Inclusion Statement:

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of members, constituent groups, and fosters a culture of belonging, collaborative practice, innovation, and mutual respect. The learning environment of the classroom/labs will be safe, respectful, & promote the successful outcomes of all participants.

UWM Main Campus Resources for Students;

- For a complete list of UWM student resources please see your clinical ed folder located in Canvas.

How to get questions answered:

- First contact should be with Madge, cell, office, or UWM email.
- Email will be answered within 24 hours Mon – Fri.
- Email convention: when sending, emails regarding this class; please use this subject line: DMI 355
- You must use your UWM email account or forward your UWM email to your most frequently used account. Communication is largely conducted via UWM email or Canvas course announcements.

Email messages may not be checked or answered on Saturdays and Sundays. For emergency please use my cell contact info.
Calling in sick/Taking PTO:

Clinical site: When calling in sick and or taking a PTO day the student must personally call the clinical site at least 30 minutes prior to their scheduled start time. If you are calling the external sites that have later start times, you will need to call in at a time that someone will be there. Having someone other than yourself call in or deliver the message that you are sick is unacceptable and will be considered a no call no show. Please see policy regarding no call no show in student handbook posted in Canvas.

Clinical Instructors: When contacting the coordinator & clinical instructors to let them know you are ill and or taking a PTO day, a group text is the ONLY acceptable mode. Please include Dan & myself, stating that you are sick and or taking a PTO day. Remember that PLANNED PTO days must be submitted in writing 24 hours prior.

If you are unable to call the clinical site, please state that in your text message and the instructor will let the site know.

It is recommended that you program the clinical sites and the instructor group cell numbers into your cell phones so that you have those numbers handy when needed.

Each student will be allotted 40 hours of PTO at the start of the program. No additional hours will be added to this bank unless approved by clinical coordinator or program director. Please use these hours wisely. No PTO will be granted during the last 2 weeks prior to graduation.

Film Markers: If a student loses one or both markers they must:
- Report it immediately to the clinical coordinator.
- Student(s) will be responsible for obtaining their own markers from the site provided. Please see below.
- Markers must be in compliance of the program and clinical sites.
- If Student(s) lose their markers a temporary set will be issued, and a $25 loan fee charged.
- The $25 loan fee will be returned when temporary markers are returned.
- Per policy Students cannot be in the clinical setting without image markers.
- Student(s) found to be without their markers in the clinical setting will be sent home and not allowed to return until they have them. Time will be deducted from their PTO banks until they can return to clinical.
- See behavior expectations listed further in this Syllabus.


Dosimeter Badges: Dosimeter badges must be worn at all times in the clinical/lab settings. If a student(s) loses their dosimeter badge they must:
- Report it immediately to the clinical coordinator and a temporary badge will be issued.
- A $25.00 fee will be charged for each lost badge.
- Student(s) found to be in clinical without their dosimeter badges will be sent home immediately and not allowed to return until they have one. Time will be deducted from their PTO banks until they can return to clinical.
- See behavior expectations listed further in this Syllabus.

❖ Both of the above are serious violations of the UW-Milwaukee Radiography program and the JRCERT. It is always best to follow the policy in both matters.
Clinical Document Compliance: (CastleBranch) (Affiliate orientations)

- All required clinical documents must be current and in good standing per directive of our clinical affiliates and the UWM radiography program.
- Student(s) found to be out of compliance will be asked to leave the clinical setting until such documents are in compliance.
- Infraction of this policy can result in serious consequences including and up to dismissal from the program.
- It is the students responsibility to ensure all documents are in good standing, uploaded where necessary, and completed in a timely manner.

Absence Request Form (available in Canvas)

- For a planned absence, the student must submit an Absence Request Form via email to the Clinical Coordinator and UWM CI, Dan Cordas at least 24 hours prior to the requested time off or request may not be granted.
- All forms relating to clinical can be found in Canvas.

Make up Time Request Form: This only applies if the student has used all their PTO bank time.

- Unless there are special circumstances, clinical make-up time can only be completed per arrangements made with the Program Director.
- Students are expected to attend clinical on the date/s and times agreed too.
- All clinical policies apply during make up time.
- Form found in Canvas.

Incident Report

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

Permission to Return to Clinical

- Must be completed by a physician and received by Clinical Coordinator and or 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:

- To be completed by the student and their physician if the student becomes pregnant during the program and wishes to have their pregnancy declared. Form found in Canvas Clinical Educ.

Voluntary Withdraw of Pregnancy Declaration Form:

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

Tardiness Policy:
During the six 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 are allowed to 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 telephone their clinical location and email or text the Clinical Coordinator 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 an 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.

Cell Phone Usage:
Wireless and Electronic devices are not permitted in the medical imaging department at any time
   • 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.
   • The only exception to this rule is if the student has extenuating circumstances such as a family emergency. Once the CI has given permission then and only then can the student have their cell phone on them in the clinical setting.
   • This will be reviewed daily per student need.

If you cannot find answers to your questions in the clinical syllabi, please refer to the student handbook located in Canvas, UW faculty, and or Clinical instructors.

➢ For questions regarding Technical Standards/Physical Requirements please see student handbook

Required Text: Bontrager's Handbook of Radiographic Positioning and Techniques, 9th edition

Academic Credit: This is a 3.0 credit hour course. For clinical education courses 1 credit equals 100 hours of clinical assignment.

Disclaimer:
As many factors, may affect the development and progress of a course, the instructor reserves the right to alter this syllabus as may be required to assure attainment of course learning objectives.
All course requirements and assignments may be subject to change at any time during the course.
All times are Central Time (CT).

Course Description
The clinical education component of the radiologic technology program is broken down into six semesters. There are a required number of competencies the student must complete by the end of the 6th semester. Evaluation of the student’s positioning skills, equipment manipulation, and use of radiation protection, patient care and knowledge of image production is conducted by the clinical instructors, clinical coordinator, program director, and registered staff technologists.

Grading Policy
The student must maintain a grade of 80% to pass this course. 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 clinical grade will be calculated as follows:

10% based on Rotational Clinical Performance Evaluations/Assignments
10% based on Clinical Competencies completed/Film evaluations with CI
20% based on final clinical instructor evaluation
30% based on final Practical exam
30% based on End of Semester Proficiency Exam
❖ If a student receives disciplinary action such as a written warning anytime during the semester the highest clinical grade they can receive is 80%. This will also eliminate any chances of them being eligible for early release.

Grade Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>85% - 91.9%</td>
<td>B</td>
</tr>
<tr>
<td>80% - 84.9%</td>
<td>C</td>
</tr>
<tr>
<td>74% - 79.9%</td>
<td>D</td>
</tr>
<tr>
<td>Below 74%</td>
<td>F</td>
</tr>
</tbody>
</table>

*In accordance with UW-Milwaukee policy, the Radiologic Technology program does not round grades.*

Clinical Sites:

Columbia St. Mary’s Ascension Milwaukee Campus  
2301 N. Lake Drive, Milwaukee, WI 53211  
**Clinical Instructor:** Patrick Amlaw, patrick.amlaw@ascension.org  
**Quality Control Area:** 414-291-1103

Columbia St. Mary’s Ascension Ozaukee Campus  
13111 North Port Washington Road, Mequon, WI 53097  
**Clinical Instructor:** Kate Schmitz, kate.schmitz@ascension.org  
**Quality Control Area:** 262-243-8344

Columbia St. Mary’s Ascension Prospect Medical Commons  
2311 N Prospect Ave, Milwaukee, WI 53211  
**Clinical Instructors:** Shawnte Owens,shawnte.owens@ascension.org  
**X-Ray Department:** 414-319-3006  
**Main Clinic Number:** 414-319-3000

Columbia St. Mary’s Ascension Riverwoods Outpatient Center  
375 W River Woods Parkway, Glendale WI 53212  
**Clinical Instructor:** Jennifer Fizell, jennifer.fizell@ascension.org  
**X-Ray Department:** 414-963-7070

Columbia –St. Marys Ascension Airport Medical Clinic  
4848 S 6th St, Milwaukee, WI 53221  
**Clinical Instructor:** Angela Gruber, angela.gruber@ascension.org  
**X-Ray Department:** (414) 769-2540

Medical Diagnostic Imaging Wauwatosa Clinic  
3077 N Mayfair Rd, Wauwatosa WI, 53222  
**Clinical Instructor:** Margaret Erdmann, merdmann@mdimaging.org  
**X-Ray Department:** (414) 847-1800

Medical Diagnostic Imaging Franklin Clinic  
3111 W Rawson Ave, #105 Franklin WI, 53232  
**Clinical Instructor:** Jayme Ranic, jranic@mdimaging.org  
**X-Ray Department:** (414) 301-4500

Kenosha Hospital Froedtert South  
6308 8th Avenue, Kenosha WI.  
**Clinical Instructor:** Samantha Echeverria, samantha.echeverria@froedtertsouth.com  
**X-Ray Department:** (262) 656-2011
St. Catherine’s Hospital Froedtert South
9555 76th Street, Pleasant Prairie WI.
Clinical Instructor: Lauren Jonas, lauren.jonas@froedtertsouth.com
X-Ray Department: (262) 577-8000

Clinical Rotation Assigned Times: Tuesday, Thursday (7:30-16:00) Friday (noon-1600).
Clinical Rotations at Riverwoods Outpatient Center, Prospect Medical Commons, & CSM Airport clinic start times are listed in the rotation schedule posted in Canvas. **It is the student's responsibility to review all clinical start times carefully.** All clinical rotations may be adjusted to accommodate staffing schedules. Students will be notified via UWM email of any changes to their assigned clinical rotation.

Clinical Performance Evaluations: Students are required a designated number of clinical performance evaluations every semester. The total needed for 1st semester is **8 evaluations,** **9** if you have requested a weekend rotation. Weekend rotations are not offered until 2nd semester (delete). The specific rotations and number of evaluations needed for these areas include:

General (4), Portable (1), Transport (1), ER (1), 2ND Shift (1), evaluations from any of the external day shift clinic rotations such as, STC, KEN, PMC, MDI, or Airport are considered general areas as well any GR rotations in your clinical rotation schedule. Any questions regarding this please be sure to ask.

❖ All paperwork regarding weekly rotation evaluations and or competencies can only be submitted directly into Trajecsys by the technologist completing them. Students are no longer able to hand-out and/or submit paper copies of weekly evaluations and/or competencies per the JRCERT, as this is in violation of the programs integrity. Any questions regarding this please be sure to ask.

Attendance Expectations: During the six semesters of professional training students are required to attend all clinical and laboratory sessions. Labs will be held once a week on a class day. Lab group times vary and are listed in procedures III class syllabus)

Students are expected to attend all scheduled Procedures I, laboratory dates. Labs will not be repeated. More on this can be found in Procedures I class syllabi located in Canvas.

Inclement Weather Policy
In the event of inclement weather severe enough to close UW-Milwaukee, students attending clinical will **not** need to attend their clinical rotations. Additional information regarding the University policy can be found in the UWM Student Handbook.

- 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 Clinical Coordinator and the assigned clinical site to inform them that he/she will be absent or late because of weather or driving conditions. If the student will be missing class, call the Program Director. The Program Director and Clinical Coordinator will jointly make the decision as to whether the missed clinical time must be made up prior to the end of the semester.

Holiday Policy: The following days are official UW-Milwaukee holidays:
• Labor Day September 2nd
• Thanksgiving Recess November 27th, Dec 1st
• Winter Recess December 21st - January 5th

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 in 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 or tardy.
• This time will be deducted from their PTO bank.
• If a student is tardy or stays later to complete an exam they must designate this in Trajecsys when logging in or out for the day.
• **Students may not start clinical before 05:30 am or stay past 12:00am for any reason, as this is in violation of JRCERT standards.**

Exam Log Book

• 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.
• **ONLY INFORMATION DESIGNATED BY CLINICAL SITE THAT IS NOT IN VIOLATION OF HIPAA MAY BE ENTERED IN THESE BOOKS.**
• 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 log book 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.

Reflection Papers:

Each student is expected to write three one-page responses to their clinical experience/education. These should be uploaded to Canvas, see Important Dates section for due dates. These reflections are part of your clinical assignments and will be counted in your final clinical grades. Reflections not turned in on time will result in a zero.

Your reflections should include but are not limited to:

• What went well
• What you learned
• What idea or practice you have learned that can be transferred by you to your clinical practice
• Any suggestions for improvement in your performance

Radiation Safety
UWM radiation safety information and policies can be accessed at: http://www4.uwm.edu/usa/safety/rad/
All students shall practice radiation safety procedures in protecting themselves, patients, and other personnel from unnecessary exposure. Each student is individually responsible for implementing proper radiation protection procedures.

All institutional/department rules and regulations governing radiation workers are to be followed. In the Medical Imaging Department students:

- Will not assist in the performance of fluoroscopy or other radiology procedures unless wearing a lead apron
- Will not hold patients for the performance of any procedure involving ionizing radiation.
- Will ensure that exposure of all individuals to radiation will be kept as low as reasonably achievable (ALARA).
- Have the right to refuse to perform tasks that are in direct conflict with ALARA.
- May not expose any person to radiation without a valid prescription authorized by a physician.
- Will wear their radiation dosimeter badge always. This badge is the responsibility of the student, if the badge is misplaced or lost the UWM program director must be notified immediately.
- Radiation badges must be worn in all setting in which the potential to exposure from ionizing radiation is present, this includes all laboratory times both in the clinical setting and the UWM campus.

Overall student learning objectives

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 will be able to perform the following in a clinical setting:

- Apply knowledge of anatomy, physiology, positioning, and radiographic exposure factors to accurately demonstrate anatomical structures on a radiograph or other image receptor.
- Apply technical skills to use radiographic equipment and accessory devices safely and accurately in the performance of radiographic images.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, themselves, and others following the ALARA (As low as reasonably achievable) principle always.
- Provide care and comfort for the patient while they are in your guardianship.
- Recognize emergency patient conditions and initiate first aid and basic life support procedures.
- Detect equipment malfunctions and report them to the proper authority.
- Know the safe limits of equipment operation and participate in the quality assurance program.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Provide patient/public education related to radiologic procedures and radiation protection/safety.
- Realize the responsibility to function in overall health care and be a team player.

**The minimum accumulative number of competencies needed for 1st semester is 5. This information is also listed on the last page of the Master competency sheet found in Canvas.**

Behavioral Expectations

- Students are expected to be in their assigned areas on time and to remain there unless given other assignments.
- Students arriving late, being unaccounted for or incurring an unscheduled absence will receive a clinical grade deduction and missed time must be made up prior to the end of the semester.
- Please review the policy for (NO call No Show) found in your student handbook. Copies of your handbook are posted online in Canvas.
- Students are not to log into Trajecsys first and then dispose of coats, backpacks, etc. in the locker room. Students caught doing this will be marked as tardy.
• **Backpacks/coats or any other item(s) not needed for clinical education** are not allowed in the clinical setting.

• Students **must arrive** at their clinical site prepared to take radiographs (ID badge, dosimeter badge, pocket lab note book, & film markers) at least 5 minutes before their scheduled start time.

• If student(s) forget any of the above items such as: radiation dosimeter badge, ID badge and image markers, they will need to leave the clinical site and not return until they have them. They will be marked tardy and time missed for retrieval of any of these items must be made up on the same day or time will be deducted from their PTO bank.

• If a student requires clinical time off, they will need to contact the UWM Program Clinical Coordinator for authorization. Follow absence request policy stated on page two of this document.

• It is not the policy of the program to allow students to bank time, but in the event, you stay to finish a patient care procedure you must also have the technologist you worked with sign a time sheet verifying this. This form can be found in Canvas. Additional time will then be added to your PTO bank. Be sure to follow the policy regarding these times in the **Clinical Time Tracking Trajecsys Log in & Log Out**.

• Each student will receive a complete semester rotation schedule that includes weekly/bi-weekly rotations in areas deemed necessary to their learning and success.

• Rotations are carefully monitored to ensure compliance of JRCERT and ARRT standards/guidelines.

• Personal conversations are not allowed in the presence of patients.

• During full day, clinical rotations students will be given a 30-minute lunch break.

• **Wireless and Electronic devices are not permitted in the medical imaging department at any time unless due to extenuating circumstances.** You must let the CI know ahead of time to be granted special permission. This will be reviewed daily per student need.

• Students are not permitted to access the internet other than for educational purposes at any time during their clinical assignments.

• Students are expected to log into clinical site settings wherever applicable at least twice a week to remain active at that site. If a student(s) loses access, it will be their responsibility to regain access.

• **Students are expected to adhere to the guidelines & policies of their clinical site rotations, & if unsure of those policies to ask for clarification from the designated clinical site instructor.**

• All clinical assignments are final unless otherwise specified.

**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, this includes your breath. 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. **Colognes and perfumes** are prohibited in the clinical setting.

To avoid spreading diseases to yourself or others, **hands must** 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**

1. **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. **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.

*It should be understood, that students are representatives of the UW-Milwaukee Radiologic Technology program and their profession, and as such, their appearance and conduct should be above reproach.*

**Direct Supervision:**

All student activity in radiographic procedures and examinations shall take place under the supervision of a qualified registered radiologic technologist (RT) who possesses an active ARRT certification in radiography. 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 RT 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 Supervision:**

Students who have achieved competency in each procedure must remain under indirect supervision of an RT. To meet the elements of indirect supervision the RT 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.

Students are expected to participate in a variety of procedures and with a variety of RT’s each semester. This allows the student to benefit from the diversity of technical backgrounds and experiences available in the clinical environment.

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 warning
- 2nd occurrence immediate dismissal from the program.

Repeating a Radiograph
Radiographs, which are unsatisfactory, 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 warning
- 2nd occurrence immediate dismissal from the program.

Clinical Course 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 that are specific to that semester and perform these rotation specific objectives. The external clinical sites such as; Prospect Medical Commons, Riverwoods, Medical Diagnostic Imaging, & Airport also fall under General Radiography rotation criteria.

- Apply knowledge of anatomy, physiology, positioning, and radiographic exposure factors to accurately demonstrate anatomical structures on a radiograph or other image receptor.
- Apply the technical skills to safely and accurately use radiographic equipment and accessory devices in the performance of radiographic images.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, themselves, and others following the ALARA (As low as reasonably achievable) principle at all times.
- Provide care and comfort for the patient while they are in your guardianship.
- Recognize emergency patient conditions and initiate first aid and basic life support procedures.
- Detect equipment malfunctions and report them to the proper authority. Know the safe limits of equipment operation and participate in the quality assurance program.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Provide patient/public education related to Radiologic procedures and radiation protection/safety.
- Realize the responsibility to function in overall health care and be a team player.

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. The clinical education plan specifies the clinical activities included in each semester.
- 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 that a student needs to be retested on an exam within any semester they have the authority to do so after consultation with the UWM Program Director.

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 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. The student must notify the radiologic technologist before beginning the procedure and perform the procedure independently under their direct supervision.
5. 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. If the examination is performed correctly and the student receives a grade of 80% or above, the radiologic technologist will complete and sign the competency evaluation form and place it in the assigned lock box in the department.
6. If the student does not perform the examination in a satisfactory manner, the radiologic technologist will complete the competency form and fail the student. The radiologic technologist will place the form and place it in the assigned lock box in the department.
7. Students should not question technologists regarding whether they have passed or failed a competency.
8. 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.
9. If the student did not pass the competency the Program Director will schedule a meeting to discuss the failure.
10. 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.
11. The student must have an accumulative total of 5 competencies, not including mandatory clinical skills, by the end of 1st semester, or may be subject to clinical grade point deduction(s).

Clinical Competency Requirements

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.
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 has to 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. 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 Program Director 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 Rotations:

**Patient Transport:** By the end of this rotation, the student will demonstrate adequate capability to:

- Introduces themselves and seems comfortable with patient communication
- Performs and follows patient transfer maneuvers per protocol
- Demonstrates safety to self and others
- Follows proper hygiene protocol- hand washing.
- Communicate with staff in regard to patient departure, arrival and return to unit.
- Ensures all pertinent information is transported with the patient such as the chart, and that patient is comfortable, gown/robe/slippers/blanket if needed.
- Knowledge of equipment being used, wheelchairs/carts/IV poles/etc.
- Clean equipment appropriately after each patient use

**General Radiology:** During this rotation the student will:

- For first couple of weeks at the beginning of this rotation, the student will be in a modified observation mode, in that hands-on patient care is not expected. What is expected is that students work closely with the technologist by getting in the rooms for better observation of the procedures.
- As the student becomes more academically prepared, they may perform radiographic exams on patients under direct supervision until they have become clinically competent.
- Students in the first semester are limited to performing exams of the chest, abdomen, upper extremity, shoulder girdle, and lower extremity. For all other exams, the student may assist only.
- Professionally interact with the patient/s
- Independently preparing the room and any necessary imaging equipment for the exam that they feel comfortable with.
- Learn to take pertinent histories as they relate to patients’ exams.
- Use sound judgment in getting assistance if patient condition changes
- **Taking the initiative** to participate in any exams, stocking rooms, assisting others and remaining productive
- Observe and assist all radiographic exams when patients are in rooms.
- Accept assignments in other areas as needed.

**Fluoroscopy:** The student will be limited to observation only during this 1st semester.
• Students will remain under the **direct supervision of an RT at all times** while in fluoroscopic procedures.
• All students are encouraged to ask questions of the RT during this observation period. This must be done when the patient is not present.
• Students will practice radiation safety procedures at all times while in fluoroscopic procedures.
• **The student should not attempt to perform any fluoroscopic study while in this rotation.** The student may take the scout abdomen image for GI studies.
• By the end of the rotation, the student will become proficient in room preparation, data entry, and protocols of fluoroscopic exams.
• The student should be observant in how barium and other contrast agents are prepared for the exams
• The student should assist the RT in cleaning the room and preparing it for the next exam.

**Portables and Emergency Department:** During this rotation the student will:

• Remain under the **direct supervision of the RT at all times.**
• Actively participate in exams of the chest, abdomen, upper and lower extremities, and shoulder girdle.
• Actively assist in all other radiographic exams.
• The student **cannot not perform** competency on any portable examination during the first semester.
• **Students may perform mobile competency exams in 2nd semester.**

**Emergency Department:** For the beginning of this rotation, the student will **observe only in exams not familiar with. Students will assist radiographer in all exams except those in the surgery suite.**

• As the student becomes more academically prepared, they may perform radiographic exams on patients under direct supervision until they have become clinically competent.
• Students in the first semester are limited to performing exams of the chest, abdomen, upper extremity, shoulder girdle, and lower extremity. For all other exams, the student may assist only.

**Evening Rotation Assignment:** For the beginning of this rotation, the student will **observe only in exams not familiar with. Students will assist radiographer in all exams except those in the surgery suite. 1st semester students are not allowed to enter the surgery suite until they are properly trained for that area. This training occurs in 2nd semester.**

**Clinical Objectives of Evening Rotation**

This rotation allows the student an opportunity to discover the many different types of patients and procedural characteristics involved with evening and weekend rotations. **Weekend rotations are not offered until 2nd semester.**

Through this rotation, students will be able to perform radiographic examinations under direct supervision, unless indirect supervision requirements are met in accordance with program policy and procedures.

During this rotation, the student will:

• As the student becomes more academically prepared, they may perform radiographic exams on patients under direct supervision until they have become clinically competent.
• Students in the first semester are limited to performing exams of the chest, abdomen, upper extremity, shoulder girdle, and lower extremity. For all other exams, the student may assist only.
• Follow instructions and recommendations offered by the evening and/or weekend shift technologist.
• Students will have direct supervision always.
• Learn to communicate effectively with all parties involved while on these shifts.
• The supervising technologist will provide guidelines and instructions for the student for the entirety of this clinical rotation.
• The student should assist the radiologic technologist with patient positioning, radiographic techniques, patient management, internet and teleradiology services, and other task deemed necessary while on this rotation(s) per their level of training.
• The student will learn departmental protocols for evening emergency room radiographic procedures, and trauma protocols while assigned to this clinical rotation.
• The student will learn to adapt technique, positioning skills and image receptor sequencing for various pathological conditions, emergency and trauma situations, and multiple exams on a single patient.
• Critique exams with the assistance of the supervising technologist through the rotation. Areas to be considered are: patient care, positioning, technique, professionalism, radiation protection, & logical thought process of the exam per level of training.
• Demonstrate enthusiasm, initiative, and self-motivation during the entirety of the rotation.
• Understand the importance of team participation and how it will help the student as a radiographer in his/her future endeavors.
• Abide by the current clinical syllabus and program policies for guidance in indirect supervision.
• All repeat radiographs will be performed with a registered radiographer present.

End of Semester Clinical Practicum Exam

• At the end of every semester, each student will be assigned a 45-minute appointment to perform 6 views/positions. These exams will include any views/positions learned in 1st semester.
• A member of the program faculty will send out instructions for this practicum at least 2 weeks prior to the practicum date that includes the schedule and exams.
• Schedules are first come 1st serve.
• If for any reason a student(s) needs to change the date and time of their practicum, it is their responsibility to do so. Failure to complete this exam will result in a zero for the grade and failure of the course.
• The evaluation will be based on the same version of the radiography procedure competency form and grades will be included for calculation of the overall grade in the Clinical Education course.
• Students must pass all 6 views/positions with an accumulative grade of 80%.
• If a student(s) fails any view/position the failed grade will stand as is and could result in failure of the course.
• Any competency the student has already completed that directly relates to the failed view/position will be reviewed by Program Director and can be removed from the Master competency form. This action will also affect the end semester clinical grade.
• The student must then re-comp on that exam, but only with a UW-Milwaukee faculty member.

End of Semester Proficiency Exam:

• At the end of semesters 1-5, 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 Clinical Education course. Test scores under 75% will result in lowering of the student clinical grade and could result in dismissal from the program.

All paperwork that is due in Canvas must be scanned and entered as one item.

• Cell phone pictures of paperwork with multiple submissions will not be accepted and could result in a zero for the grade.
• Please ask if you need any help with this.
**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9</td>
<td>First Day of Clinical Rotations</td>
</tr>
<tr>
<td>9/15</td>
<td>MRI Safety Module due in Canvas</td>
</tr>
<tr>
<td>9/29</td>
<td>Reflection Paper #1 Due in Canvas by 11:59pm</td>
</tr>
<tr>
<td>Week/s of 10/20, &amp; 10/27</td>
<td>Mid-semester self-performance evaluations due</td>
</tr>
<tr>
<td>10/27</td>
<td>Reflection Paper #2 Due in Canvas by 11:59pm</td>
</tr>
<tr>
<td>11/17</td>
<td>ASRT Reading due in Dropbox</td>
</tr>
<tr>
<td>11/27-12/1</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>12/2</td>
<td>End Semester Clinical Practicum Exams</td>
</tr>
<tr>
<td>12/9</td>
<td>End of semester self-performance evaluations</td>
</tr>
<tr>
<td>12/15</td>
<td>Reflection Paper #3 Due by 11:59pm</td>
</tr>
<tr>
<td>Week 12/15</td>
<td>Final Exams &amp; Proficiency</td>
</tr>
<tr>
<td>12/20</td>
<td>End Semester Proficiency</td>
</tr>
<tr>
<td>12/21 -01/05/2020</td>
<td>Winter Recess</td>
</tr>
</tbody>
</table>

**University Policies**

**Syllabus Links**

1. *Students with disabilities.* Information regarding special accommodations so that they are provided in a timely manner. [http://www4.uwm.edu/sac/SACltr.pdf](http://www4.uwm.edu/sac/SACltr.pdf)

2. *Religious observances.* Accommodations for absences due to religious observance. [http://www4.uwm.edu/secu/docs/other/S1.5.htm](http://www4.uwm.edu/secu/docs/other/S1.5.htm)

3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty. Students: [http://www4.uwm.edu/current_students/military_call_up.cfm](http://www4.uwm.edu/current_students/military_call_up.cfm)

4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. [http://www4.uwm.edu/secu/docs/other/S31.pdf](http://www4.uwm.edu/secu/docs/other/S31.pdf)

5. *Discriminatory conduct (such as sexual harassment).* Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. [http://www4.uwm.edu/secu/docs/other/S47.pdf](http://www4.uwm.edu/secu/docs/other/S47.pdf)

6. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. [http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm](http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm)

**A further note on plagiarism:** Plagiarism is defined as attempting to pass someone else’s work as your own by failing to properly cite sources (Merriam-Webster online dictionary, [www.m-w.com](http://www.m-w.com)) this includes other student’s work, that published in traditional print forms, and that obtained via internet sources. Plagiarism in any form will not be tolerated. If I am able to “Google” text from any student work, and the results demonstrate that it is taken directly from a source without proper citation, regardless of the number or instances observed in the assignment the assignment will receive a grade of “F”, with all ramifications that may have for the final grade in the course. No accommodations will be made to allow the student to make up the assignment. Remember to cite any and all
sources used in this course, including websites. All students are expected to observe the CHS Honor Code in this class. The Honor code can be found at [http://www4.uwm.edu/chs/students/honorcode/honorcode.html](http://www4.uwm.edu/chs/students/honorcode/honorcode.html)

7. *Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. [http://www4.uwm.edu/secu/docs/other/S49.7.htm](http://www4.uwm.edu/secu/docs/other/S49.7.htm)

8. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. [http://www4.uwm.edu/secu/docs/other/S28.htm](http://www4.uwm.edu/secu/docs/other/S28.htm)

9. *Other* Final exam requirement, the final exam date requirement, etc. [http://www4.uwm.edu/secu/docs/other/S22.htm](http://www4.uwm.edu/secu/docs/other/S22.htm)

10. Selected Academic and Administrative Policy 24.5, Firearms and Dangerous Weapons