency requirements and exam schedules, part-time and/or evening hours are not available. Interested applicants should be prepared to enter a full-time (40-hour week)

educational/clinical setting. They will receive three weeks of vacation each year; one week at Christmas/New Years, one week for spring break, and one week in July (please see program's Academic Calendar).

National Registry Examination

Once a student graduates from WellSpan's Radiography Program, they are eligible to work as an entry-level radiographer. For a graduate to become a registered radiologic technologist, they must successfully pass the National Registry Examination offered through the American Registry of Radiologic Technologist (www.arrt.org). New graduates are encouraged to take the registry examination shortly after program completion. Graduates must ensure they meet all ARRT examination requirements or risk being ineligible for the exam.

Please note: To be eligible to sit for the National Registry Examination offered through the ARRT, the participant will need to have an associate, baccalaureate, or graduate degree from an institution accredited by a mechanism acceptable to the ARRT.

For this reason, WellSpan's Radiography Program is proud to offer an articulation agreement with the following colleges/universities:

- York College – Bachelor of Science degree in Radiography
- Bloomsburg University – Medical Imaging Bachelor of Science degree
- Gwynedd Mercy University - Bachelor of Science Degree in Radiologic

Students complete two years of academic preparation through York College, Bloomsburg University or Gwynedd Mercy University followed by WellSpan's twenty-three-month radiography program.

Student acceptance into WellSpan's Radiography Program is at the discretion of WellSpan Radiography Program's admission committee and is not guaranteed.

Please contact Elizabeth Shearer, MS. York College Department of Health Professions Chair, eshearer1@ycp.edu 717.815.1530 or visit the York College website www.ycp.edu for more information regarding course curriculum and schedule.

Please contact Dr. Jennifer Venditti, Ph.D. Bloomsburg University Allied Health Program Coordinator, jvenditt@bloomu.edu 570.389.4780 or visit the Bloomsburg University website www.bloomu.edu for more information regarding Medical Imaging B.S. course curriculum and schedule.

Please contact Joy Fox, BS, RT(R)(M)(QM)(CT), Gwynedd Mercy University Campus Coordinator - Radiologic Technology & Medical Laboratory Science, fox.j@gmercyu.edu 215.542.4654 or visit the Gwynedd Mercy University website www.gmercyu.edu for more information regarding course curriculum and schedule.

Please note: Individuals who have been convicted of a felony or misdemeanor may have violated the American Registry of Radiologic Technologists Rules and Ethics and may be considered ineligible to sit for the national board examinations. Those with questions regarding eligibility are encouraged to submit a pre-application form to the ARRT before entering an approved educational program. This form may also be submitted after an

individual has been enrolled. Requests for pre-application forms must be requested through the ARRT by calling (610)-687-0048.

Program Accreditation

WellSpan Health Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). WellSpan's Radiography Program goals are based on the JRCERT Standards. Copies of the standards are available in the school's office for applicant review at any time or the JRCERT.org website.

WellSpan/ York Hospital Radiography Program current accreditation status: 8 years

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Email: mail@jrcert.org

Program Admission

All applicants are considered for admission without regard to: race, creed, color, national origin, marital status, gender, age, sex, sexual preference, sexual origin, or disability; provided the applicant can meet the requirements of the program (please see Technical Standards).

The program shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this agreement.

Admission selection is competitive and includes but is not limited to the following:

Academic ability

References

Writing composition

Work and personal experiences

Interview performance

WellSpan's Radiography Program reserves the right to deny admission or readmission to any applicant if the program believes future admission is not in the best interest of the student and/or program.

Please Note: Transfer Credits

- WellSpan Radiography Program will review credits and/or clock hours from other accredited institution but does not guarantee acceptance and/or transferrable credit/clock hours for the program.
- Students are required to successfully complete all program courses.
- WellSpan Health Radiography Program is non-credit granting.

To be considered for admission into the program, applicants must meet the following requirements. Applicants accepted into the program must continue to meet these requirements.

Technical Standards

To participate in the clinical education portion of the program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level radiographer in a professional position. **These standards are not limited to, but include:**

- **Communication** – verbal and non-verbal communication between patients, co-workers, visitors and physicians. Must be able to read, write, and speak the English language and communicate in an understandable manner.
- **Auditory Skills** – hearing a patient’s, co-worker’s or visitor’s request for help, and taking instructions from physicians and supervisors.
- **Psychomotor Skills and Coordination** – performs physical movements required in lifting and moving patients and handling radiographic equipment.
- **Visual Acuity** – reading instructions, books, computer screens, technique charts, and patient requisitions with extreme accuracy. Must be able to view images for accuracy.
- **Dexterity** – manipulating radiographic equipment and computer skills.
- **Emotional Maturity** – possesses emotional health necessary to fulfill program requirements, such as, integrity, compassion, initiative, and good judgment in stressful situations.

Conditions inhibiting the above listed technical standards may be reviewed by the admission committee. Every effort will be made to make reasonable accommodations when necessary.

Academic and Admission Requirements

Program Prerequisites

Students enrolled are required to have an associate degree or higher or be eligible to receive an associate degree or higher upon completion of the program. The degree does not need to be health care related; however, WellSpan’s Radiography Program has listed several prerequisite requirements for program entrance.

In addition, the program will only accept regionally accredited college degrees and credits, such as, Middle State Association of Colleges and Schools, New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges.

College Course Selection

College classes must be chosen from the following list to satisfy the program’s prerequisite requirements. Program enrollment is contingent on passing all required courses with a 2.0 “C” or greater.

Prerequisite	Requirements
Mathematical Logical Reasoning	3 credit minimum “College Algebra” course or higher
Written/Oral Communication	3 credit minimum
Natural Sciences (A&P I, II with Lab, 4 credit per course) A&P I & II must be completed at the same college institution	8 credit minimum (A&P II may be completed summer semester of enrollment year)
Medical Terminology	1 credit minimum or Certificate

Academic and Admission Requirements (Associate Degree Minimum)

- High School diploma or GED
- High School and/or college transcripts minimum 2.5 “C” overall average; 3.0 “B” is highly recommended
- College prerequisite courses with 2.0 “C” for each course; 3.0 “B” is highly recommended
- College prerequisites will need to be completed by the end of the summer semester of that enrollment year. Program enrollment is contingent on completing college course requirements before starting the program.
- Official transcripts of a completed Medical Terminology course must be received by the first day of school.
- Imaging Department Observation (3 hours minimum) if available due to observation restrictions
- Willingness to submit to a criminal background check upon program acceptance
- Upon program acceptance, the student will undergo a complete physical, drug/tobacco screen, and proof of COVID vaccination status. If the student fails the physical, drug and/or tobacco screen they will be released from the program.

Please Note: Students are required to have an associate degree or higher or be eligible to receive an associate degree or higher upon completion of the program.

Application Requirements

Applications are accepted until January 31st for the class starting in August the same year. Responsibility lies with the applicant to ensure the program receives all listed materials on or before the deadline. Information received after the January 31st deadline will not be considered for that year's enrollment (**no exceptions**). **Applications are considered complete when the program has received all the following information:**

- \$35.00-dollar non-refundable application fee
- Completed application form (which includes the observation form)
- Official transcripts from all high schools and colleges listed on the application.
- Three completed reference evaluation forms
- Professional career statement
- Completed applications are valid for one year

Application Process

- The admissions committee will review and consider all completed applicants.
- A numerical evaluation is used during the interview selection process to objectively select applicants.
- Interviews are held February through March. Applicants who scored highest on the Application Point System will be interviewed. The application point system is based primarily on G.P.A., college course work, work-related experience, personal and volunteer experiences, and professional statement essay
- Selected applicants are interviewed
- All interviewed applicants will be notified by e-mail of their final status (admitted, alternate, or not accepted) by May 1st
- Final selection is the responsibility of the program's Admissions Committee
- New classes begin the 3rd week of August

Post Acceptance / Pre-Enrollment

- Receipt of all official transcripts with appropriate GPA and completion of all college courses before program enrollment
- Maintaining college GPA average at or above 2.5
- Prerequisite course GPA at or above 2.0
- Non-refundable \$100 acceptance fee
- Completed and approved Criminal Background Check (PA State Police Record Clearance & FBI Fingerprint Clearance)
- Completed and approved PA Child Abuse History clearance
- Valid two-year health care provider CPR certification if possible. Arrangements through the program can be made to complete this requirement post enrollment.
- Documentation of personal health insurance
- Confirmation of required health screenings, tests (drug and nicotine), and immunizations, including COVID vaccination. Documentation, screening and testing is completed and verified through York Hospital Employee Health.
- Allied Health Education: Tobacco use policy for applicants to AHED programs
 - It is becoming a common trend that employees who work in health care will not be allowed to use tobacco. WellSpan has already made this a requirement for new applicants.

- Therefore, following the guidelines as put forth for WellSpan employees, applications to Allied Health Education Programs will not be accepted if the applicant uses tobacco in any form, including the use of electronic cigarettes (E-cigs). Students must remain tobacco-free during the entire program. Furthermore, if a student presents to the clinical area “smelling like smoke”, the student will be asked to leave the clinical area until the odor is resolved.
- This statement must be included in the student handbook and be made known to the applicant as part of the application process to the program. Applicants will be required to sign a separate document that they are tobacco free, or they will be required to sign a document that they have read and agree to the policies contained in the student handbook.
- Professional Liability Insurance. WellSpan Health Radiography Program (YH) will provide liability insurance for students. The limits of the policy shall be a minimum of \$1,000,000 per claim and an aggregate of \$3,000,000 per occurrence. This policy will remain in effect for the duration of the Program.
- Student must provide their own transportation to geographically dispersed clinical settings.
- Evening/weekend clinical assignments

Accepted students who fail to meet the above-mentioned requirements will not be permitted to enter the program.

Applicant Cancellation

Applicants can withdraw their file for review at any time. Any applicant’s file that is withdrawn by applicant request may reapply to the program later.

Incomplete applications are not reviewed by the Admission Committee.

Curriculum

Curriculum Outline

Curriculum: Finals will be given at the end of each semester.

Fall 1st Semester (21 weeks)

- Radiologic Clinical Practicum I
- Introduction to Radiography (Orientation)
- Radiographic Anatomy I
- Radiographic Procedures I
- Patient Care, Pharmacology, Human Diversity & Ethics
- Radiologic Physics I (Radiation Production & Characteristics)

Spring 2nd Semester (21 weeks)

- Radiologic Clinical Practicum II
- Radiographic Procedures II
- Radiographic Anatomy II
- Radiologic Physics II (Radiation Production & Characteristics)
- Basic Principles of Computed Tomography
- Image Analysis I

Summer 3rd Semester (11 weeks)

- Radiologic Clinical Practicum III
- Pathological Report and Presentation
- Image Analysis II

Fall 4th Semester (21 weeks)

- Radiologic Clinical Practicum IV to include evening rotations
- Advanced Radiographic Procedures I
- Radiobiology and Radiation Protection I
- Principles of Exposure and Image Production

Spring 5th Semester (20 weeks)

- Radiologic Clinical Practicum V to include evening rotations
- Advanced Radiographic Procedures II
- Radiobiology and Radiation Protection II
- Imaging Equipment
- Digital Image Acquisition
- Registry Review

Course Description

Introduction to Radiography (Orientation)

23 hrs

The course is designed to provide an overview of the radiographer's role within a health care system. The student will review radiography equipment and become familiar with the radiographer's roles and responsibilities within a health care organization(s).

Prerequisite: Hospital Orientation

Patient Care & Pharmacology

72 hrs

The course is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures, basic pharmacology, venipuncture, and administration of intravenous medications will be described. Appropriate techniques pertaining to the delivery of patient care will be emphasized.

This course will also provide basic Human Diversity and fundamentals medical ethics to better understand patients, patients' families, and professional peers.

Prerequisite: Hospital Orientation

Radiographic Anatomy

138 hrs

This course is designed to establish thorough knowledge pertaining to anatomical structures and systems most often evaluated through general radiography. Components include skeletal system and structures, respiratory system, digestive system, urinary system, and vascular system. This course is also designed to introduce concepts related to disease, etiology considerations, and the pathophysiologic disorders that compromise healthy systems.

Prerequisite: Preceding Radiographic Anatomy course

Radiographic Procedures

226hrs

This course is designed to provide a knowledge base necessary to perform standard imaging procedures. Consideration will be given to the production of images of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion. This course will provide an in-depth study of all radiographic procedures.

Prerequisite: Preceding Radiographic Procedures course

Radiographic Physics (Radiation Production and Characteristics)

123 hrs

This course is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. This course is designed to establish a knowledge base in radiographic equipment requirements and design.

Prerequisite: Introduction to Radiography; Preceding Physics course

Basic Principles of Computed Tomography

45 hrs

Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging.

Prerequisite: None

Image Analysis

72 hrs

This course is designed to provide a basis for analyzing radiographic images. The course will include the importance of minimum imaging standards, a discussion of problem-solving techniques for image evaluation, and the factors that can affect image quality. The student will evaluate images for quality throughout the course.

Prerequisite: Introduction to Radiography; Radiographic Procedure

Pathological Report and Presentation

40 hrs

The pathology report with presentation is a self-directed project designed to enhance student knowledge of pathological conditions diagnosed and monitored through general radiography exams. In addition, the student will demonstrate effective research analysis skills, as well as, effective written & oral communication skills.

Prerequisite: Radiographic Procedure & Radiographic Anatomy

Advanced Radiographic Procedures

98 hrs

This course is designed to provide a knowledge base necessary to perform standard imaging procedures, including basic computed tomography (CT) and special studies. Consideration will be given to the production of images of optimal diagnostic quality. Laboratory experience will be used to complement the didactic portion. This course will provide an in-depth study of all radiographic procedures.

Prerequisites: Radiographic Anatomy, Radiographic Procedures; Preceding Advanced Radiographic Procedures

Radiobiology and Radiation Protection

80 hrs

This course is designed to provide the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Radiation protection is presented and includes the responsibilities of the radiographer for patients, personnel and the public, which includes federal and state safety requirements.

Prerequisite: Radiographic Physics

Imaging Equipment

21 hrs

This course is designed to establish knowledge in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control.

Prerequisites: Radiographic Physics; Basic Principles of Computed Tomography; Radiobiology and Radiation Protection

Principles of Exposure and Image Production

42 hrs

This course is designed to establish a knowledge base in factors that govern the image production process. Film imaging with related accessories will be emphasized. Class demonstrations/labs are used to demonstrate application theory.

Prerequisite: Radiographic Physics

Digital Image Acquisition

39 hrs

This course is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Prerequisite: Film-Screen Image Acquisition; Radiography Practicum

Registry Review

40 hrs

This course is designed to prepare the student for the ARRT Registry Exam in Radiography. Simulated Registry Exams and Primary Assessment Series are available on computers and in booklets for students to practice the ARRT examination.

Prerequisites: All previous courses

Radiography Clinical Practicum

1596 hrs

Through structured, sequential, competency-based clinical assignments students learn concepts of team practice, patient-centered clinical practice, and professional development. Clinical practice is designed to provide patient care and assessment, competent performance of radiologic imaging and quality management. Clinical rotations are designed to provide students with the tools and experience necessary to achieve competency in performing radiologic examinations using a variety of different equipment. ***Prerequisites: Each preceding Clinical Practice course; Hospital Orientation Program; Introduction to Radiography***

Total Clock Hours: 2655

Total Practicum Hours: 1596

Total Theory Hours: 1059

WellSpan Administration

WellSpan Health - President	Roxanna Gapstur
Senior VP of WellSpan Health and Chief HR Officer	Robert Batory
President (York Hospital)	Victoria Diamond
Assoc Chief Academic Officer/ACGME DIO Medical Education	David Emrhein

WellSpan Imaging Administration

Senior Director of Imaging Services (WellSpan Health)	John Schaffer
Director of Imaging Services (York Hospital)	Elyce Wolfgang
Director of Radiology Services (Gettysburg Hospital)	.Alvin Cotson Jr.

WellSpan Health Radiography Program Staff and Faculty

Robert F. Kehm, M.D.
Medical Director

Tracy Szczypinski, M.S., R.T. (R)(CV)
Program Director

Class and Office Location:

WellSpan/York Hospital Imaging Center, Radiography Program
Suite 101
York, PA 17403
M – F 8-4
717-851-4438

Amy Bottali, B.S., R.T.(R)(M)
Clinical Coordinator

Class and Office Location:

WellSpan/York Hospital Imaging Center, Radiography Program
Suite 101
York, PA 17403
M – F 8-4
717-851-3119

Amy Smith, B.S., R.T.(R)(M)
Clinical Coordinator

Class Location:

WellSpan/York Hospital Imaging Center, Radiography Program
Suite 101
York, PA 17403

Office Location:

WellSpan/Gettysburg Hospital Imaging Department
147 Gettys Street
Gettysburg, PA 17325
M – F 8-4
717-338-3252

Dina Taney B.S., R.T. (R)(M)
Clinical Coordinator

Class Location:

WellSpan/York Hospital Imaging Center, Radiography Program
Suite 101
York, PA 17403

Office Location:

York Hospital, Allied Health Department
1001 South George Street
York, PA 17403
M – F 7-3
717-851-2943

Sandra Reeder R.T.(R)(CT)
Adjunct Faculty Didactic Instructor

Andrea Warner, R.N
Adjunct Didactic Instructor

York College's Radiography Program Coordinator

Elizabeth Shearer, M.S.
York College of Pennsylvania
eshearer1@ycp.edu

Bloomsburg University Allied Health Program Coordinator

Dr. Jennifer Venditti, Ph.D.
Bloomsburg University
jvenditt@bloomu.edu 570.389.4780

Gwynedd Mercy University

Joy Fox, BS, RT(R)(M)(QM)(CT)
Gwynedd Mercy University
fox.j@gmercyu.edu 215.542.4654

Program Fees and Expenses

Tuition

- Non-refundable application fee - \$35.00 dollars
- Lab fees (which includes tuition, activity, and graduation fees) - \$21,000.00 total paid in installments each semester

Text Books

- Book fees - approximately \$1,500.00

Uniforms

- All students are required to wear uniforms. The required uniforms will be purchased separately by the student. Specific details are given upon acceptance.

Financial Aid

- WellSpan Health Radiography Program does not participate in Title IV Financial Aid and Federal financial aid is not available. Accepted applicants are responsible for satisfying tuition and other fees associated with the educational program.

Veteran Education Benefits

- WellSpan Radiography Program is approved to offer training to veterans and other eligible dependents under the VA educational benefit programs. The individual program will obtain written records on a VA beneficiary's previous education and experience and complete an evaluation. The program generally does not grant credit for previous radiography training, and requests for such must be addressed to the program director. The program will notify the VA of any change in the enrollment status of students certified to receive Veterans educational benefits. This would include when the student is placed on attendance or academic probation, changes in scheduling or termination of training. The program will maintain grade records which are updated on a semester basis. VA students who are due a refund, will have the monies reimbursed within 40 days of the last day of attendance.

Personal Medical Insurance

- Enrolled students are required to carry personal medical insurance with a carrier of their choice.

Additional Admission Fees

- Pre-admission health screen and drug/nicotine testing
- Pre-admission child abuse, PA State Police and FBI fingerprint clearances

Students are responsible for all costs associated with semester enrollment. Radiography program transcripts and certificate of completion will be withheld until all financial obligations to the program are met. If a student does not receive their certificate of program completion, they are not released from the program and cannot sit for the national registry exam administered by the American Registry of Radiologic Technology.

***The listed fees and expenses are subject to change. Please call the program to confirm current costs**

Program Completion

Graduation Requirements

The radiography student must meet the following requirements to graduate from the program:

- Accomplish the program's objectives, goals and requirements.
- The participant will need to have an associate, baccalaureate or graduate degree from an institution accredited by a mechanism acceptable to the ARRT to be eligible to sit for the registry exam.
- The student must complete all courses.
- The student must receive a cumulative didactic and cumulative clinical average of 85% (B) or higher.
- The student must receive an 85% (B) or higher on (1) Mock Registry.
- All fees and expenses owed to the program must be paid.
- The student must be compliant with program policies regarding attendance, ethics, policies and procedures.
- Return parking "hang tag," ID badges and radiation badges

Resources and Outcomes

Student Resources and Services

The program has support services and resources to meet its educational program and administration requirements.

<i>Resources/Service</i>	<i>Support</i>
Library/Research Center The library is open Monday through Friday, 7:30 a.m. to 4:30 p.m. The Reference Room, adjacent to the main library, is accessible 24 hours a day to hospital staff.	Library purchases, research, computer, and internet capabilities
Planning/Marketing	Copies material and publishes program material
Computer Laboratory Classroom/Hospital Classroom hours: M-F 8-4	E-mail, internet, computers access; faculty and students have access to instructional resources and educational information from any computer within the organization; Computers can be used to review learned material
Employee Health Services Hours of operation: M – F 7-4 YH: 717 851-2909 GH: 717 337-4289	Health maintenance programs and referral to local health care providers
Employee Assistance Program (EAP) Office hours vary Phone number varies on location	Provides counseling to students or faculty if necessary
Educational Seminars/Registry Exam The program purchases online registry review material for each student 6 m before graduation	Provides education for faculty and learning opportunities for students and faculty
Additional reference and review books	Improves faculty and student’s education



Professional Development

WellSpan's Health Organization offers a variety and continual opportunities for imaging professional career development. Mammography, computed tomography, magnetic resonance imaging, nuclear medicine, radiation oncology, ultrasound, cardiovascular imaging, and interventional radiography are areas of professional career development available to general radiographers. Students enrolled in the radiography program will have the opportunity to observe many of these specialized areas. If a radiography program graduate wishes to enter one of these specialized areas, additional education and /or job training will be required.

The program offers job assistance with the following:

Resume writing with examples

Cover Letters

Interview techniques/ preparation

Application for Admission

The program's Application for Admission is available and can be downloaded from our website: www.wellspan.org. Select Medical Professions tab (top of screen) – Select Allied Health Program (center of screen) – Select Radiography Program (center of screen)

For those interested in applying to the radiography program without internet access, please contact the program by calling: 717 812-3599. Please leave a voicemail message with name, mailing address, and proper spelling.

Program Effectiveness

The program's effectiveness data is available on our website:

www.wellspan.org. Select Medical Professions tab (top of screen) – Select Allied Health Program (center of screen) – Select Radiography Program (center of screen)

The average salary for a radiologic technologist in Pennsylvania is around \$59,640 per year. (<https://www.careerexplorer.com/careers/radiologic-technologist/salary/pennsylvania/>)

Graduation Rates	2022	13/13 students	100%
Credentialing Examination Rate ARRT	2022	13/13 students	100%
Employment Rate	2021	11/11 students	100%

The program does not guarantee job placement.

WELLSPAN HEALTH RADIOGRAPHY PROGRAM

DISCIPLINARY ACTION PROCEDURE

It is the right and responsibility of the radiography program to maintain discipline and efficiency.

The following list of offenses illustrates actions, which will be considered willful misconduct:

1. Dishonesty, falsification or misrepresentation, cheating
2. Breach of confidentiality to include any patient related information “**Refer to the Social Media Policy**”
3. Theft or sabotage of equipment or other property
4. Possession, sale or use of intoxicating beverages or illegal drugs on WellSpan Health property or reporting to class/clinical assignments under the influence of illegal drugs or intoxicating beverages.
5. Fighting or attempting bodily injury to others on organizational property; using abusive or threatening language to others
6. Solicitation
7. Unauthorized possession of firearms, weapons or explosives on the organization’s property
8. Misconduct related to patients, students and/or staff, such as, physical or mental abuse, inconsiderate treatment or neglect.
9. Insubordination, refusal, or intentional failure to complete assignments.
10. Harassment including sexual, racial, or general
11. Smoking (see nicotine policy)
12. Failure to report an accident, injury, or hazardous and unsafe situation
13. Unexcused absenteeism and/or tardiness
14. Other conduct considered illegal or immoral acts
15. Infraction of either Program and/or Organizational policies and procedures

The above list includes but is not limited to offenses considered to be serious misconduct. Disciplinary action for the above and similar offenses may include:

1. Anecdotal Record
2. Oral Warning
3. Written Warning
4. Notice of Suspension
5. Notice of Termination

Termination may occur at the first occurrence. Suspension and termination may be recommended by any faculty member and is subject to the approval of the program director and advisory committee.

WELLSPAN HEALTH RADIOGRAPHY PROGRAM

ATTENDANCE POLICY

I. Weekly Hours

- Students are required to be present for all didactic and clinical education hours, which do not exceed 40 hours per week.

II. Vacations/Holidays

- See academic calendar

III. Absenteeism

- All students will be given three (3) occurrences of unexcused/unscheduled benefit time per academic year. Consecutive days are considered only one occurrence.
- If absent for three consecutive unexcused days the student must return with a doctor's excuse. If the student fails to return with a doctor's excuse the student will be docked for another occurrence.
- If a student calls off sick for any hours of a scheduled day, they are not permitted to report for the rest of the day.
- If a student calls off sick during scheduled evening hours, they are required to make-up those evening hours and will lose 7 hours of benefit time. This is considered an unscheduled occurrence.
- If an occurrence exceeds all benefit time and comp time of didactic or clinical days, the student must make up the missed clinical hours. The student is required to make up didactic assignments and tests. However, the faculty may request additional assignments or clinical rotations if they feel it is warranted.
- If the student exceeds three (3) occurrences of unexcused absences per academic year, disciplinary action will be taken.
- **Unused occurrences cannot be carried over into the next academic year.**

IV. Calling Off

- When a student calls off on didactic or clinical time, they must e-mail all program faculty with reason for absence. Whenever possible, the student should e-mail within 30 minutes prior to start time.

V. Illness during School Time

- If a student becomes ill or injured during clinical and/or didactic time, the student may ask the instructor to report to Employee Health Services for treatment or go home. (Benefit time can be used in one (1) hour increments.)
- In this situation the student is required to use benefit time and therefore will not be docked an occurrence of unexcused time.
- If the student has no remaining benefit time, they will be required to make-up the missed time.

VI. Benefit Time

- All students will be given 42 hours of benefit time per academic year. The time can be used in one (1) hour increments.
- **Benefit hours will be used for scheduled and unscheduled absences.**
- A scheduled benefit day must be requested one day in advance.
- Benefit time may not be used for evening rotations
- If before the end of an academic year, the student reaches the 42-hour limit, time will be taken from comp time.
- If no comp time is available students are required to make-up time.
- **Any unused benefit days can be carried over to the next academic year.**

VII. Comp Time

- Students will receive comp time for attendance at approved seminars, staff meetings, and career days.
 - ◆ Advanced notice is not required, except for evening rotations
 - ◆ Use of comp time in the evening requires one day advanced notice.
 - ◆ Comp time must be used in 30-minute increments except during evening rotations, in which a one-hour increment must be used
 - ◆ A total of 1 hour of comp time may be used during evening rotations per semester. The hour must be used at one time. No more or less comp time will be granted during evening rotations per semester.

VIII. Tardiness

- All students must report to the approved faculty at the scheduled time.
- All students will be given three (3) tardy days per academic year. If the student is arriving late the student must e-mail or call the Radiography school at **812-3599**.
- On the days that the student will be tardy the student must report to school within a two (2) hour time frame or the student will be forced to use an entire benefit day. Regardless of when the student arrives within the two (2) hours the student will automatically be docked two (2) hours of benefit time.
- If the student has no remaining benefit time, they will be required to make-up the missed time, a minimum of 2 hours.
- If the student exceeds three (3) tardy days in an academic year disciplinary action will be taken.
- **Tardy days cannot be carried over into the next academic year.**

IX. Appointments

- All appointments should be made on scheduled days off or after scheduled hours if possible.

X. Leave of Absence

- Leave of absence or unplanned absence due to military leave, illness, injury, or pregnancy etc. is granted by the Program Director after evaluating all circumstances. The student must discuss an unplanned absence with someone directly. Messages are not acceptable.
- In the event of a leave of absence the student will be required to make up a minimum of 35 hours. However, the clinical coordinator reserves the right to increase/decrease the number of clinical make up days if the student's clinical performance/program progress warrants it. The student's remaining benefit time and comp time will be used toward the LOA make-up hours. Program faculty will discuss the options for making up any missed learning activities upon returning to class. Make-up time will not be scheduled in a manner that would require more than 40 hours per week, unless on a voluntary basis. The student may be required to make-up the time/activities missed at the end of the program to be eligible for graduation.
- Depending on the length of the leave, students may not be able to continue in the program immediately after the leave of absence for the following reasons:
 - Courses are sequential
 - Tuition payments are per semester, not per course
 - Time constraints

In this situation, the students may have the option to return the following year. This is subject to availability and at the discretion of the Program Director. The student must return to the program at the beginning of the missed semester. The student must complete the semester and each successive semester in its entirety.

XI. Cutting Classes

- Cutting class is not permitted. This will result in disciplinary action. Refer to Disciplinary Action Procedure.

XII. Missed Classes and Clinical Time

- It is the responsibility of the student to obtain all notes or material covered in class.
- It is the responsibility of the student to contact didactic instructors within 24 hours of their return after an absence to discuss make-up plans for tests, etc. If students neglect to contact the instructor, 5 percentage points will be deducted from their test score.
 - If the test is not made up by the specified date a 0% will be the recorded grade.
- It is the responsibility of the student to inform the appropriate instructors of scheduled time off after requesting benefit time or using comp time. Disciplinary action will be taken if they fail to inform the appropriate clinical and/or didactic instructor.

XIV. Excused Absences

- Jury duty
- Military leave - Reserves, National Guard duties
- Interviews - further schooling or job
 - Students are permitted 7 hours of interview related time.
 - On the day of the interview the student is to obtain a note from the prospective employer or school stating that they did attend an interview. The note should be on the institution's letterhead and signed by the interviewer. The note is to be given to the Program Director.
- Funeral Leave - A student may request a leave of absence of a maximum of three days. Proof of attendance required
- Snow day – 7 hours is permitted per year to use in the event of inclement weather.

XV. Miscellaneous

- Any questions regarding attendance should be brought to the attention of the Program Director and Clinical Coordinator in private.
 - The student should keep track of their own attendance so that no mistakes are made.
 - Accidents or serious illnesses will be dealt with on an individual basis.
 - Student's attendance record is confidential.
-
- **After an extended leave, re-entry into the Program is at the discretion of the Program faculty.**
 - **If a student needs to leave during clinical time due to an emergency or illness, they must notify their clinical coordinator. In the event that their clinical coordinator is absent, they must leave a message with the Program Director.**
 - **Any student who abuses the attendance policy will be subject to immediate dismissal from the program. Examples of such abuse may include:**
 - **Consecutive use of occurrences (always calling off two or more days in a row)**
 - **A pattern of calling off at the beginning or end of a week for long weekends**
 - **Not adhering to program call-off procedure**
 - **E-mailing program faculty**
 - **E-mailing at least 30 minutes before scheduled attendance time**

WELLSPAN HEALTH RADIOGRAPHY PROGRAM

CLINICAL POLICY

I. **Purpose:**

- The clinical policy shall provide the students and staff of the Imaging Services Department with a guide to follow during clinical hours.

II. **Shift/Reporting in**

- 7:00 or 7:30 am to 3:00 or 3:30 pm. (regular scheduled hours)
- 1:00 pm to 9:00 pm Monday & Wednesday (scheduled evening hours 4th and 5th semester)
- 3:00 pm to 11:00 pm Friday (scheduled evening hours 4th and 5th semester)
- Students must report in or call the clinical coordinator's phone at their assigned clinical educational setting. If the clinical coordinator is not in their office, the student must leave a message on their phone. In the absence of the clinical coordinator, the student must call the Radiography Program at **812-3599**. Students must call from one of the designated phones in the department not a cell phone.

III. **Clinical Coordinator**

- Ratio of students to clinical coordinators is 10:1. One full-time equivalent clinical coordinator/instructor is required for every ten students involved in the competency achievement process.

IV. **Clinical Staff**

- The ratio of students to registered radiological technologists prior to student competency achievement in a given examination procedure shall not exceed 1:1.

IV. **Adherence to Health System Policies and Procedures**

- Students are to adhere to the WellSpan Health System policies and procedures while in training at the Radiography Program. Imaging Department policies are available to all Imaging Service employees and students through the Inet / Policy Tech/York Hospital /Gettysburg Hospital / Diagnostic Imaging. This assures the health and safety of students associated with educational activities are safeguarded through documented policies and procedures.
- Organizational policies are available on the WellSpan Inet/ Policy Tech/ Select WellSpan

V. **Lead Markers**

- Right and left lead markers will be provided for each student. The student is responsible for their markers. Evidence of markers must be present on all images.
- Students may be subject to a fee to replace lost markers.

VI. **Computation of Clinical Education Grade**

The clinical grade for each semester shall be determined based on the following:

➤ **Clinical Performance Evaluations**

These evaluations are used to assess the daily performance of the student in the clinical setting. **Five percent** of the student's clinical grade is derived from these evaluations.

- Students are evaluated as they progress through the stages in their clinical assignments.
- Performance evaluations will be used continually throughout the student's clinical education to evaluate the student's progress.

➤ **Clinical Competency-Based Evaluations**

- These evaluations are used to assess the student's skill and competency in completing procedures. **Forty-five percent** of the student's clinical grade is derived from these evaluations.

➤ **Clinical Progress Reports**

- **Fifty percent** of the student's clinical grade is derived from these reports. Personal observations of clinical performance by the clinical coordinators will

include all of the following categories:

- Cooperation and attitude
- Quantity of work
- Quality of performance
- Initiative
- Patient care
- Professional ethics
- Judgment
- Clinical records
- Communication
- Preparedness
- Clinical Final/Project (25 percent of progress report grade)
 - The clinical final is given first, second, fourth, and fifth semester
 - In the third semester, students will be required to complete a project

Five percentage points will be subtracted from the overall Clinical Progress Report score for the following reasons:

- **Failure to follow patient identification policies**
- **Supervision Policy**
- **Repeat Policy**
- **Failure to appropriately verify/follow physician orders**
- **Failure to ask pregnancy stat**

WELLSPAN HEALTH RADIOGRAPHY PROGRAM

DUE PROCESS POLICY

Purpose:

Rules and regulations of acceptable conduct are defined for each educational program and distributed to students prior to their clinical orientation or as part of the orientation process. Faculty and program officials are responsible for enforcement, impartial application and periodic review of all program policies. Students may question and voice concern about rules without fear of retribution.

The grievance procedure serves as a mechanism for neutral evaluation of academic and non-academic misunderstandings and/or disagreements. Students are ensured due process and fair disposition of any grievance.

Academic policies, including situations such as grade disputes, probation and dismissal, are described elsewhere in this catalog. These policies are administered as indicated so that students' grades are assigned fairly and consequences are consistent. A dispute regarding grades is initially discussed between the student who disagrees and the instructor who assigned the grade.

Resolution of misunderstandings regarding non-academic issues will also be attempted between the student and the instructor (supervisor and/or program director) involved in the situation.

Policy:

A grievance is a situation in which a student has a complaint regarding the administration of program rules and regulations or feels that partiality has been shown in the application of program policies.

The grievance procedure encourages resolution of these situations in a timely, organized and honest way. The immediate supervisor (instructor and/or program director) and the aggrieved student should attempt to resolve the problem(s) through direct discussion of the issue(s). If a reasonable solution is not found, the student may institute the formal four step procedure as follows:

Step One: Instructor/Program Director

The grievance will be presented verbally to the student's instructor or immediate supervisor within 14 calendar days after the incident or dispute arises. The student must clearly indicate that a review of a particular decision is being requested as an initiation of the Grievance Process. The instructor will document the notice when it is received and the dates and times of meetings or other actions associated with the grievance.

The instructor will review and, if necessary, investigate the issue to promote understanding or encourage compromise on the matter consistent with established policies and practices. The instructor will review his/her decision or resolution with the student within 7 calendar days. The instructor will prepare a written summary of the grievance and his/her proposed resolution. The student will acknowledge this written summary. This summary will be forwarded to and retained by the Allied Health Education Department Coordinator.

If the student is not satisfied with the instructor's response or proposed resolution, s/he is encouraged to take the problem to the Program Director. The grievance will be put into writing by the student on the AHED grievance form and given to the Program Director within 5 calendar days. The Program Director will meet with the student and the instructor to discuss the matter, and then put in writing a response documenting the steps taken to date and the rationale behind the director's decision within 7 calendar days. The Program Director will meet with the student and the instructor again to relate his/her response. The written description of the grievance and copies of any associated documents will be forwarded to the Allied Health Education Department Coordinator for review.

If the student is not satisfied with the decision made or the solution proposed by the Program Director, the student may proceed to STEP TWO. The student must communicate his/her intention to proceed to STEP TWO to the Allied Health Education Coordinator within 5 calendar days of the receipt of the Program Director's decision.

Step Two: Allied Health Education Department (AHED) Coordinator

The student's grievance and the Program Director's review and decision will be referred to the Allied Health Education Department Coordinator for review and discussion. S/he will discuss the matter with the student and other involved persons. This review and related decision will be completed and delivered to the student within 7 calendar days of referral.

The AHED Coordinator will review this decision in person with the student and the instructor involved in the initial action or decision being grieved. The written description of the grievance and copies of any associated documents will be forwarded to Human Resources for review. A Human Resources representative will be assigned to the grievance to review and help facilitate the process.

The student will be asked to sign the response of the AHED Coordinator's review, acknowledging a willingness to abide by the decision OR indicating a desire to proceed to the Peer Review portion of the process. This response must be delivered to the assigned Human Resources representative within 5 calendar days of the delivery of the AHED Coordinator's decision.

Step Three: Peer Review

A Peer Review Group will be selected from the current pool of Allied Health students. The group will include three Allied Health students, two supervisors and/or managers from the related service department and a facilitator. The group will meet within 14 calendar days of the request for peer review.

Students from the same program as the student requesting peer review are ineligible to serve on the Peer Review Group.

The student seeking peer review will have the opportunity to disqualify any proposed student participants prior to their random selection.

Faculty or program administrators associated with the program that the student seeking peer review is from are ineligible to serve on the Peer Review Group.

The facilitator will be the Human Resources representative assigned to the grievance. An individual selected to serve on the Peer Review Group may elect not to serve.

In the event that the Peer Review Group is unable to meet during normal student hours, the group (including the student requesting peer review) will convene at a mutually agreed upon time.

The Peer Review Group will hear direct information from the student, the instructor and other parties involved in the grievance. The group may request additional information or identify others that could provide clarification or insight and request to meet with them. The group may call for relevant documentation and request interpretation from Human Resources representatives.

The Peer Review Group will work toward consensus in determining a resolution for the grievance. If consensus cannot be reached, a vote may be taken. All group members will be required to vote, but the results of the voting will be kept confidential by the participants and the facilitator.

The decision of the Peer Review Group will be recorded in writing as response to the written grievance. The members will each sign the written decision, and the decision will be shared with the student within 7 calendar days by the facilitator.

The AHED Coordinator will retain copies of all documentation associated with the Peer Review Group in a confidential file. No reference to the process will be entered into the student's file.

If the student is not satisfied with the decision or proposed solution of the Peer Review Group, the student is encouraged to proceed to STEP FOUR. A request to proceed to STEP FOUR must be delivered to the Human Resources representative within 5 calendar days of the delivery of the Peer Review Group decision.

Step Four: Senior Management Review

A Senior Management Group comprised of the Vice President of Human Resources, the Director of Medical Education and the Vice President of the related service department will meet within 7 calendar days of the request to proceed to STEP FOUR to review the grievance. The Human Resources representative will assist in the coordination of people and information to support the senior management review.

The Senior Management Group will review the information accumulated throughout the prior steps of the grievance process and meet with the student requesting the review and the instructor (or other supervisor) initially involved in the grieved action or decision. The committee may also request to discuss the matter with other involved individuals.

The Senior Management Group will determine a resolution or decision for the grievance and record that information in writing. This information will be presented to the student by the Human Resources representative within 7 calendar days of the initial group meeting.

The decision arising from the Senior Management Group is final and binding. Copies of documentation used by the group will either be destroyed or retained in the AHED Coordinator's file on the matter. No reference to the process will be entered into the student's file.

If the investigation reveals that the program has or has not met substantial compliance with the STANDARDS following established accreditation policies one or two actions will result:

1. The program will submit a report and documentation within thirty (30) days of the notification of the JRCERT determination, demonstrating that the substantiated allegations have been corrected. All parties will be notified of satisfaction and resolution of the matter.
2. If the response is determined inadequate or lacking evidence of continuing substantial compliance with the STANDARDS or adherence to accreditation policies, the program may request a site visit as soon as feasible in that the allegations of non-compliance with accreditation policies may be investigated by the JRCERT.

Students have the right to contact the JRCERT with concerns regarding noncompliance issues.

JRCERT

20 North Wacker Drive

Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

Email: mail@jrcert.org

www.jrcert.org

GRADING SYSTEM POLICY

I. Purpose

- To ensure that students are aware of the program's grading system for each course of study.

II. Consultations

- Student consultations are held at the end of each semester. Grade reports will be distributed at this time. **(See Student's Progress Policy)** Additional consultations will be conducted when necessary.

III. Grading Scale

- Didactic Grades are based on each course of study.
- The clinical grade is comprised of the following:
 - Clinical Performance Evaluation – 5%
 - Clinical Competency Evaluations average – 45%
 - Clinical Progress Report – 50%

Didactic & Clinical Grading Scale

100 – 95% A
94 – 90% B
89 – 85% C
< 85% F

G.P.A Score

A = 4.0
B = 3.0
C = 2.0
F = 0

STUDENT PROGRESS POLICY

I. Didactic Education Progress

- Didactic Education includes each course taken per semester.
- **Satisfactory Progress**
 - The student must maintain an 85% (C) average or higher in each didactic course per semester student consultation.
- **Unsatisfactory Progress**
 - If a student receives below an 85% (C) average in any didactic course at the end of any semester, the student will be placed on academic probation for **5 weeks** beginning the next semester. When the academic probation period is over, another consultation will be given to evaluate the student's status.
 - By the end of the probation period the student must have an 85% (C) or higher average or the student will be dismissed from the program
 - Academic probation is only offered if there is a continuation of the course into the next semester. Therefore, if the course is not continued the student will be dismissed.
 - At the completion of the course, if the students overall cumulative didactic average is not above an 85% (C), the student will be dismissed from the program.
 - If a student receives below an 85% (C) average in two or more courses per semester (didactic and/or clinical), the student will be given the option to withdraw or be dismissed from the program.

II. Clinical Education Progress

- Clinical Education includes Clinical Performance Evaluations, Clinical Competency-Based Evaluations, and Clinical Progress Reports per semester.
Refer to the Clinical Education Procedure.
- **Satisfactory Progress**
 - The student must maintain an 85% (C) average or higher in the Clinical Education.
- **Unsatisfactory Progress**
 - If the student receives below an 85% (C) average in Clinical Competency-Based Evaluations and/or Clinical Progress Reports per semester (prior to Clinical Final), one of two courses of action will follow:
 1. The student will be subject to immediate dismissal from the program
 2. The student will be placed on clinical probation for **5 weeks**.
 - When the probation period is over, another consultation will be done to evaluate the student's status.
 - If the student has not gained satisfactory progress, the student will be dismissed from the program.
 - Failure of two Clinical Progress Reports, with or without Clinical Final, will result in dismissal from program.

III. Dismissal

- A student that is dismissed for unsatisfactory performance and/or progress either in didactic or clinical education, will not be permitted to re-apply to the program.
- Students wishing to challenge a grade for any component of the program must first appeal to the instructor of that component. If the student and instructor are unable to reach a satisfactory agreement, the student may initiate a formal grievance. The grievance procedure may be used for any action or decision that the student feels is unfair. **Refer to the "Due Process Policy".**

STUDENT REPEAT POLICY

I. **Purpose:**

- To describe the correct process when students have unsatisfactory images that need repeated. All images must be evaluated by a qualified practitioner to ensure diagnostic quality radiographs and patient safety. If a repeat image is warranted, the qualified practitioner along with the student must repeat the images. Deviation from this policy will result in disciplinary action.

II. **Supervision**

- Unsatisfactory images are repeated by students under the **direct supervision** of a registered radiologic technologist. If a repeat image is warranted, a qualified practitioner must be present in the x-ray room to directly supervise the student.
- All images must be evaluated for quality by a qualified practitioner before being submitted for interpretation.
- All student repeats are documented on the clinical education log sheet.
 - **Under no circumstances is a student permitted to repeat an image without a technologist present in the room.**

III. **Procedure**

- The radiologic technologist must check to be sure the following areas are achieved and correct before the student takes the exposure:
 - Room Readiness
 - Communication (adequate history)
 - Radiation Protection
 - Positioning of Part, Image, and Central Ray
 - Technical Factors
 - Patient Care/Human experience (ICARE)
 - Equipment Manipulation
 - Patient identification

IV. **Documentation**

- Repeats shall be recorded in the appropriate portion of the student's clinical education log sheet along with the initials of the supervising technologist.
- The clinical coordinator will verify that students have the proper documentation of their repeats.
- The clinical coordinator will ensure that students and registered radiologic technologist are following the proper procedures for repeating unsatisfactory radiographs.
- The clinical coordinator will review the documentation of repeats and include the information in the clinical performance and/or clinical competency evaluation grades.

V. Deviation from the Repeat Policy

Failure to follow the repeat radiograph policy will result in following actions:

- **First Offense:** The student will receive consultation with written warning after the first offense and will be docked 5 percentage points off their overall Clinical Progress Report grade.
- **Second Offense:** The student will receive an automatic failure in clinical education resulting in immediate dismissal from the program.

STUDENT SUPERVISION POLICY

I. Purpose:

- To describe how students must be supervised during performance of radiographic examinations in the clinical education setting.

II. Student Supervision

- During their clinical assignments, all students must be supervised by the following standards:
 - The clinical coordinator is responsible for supervision and evaluation of the radiography student at each clinical facility.
 - A registered radiologic technologist must review the request for the radiographic procedure to; determine student capabilities to successfully complete the examination, determine if patient condition contraindicates student performance of the study, and to determine the student's competency procedure performance. If there is any question during this determination, the radiographer must be present in the radiographic room.
 - Radiography students must be under direct supervision of a qualified practitioner prior to competency validation.
 - A technologist must accompany a student during mobile/surgical radiography regardless of competency level. Under no circumstances should a student perform mobile/surgical radiography without supervision.

III. Direct Supervision

- **Direct supervision** is defined by the JRCERT as student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the conduct of the procedure, reviews and approves the procedure, and is present during student performance of any repeat of any unsatisfactory radiograph.
- All other medical imaging procedures are performed under the **direct supervision** of a registered radiologic technologist until the student achieves competency.
- Once competency is obtained, the student can perform under indirect supervision.

IV. Indirect Supervision

- **Indirect supervision** is defined by the JRCERT as student supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.
- All medical imaging procedures are performed under the **indirect supervision** of a registered radiologic technologist after a student achieves competency.

V. **RESPONSIBILITY**

- The clinical coordinator and/or registered radiologic technologist are responsible to correct and direct students in proper clinical procedure and professional conduct while in the clinical education setting.
- The clinical coordinator and/or registered radiologic technologist are responsible for critiquing images produced by students. They must check and approve the images in reference to image quality prior to submitting for interpretation. Direct supervision regarding film critique is mandatory throughout the program.

VI. **DEVIATION FROM STUDENT SUPERVISION POLICY**

Failure to follow the student supervision policy will result in following actions:

- **First Offense:** The student will receive consultation with written warning after the first offense and will be docked 5 percentage points off their overall Clinical Progress Report grade.
- **Second Offense:** The student will receive an automatic failure in Clinical Education resulting in immediate dismissal from the program.

TRANSFER CREDIT, EXPENSES, REFUND, & WITHDRAWAL POLICY

I. Purpose

- To ensure students are aware of the transfer credits, student expenses, and refund & withdrawal procedures.

II. Transfer Credits

- The program generally does not grant credit for previous radiography training, and requests for such must be addressed to the program director.
- WellSpan Radiography Program will review credits and clock hours from other accredited institutions but does not guarantee acceptance as transferable clock hours for the program.
- WellSpan Radiography Program does not offer advanced placement into the program.
- Students are required to successfully complete all program courses.
- WellSpan Health Radiography Program is non-credit granting.

III. Lab Fees

- Upon acceptance into the program the student will pay a \$100.00 deposit (non-refundable). The rest of the lab fees are due the 1st day of each semester.
- It is the responsibility of the student to have tuition payments in the school office by the due date.
- Only a check is acceptable for lab fees made payable to WellSpan Health Radiography Program. This fee is to be given to the Program Director.
- A cost of \$5.00 will be charged to students who write checks with insufficient funds.
- Failure to pay lab fees by the first week of each semester will result in a late fee of \$25. Payment may be deferred if the student is receiving financial aid from their “home” college or VA benefits.
- Students may not be permitted to continue past two weeks with an unpaid balance.
- An invoice for lab fees is not sent out but receipts are available upon request.
- WellSpan Radiography Program will not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement from the VA under chapter 31 or 33.
- All expenses must be paid-in-full to meet graduation requirements and be confirmed by the program to sit for the ARRT registry exam.

IV. Other Expenses

- Students are responsible for paying for their own meals, transportation, housing and health insurance.
- Students are required to purchase their own uniforms.
- Pre-admission health screen and drug/nicotine testing.
- Pre-admission child abuse and fingerprint clearances and criminal background checks
- Students must provide their own transportation to geographically dispersed clinical sites.

V. **Books**

- Students are required to purchase textbooks before the first day of school.
- Textbooks sold to the student are not returnable to the school for reimbursement.

VI. **Withdraw/Termination**

- If the student decides to withdraw, they must notify the Program Director by submitting a letter of withdrawal. Upon receiving the letter of withdrawal, an exit interview will be conducted by the Program Director.
 - After submitting a letter to the school, it will be determined if the student is eligible for a refund.
 - If the student is eligible for a refund, lab fees paid prior to or during that semester will be refunded according to the following schedule:

1st, 2nd, 4th & 5th Semesters

Week I & II	80%
Week III & IV	60%
Week V & VI	40%
Week VII & VIII	20%
Week IX & X	0%

3rd Semester

Week I	-	80%
Week II	-	60%
Week III	-	40%
Week IV	-	20%
Week V	-	0%

WELLSPAN HEALTH RADIOGRAPHY PROGRAM

ACADEMIC CALENDAR 2022-2024

Semester I – Classes begin	Week of August 15, 2022
Labor Day	September 5, 2022
Columbus Day	October 10, 2022
Thanksgiving	Wednesday, Nov. 23- Friday, Nov. 25, 2022
Christmas/New Years/Vacation	December 26, – Monday January 2, 2023
Semester I Ends	January 6, 2023
Semester II Begins	January 9, 2023
Presidents Day	February 20, 2023
Easter Break	Friday, April 7 - Monday, April 10, 2023
Spring Break	Monday, May 1 – Friday, May 5, 2023
Memorial Day	May 29, 2023
Semester II Ends	June 2, 2023
Semester III Begins	June 5, 2023
Independence Day/Vacation	July 3 – July 7, 2023
Semester III Ends	August 11, 2023
Semester IV Begins	August 14, 2023
Labor Day	September 4, 2023
Columbus Day	October 9, 2023
Thanksgiving	Wednesday, Nov. 22 - Friday, Nov. 24, 2023
Christmas/New Years/Vacation	December 25 – January 1, 2024
Semester IV Ends	January 5, 2024
Semester V Begins	January 8, 2024
Presidents Day	February 19, 2024
Easter Break	Friday, March 29 - Monday, April 1, 2024
Spring Break	Monday, May 6 – Friday, May 10, 2024
Memorial Day	May 27, 2024
Semester V Ends	May 31, 2024
Graduation	Monday, June 3, 2024