

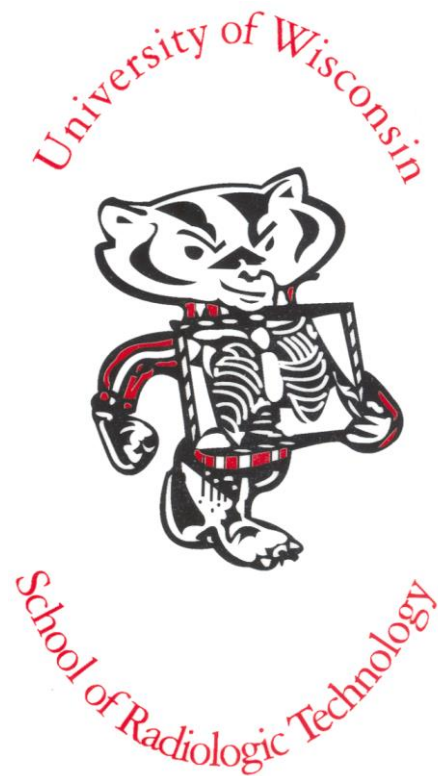
**UW**Health

University of Wisconsin  
Hospital and Clinics

## SCHOOL OF RADIOLOGIC TECHNOLOGY

### PROGRAM BULLETIN

2017-18



***Founded 1931***

***Madison, WI***

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

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### ***ACCREDITATION***

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

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

## **INTRODUCTION**

University of Wisconsin Hospital and Clinics Authority (UWHCA) together with University of Wisconsin School of Medicine and Public Health (UWSMPH), University of Wisconsin Medical Foundation (UWMF), and University of Wisconsin Paul P. Carbone Comprehensive Cancer Center (UWCCC) comprise UW Health, the academic medical center and comprehensive health system for the University of Wisconsin - Madison. The state-of-the-art, American Family Children's Hospital (AFCH) is a premier pediatric medical and surgical center included as part of UWHC. In addition, University of Wisconsin School of Pharmacy, and University of Wisconsin School of Nursing maintain academic relationships with the UW Health partnership.

UW Hospital and Clinics has long been recognized as a national leader in many specialized fields of medicine, medical research, and health science; including cancer treatment, pediatrics, ophthalmology, surgical specialties, and organ transplantation. UWHC offers six intensive care units and is the designated adult and pediatric Level One trauma center for south-central Wisconsin. Over 800 physician specialists and faculty serve on the medical staff providing health care to patients from throughout Wisconsin, the United States, and many foreign countries. In addition to UW Hospital and Clinics, UW Health encompasses over 80 outpatient clinics and seven satellite locations.

Health care services at UWHC are innovative, comprehensive, and wide-ranging. UW Hospital and Clinics offers the latest available technology and treatment methods. Service focuses on safety, excellence, and quality. UWHC is recognized by numerous influential organizations and media institutions as one of the most prominent, progressive, and quality conscious medical centers in the country. UWHC is fully accredited by The Joint Commission and has been awarded that nation-wide accrediting agency's **Gold Seal of Approval** in recognition of its commitment to providing high-quality, safe medical care. UWHC is ranked the #1 hospital in Wisconsin by *US News and World Reports*. The rankings, based on analysis of nearly 5,000 US hospitals, are included in the 2012-2013 and 2013-2014 editions of the magazine's *America's Best Hospitals* guide. Hospitals are ranked in 16 specialties to guide patients who need an especially high level of care.

UW Hospital and Clinics' radiology department offers services in general diagnostic and fluoroscopic radiology, diagnostic ultrasound, computed tomography, mammography, neuroradiology, angiography, interventional radiology, nuclear medicine, positron emission tomography, and magnetic resonance imaging. The radiology department performs thousands of procedures annually. In addition to the School of Radiologic Technology, the department supports the School of Diagnostic Medical Sonography and Echocardiography for those seeking education to pursue careers in the medical imaging sciences.

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

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

## **Mission Statement**

UWHC School of Radiologic Technology is dedicated to educating students in the art and science of medical radiography. ***Our mission is to instill the knowledge, behaviors, and values required of competent entry-level radiographers.*** In fulfillment of our mission, students/graduates of the program will achieve the following goals:

- Students will be clinically competent
- Students will demonstrate communication skills
- Students will develop critical thinking skills
- Students will model professionalism
- The School will monitor program effectiveness data (PED) consistent with JRCERT Standards. These measures are:
  - Program completion rate of  $\geq 80\%$ .
  - Graduate survey/program evaluation average of 3.5 on a 5.0 scale.
  - Employer satisfaction survey average of 3.5 on a 5.0 scale.
  - First attempt ARRT credentialing exam pass rate of  $\geq 90\%$ .
  - Five-year average job placement rate that is  $\geq 75\%$  within 12 months of graduation

The School's mission is achieved when the graduate has successfully completed and achieved all program goals and outcomes. The mission, goals, and outcomes endorsed by UWHC School of Radiologic Technology are evaluated annually. Members of the faculty, student body, radiology department, hospital administration, and the School of Radiologic Technology Advisory Committee participate in the evaluation process thereby serving as the program's communities of interest.

The mission of UWHC School of Radiologic Technology complements the mission of our sponsoring institution, UW Hospital and Clinics. The sponsor's fourfold mission of; advancing health through service, scholarship, science, and social responsibility is an integral part of the UW Health vision to serve as *"a national leader in health care, advancing the well-being of the people of Wisconsin and beyond"*.

As a part of the University of Wisconsin Hospitals and Clinics community, UWHC School of Radiologic Technology students participate in the achievement of the mission and goals for both the School of Radiologic Technology and its sponsoring institution: University of Wisconsin Hospitals and Clinics.

## **Program Goals & Outcomes Assessment**

UWHC School of Radiologic Technology practices ongoing assessment of program goals and outcomes in order to evaluate student learning and monitor program effectiveness. *Program Goals* define what the program intends to accomplish. *Student Learning Outcomes* represent the level of mastery intended for students to achieve. Assessment of outcomes utilizes quantitative measurement and data analysis that assures the program is meeting its goals.

Program goals and outcomes are evaluated annually by the Faculty and Advisory Committee of UWHC School of Radiologic Technology. Documentation of the assessment process is maintained by the Program Director.

<b>PROGRAM GOALS</b>	<b>STUDENT LEARNING OUTCOMES</b>
1. Students will be clinically competent	<ul style="list-style-type: none"> <li>▪ Provide appropriate patient care</li> <li>▪ Position patients accurately to obtain diagnostic images</li> <li>▪ Practice radiation safety in accordance with currently accepted guidelines</li> </ul>
2. Students will demonstrate communication skills.	<ul style="list-style-type: none"> <li>▪ Develop a working knowledge of medical terminology</li> <li>▪ Give a 10-minute presentation of the findings of a current research study published in peer-reviewed medical imaging journal</li> <li>▪ Demonstrate appropriate and professional interactions with patients, staff, and visitors</li> </ul>
3. Students will develop critical thinking skills	<ul style="list-style-type: none"> <li>▪ Demonstrate competency in determining the correct exposure factors in non-routine situations</li> <li>▪ Demonstrate proficiency in evaluating images for diagnostic quality</li> <li>▪ Demonstrate the ability to adapt to non-routine clinical situations</li> </ul>
4. Students will model professionalism	<ul style="list-style-type: none"> <li>▪ Students will demonstrate work ethic</li> <li>▪ Graduates will rate their preparation to pursue life-long learning</li> <li>▪ Students will demonstrate professional behavior</li> </ul>
5. The School will monitor program effectiveness data (PED) consistent with JRCERT Standards. <ul style="list-style-type: none"> <li>▪ Students will graduate from the program</li> <li>▪ Graduates will exhibit a high degree of satisfaction with the program</li> <li>▪ Employers will exhibit a high degree of satisfaction with graduates of the program</li> <li>▪ Graduates will successfully pass the ARRT examination</li> <li>▪ Graduates will find employment within twelve months of graduation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program completion rate <math>\geq</math> 80%</li> <li>▪ Graduate surveys/program evaluations of 3.5 on a 5.0 scale</li> <li>▪ Employer satisfaction surveys of 3.5 on a 5.0 scale</li> <li>▪ <math>\geq</math> 90% pass rate on ARRT certification exam for first time examinees</li> <li>▪ Graduate job placement of <math>\geq</math> 75% within twelve months of graduation</li> </ul>

## ***The Role of the Radiologic Technologist***

The Radiologic Technologist (Radiographer) is a member of an allied health profession dedicated to preserving health, diagnosing, and curing disease. Under the direction of a Radiologist (*a medical physician specializing in the use of radiant energy for the diagnosis and treatment of disease*), the Radiologic Technologist (*often referred to as a Radiographer*) uses various forms of ionizing radiation to either detect and/or treat injury and disease.

The Radiologic Technologist's duties include:

- Operating equipment used to produce medical images
- Caring for the ill and injured
- Positioning patients for diagnostic examinations
- Calculating proper exposure factors
- Processing images and assessing the diagnostic quality of the radiographs.
- Assisting the radiologist with fluoroscopic examinations, treatments with ionizing radiation, diagnostic testing, angiographic procedures, computed tomography, magnetic resonance imaging, mammography, and the use of radioactive isotopes

Radiologic Technologists must be able to routinely:

- Lift more than 50 pounds
- Work with the arms above the head
- Push and pull
- Kneel or squat
- Work standing up
- Wear lead (Pb) protective apparel, often for several hours at a time
- Perform procedures on patients with health problems
- Assist patients on and off examination tables, wheelchairs, or stretchers
- Communicate effectively with patients and staff
- Accurately align patient, x-ray equipment, and image receptors
- Organize and accurately perform the individual steps of an x-ray examination in sequence
- Work nighttime, weekend, and holiday hours

Radiologic Technologists must be constantly aware of the following occupational hazards:

- Exposure to communicable and infectious diseases
- Exposure to low levels of ionizing radiation
- Exposure to latex in protective gloves
- Exposure to blood, body fluids, and biomedical hazards

Qualified Radiologic Technologists are needed in hospitals, clinics, physicians' offices, industry, and public health. Teachers and managers in radiologic technology are also in demand.

Radiologic technology offers the individual a professional career in allied health with economic security and opportunities for advancement.

## ***Program Description***

UWHC School of Radiologic Technology is a 24-month program of professional education in the art and science of medical radiography. The school holds formal affiliation agreements with Edgewood College in Madison, Carroll University in Waukesha, UW-Milwaukee College of Health Sciences, UW-Oshkosh, and Marian University in Fond du Lac to provide professional study to BSRT candidates who have completed required prerequisites from those institutions.

The professional curriculum is six semesters long consisting of four traditional semesters and two summer sessions. The academic year runs from September through August. Students participate in the didactic and clinical portions of the program simultaneously. Didactic and clinical hours are scheduled so that when combined they do not exceed 40 hours in a given week. Completion of the program will lead to eligibility to write the certification examination in Radiography of the American Registry of Radiologic Technologists (ARRT). Graduates are awarded a certificate in radiography from UW Hospital & Clinics. The baccalaureate degree is conferred by the institution where the student completed pre-professional study.

UWHC School of Radiologic Technology is administered through the Radiology Department of UW Hospital and Clinics. The curriculum covers all aspects of radiologic technology and adheres to the ***Standards for an Accredited Educational Program in Radiologic Sciences*** (2014) as required by The Joint Review Committee on Education in Radiologic Technology (JRCERT).

Educational facilities located within UWHC and the adjacent Health Sciences Learning Center (HSLC) include state-of-the art classroom and clinical training resources designed to promote cooperative interdisciplinary education in the healthcare professions. The Ebling Library, housed in the HSLC is available for use by faculty and students. It has extensive reference resources, medical journals, books, historical archives and computer labs. UWHC School of Radiologic Technology possesses various teaching aids such as reference guides, periodicals, skeletons, anatomical models, x-ray tubes, videotapes, CD-ROMs, slides, and a teaching file of radiographic images.

Academic classes are small and personalized, assuring individual assistance. Academic classes and laboratory practice sessions are conducted at 610 N. Whitney Way, Suite 440 which houses the classrooms, practice labs, computer workstations and faculty offices for UWHC School of Radiologic Technology and UWHC School of Diagnostic Medical Sonography.



Clinical education occurs at various JRCERT recognized clinical education centers located within Madison and the surrounding area. Clinical rotations expose students to all aspects of diagnostic radiography and related areas. The clinical education component of the program is broad in scope encompassing all imaging modalities. Students may opt to expand their experiences by exploring alternative and post-primary modalities during elective time. Optional elective clinical experiences in imaging modalities related to radiography are available in the following areas:

**Mammography** – x-rays are used to perform diagnostic and screening examinations of the breast.

**Computed Tomography (CT)** – uses x-rays and computer technology to produce sectional images of the various body structures.

**Magnetic Resonance Imaging (MRI)** – uses radio frequency signals in high-energy magnetic fields to produce computer-generated images of body structures.

**Angiography/Interventional Radiology** – uses x-ray and digital imaging methods to assess and treat conditions of the vascular, central nervous, biliary, and musculoskeletal systems.

**Cardiovascular Technology** – x-rays and digital imaging methods are used to produce images used in the evaluation of pathology associated with the heart and blood vessels, and perform interventional treatment of these conditions.

**Nuclear Medicine** –uses radioactive materials to assess pathologic processes, treat disease, and evaluate physiologic function of the various organs and body systems.

**Radiation Oncology (Radiation Therapy)** – uses the various forms of ionizing radiation in the treatment of disease processes.

**Ultrasound** – produces images of the internal body structures through the use of sound waves.

**PACS (Picture Archiving and Communication Systems)** - PACS is the information technology branch of radiology responsible for storing, sharing and routing medical images.

## ***Curriculum with Course Descriptions***

Course credit is determined as follows:

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

Clinical Courses – 48 hours of clinical instruction = 1 credit

### ***Junior Year - Semester I – Fall***

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

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

**BMS 352: Human Structure and Function I:** A study of anatomic structures and physiologic mechanisms pertinent to radiography. This course includes body structure, function, external landmarks and gross physiology. Correlation is provided through the courses in radiographic positioning and applied clinical radiography. Areas covered include: cell structure and function, integumentary, muscular, and skeletal systems.  
**2 credits**

**BMS 353: Principles of Imaging I:** A study of the technical aspects involved in the production of diagnostic radiographs. Topics covered include the production of x-rays, scatter control, grids, beam restriction, and an analysis of image quality factors. **2 credits**

**BMS 354: Radiographic Procedures I:** Theoretical and practical principles of patient positioning in radiology to demonstrate the chest, abdomen, and upper extremities. Special attention is paid to assessing radiographs for diagnostic quality and developing critical thinking skills. Laboratory practice is included in this course. **3 credits**

**BMS 355: Radiography Clinical Education I:** The student will participate in radiographic procedures and demonstrate competency at assigned Clinical Education Centers. Performance objectives and cognitive goals focus on the basic skill areas of radiography. 65 required competencies must be completed during the two years of clinical education. Clinical experiences for Practicum I average approximately 20 hours per week. **3 credits**

***Junior Year - Semester II – Spring***

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

**BMS 361: Human Structure and Function II:** A study of anatomic and physiologic structures of the human body pertinent to radiography. Body systems covered include the nervous system, special senses, endocrine, respiratory, digestive and urinary systems. **2 credits**

**BMS 362: Principles of Imaging II:** Continues the study of radiographic image production from Semester I. Topics include film-screen image receptors, computed and digital radiography, processing, chemicals, and sensitometry. **3 credits**

**BMS 363: Radiographic Procedures II:** Theoretical and practical principles of patient positioning in radiology to demonstrate the lower extremities, spine, digestive and urinary systems. Special attention is paid to evaluating radiographs for diagnostic quality and to enhance critical thinking skills. Laboratory practice is included. **3 credits**

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

***Junior Year - Semester III – Summer***

**BMS 370: Human Structure and Function III:** A study of anatomic and physiologic structures of the human body pertinent to radiography. Topics include the circulatory, lymphatic, and reproductive systems. **1 credit**

**BMS 371: Radiographic Procedures III:** Theoretical and practical principles of patient positioning in radiology to demonstrate the bony thorax, skull, and facial bones. Special attention is paid to evaluating radiographs for diagnostic quality and to enhance critical thinking skills. Includes laboratory practice. **2 credits**

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

### ***Senior Year – Semester IV – Fall***

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

**BMS 471: Digital Imaging:** A study of the technical aspects involved in the production of diagnostic radiographs. The focus of study is on emerging imaging modalities in radiologic technology. Topics include digital imaging modalities such as computed radiography (CR), digital radiography (DR), and PACS systems. **3 credits**

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

**BMS 307 Seminar in Radiography I:** Topics will be geared toward research in the radiologic sciences. Students will gain experience working in groups and independently. Student will have the opportunity to read and critique professional journal articles and prepare an independent study project. The project can be completed as a scientific paper, scientific exhibit, or video exhibit. Topics must be pertinent to medical imaging and students must follow the essay and exhibit guidelines as published by the WAERT. Qualified projects will be submitted to the WAERT Student Symposium Essay and Exhibit Competition. **3 credits**

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

### ***Senior Year – Semester V – Spring***

**BMS 475: Radiologic Physics II:** A study of complex imaging systems used in radiologic technology and quality assurance programs. Topics focus on fluoroscopy, mammography, computed tomography, magnetic resonance imaging systems, and quality control programs. **2 credits**

**BMS 401: Seminar in Radiography II – Image Analysis:** Evaluation of radiographs for patient identification, marker placement, positioning, radiographic quality, collimation, artifacts, anatomical structures, and strategies for quality improvement. Special emphasis is to enhance critical thinking skills. **2 credits**

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

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

**BMS 479: Radiography Clinical Education V:** The student will participate in radiologic procedures and demonstrate competency at an assigned Clinical Education Center. Performance objectives and cognitive goals focus on the achievement of advanced skills required of the practicing radiographer. 65 competencies are required during the two-year professional program. Clinical rotations during Practicum V average 24 hours per week. **3 credits**

### ***Senior Year – Semester VI – Summer***

**BMS 485: Professional Development in Radiography:** An overview of all academic material covered in the curriculum with special testing designed to prepare the student for the radiography examination of the American Registry of Radiologic Technologists. **2 credits**

**BMS 486: Radiography Clinical Education VI:** The student will participate in radiologic procedures and demonstrate competency at an assigned Clinical Education Center. Performance objectives and cognitive goals focus on the achievement of advanced skills required of the practicing radiographer. 65 competencies are required during the two-year professional program. Practicum VI clinical rotations average 32 hours per week. **4 credits**

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

## Course Sequence

<b>Semester I Fall</b> <i>14 credit hours</i>	<b>Semester II Spring</b> <i>13 credit hours</i>	<b>Semester III Summer</b> <i>7 credit hours</i>	<b>Semester IV Fall</b> <i>13 credit hours</i>	<b>Semester V Spring</b> <i>13 credit hours</i>	<b>Semester VI Summer</b> <i>6 credit hours</i>
<b>BMS 350</b> Introduction to Radiologic Sciences & Health Care (2 credits)	<b>BMS 360</b> Radiation Biology (2 credits)	<b>BMS 370</b> Human Structure & Function III (1 credit)	<b>BMS 470</b> Radiographic Physics I (2 credits)	<b>BMS 475</b> Radiologic Physics II (2 credits)	<b>BMS 485</b> Professional Development in Radiography (2 credits)
<b>BMS 351</b> Radiation Protection (2 credits)	<b>BMS 361</b> Human Structure & Function II (2 credits)	<b>BMS 371</b> Radiographic Procedures III (2 credits)	<b>BMS 471</b> Digital Imaging (3 credits)	<b>BMS 401</b> Seminar in Radiography II (2 credits)	<b>BMS 486</b> Radiography Clinical Education VI (4 credits)
<b>BMS 352</b> Human Structure & Function I (2 credits)	<b>BMS 362</b> Principles of Imaging II (3 credits)	<b>BMS 372</b> Radiography Clinical Education III (4 credits)	<b>BMS 307</b> Seminar in Radiography I (3 credits)	<b>BMS 477</b> Cross-Sectional Anatomy (3 credits)	
<b>BMS 353</b> Principles of Imaging I (2 credits)	<b>BMS 363</b> Radiographic Procedures II (3 credits)		<b>BMS 473</b> Imaging Procedures IV (2 credits)	<b>BMS 478</b> Radiographic Pathology (3 credits)	
<b>BMS 354</b> Radiographic Procedures I (3 credits)	<b>BMS 364</b> Radiography Clinical Education II (3 credits)		<b>BMS 474</b> Radiography Clinical Education IV (3 credits)	<b>BMS 479</b> Radiography Clinical Education V (3 credits)	
<b>BMS 355</b> Radiography Clinical Education I (3credits)					

## **Academic Year Calendar – Key Dates**

### **UWHC School of Radiologic Technology Academic Year Calendar\* 2017 - 2019**

<b><u>Fall Semester</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
First day of classes (Junior students)	9/06/17	9/05/18
Orientation period (Junior students)	9/11/17-10/20/17	9/10/18-10/19/18
Labor Day Holiday	9/04/17	9/03/18
First day of classes (Senior Students)	9/11/17	9/10/18
Thanksgiving Recess	11/23/17 & 11/24/17	11/22/18 & 11/23/18
Final Exams	12/11/17-12/15/17	12/10/18-12/14/18
Semester ends	12/22/17	12/21/18
Winter Recess	12/24/17-1/13/18	12/23/18-1/12/19
<b><u>Spring Semester</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
Clinical practicum resumes	1/16/18	1/14/19
Martin Luther King Holiday	1/15/18	1/21/19
Academic courses resume	1/22/18	1/22/19
Spring Recess	3/18/18-3/24/18	3/17/19-3/23/19
Final Exams	5/7/18-5/11/18	5/6/19-5/10/19
Semester ends	5/18/18	5/17/19
Summer Recess (Senior Students)	5/20/18-5/28/18	5/19/19-5/27/19
Summer Recess (Junior Students)	5/20/18-6/2/18	5/19/19-6/1/19
Memorial Day Holiday	5/28/18	5/27/19
<b><u>Summer Semester</u></b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>
Clinical practicum resumes	5/29/18	5/28/19
Academic courses resume	6/04/18	6/03/19
July 4 <sup>th</sup> Holiday (observed)	7/04/18	7/04/19
Last day of senior classes	7/25/18	7/24/19
Graduation	8/3/18 or 8/10/18**	8/02/19 or 8/09/19**
Final Exams (Junior Students)	8/13/18-8/17/18**	8/12/19-8/16/19**
Semester ends	8/24/18	8/23/19
End of Year Recess (Junior Students)	8/26/18-9/08/18**	8/25/19-9/07/19

*\*All dates are tentative and subject to change per the discretion of program officials*

*\*\* TBD – Dates have not been finalized*



## **ADMISSION POLICIES**

Admission to UWHC School of Radiologic Technology is highly competitive and granted to a limited number of applicants each year. A radiography student must be a mature, dependable person who is “people oriented” and genuinely interested in caring for individuals who are ill, injured, or disabled. The following list offers a general description outlining the attributes of a successful candidate.

- Students must be in good health and physical condition in order to be capable of performing the duties required of a radiographer (*radiographer duties are outlined on page 7*).
  - Immunizations must be current
- Applicants to the program must have attained the level, scope, and breadth of educational preparedness necessary to meet the demands of the rapidly evolving, highly technical, and diverse professional curriculum taught at UWHC School of Radiologic Technology. (*Educational requirements are outlined on pages 19-20*).
- Priority consideration will be afforded to those applicants who have completed all prerequisite courses with an earned grade of “C” or higher in each prerequisite course
  - Prerequisite course work must be complete (or in progress) by the application deadline with an earned grade of C (2.0) or higher for each prerequisite course.
    - Applicants who are actively enrolled in and making satisfactory progress in a prerequisite course will be given consideration
      - Applications will be scored accordingly
      - Interviews are not guaranteed
    - Applicants who have uncompleted prerequisite course work they are not actively enrolled in and/or are not making satisfactory progress in will be deemed ineligible for the current enrollment period
- The applicant’s overall GPA for pre-professional course work must be at least 2.5 on a 4.0 scale.
- Practical experience caring for the ill and injured is highly recommended as it prepares the student for clinical practice.
  - Such experience can be obtained through CNA certification, employment, or volunteer activities conducted in nursing homes, hospitals, clinics, urgent care centers, trauma centers, or imaging centers.
- The admission process is highly competitive due to the limited number of student positions available.
  - Only the most qualified candidates will be invited to interview
  - Interviews are not guaranteed

- Accepted candidates are required to become CPR certified through the American Heart Association’s Health-Care Provider CPR course (or Red Cross equivalent) prior to admission into the program.
- Applications that are complete and received by the deadline are reviewed, evaluated, and given a number score based on past academic performance, accomplishments, references, and employment-related experiences.
  - The highest scoring applicants are invited to interview.
  - Those applicants whose qualifications indicate the greatest potential for professional and personal development are selected for enrollment.

### ***The Ideal Candidate***

The ideal candidate will have completed two years of post-secondary, pre-professional education in radiologic technology as a BSRT candidate. Priority is given to those applicants who have completed all prerequisites prior to the application deadline with an earned grade of “C” or higher in each prerequisite course.

UWHC School of Radiologic Technology holds formal affiliation agreements with Carroll University, Edgewood College, UW-Oshkosh, UW-Milwaukee College of Health Sciences and Marian University of Fond du Lac to provide professional study to candidates working towards a Bachelor’s of Science in Radiologic Technology (BSRT).

Admission to UWHC School of Radiologic Technology is reserved for BSRT candidates from affiliated universities.

Advisors are available at all university affiliates to assist interested potential applicants. Contact information is listed below.

#### **Carroll University (Waukesha)**

Go to: [www.carrollu.edu](http://www.carrollu.edu)

Admissions: 1-262-524-7220

#### **Marian University (Fond du Lac)**

Go to [www.marianuniversity.edu](http://www.marianuniversity.edu)

Admissions: 1-800-262-7426

#### **Edgewood College (Madison)**

Go to: [www.edgewood.edu](http://www.edgewood.edu)

Admissions: 1-800-444-4861

#### **University of Wisconsin – Milwaukee**

Go to [www.uwm.edu/chs](http://www.uwm.edu/chs)

Admissions: (414) 229-2222

#### **University of Wisconsin - Oshkosh**

Go to: [www.uwosh.edu/biology/](http://www.uwosh.edu/biology/)

Admissions: (920) 424-3164

### ***Minimum Educational Requirements***

Qualified BSRT candidates will have completed at least two years of pre-professional course work as required by the affiliate university. The pre-professional curriculum at each affiliate consists of approximately 60-65 credits of specified course work (*contact your academic advisor for an exact credit count*) and must incorporate at least 15 credits of post-secondary, general education courses from the general education subject areas listed below:

- Mathematics/Algebra/Logical Reasoning – 3 credits
- Written/Oral Communication – 3 credits
- Arts/Humanities – 2 credits
- Computer Science/Information Systems – 2 credits
- Social/Behavioral Sciences – 2 credits
- Natural Sciences – 3 credits

The global content objectives designed to be met by post-secondary general education courses are listed in the table on the following page along with minimum credit requirements and suggested courses.

In addition to global content areas, applicants must demonstrate adequate preparation in post-secondary physical sciences by completion of the following courses (*these are minimum credit recommendations; more may be required by your university affiliate*):

- Chemistry – 3 credits
- Physics – 3 credits

All affiliate universities offer specific courses in chemistry and physics that focus on these subjects as they pertain to the health sciences. Credit requirements for chemistry and physics courses are specified by the university affiliate and are part of the required pre-professional curriculum for BSRT majors.

The admission policy for UWHC School of Radiologic Technology is both competitive and selective. Merely meeting the minimum level of prerequisite education does not guarantee an applicant will be invited for a personal interview. Interviews constitute the final step in the admission process and are reserved for the most qualified applicants. The 25 highest scoring applicants from the initial screening will be invited to interview.

## Required Post-Secondary General Education Coursework

Below is the list of general education coursework that must be completed at the post-secondary level as part of your pre-professional curriculum to be eligible to apply to the UW Hospital & Clinics School of Radiologic Technology. For each subject area, there are examples listed in the far right column of courses that would fulfill the prerequisite for that subject area. These are **only examples**, not an all-inclusive list of the courses which satisfy that requirement. These suggestions are offered to provide an example of the **type** of courses that address the stated objectives under each subject heading.

REQUIRED GENERAL EDUCATION PREREQUISITES			
MINIMUM CREDITS	SUBJECT	OBJECTIVES	For example...
3 credits	Mathematics/Algebra/Logical Reasoning	<ul style="list-style-type: none"> <li>▪ Develop skills in analysis, quantification and synthesis.</li> <li>▪ Apply problem solving strategies.</li> </ul>	A college-level math course (algebra, geometry, calculus, trigonometry, statistics, etc.)
3 credits	Written/Oral Communications	<ul style="list-style-type: none"> <li>▪ Write and read critically.</li> <li>▪ Speak and listen critically.</li> <li>▪ Develop the ability to perceive, gather, organize, and present information.</li> <li>▪ Locate, evaluate and synthesize material from diverse sources and points of view.</li> </ul>	A college-level writing or speech course (research writing, public speaking, debate, medical terminology, etc.)
2 credits	Arts and Humanities	<ul style="list-style-type: none"> <li>▪ Develop knowledge and understanding of the human condition.</li> <li>▪ Demonstrate respect for diverse populations.</li> <li>▪ Develop an understanding of ethics and the role they play in personal and professional lives.</li> <li>▪ Recognize and critically examine attitudes and values.</li> </ul>	A college-level humanities course (literature, history, ethnic studies, religious studies, philosophy, ethics, etc.)
2 credits	Information Systems	<ul style="list-style-type: none"> <li>▪ Develop the knowledge base to use computerized systems.</li> <li>▪ Use technology to retrieve, evaluate and apply information.</li> </ul>	A college-level information systems course (introductory microcomputers, information technology, computer science, computer programming, digital information systems, digital information processing, etc.)
2 credits	Social/Behavior Sciences	<ul style="list-style-type: none"> <li>▪ Assist in adapting interactions to meet cultural/psychological needs of people.</li> <li>▪ Develop an understanding of individual and collective behavior.</li> <li>▪ Promote the development of leadership skills.</li> <li>▪ Develop the capacity to exercise responsible and productive citizenship.</li> <li>▪ Function as a public-minded individual.</li> </ul>	A college-level social science or psychology course (sociology, psychology, marriage & family, adulthood & aging, public health, cultural diversity, etc.)
3 credits	Natural Sciences	<ul style="list-style-type: none"> <li>▪ Develop an understanding of the scientific method.</li> <li>▪ Make informed judgments about science-related topics.</li> <li>▪ Develop a scientific vocabulary.</li> </ul>	A college-level science course (human anatomy, biology, kinesiology, human physiology, zoology, human pathophysiology, etc.)
3 credits	Chemistry	<ul style="list-style-type: none"> <li>▪ Comprehend the fundamental principles of chemical science</li> </ul>	A college level chemistry course
3 credits	Physics	<ul style="list-style-type: none"> <li>▪ Develop an understanding of physics as related to the study of mechanics, fluids, heat, sound, electricity, magnetism, and radioactivity</li> </ul>	A college level physics course

## **Application Requirements**

All applicants must meet the following requirements to establish eligibility for admission to the program: *(These are minimum qualifications and do not guarantee the applicant will be invited to interview. Interviews are reserved for the 25 highest scoring candidates following the initial application screening)*

1. BSRT candidate from Carroll University, Edgewood College, Marian University, University of Wisconsin-Milwaukee or University of Wisconsin-Oshkosh.
2. Completion of the required pre-professional curriculum as designated by the university affiliate. Contact your academic advisor for the exact credit requirement at your home university.
3. The pre-professional curriculum generally encompasses the freshman and sophomore years of study and must include the following:
  - Course work at the post-secondary level in chemistry, and physics
  - Medical Terminology
  - At least 15 credits of required global subject area course work completed at the post-secondary level
    - *At minimum this will include 3 college credits in mathematics, written/oral communication, and natural science; minimum 2 college credits in humanities, information systems, and social science.*
4. Pre-professional and prerequisite coursework included in the list below must be complete prior to the application deadline with an earned grade of C (2.0) or higher. *(Minimum credit requirements are listed. A higher number of credits may be required by the university affiliate as part of the pre-professional curriculum)*
  - Algebra (Mathematics) – 3 credits
  - Chemistry – 3 credits
  - Physics – 3 credits
  - Oral/Written communications – 3 credits
  - Natural Science (Biology, Human Anatomy & Physiology, Zoology) – 3 credits
  - Computer Science/Information Systems – 2 credits
  - Arts/Humanities – 2 credits
  - Social Science – 2 credits
5. GPA of at least 2.5 on a 4.0 scale.
6. **Autobiographical Statement** of 200 words or less describing the candidate's qualifications and rationale for becoming a radiologic technologist.
  - The essay must be typed or word processed, double-spaced on a single page of 8.5" x 11" paper.  
*(All work must be the original work of the candidate, signed, and dated)*
7. Provide three (3) references on the required form.
8. Submit the \$50.00, non-refundable application fee to the UWHC School of Radiologic Technology.

## ***Application Process***

The application deadline for materials to be received at UWHC is January 31. All application materials must be received at our offices no later than January 31 if the applicant wishes to be considered for the next scheduled start date. *(If the deadline falls during a weekend i.e. Saturday or Sunday, the preceding Friday shall serve as the official deadline for the receipt of application materials.)*

Each university affiliate has a process in place whereby BSRT candidates apply for clinical placement by submitting all UWHC application materials (items #1-#4 in the following checklist) to a designated official at the university affiliate. Application materials are then forwarded to UWHC to be received by the January 31 application deadline.

Each university affiliate has its own deadline for submitting application materials. The current application deadline for each affiliate is as follows:

- **Carroll University:** December 1
- **Edgewood College:** December 1
- **Marian University:** December 15
- **UW-Milwaukee:** December 1
- **UW-Oshkosh:** December 1

Contact information for each university affiliate is listed below. Please contact the Education Coordinator at your university if you have specific questions about their application process.

- Carroll University: [www.carrollu.edu](http://www.carrollu.edu)
- Edgewood College: Brenda del Moral at [BdelMoral@edgewood.edu](mailto:BdelMoral@edgewood.edu)
- Marian University: Teri Durkin at [tadurkin33@marianuniversity.edu](mailto:tadurkin33@marianuniversity.edu)
- UW-Milwaukee: Jayne Wisniewski at [wisniews@uwm.edu](mailto:wisniews@uwm.edu)
- UW-Oshkosh: Dana Merriman at [merrimad@uwosh.edu](mailto:merrimad@uwosh.edu)

The application fee (\$50.00 non-refundable) is paid directly to UWHC School of Radiologic Technology. Contact your university affiliate to determine if they will collect and forward your application fee to us or if you are responsible for sending the fee to us yourself.

Our mailing address is:

UWHC School of Radiologic Technology  
610 N. Whitney Way, Suite 440  
Madison, WI 53705-2700

## **Application Checklist**

To apply to UWHC School of Radiologic Technology each of the following steps must be completed. Items from steps #1-4 must be submitted to the appropriate official at the affiliate university. The application fee (item #5) is submitted directly to UWHC School of Radiologic Technology.

- *Submit items #1-4 to the contact at your university affiliate by the date specified at your university.*
  - *Carroll University: December 1*
  - *Edgewood College: December 1*
  - *Marian University: December 15*
  - *UW-Milwaukee: December 1*
  - *UW-Oshkosh: December 1*
- *Submit payment for the non-refundable application fee directly to UWHC School of Radiologic Technology by January 31.*

\_\_\_\_\_ 1. Complete and submit the UWHC School of Radiologic Technology application form.

\_\_\_\_\_ 2. Submit the Autobiographical Statement of 200 words or less describing why this field interests you and include your qualifications for becoming a radiologic technologist.

***The Statement must be typed, double-spaced, signed and dated by the applicant to verify authenticity.***

- Failure to follow directions will result in an incomplete application and the applicant will forfeit eligibility.

\_\_\_\_\_ 3. Submit (3) three UWHC School of Radiologic Technology reference forms.

- References should be from professors, TAs, employers, or other qualified persons, not friends or relatives.

\_\_\_\_\_ 4. Submit official transcripts of ***all*** post-secondary course work.

- Official transcripts must be mailed from the college or university that issued them.
  - *Advisors at each affiliate university will assure that transcripts from their university are sent to us.*
  - ***The applicant is responsible for requesting transcripts from other institutions.***
- Prerequisite coursework must be complete prior to the application deadline and have an earned grade of C (2.0) or higher. (*See item #4 on the preceding page for the list of courses.*)
- The applicant's overall GPA must be at least 2.5 on a 4.0 scale.

\_\_\_\_\_ 5. Submit the \$50.00, non-refundable application fee via check or money order payable to the UWHC School of Radiologic Technology.

## ***Application Guidelines***

***Please note these important points when applying to the program:***

- All application materials must be received in the School offices by the close of the business day (4:30 p.m. CST) on the deadline date (*January 31*).
  - If the deadline falls during the weekend (*Saturday or Sunday*), the preceding Friday shall serve as the official deadline for the receipt of application materials
- Applications that are complete and received by the application deadline are reviewed and scored.
  - The applicant is notified of his/her eligibility
- Application materials will not be accepted once the deadline has passed.
  - There are no exceptions
- Applicants are responsible for assuring that **all** of their application materials arrive at the School by the deadline.
- Any application that is missing one or more required document(s) at the close of the deadline will be classified as an incomplete application.
  - Eligibility will be forfeited
  - Missing items will not be accepted after the deadline
  - There are no exceptions
- Incomplete applications will not be processed and the applicant will be deemed ineligible to proceed through the admission process.
  - There are no exceptions
- UWHC School of Radiologic Technology does not practice open enrollment.
- UWHC School of Radiologic Technology does not maintain a waiting list.
- UWHC School of Radiologic Technology does not hold applications for subsequent enrollment periods.
  - A new application must be submitted if an applicant wishes to reapply the following year.
- All application material received by the School shall become official records of the School.
  - Application materials will not be returned to the applicant



## ***Application Evaluation Scoring***

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

<b><u>Evaluation Criteria</u></b>	<b><u>Maximum Points</u></b>
1. Education/Prerequisites/GPA	50
2. Employment/References/Autobiographical Statement	40
3. Personal Interview	40
4. Interviewer Recommendation	<u>5</u>
	135 Possible Total Points

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

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

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

### **Admission Timeline**

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

## **FINANCIAL INFORMATION**

### ***Application Fee***

UWHC School of Radiologic Technology requires a \$50.00 non-refundable application fee from all applicants. The fee must be submitted to the School's mailing address by the application deadline (*January 31*):

UWHC School of Radiologic Technology  
610 N. Whitney Way, Suite 440  
Madison, WI 53705-2700

Checks or money orders in US currency are to be paid to the order of: *UWHC School of Radiologic Technology*. Check with the Education Coordinator at your university affiliate to see if they will collect the fee and forward it to UWHC or if you are responsible for submitting your own payment directly to UWHC.

### ***Enrollment Fee***

Applicants accepted to the UWHC School of Radiologic Technology must submit a \$100.00 enrollment fee to hold their place in the class for which they are accepted. The due date of this fee will be stipulated by the School in the letter of acceptance. Applicants who do not submit the enrollment fee by the stated deadline will forfeit their enrollment and an alternate applicant will be offered their place in the coming class. The enrollment fee is non-refundable.

### ***Tuition***

Tuition charges are in accordance with the current tuition structure in effect at student's university affiliate. Each affiliate will reimburse UWHC School of Radiologic Technology for the cost of providing professional education.

- [\*Carroll University tuition information\*](#)
- [\*Edgewood College tuition information\*](#)
- [\*Marian University tuition information\*](#)
- [\*UW-Milwaukee Tuition Information\*](#)
- [\*UW-Oshkosh Tuition Information\*](#)

***All tuition and fees must be paid in full before a student will be issued a certificate of completion, earn their degree and granted ARRT Registry Examination eligibility.***

### ***Refund Policy***

Tuition assessment for Drop/Withdrawal is in accordance with the policies in effect at the student's affiliate university.

### ***Textbooks/Online Resources***

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

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

### ***Housing***

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

### ***Meals***

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

### ***Attire***

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

## ***Health Insurance***

Students are responsible for their own health insurance. It is highly recommended that students carry personal health insurance while in the program.

Students who require medical care may use the health facilities offered to students of UW-Madison. University Student Health Services is located at 333 East Campus Mall, Madison. Appointments are required.

UWHC Employee Health Services will treat students who become ill or injured while on clinical duty.

Students utilizing UWHC Emergency Services Department for medical treatment will be billed for those services.

***Sample of Costs for a First Year Student*** (based on 2016-2017 UW-Milwaukee fee schedules, tuition costs will vary depending on the university affiliate where the student is enrolled)

Tuition: \$11,771.40

Textbooks & Supplies: \$1,500.00

Professional Attire: \$200-300

## ***Financial Aid***

UW-Milwaukee students apply for financial aid through the Financial Aid Department at UW-Milwaukee.

Marian students apply for financial aid through the Admissions and Financial Aid Office at Marian University.

## ***SCHOOL/STUDENT ORGANIZATIONS***

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

### ***Student Commission***

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

### ***Student Body***

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

### ***Advisory Committee***

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

## **PROGRAM POLICIES**

### **ARRT Certification – Ethics Eligibility**

Upon completion of the program, graduates of UWHC School of Radiologic Technology are eligible for certification through the American Registry of Radiologic Technologists (ARRT), the national credentialing agency for medical imaging professions. Each applicant's eligibility is evaluated according to strict standards of educational preparedness, professional competency and high ethical standards of behavior as contained in the ARRT Rules of Ethics. Ethics violations can have a negative impact on an applicant's eligibility to obtain certification in the radiologic sciences even though all educational and competency requirements have been met. Applicants to professional training in the radiologic sciences are advised of the following:

- Issues addressed by the ARRT Rules of Ethics include convictions of any and all crimes; including misdemeanors, gross misdemeanors, felonies, or alcohol and drug violations.
- All convictions must be reported to the ARRT and an ethics review will be conducted to determine if the individual is eligible for certification.
- Any conviction can negatively impact a candidate's eligibility for certification, therefore all convictions (except parking and speeding violations) must be reported to the ARRT regardless of whether they occur before, during or after professional training has been completed.
- Offenses committed as a juvenile that were adjudicated through the juvenile court system are not required to be reported.
- The ARRT will conduct a pre-application review of any violation before or during an applicant's education upon request by the applicant.
- A pre-application review packet can be obtained from the ARRT web site [www.arrt.org/handbooklinks](http://www.arrt.org/handbooklinks) or by contacting the ARRT at 651-687-0048 ext. 8580.

## ***BSRT Degree***

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

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

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

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

## ***Academic Standards***

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

### ***Academic and Clinical Hours***

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

- Hours on academic days are 9:00 am – 3:00 pm unless otherwise noted.
  - First Year Students
    - Tuesday & Thursday
    - Fridays – Fall Semester I only
      - Academic session scheduled 9 - 11 a.m.
      - Laboratory sessions scheduled 11 a.m. - 4 p.m.
  - Second Year Students
    - Monday & Wednesday
- Hours on laboratory days are scheduled in 1-2 hour shifts between the hours of 7:30 am and 4:30 pm
  - First Year Students
    - Expect as noted above
- Hours on clinical days are generally 8:00 am – 4:00 pm.
  - First Year Students
    - Monday & Wednesday
  - Second Year Students
    - Tuesday, Thursday and Friday
- Off-hour clinical shifts include the following: *(Note that times and days are different from the clinical hours listed above)*
  - PM shift at UWHC Diagnostic Radiology 4:00 -10:00 pm
    - First Year Students (3 weeks)
      - Monday & Wednesday
    - Second Year Students (2 weeks)
      - Tuesday & Thursday (4 – 10 p.m.)
      - Saturday 12 – 8 a.m. or 4 a.m. - noon
  - PM shift Computed Tomography 12:00 noon – 8:00 pm
    - Second Year Students (1 week)
      - Tuesday, Thursday and Friday
  - PM shift MRI 12:00 noon – 8:00 pm
    - Second Year Students (1 week)
      - Tuesday, Thursday and Friday



## ***Holidays and Vacations***

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

- Students receive two weeks of vacation each semester
- Vacation time is scheduled by the program
- No classes will be held during vacation periods
- No clinical experiences are allowed on official school holidays
- The following days are official school holidays:
  - January 1 (LH)
  - Martin Luther King Day (LH)
  - Memorial Day (LH)
  - July 4 (LH)
  - Labor Day (LH)
  - Thanksgiving (LH) and Friday after
  - December 24 (LH)
  - December 25 (LH)

\*(LH) – designates legal holiday

## ***Core Competencies***

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

1. Identify structures, systems and organs of the body.
2. Identify anatomical structures as represented on a radiograph.
3. Identify and perform nursing care procedures within the scope of current radiography practice that are appropriate to the age and condition of the patient.
4. Effectively practice Standard Precautions protective guidelines.
5. Demonstrate the proper use of radiation protection and control measures.
6. Strictly adhere to UWHC Department of Radiology radiation protection policies.
7. Demonstrate appropriate skills necessary for thorough and efficient image processing.
8. Properly utilize various types of radiographic and fluoroscopic imaging equipment.
9. Properly utilize various types of accessory devices and physiologic monitoring equipment.
10. State the rationale for use of contrast media in the scope of radiographic procedures.
11. Identify the effects of radiation on biological systems.
12. Demonstrate the fundamental factors and relationships of electrical and radiation physics as applied to radiography.
13. Demonstrate a working knowledge of medical terminology.
14. Demonstrate proper radiographic positioning for any requested examination.
15. Utilize proper exposure factors to obtain diagnostic radiographs for any requested examination.
16. Assess the diagnostic quality of radiographs and make recommendations for image quality improvements.
17. Interact with patients, visitors, and staff in a courteous and professional manner.
18. Demonstrate understanding of the function of ancillary areas such as:
  - a. reception
  - b. image archiving
  - c. work flow management
  - d. quality control

## ***Orientation***

Incoming students are required to attend UWHC New Employee Orientation (NEO) prior to starting classes in September. UWHC Human Resources Department will contact incoming students to schedule the NEO session. During UWHC NEO each SRT student will:

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

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

During the orientation period the student will:

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

## ***Health Requirements***

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

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

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

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

## ***Student Pregnancy Guidelines***

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

- Declaration of pregnancy by the student is entirely voluntary.
- Students have the option to notify the Program Director in writing of the pregnancy with expected date of confinement.
- When and if formal declaration is made the student is then, for the purposes of radiation protection, considered to be a “declared pregnant worker”.
- Without written notification the student is not considered a declared pregnant worker.
- Once written notification is received, declared pregnant worker rules become effective and a counseling session will be held with a medical physicist to explain radiation exposure risks, NRC Guidelines, and additional monitoring practices, which will be initiated immediately.
- A declared pregnant worker maintains the right to voluntarily withdraw the declaration of pregnancy at any time.
  - Such withdrawal must be made in writing
- The declaration becomes null and void upon delivery or termination of the pregnancy without additional notification as such.
- If delivery is to occur during training, all course work and clinical time must be completed before the student is eligible for graduation and the ARRT (board) examination.
- The school cannot guarantee normal program completion time if a pregnancy occurs during training.
- Re-entry of the student is evaluated on an individual basis.
- The student is readmitted only after a physician’s approval.
- Adjustment of tuition fees will follow the tuition refund policy.

## ***Clinical Obligations***

Upon acceptance each student must sign an agreement of intent to enroll and will be assessed a \$100.00 enrollment fee to assure their space in the program. Failure to pay the enrollment fee will result in the spot being offered to the next qualified candidate from the list of alternates.

Upon enrollment each student will be required to complete and provide evidence of the following:

- CPR certification - *\$65 if certification is obtained through UWHC. (An additional fee is charged for the CPR training manual which is optional)*
  - American Heart Association (AHA) Healthcare Provider – 2 year certification (or Red Cross equivalent)
- Background Information Disclosure (BID) form – *provide by UWHC at no charge*
- UWHC New Employee Orientation (NEO) – *provided by UWHC at no charge*
  - Safety and Infection Control Training (SIC)
  - Protected Healthcare Information Training (HIPAA)
- UWHC Employee Health Screening – *provided by UWHC at no charge*
  - General physical exam
  - Drug Screening
  - Current vaccination documentation

## ***Dress and Appearance***

UWHC and the School of Radiologic Technology both require a certain standard of professional dress and appearance for all employees and students. Attire appropriate to professional healthcare workers is required at all times during clinical experiences. Enrolled students will receive a copy of the ***“Standards of Dress and Appearance”*** policy upon acceptance to the program.

## ***Clinical Education***

Most clinical rotations are scheduled Monday-Friday during the hours of 8:00 am – 4:00 pm. However, some clinical experiences occur in the “off” hours, i.e. evenings and weekends. Clinical schedules are issued at the beginning of the Fall semester for the entire academic year so that students are informed well ahead of time in any impending “off” hour clinical experience.

Some clinical experiences occur at locations that are geographically dispersed from UWHC. Off-site clinical locations include:

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

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

## ***Clinical Education Rotations***

### **CORE CLINICAL ROTATIONS**

American Family Children's Hospital (AFCH)

Diagnostic Radiology (DR)

    Inpatient UWHC

    Outpatient UWHC

Gastrointestinal/GI (fluoroscopy)

Digestive Health Center (DHC)

CT (Computerized Tomography)

GU (genitourinary)

Mobile Radiography (Portables)

Surgery

Emergency/Trauma Radiography

Angiography/Interventional

PM Shift (4:00 – 10:00 pm)

MRI (Magnetic Resonance Imaging)

Research Park Sports Medicine – off site

UW Health East Clinic – off site

UW Health West Clinic – off site

UW Health – The American Center (TAC) – off site

Wm. S. Middleton Memorial Veterans Hospital – located adjacent to UWHC



## ELECTIVE ROTATIONS

Radiotherapy

Nuclear Medicine

Ultrasound

Radiology Animal Research Lab

Student Health Clinic – off site

Veterinary Radiography – off site

Third Shift (Midnight – 8:00 am)

Cardiovascular

Mammography

PACS

WI Institutes for Medical Research (WIMR)

UW Health - The American Center (TAC)

University Station Clinic

## ***Grading System***

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

### **Grading Scale**

93-100%	A	4.0 quality points	Excellent standing
85-92%	B	3.0 quality points	Above average standing
80-84%	C	2.0 quality points	Average standing
0-79%	F	0.0 quality points	Unsatisfactory standing (Failure)

### **Grades not included in GPA calculations**

S = Satisfactory	Indicates satisfactory completion of a laboratory course
Inc = Incomplete	Indicates the student has not completed all requirements of the course

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

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

## ***Transfer of Credit***

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

## ***Graduation Requirements***

Upon successful completion of the program, graduating students receive a diploma and pin from UWHC School of Radiologic Technology. In addition, graduates are granted eligibility to write the certification examination in Radiography given by the American Registry of Radiologic Technologists (ARRT) as long as the education, ethics, competency and degree requirements specified by the ARRT have been fulfilled.

Requirements for graduation are as follows:

1. All academic assignments must be complete.
2. All clinical competency requirements must be complete.
3. All clinical education requirements and documentation must be complete.
4. Students must maintain a minimum average of 80% in each academic and clinical course.
5. All tuition and fees must be paid in full.
6. The student has fulfilled the requirements for the BSRT degree as specified by their university affiliate
7. Eligibility to write the ARRT examination is subject to review by the Program Director.

## ***Student Records and Release of Information***

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

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

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

### ***Protected Patient Health Information (PHI)***

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

## **GENERAL INFORMATION**

### ***UW-Madison Campus***

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

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

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

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

Located near UW Hospital and Clinics are gymnasiums for handball, racquetball, swimming, jogging, basketball, tennis, badminton, softball and other sports. The Nielsen Tennis stadium, located adjacent to UW Hospital and Clinics houses 12 indoor tennis courts and six squash courts.

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

## ***City of Madison***

Madison and Wisconsin have much to offer. Lying on an isthmus between two large lakes, Madison is home to more than 175,000 people, including nearly 44,000 university students.

Madison is a medium-sized city with big city attractions including sporting events, art festivals and cultural activities. Four lakes surround the city with picture-perfect beaches for sunbathing and water sports such as swimming, fishing, sailing, and cruising. The area is a four-season display of beauty.

Many choices exist for outdoor activities in Madison. Madison had 150 parks, ski areas, golf courses, campgrounds, hunting, fishing, and historical sites. There is an annual art fair on the city's Capital Square. Farmer's Markets run every Saturday during the summer providing an open-air display of fresh farm produce, bakery, garden plants, cheese, honey, homemade jams, and jelly. The Frank Lloyd Wright Community and Convention Center on Lake Mendota hosts diverse offerings. Culturally, the city offers its own civic opera, orchestra, chorus, and locally produced theater.

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

