



2024-
2025

Radiography Program Student Handbook



Revised 8.2024

Madison College Radiography Program

2024-2025

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MADISON AREA TECHNICAL COLLEGE

RADIOGRAPHY PROGRAM

- **Madison College MISSION STATEMENT:** Madison College provides open access to quality education that fosters lifelong learning and success within our communities.
- **Madison College VISION STATEMENT:** To be the leader in accessible, affordable education that meets the evolving needs of our diverse communities.
- **Madison College VALUES:** Excellence, Respect, Belonging and Integrity
- **Radiography Program MISSION STATEMENT:** Prepare students to be successful entry-level radiographers meeting the needs of our diverse communities.
- **Radiography Program VISION STATEMENT-** Educate an optimal number of Radiography students based on the recommendations of the JRCERT and the needs of our diverse community. The Radiography Program strives to accomplish its vision of providing its students with a well-rounded education.
- **Radiography Program GOALS:**
 - **Goal #1:** Students will be clinically competent.
 - **Goal #2:** Students will communicate effectively.
 - **Goal #3:** Students will use critical thinking and problem-solving skills.
 - **Goal #4:** Students will evaluate the importance of professional growth and development.
 - **Goal #5:** Graduates will meet the needs of the medical imaging community (Program Effectiveness).

These goals are measured by outcomes. The outcome data is collected by the Program Director and faculty. If any of the outcomes are not being met by established criteria, the faculty will address the need(s) and report findings to the Radiography Advisory Committee. This is done on a semi-annual basis.

The complete Madison College Radiography Program Assessment Plan is available to all upon request.

Radiography Program Student Handbook



Section One: General Information

Certification:

Students who graduate from this program are eligible to take the American Registry of Radiologic Technologists examination. Program completion documentation of graduated students will be sent to the Certifying Agency upon completion of the program. The Certifying Agency will be notified of students who fail to meet MC requirements. They will have certification withheld despite passing grades on the certification exams until such time as all college requirements are met.

Successful completion of the ARRT examination qualifies program graduates for the Radiographer license required to practice in the state of Wisconsin.

Program Accreditation:

Madison Area Technical College is accredited by the North Central Association of Colleges and Schools. The MC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. If a student feels that the Radiography Program does not comply with the Standards, contact the Joint Review Committee on Education in Radiologic Technology at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-2901, or call them at 312-704-5300. The JRCERT can also be reached at mail@jrcert.org. The students can also visit the Web Site <http://www.jrcert.org>. The JRCERT Standards are made available to all students requesting to read them.

Note: Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT. See “Madison College Grade Dispute process” and/or “Steps to resolving a concern/grievance” in this handbook for institution/program policies.

Policy Disclaimer:

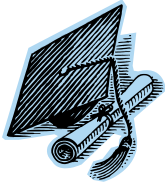
The Program Faculty of the Radiography Program reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of new policies and/or changes in program policies in writing.

Students with Disabilities (ADA Statement) and Title IX Pregnancy and Parenting Requirements:

Madison College is committed to creating conditions that empower and support students with disabilities to reach their learning goals. The College ensures equal access to all academic programs and activities by offering qualified students' reasonable accommodations and support. In order to receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan. Students with questions regarding available accommodations and support should contact Disability Resource Services at 608-246-6716 or email drstransition@madisoncollege.edu (link sends e-mail). If approved for accommodations, please share your accommodation plan with each course instructor as early as possible. If you feel your

accommodation needs are not being met, please inform your course instructor or Disability Resource Services as soon as possible.

According to the Title IX of the Education Amendments of 1972, students must be allowed to take time off school for pregnancy, childbirth, miscarriage, abortion, and recovery for as long as their doctor says is medically necessary. Students with pregnancy-related conditions should submit the [Student Pregnancy Accommodation Request form](#) or contact Disability Resource Services at 608.246.6716 or drstransition@madisoncollege.edu to make a request for accommodations.

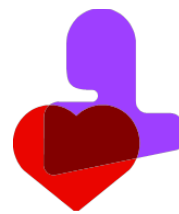


Requirements for Graduation

The student will achieve the goals required for graduation as listed below. A more detailed task list is in the outline summary of each course.

The graduate shall be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Provide quality patient care and recognize emergency patient conditions and initiate first aid and basic life support procedures.
4. Perform basic mathematical functions.
5. Operate radiographic imaging equipment and accessory devices.
6. Position the patient and imaging system to perform radiographic examinations and procedures.
7. Through the effective use of critical thinking and problem solving, modify and/or adapt procedures and exposures to accommodate for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
8. Determine exposure factors to obtain diagnostic quality radiographs within minimum diagnostic exposure.
9. Practice radiation protection for the patient, self, and others.
10. Evaluate radiographic images for appropriate positioning and image quality.
11. Demonstrate knowledge and skills relating to quality assurance in evaluating the performance of radiographic systems, in knowing safe limits of equipment operation and reporting malfunction to the proper authority.
12. Exercise independent judgment and discretion towards individuals of all cultures in the technical performance of medical imaging procedures.
13. Demonstrate the ability to give and receive constructive feedback to/from other healthcare professionals.
14. Practice in a professional manner, displaying behavior consistent with the ethical standards expected from a Radiologic Technologist, as noted in the ARRT code of ethics.



Moral Character Requirement:

- Eligibility for ARRT examination requires that the candidate be of good moral character. Please refer to the ARRT Code of ethics on the next page of this document. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT Ethics Committee conducts a thorough review of convictions, including all drug and alcohol related convictions. Documentation required for a review includes a written personal explanation of the activity and court records to verify the conviction, the sentence and completion of the services. This is an ARRT requirement, not a MC requirement. Therefore, this does not affect enrollment into the program, but does affect eligibility for the certification examination.
- Pre-application review procedures allow individuals who are not yet enrolled in an educational program to determine if a conviction would interfere with exam eligibility. Pre-Application Review Forms may be obtained on the ARRT website (www.arrt.org).
- If the eligibility review is requested within 8 months of the intended examination date, a regular examination application form may be submitted early instead of the pre-application form. Since this ethics review must be completed before eligibility is confirmed, students are requested to begin the review process as early as possible. Failure to provide the necessary information in a timely manner could result in a delay in assignment to an examination.
- The Ethics Committee may delay eligibility review of an applicant until all conditions of the courts have been completed, to include probation and summary discharge in some situations, an ethics review has been delayed for several years until an applicant has completed court probation. In fairness to students, information is provided to students at the beginning of the program.
- Anything less than complete and total disclosure of all convictions will be considered as having provided misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. Disciplinary actions may be taken at any time that disclosure was not complete.

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Madison College Student Code of Conduct

The following responsibilities represent the Student Code of Conduct for Madison Area Technical College. Any misconduct or violation of the Student Code of Conduct may serve as a basis for formal disciplinary review and action.

1. Students are responsible to comply with all local, state, and federal policies, statutes, laws, and ordinances.
2. Students are responsible to comply with all college policies and procedures.
3. Students are responsible to interact in ways that will not interfere with the educational process and/or any Madison College-sponsored activity. Class disruptions are considered an interference with the educational process. See [Classroom Policies](#) procedures.
4. Students are responsible to treat others with respect and dignity.
5. Students are responsible to take no action that improperly utilizes or is damaging or disabling to safety equipment or systems such as alarms, exit signs, fire extinguishers, window screens, sprinklers, elevators, or escalators.
6. Students are responsible to make no threat, nor take any action, which could potentially cause physical harm to themselves or others including but not limited to physical or sexual assault, suicidal and/or homicidal ideation, self-mutilation, or conduct which intentionally or recklessly threatens the health or safety of themselves or any person.
7. Students are responsible to take no action that improperly utilizes, alters, damages, or disables property, systems or equipment owned or leased by the college or other Madison College community members. This includes theft or unauthorized possession of another person's property.
8. Students are responsible to refrain from unauthorized entry or use of Madison College property, facilities, or systems. This includes the unauthorized possession and/or use of keys and electronic access cards or codes or occupation of college facilities that are locked, closed to student activities, or otherwise restricted as to use.
9. Students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of controlled substances, associated paraphernalia and/or alcohol on property owned or leased by Madison College or at a Madison College-sponsored activity. This includes presence under the influence of alcohol or other drugs.

10. Students are responsible to refrain from the unauthorized use, possession or distribution of weapons, dangerous firearms (or their facsimiles), explosives and/or hazardous objects or substances on Madison College property or at Madison College-sponsored activities. Students that are licensed under Wisconsin law to carry concealed weapons may carry such weapons only in places not prohibited by the college.
11. Students are responsible to be honest and furnish accurate information to all members of the Madison College community. Honesty includes the absence of all forms of academic dishonesty. Academic dishonesty is defined as: any behavior which results in a student giving or receiving unauthorized assistance or receiving credit for work that is NOT his/her own. See [Academic Integrity](#). Honesty also includes the absence of all forms of forgery, fraud, alteration or misuse of any Madison College document, record, or instrument of identification.
12. Students are responsible for the behavior of any guest they escort onto the Madison College campus or have accompanying them at a Madison College-sponsored activity.
13. Students are responsible to ensure that gambling does not occur on Madison College property or at Madison College-sponsored activities.
14. Students are responsible to comply with all reasonable verbal and written instructions and/or directives from authorized Madison College personnel.
15. Students are responsible to take no action, which could be defined as discrimination. Discrimination is defined as: an unfairness or prejudice based on a person's age, race, creed/religion, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity/expression, conviction record, parental status or pregnancy or protected veteran status in its educational programs, admissions, activities, or employment practices. See our [Equal Opportunity and Nondiscrimination Policy](#)
16. Students are responsible to take no action, which could be defined as harassment. Harassment is defined as: unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contacts, solicitation of favors, advances, or other adverse treatment. See our [Equal Opportunity and Nondiscrimination Policy](#).
17. Students who are members of formally recognized college clubs and organizations, which receive segregated funds through the Student Activities Board, are responsible to conduct themselves within the charters, constitutions, and guidelines of those organizations and of the Student Activities Board.
18. Students are responsible to be appropriately clothed and to wear shoes/sandals and shirts in/on Madison College facilities for safety and health reasons.
19. Students are responsible to ensure that smoking or the use of tobacco products or electronic tobacco product substitutes does not occur within any Madison College facility, or designated campus tobacco-free areas. Note all district facilities are designated as tobacco-free areas.
20. Students who wish to circulate petitions are responsible to obtain a facility permit from the Department of Facilities.

21. Students are responsible to refrain from using bicycles, skateboards, rollerblades, and hoverboards within Madison College facilities, or as posted on the grounds of district owned or leased property.
22. Students are responsible to conduct themselves appropriately when utilizing college-owned computer equipment and to follow the Student Computer Systems Acceptable Use Guidelines.
23. Students are responsible to comply with copyright law, which protects written works, recorded works, computer programs and other forms of expression. [Copyright law](#) generally prohibits the duplication of copyrighted works without the permission of the copyright owner, but there are important exceptions that permit copying for some educational purposes.

The Radiography program requires students to comply with additional standards. Copies of these policies are available from instructors and from the dean/chairperson upon request. Students failing to recognize these standards may be withdrawn from one or more classes in the program at any time and/or be subject to other disciplinary action.



Caregiver Background Check Policy

Wisconsin law requires background checks for persons who provide care for others or have access to people who receive care. Please see the State of Wisconsin Statutes Chapter 50.065, for reference and details on legislative guidelines pertaining to Offenses Affecting Caregiver Eligibility. This law applies to students in many School of Health Sciences and School of Nursing programs. A completed background check as prescribed under Wisconsin law includes:

- Completed Background Information Disclosure Form (BID).
- Electronic status check of professional licenses and credentials through the Department of Safety and Professional Services.
- Electronic criminal history search from the Wisconsin Department of Justice.
- Electronic review of records kept by the Department of Health Services for any substantial findings of abuse/neglect and license restrictions or denials.

Based on information obtained, additional research may include an out-of-state criminal history search, tribal court criminal history search, check of relevant military records, and check of county or local records.

Clinical sites may request a background check to be completed on a yearly basis. All information (records) reported on the background checks must be disclosed to the clinical education centers. Clinical sites have the right to deny your participation in clinical at their facility based on arrest or conviction record if the arrest or conviction is substantially related to the circumstances of your role as a potential health program student. Each site applies their interpretation and application of the Fair Employment Act. Information found in this process may prevent

placement in a clinical agency or practicum site for experiences required to graduate from the program. The program will seek clinical permission from two different clinical sites for a student with a positive background check. If the student is not accepted for placement by either site contacted, the student must withdraw from the Radiography program. This information may also prevent a student from becoming ARRT registered and eligibility to obtain state licensure. More information can be found on the Wisconsin Department of Health Services website.

Students entering many health sciences and nursing programs must honestly and accurately complete a Background Information Disclosure (BID) form in full. The Radiography program requires the BID form to be completed on an annual basis. Background screenings for School of Health Sciences and School of Nursing students are completed by the company Castle Branch. The Radiography program requires that is complete prior to students starting clinical courses.

You must be thorough in your response to all items, on the BID form. If you indicate **"no" on the Background Information Disclosure (BID) and there are pending or convicted crimes on your background check results, admission to a health science and/or nursing program and/or registration to a Nursing Assistant course may be denied and delayed for at least one semester.** You will also be required to resubmit a BID form and complete an appeal process. You are responsible for accuracy. It is in your best interest to reveal everything; any discrepancies between your responses and the background check results will likely affect your entry into the program. If you have legal questions, you can connect with our [Legal Clinic](#).

If you have any of the following circumstances, students should check with the program's Program Director **prior** to the petition process, being accepted as a condition admit student, or beginning any of the Madison College health sciences or nursing programs.

School of Health Sciences contact information - healthsciences@madisoncollege.edu 608-616-1250.

Note: These convictions do not automatically render an individual ineligible for employment or contract as a caregiver. However, entities may refuse to employ or contract with the individual to work as a caregiver if, in the estimation of the entity, the conviction was substantially related to client care.

- Pending legal charges
- Current probation or incarceration for their crime
- Felony convictions (convictions over 10 years ago MAY be considered depending on the crime)
- Crimes of theft in the last five years
- Crimes of violence, battery, reckless endangerment, invasion of privacy, disorderly conduct, harassment, or abuse in the last five years
- Habitual criminal records
- Any situation that may violate the Wisconsin Caregiver Law from DHS/DSPS
 - https://docs.legis.wisconsin.gov/code/admin_code/dhs/001/12
 - <https://dspd.wi.gov/Pages/RulesStatutes/Nursing.aspx>
 - <https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf>

Please be aware that some clinical sites may deny students with the following criminal pending charges or convictions:

- Recent DUI or OWI
- Possession of narcotics
- Any crime (pending or charged)

If you have any pending charges or are charged with a crime after your BID is submitted and the background check is completed, it is *your* responsibility to reveal this information to the program director **within five days** (excluding weekends). Failure to do so may result in immediate dismissal. If dismissed from a program, contact either the School of Health Sciences or School of Nursing regarding a possible appeal process.

Knowingly providing false information, or omitting information, may result in no admittance to a program and/or dismissal from the program.

College Catalog

All MC information can be accessed at [the Madison College website](#). The website contains the College's philosophy and mission, history, and student information regarding policies and procedures, services and activities, facilities, educational services, programs of study, course descriptions, and organizational structure. As a condition of enrollment, it is the responsibility of every student to read and be knowledgeable about the contents of the website. The policies concerning discrimination, harassment, due process, privacy, etc. follow those of MC as detailed on the MC website (Student Services).

Madison College Grade Dispute Process

All grade disputes begin with your instructor. To discuss the process in detail, you may contact our [Counseling Services](#) office.

Final grades may only be disputed for the following reasons:

- The final grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, and the like.
- The final grade issued was arbitrary. This means that the grade lacked a reasonable basis. To prevail in a grade dispute based on arbitrariness, the student must show that the grade was issued due to whim or impulse, and/or lacks a convincing rationale.
- The student has documentation that s/he received a lower final grade than another student for the same academic work at the same level of competency.

To dispute a grade, contact the following individuals:

1. Instructor

Contact your instructor in writing or in person, indicating the reason you are disputing the grade.

Contact deadlines:

- Fall term - February 15
- Spring term - July 31
- Summer/Interim - September 30

Most disputes can be resolved through a courteous and rational discussion. If the instructor agrees with you, they will change the grade. If the instructor does not agree with you, they will email your college account or send written notice to your mailing address.

2. Program Dean

If you do not agree with your instructor's decision or if you cannot reach your instructor, you may appeal to your program dean. Contact deadlines:

- Fall term - March 1
- Spring term - August 31
- Summer/Interim - October 31

Provide written documentation that you could not reach the instructor despite reasonable efforts or that your instructor decided not to change your grade. Be sure to include dates and times of attempted contacts, printed emails, etc.

You may be asked to meet with the dean and the instructor to resolve the dispute. You are allowed one support person in such meetings, but they are not allowed to speak, mediate or advocate for you.

The dean will complete the review within 10 business days of receiving the appeal.

You will be notified of the dean's decision within five business days of the review.

3. Academic Appeals Board

You have a final opportunity to appeal your final grade should you disagree with the decision made by the dean. You may contact the provost's office to request a hearing of the Academic Appeals Board.

The instructor has the same right. Contact deadlines:

- Fall term – March 31
- Spring term – September 30
- Summer/Interim – November 30

Provide written documentation of:

- Your instructor’s refusal to change your grade (or that you were unable to contact him/her).
- The dean’s refusal to change your grade.
- Your reason for disputing the grade.
- What you believe the correct final grade to be.

The provost’s office will schedule a hearing within 10 days of receiving your request. During the hearing, you are allowed to have one support person with you, but they are not allowed to speak, mediate or advocate for you.

The Academic Appeals Board will inform all parties of their decision within five business days of the hearing. The decisions of the Academic Appeals Board are final.

Steps to resolving a concern/grievance.

Madison College is committed to providing a safe and supportive process for students to voice concerns and complaints. We prioritize confidentiality when possible and offer help every step of the way. We understand that every student’s situation is unique, and we will work with you to determine the best steps to address your concerns.

Please Note: This process does not replace other specific college procedures, such as [academic integrity](#), [final grade disputes](#), [harassment discrimination](#) or [title IV](#).

Step 1: Informal Resolution and Support

Can your issue be resolved informally? Consider the following options before submitting a concern to the Dean of Students office.

Communicate Directly

Misunderstandings are often clarified through a respectful dialogue. If you feel comfortable, communicate with the involved individuals before submitting a formal concern or complaint.

Seek Support

Madison College counselors provide Conflict Management Services and can help you explore informal options to address your concerns and/or navigate specific processes related to your situation.

You can [schedule an appointment through the Navigate app](#) or by calling [608.246.6076](tel:608.246.6076). If your concern is urgent, you can contact the counselor on call during regular business hours by calling [608.246.6060](tel:608.246.6060).

If informal attempts to resolve the matter are not advisable or unsuccessful, continue to step 2.

Step 2: Report a Concern to the Dean of Students Office

If resolving the issue informally was unsuccessful, you can file your concern or complaint with the Dean of Students. Be as detailed as possible and describe any steps you have taken to resolve the concern.

[Report Concern or Complaint](#)

Monitor Your Student Email for Our Reply

We will respond by emailing your madisoncollege.edu email account within 14 business days.

Need assistance?

While the intake form is the preferred method of contact, individuals may also contact the Dean of Students office at deanofstudents@madisoncollege.edu or [608.243.4555](tel:608.243.4555). You can also visit us in person at the Truax Campus, Student Success Center, room C1434.

Dispute of Charge

Concerns related to tuition charges are automatically routed to Enrollment Services for resolution. Please be aware that it can take up to 60 calendar days for a dispute of charges requests to be reviewed and a result determined.

Step 3: Dean of Students Reviews and Investigates

Review Process

The Dean of Students Office (DOSO) or an assigned Madison College employee will review your concern or complaint and take appropriate action to resolve the issue.

Depending on the nature of the concern, the DOSO may consult with another supervisor or department. This may include separate and/or joint meetings with one or more parties. This process varies in length depending on the nature and complexity of the concern.

These are instances where we may involve or refer you to other parties such as:

- Conflict Management for coaching, mediation, or other informal resolutions.
- Enrollment Center - Tuition-related concerns are routed to Enrollment Services for resolution.
- Related School or Department
- Employee's Supervisor
 - Student concerns about college employees will be referred to the employee's supervisor or designee when a case suggests a potential performance concern regarding a faculty or staff member.

- The appropriate administrator will review the case and may follow up with the student, faculty member, and/or staff member before determining the outcome.
- Concerns about the Dean of Students Office or other college administrator may be referred directly to the appropriate Executive Leadership or other supervisor's office for review.

When to Expect a Response

Every attempt is made to resolve all concerns and complaints within 14 calendar days of the form submission. Certain circumstances, including campus closures, may require an extension of this deadline.

Appeal Process and Record Keeping

Grounds for Appeal

The right to appeal is limited to significant procedural lapses or the appearance of substantive new evidence not available at the time of the original decision. The deliberate omission of information by the appealing party in the original investigation is not grounds for appeal.

How to Appeal

[Submit an appeal](#) no later than five business days after initial outcome notification. Appeals are referred to the appropriate Executive Vice President/ Student Affairs Executive President or designee for review.

You will receive an official response by email and/or certified mail within thirty (30) business days of the filing.

Need Help with Appeals? Consult with [Conflict Management Services](#) and/or the [Dean of Students Office](#).

Know Your Rights

Students have the right to file a complaint with the [Wisconsin Technical College System](#). Students enrolled in an online distance education program conducted across state lines may file a complaint with the [Distance Learning Authorization Board](#).

Confidential Record Keeping

The Dean of Students Office documents and maintains student concerns, complaints, and case outcomes in a confidential online case management system.

The college retains records for seven years, after which the file may be purged. However, records may be maintained for a longer period of time at the college's discretion.

Protection of Student Records (FERPA)

Once a year, Madison College sends all students an Annual Notification of FERPA rights, which includes this content.

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the confidentiality of your education records. FERPA governs the release and access to these records.

What are my rights under FERPA?

You have the right to:

- Inspect and review your education records.
- Request the amendment of education records that you believe to be inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in your education records except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with U.S. Department of Education if you believe that Madison College has failed to comply with the requirements of FERPA:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Is Madison College required to obtain written consent to disclose my education records?

Information that is designated to be directory information does not require your consent prior to disclosure.

FERPA requires that Madison College obtain your written consent prior to disclosing any other personally identifiable information contained in your education records except to school officials with legitimate educational interests or other authorized representatives under FERPA. The following are examples of valid FERPA exceptions for releasing education record information:

- request from Department of Defense representatives for student recruiting information.
- legal subpoena
- in an emergency situation where knowledge of the information is necessary to protect the health or safety of students or other persons.

Who is considered a school official with legitimate educational interest?

Madison Area Technical College discloses education records without a student's prior written consent

under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is:

- a person employed by Madison College in an administrative, supervisory, academic or research, or support staff position (including security personnel)
- a person or company with whom Madison College has contracted as its agent to provide a service instead of using Madison College employees (such as an attorney, auditor, or collection agent)
- a person serving on the Board of Trustees
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

What is directory information?

Directory information is information which would not generally be considered harmful or an invasion of privacy. Madison College considers the following directory information:

- Name
- Major field of study
- Dates of attendance (term start/end date)
- Enrollment status (full or part-time)
- Degrees and awards received.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams
- Madison College email address

You have the right to request that all directory information not be disclosed. If you wish to request that the college withhold directory information, you may adjust your Privacy Settings in your [myMadisonCollege Portal](#) under My Profile. You may also revoke a previous request in this location.



Student Handbook Agreement

A form that states you understand the Radiography Program Student Handbook and will agree to abide by the terms as written will be signed and dated by the student and retained in the students file in the Program Director's files. The Student Handbook is reviewed periodically throughout the student's enrollment in the program. Therefore, the student may have to sign the same document more than one time if revisions are made. The student will be notified of changes in writing.

Insurance and Health

MC offers low-cost accident and health insurance. All students are eligible to participate in this program. Students may secure family coverage. The insurance becomes effective in August, December, or April depending on the premium you pay or the date your premium is received by the agent. For more details contact the School of Health Sciences.

All Radiography students **MUST** have health insurance. They must attest of this insurance at the time of their assignment to Program. The college will provide liability coverage. This coverage is mandatory for all students in the School of Health Sciences. Therefore, the student must be registered for any course that has patient contact as a requirement. If a student becomes injured during a clinical training, the clinical education center is not liable and will not be responsible for any costs incurred.

Health and Immunizations:

- A health and immunization form required by the School of Health Sciences must be completed and uploaded in the students Castle Branch personal file.
- All student health records will be submitted to and processed through Castle Branch. Instructions for setting up your account will be distributed at the start of the program and are also available from the program director.
- All students must have a two-step TB test when they begin the program and a one-step TB test annually thereafter unless they can show documentation of annual TB tests for at least the three prior years. Documentation of the annual TB test is the student's responsibility and must be submitted to Castle Branch in a timely manner. Students who test positive for TB and have not received treatment for inactive disease must do so to continue in the Radiography program. Treatment may be received concurrently with class and clinical attendance, unless otherwise specified by the city or county Health Commissioner.
- Students are required to complete a drug screening as required by some of the clinical sites. Students are responsible for the fee of the drug test.
- Students may be required to create accounts in myClinical exchange and/or Rural Health Cooperation depending on clinical assignments. Students are responsible for the associated fees with the accounts.



Radiography Program Student Handbook



Section Two: Radiography Program Policies



Withdrawal Policy

If you are considering a withdrawal from any course, you must consult with the Program Director. The withdrawal procedure is outlined on the college website. Notify the Program Director of your intentions in writing.

Program Extension Contract

- Students are allowed a one-year leave for legitimate written reasons with the permission of the Program Director. Should this leave exceed one (1) year, the student must obtain permission to return and may have to audit, review, or repeat clinical courses (including patient competencies) or take re-entry exams. These conditions also apply for cases of withdrawal, failure, and other causes of extension of time.
- After completion of the first semester of the program, students may request a program extension from the Program Director to complete the remainder of the program on a part-time basis.
- The program must be completed in no more than three years without refreshing early. Exceptions to this policy may be allowed only after faculty-dean conference.
- If re-entry exams are required by the instructor, they must be completed 30 days prior to re-entry. The student must contact the instructor for scheduling exams. The exams may include a written, practical, or oral examination, or all three components. The responsibility for making these arrangements is the students. If arrangements have not been made, the student may not re-enter the program. If the instructor gives a passing grade for these re-entry exams, the student may start the sequence of courses **only if** there is room for another student in the clinical course requested. Students in the proper sequence are given first consideration so re-entry students may be placed on a waiting list if the course is filled.

Advanced Standing Policy/Transfer Student

- Advanced standing can be granted under certain circumstances. Advanced standing may be granted after the applicant produces a letter of good standing from previous Program Director, grade documentation, course descriptions, or any pertinent information relating to previous experience in medical imaging that documents applicant competency, or level of competency.
- If it has been less than one semester since the applicant was in the clinical setting, the applicant will be required to perform various simulated procedures for Radiography faculty for clinical assessment. Previously completed patient competencies may or may not be accepted depending on the clinical assessment.
- If it has been a semester or more since the applicant was in the clinical setting, transfer students will be required to repeat the last completed clinical course to refresh clinical skills. Previously completed patient competencies will not be accepted and will need to be repeated.
- If it has been three or more years since the applicant attended a Radiography program, advanced standing will not be granted.
- Upon review of all documentation and demonstrated clinical procedures, the Dean of Health Sciences will make the final decision. The Dean will decide if advanced standing is granted and if so, how much is granted. The Dean of Health Sciences also makes final decisions on transfer of credit from other academic institutions. Both advanced standing and transfer of credit is explained in detail on the MC website.

Early Release Policy

The Radiography Program does **not** grant early release from the program. The curriculum as developed state-wide must be completed in the listed order. This is due to the course content in each specific course. Also, due to malpractice insurance stipulations, students are not allowed to bank or transfer clinical hours from one semester to another.

Advising Policy

- All Radiography students will be assigned an advisor. Students will be assigned a faculty advisor in the fall of their first semester and will most likely remain with that faculty advisor for the duration of the program. The assigned faculty advisor will be accessible in the Student Center and Navigate. Each student is required to meet with his or her assigned advisor twice each fall and spring semesters. All advising sessions are mandatory. If the student does not arrange for an advising session, their final grade will be reduced by one letter grade increment per missed advising session.
- A complete copy of the College's and programs advising policy is available upon request.

Advisors/Instructors Contact Information

- Kristi Klein, Program Director
 - Office phone: (608) 259-2901
 - email: kklein@madisoncollege.edu
- Jami Moe, Clinical Coordinator
 - Office phone: (608) 259-2902
 - email: jmoe@madisoncollege.edu
- Lanee MacLean, Clinical Coordinator
 - Office phone: (608) 616-1043
 - email: lmaclean@madisoncollege.edu

Advisors and instructors are available to you under the following guidelines:

Students can request a copy of the instructor's schedule and contact the specific instructor you wish to meet. Copies of each instructor's schedules are posted near the instructor's office door.

Children in the Laboratory

Children 18 years of age and under are not to be taken to classrooms or the laboratories.

Clinical Attendance Policy



Students will be allowed to make-up, up to three clinical days of absence. Make-up will not be allowed for any subsequent absences. Clinical absences of more than three days in a semester and each subsequent day of absence will result in an increment grade reduction (ex. A to AB). Extenuating circumstances will be taken into consideration and documentation may be requested. An absence is defined as more than two hours of clinical hours in one day. Two or less hours will be recorded as an occurrence and make-up will not be allowed. If a student misses more than two hours of clinical time, the missed time must be made up within the same semester.

Students should NOT request make-up time approval from the clinical preceptors. Faculty will contact the clinical preceptor for approval.

A student missing more than 24 hours of clinical time in any semester **must** meet with the faculty. **Absence of 32 hours or more per semester will result in dismissal from the program unless documentation provided to and approved by Program Director.** Each situation is handled on an individual basis.

Student clinical schedules are limited to no more than 10 hours per day (per Advisory Committee meeting spring 2021).

Clinical Absence Notification Policy

Whenever you are late or absent from your clinical training you are required to notify both the affiliate (clinical) site and the program faculty within 30 minutes of your assigned starting time. Notify the program faculty by emailing radiography@madisoncollege.edu and notify the affiliate site by calling the phone number listed on the last page of this handbook. Attendance during Radiography Clinical courses 1-6 is imperative. Only notifying one party will be considered a failure to notify. Failure to do so will result in a letter being placed in the student's file, subsequent failure to do so will result in a lowered course grade by one grade increment (second incident), and (third incident) in dismissal from the program. The student must also notify the affiliating agency and the program faculty if they are

leaving early from clinical either prior to leaving or at the time they are leaving. This policy is for the duration of the program, not per semester.

Course Syllabus

A course syllabus will be provided to you the first day of class and an electronic version will be available in the respective Blackboard course. The syllabus will contain the list of textbooks, assignments, instruction methods, evaluation procedures, and the units of instruction with competencies and the competency resource location. Please bring your syllabus to every class. Exams and quizzes are developed from the competencies in the syllabus. The student is responsible for the information, policies, and assignments included in the syllabus.

Classroom Attendance

The instructor closely monitors attendance. Students are expected to arrive on time and remain for the full class period. Students should not leave class until the instructor excuses them. If you are going to be absent, please contact the instructor prior to the start of class. In the event of extended illness, the student will be required to present a doctor's excuse at the time he/she returns to class. The student will also be required to meet with the instructor to discuss whether the extended absence will necessitate withdrawal from the course. The student is responsible for all information and activities presented in class during his/her absence.



Patient Confidentiality Policy/HIPAA

Patient confidentiality will be always respected while in the program in accordance with the Health Insurance Portability and Accountability Act (HIPAA). If a student requires access to a patient's personal file, the student must first receive permission from the affiliating agency or from the Radiography Program Director. Written permission may be required by some clinical education centers before release of patient information. All identifying information must be deleted from images used for class assignments and/or discussions. **Under no circumstances will patient identification be discussed in class or presentations allowed that are in the news media at the time of presentation. Under no circumstances, may a patient's care be discussed with anyone not involved with the patient's medical care. Failure to follow confidentiality policies will result in a student's immediate dismissal from the Radiography Program.**

MC Radiography Program Policy on Students as Employees

If MC Radiography students are employed by the affiliate to which they are assigned, or at another entity, paid hours are to remain separate from MC assigned clinical hours. Under **no circumstances** can a student submit work performed as an employee for student-required assignments, including procedure or patient exam competencies or required clinical hours.





Radiation Safety Policy

No student or faculty member is allowed to perform a radiographic exposure on any person that does not have an order from a physician. If procedures are performed on employees, technologists, fellow students, or any other individual without a physician's order, the student will be dismissed from the program. THERE IS NO EXCEPTION TO THIS POLICY.

A current radiation dosimeter is to be always worn in clinical and lab settings, at the level of the collar. When working in fluoroscopy, the dosimeter should be worn outside the lead apron (at the collar level).

Students are required to wear a lead apron for all portable/mobile x-ray procedures.

The student is responsible for reading and submitting exposure readings for their dosimeter on the Instadose app by the 15th of each month. If the student does not have a smart phone, all full-time faculty have access to the app and can read student dosimeters. The Radiation Safety Officer will monitor the program account and verify that all recorded levels of exposure are within permissible ranges. In accordance with NCRP Report #116, Limitation of Exposure to Ionizing Radiation, the radiation exposure will not exceed the following Maximum Permissible Dose levels:

100 mrem (1mSv) whole body exposure annually

5 rem (50 mSv) eye lens, skin, or extremities annually

Any student whose monthly report exceeds 10 mrem will be advised and will discuss the possible reasons for the dose. The discussion will include a review of methods to reduce exposure. This will be documented with an advising session with the Program Director and/or the Radiation Safety Officer.

The program will assign a faculty member as the Radiation Safety Officer. The Radiation Safety Officer will provide the students with their dosimeters and discuss radiation readings with the students. The radiation safety officer monitors the radiation reports monthly for any readings over 10mrem and to verify readings by the 15th of the month.

Under no circumstances will a MC Radiography student hold a patient or an image receptor during exposure.

The student is responsible for returning dosimeters upon leaving/completion of the program. Lost dosimeters will be replaced at a cost of \$25.00 to the student.

Radiation Monitor/Dosimeter Policy

Personal radiation dosimeters are distributed to the students for the duration of their enrollment in the program. The dosimeters must be read on the Instadose app. Failure to properly read the dosimeters during the time specified (the 15th day of each month) can affect the clinical grade for that semester.



Pregnancy Policy

A student enrolled in any program of the district, which requires a clinical affiliation or work experience at Madison Area Technical College, or any other school within the district or with another agency that becomes pregnant shall be permitted to participate in such clinical affiliation or work experience. All female students will have the option of whether to inform program officials of her pregnancy in writing. The faculty encourages students to inform the faculty; however, it is not required of the student. If the female student exercises her option of not informing program officials, a student cannot be considered pregnant (per JRCERT Winter 1999 Review). The following are provisions, which will govern the student's continuance of the program if the student chooses to declare herself pregnant:

1. The student and advisor, Radiation Safety Officer, or Program Director, will complete a pregnancy advising form. The form constitutes the written declaration of the pregnancy by the student.
2. The declared pregnant student may continue in the Radiography program without modification, except for wearing a second dosimeter.
3. A second dosimeter will be issued to the student to measure fetal exposure. This must be worn at waist level during both clinical and lab experiences.
4. Written documentation will be required from a medical doctor or certified nurse midwife if medical problems arise and the student cannot remain in clinical training; however, the student will be allowed to continue in the program and will be allowed to make-up the missed clinical time.
5. The return of the student to the program shall be determined by the medical doctor or certified nurse midwife. The faculty will work and support the student to keep her current in clinical training. The student is allowed to build clinical hours towards maternity leave; however, it must be in the same semester in which the clinical time will be missed for the reason of malpractice insurance. If the clinical time cannot be made-up in the same semester, the student will have the following semester to make-up the time; however, it cannot be made-up over the course of two semesters following delivery.
6. Counseling will be provided the student concerning radiation issues using local affiliate policies, Regulatory Guide 8.13, NCRP REPORTS # 102, 48, 53, 54, NRC Regulatory Guide 8.13 and the Wisconsin Administrative Code as guidelines. Copies are available upon request.
7. A student who has declared a pregnancy may withdraw the declaration at any time and for any reason. This must also be in writing, and to either the radiation safety officer or the Program Director.

Infectious Diseases Statement

Recommendations for preventing transmission of hepatitis, AIDS and other infectious diseases caused by fluid borne microorganisms:

All students at Madison Area Technical College Health Sciences programs who perform procedures involving contact with body fluids are encouraged to follow these recommendations. These recommendations are intended to control and prevent the transmission of infectious diseases caused by blood or other fluid borne microorganisms.

HANDWASHING IS THE SINGLE MOST IMPORTANT MEANS OF PREVENTING THE SPREAD OF INFECTION.

Personnel should always wash their hands, even when gloves are used. The following are handwashing guidelines; students must follow clinical affiliation handwashing protocol.



1. Hand Washing Indications: In the absence of a true emergency, personnel should always wash their hands:
 - a. Before performing invasive procedures.
 - b. Taking care of particularly susceptible patients, such as those who are severely immunocompromised and newborns.
 - c. Before and after touching wounds, whether surgical, traumatic, or associated with an invasive device.
 - d. After situations during which microbial contamination of hands is likely to occur, especially those involving contact with mucous membranes, blood or body fluids, secretions, or excretions.
 - e. After touching inanimate sources that are likely to be contaminated with virulent or epidemiologically important microorganisms; these sources include urine measuring devices or secretion collecting apparatuses.

- f. After taking care of an infected patient or one who is likely to be colonized with microorganisms of special clinical or epidemiologic significance, for example, multiply resistant bacteria.
 - g. Between contacts with different patients in high-risk units.
- 2. For the maximum protection of personnel and patient, the following procedures should be followed. Please refer to your clinical or affiliation manual for specific procedure.
 - a. Student must follow COVID guidelines set by clinical affiliation.
 - b. Students are only allowed to participate in TB or COVID cases if they have been properly fit tested for a N95 mask or wear a PAPR.
 - c. Gloves must always be worn when:
 - i. Touching blood, open tissues, saliva, sputum, mucous membranes, feces, or semen.
 - ii. Touching blood soiled items, body fluids, secretions, or tissues as well as surfaces contaminated with them.
 - iii. Examining all lesions.
 - iv. All work must be completed on one patient, and the hands must be washed and re-gloved with a new pair of gloves before performing procedures on another patient.
- 3. Surgical masks and/or chin length plastic face shields must be worn when splashing, splattering, or aerosolization of blood or other body fluids is likely to occur.
- 4. Protective eyewear must be worn when splashing or splattering of blood or other body fluids is likely to occur.
- 5. Reusable or disposable gowns, laboratory coats or uniforms must be worn when clothing is likely to be soiled with blood or other body fluids. Laboratory coats may be washed using a normal laundry cycle. Gowns must be changed at least daily or when visibly soiled with blood. Affiliating institution and individual program isolation policies must be followed.
- 6. Use extreme care in handling sharp instruments and needles:
 - a. Sharp items (needles, scalpel blades and other sharp items) must be placed into puncture and leak proof containers located as close as practical to the area in which they were used.
 - b. Disposable needles should not be recapped, bent, broken, removed from disposable syringe, nor manipulated by hand after use.
- 7. School of Health Sciences students and faculty who have exposed exudative lesions or weeping dermatitis should refrain from all direct patient care and handling instrument and equipment used in patient care until the condition resolves.
- 8. Students with illnesses suggestive of an infectious etiology should report to the instructor or immediate supervisor and seek advice regarding fitness and duty prior to providing direct patient care.
- 9. Solid waste contaminated with blood or other body fluids should be placed in sealed, sturdy impervious bags to prevent leakage of the contained items and be disposed of according to local or state environmental regulatory agencies and published recommendations.

10. To minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be strategically located in clinic areas.

Exposure to Undiagnosed Infectious Disease(s) from a Patient

If a student is exposed during clinical experience to a patient with undiagnosed active tuberculosis, hepatitis, or other infectious disease and upon the school's notification by the affiliating agency of the change in diagnosis, the student will be advised of the change in diagnosis and is to take the following steps:

1. An affiliating agency incident report must be filed immediately, and a school incident report must be filed within 24 hours of knowing of the incident.
2. The student must consult with the school nurse or other certified health care professional to determine procedures to be followed.





Major Courses and Grade Requirements of the Radiography Program

Students must receive at least a "C" in all major courses that include:

*Gen Anatomy and Physiology	Radiographic Procedures 1
Introduction to Radiography	Radiographic Procedures 2
Radiography Clinical 1	Radiographic Imaging
Radiography Clinical 2	Advanced Radiographic Imaging
Radiography Clinical 3	Imaging Equipment Operation
Radiography Clinical 4	Radiographic Image Analysis
Radiography Clinical 5 Practice	Imaging Modalities
Radiography Clinical 6	Radiographic Pathology
Radiation Protection and Biology	ARRT Certification seminar

*Pre-Radiography course: **Satisfactory completion of Gen Anatomy and Physiology must be taken within 5 years of the term applied for.**

Program Re-Entry Policy

If a student receives less than a "C" in any of the Radiography courses, the course must be repeated, raising the grade to a "B" level before the student is allowed to take another major course. The student is permitted to repeat the course only if there is a vacant seat and with the recommendation of the faculty. Students that exhibit behavior that is deemed unsafe to patients or other personnel will not be recommended to return to the program. Students that have the recommendation of faculty to return to the program, may have to interrupt the normal sequence of courses until the deficiency is corrected. When the deficiency is corrected, a student may re-enter the sequence BUT, with a limited number of clinical slots available, consideration in every class is given first to students in proper sequence so the re-entry student may be put on a waiting list. A student who has withdrawn from a course or received less than a "C" may repeat the course **only once**. **CONDITIONS FOR RE-ENTRY MUST ACCOMPANY NOTIFICATIONS OF LESS THAN "C" GRADE. IF THE PROGRAM HAS A WAITING LIST, STUDENTS DISMISSED FROM THE PROGRAM BECAUSE OF EITHER GRADES OR POLICY INFRACTIONS WILL NOT BE GIVEN PREFERENCE FOR RE-ENTRY OVER PRE-PETITION STUDENTS. A student may only repeat one core course because of insufficient grades during the entire program curriculum.**

A student who stops attending classes, withdraws from courses at any time after the start of the semester and/or receives less than a "C" in a program course may only petition or enroll into the Radiography program a maximum of **two times**. A "C" in the Radiography program is equivalent to 80%.

A grade of "Incomplete" is given only if a student has done passing work and because of illness or major cause beyond his/her, control fails to complete the course requirements. See College Catalog (Final examination includes both written and practical.)

The normal sequence of courses is in section three of this manual (curriculum and course descriptions). Permission must be obtained from the Program Director to change sequence of courses. Some courses are prerequisites for others. A minimum grade of "C" is required in all courses (both general education courses, and program core courses). **A student may repeat a Radiography core course only one time to earn the required grades, but when repeating a course, a minimum grade of B must be earned.**

Performance Evaluations and Dismissal

Performance Evaluations

A student will receive a performance evaluation for unsatisfactory classroom/clinical conduct or performance. Any actions due to poor clinical/course performance will be detailed in the performance evaluation and must be met by the specified date. The first and second performance evaluations will result in one increment grade reduction in the course the performance evaluation was issued. If a student receives three performance evaluations throughout the duration of the two-year program, the student will be dismissed from the program. Dismissed students may not re-enroll.

Dismissal

The clinical experience is a privilege extended to us by the clinical facilities involved. If the affiliating agency's policies are not followed, the students may be removed. Unprofessional conduct or behavior can be grounds for dismissal, whether initiated by MC or the affiliating agency, for stated reasons other than race, creed, color, sex, age, marital status, or national origin. When a student is dismissed from the program for any of the following situations, the dismissal is immediate and final. The student will not be re-admitted to the MC Radiography program after a dismissal.

Examples include:

1. Insubordination: Such as refusal to perform a directive issued by your supervisor.
2. Walking off the job without permission or leaving the work area unattended without authorization.
3. Unauthorized or excessive absence, frequent tardiness, repeated failure to remain at workstation until end of shift.

4. Reporting for duty while under the influence of alcoholic beverages, illegal or controlled substances, or possession of it with intent to use on facility premises.
5. Theft of property belonging to the facility, patients, visitors, or fellow employees
6. Sleeping, or appearing to, during assigned clinical hours.
7. Misuse of facility telephones, cell phones- including texting, and/or computers for personal business. **ABSOLUTELY NO ELECTRONIC DEVICES ARE PERMITTED IN PATIENT CARE AREAS AT ANY TIME, FOR ANY REASON.**
8. Willful falsification of facility records or information.
9. Using abusive, profane, or offensive language, and or discourteous conduct toward a patient, supervisor, fellow student, staff, or visitor.
10. Unauthorized release of confidential information concerning patients and/or their families, other students, or staff of the facility.
11. Carrying a concealed weapon on facility property.
12. Fighting, causing a disturbance, violence, or assault.
13. Slanderous or libelous statements concerning patients and their families, employees, and the facility or its services.
14. Threatening, intimidating, or coercing patients, fellow employees, or visitors at the facility.
15. The facility specifically prohibits use of derogatory language regarding racial, ethnic, or handicapped individuals or groups, including alcoholics.
16. Sexual harassment of any kind involving employees, patients, visitors, or any person affiliated with the facility.
17. Lying, or giving false information.
18. Failure to comply with HIPAA/patient confidentiality rules.
19. Any other unacceptable conduct, including gross negligence or willful misconduct.
20. **Please note this list is not all-inclusive. Any behavior that is deemed unsafe for patients or personnel may result in program dismissal.**

The District Board has several policies under which a student may be dismissed from the college:

1. Probation and dismissal: A student may be put on academic probation for failure to achieve a 2.0 grade point average ([Madison College Grades](#))
2. Code of Conduct: Students failing to comply with the policies of the Student Code of Conduct may be suspended or dismissed in accordance with such policy ([Madison College Student Rights and Responsibilities](#))
3. Equal Opportunity and Nondiscrimination: If a student violates the policies defined as “Harassment”, the student may be suspended or dismissed ([Equal Opportunity and Nondiscrimination](#)).

Radiography Program Student Handbook



Section Three: Curriculum and Course Descriptions

Radiography Curriculum

Course Configuration		
Course #	Course Title	Credits
10-526-158	Introduction to Radiography	3
10-526-159	Radiographic Imaging	3
10-526-230	Advanced Radiographic Imaging	2
10-526-149	Radiographic Procedures 1	5
10-526-191	Radiographic Procedures 2	5
10-526-194	Imaging Equipment Operation	3
10-526-231	Imaging Modalities	2
10-526-197	Radiation Protection and Biology	3
10-526-189	Radiographic Pathology	1
10-526-195	Radiographic Image Analysis	2
10-526-174	ARRT Certification Seminar	2
10-526-168	Radiography Clinical 1	2
10-526-192	Radiography Clinical 2	3
10-526-193	Radiography Clinical 3	3
10-526-199	Radiography Clinical 4	3
10-526-291	Radiography Clinical 5 Practice	3
10-526-198	Radiography Clinical 6	2

Program Course Detail

Introduction to Radiography

Course Number 10-526-158

Credits 3

Course Description Introduces students to the role of radiography in health care. Students apply healthcare communication techniques. Students are introduced to legal and ethical considerations, patient interactions and management, patient and provider safety, and pharmacology.

Radiographic Imaging

Course Number 10-526-159

Credits 3

Course Description Introduces radiography students to the process and components of imaging. Students determine the factors that affect image quality including contrast, receptor exposure, spatial resolution, and distortion.

Advanced Radiographic Imaging

Course Number 10-526-230

Credits 2

Course Description Explores the factors that impact image acquisition, display, archiving and retrieval. Guidelines for selecting exposure factors and evaluating images within digital systems are discussed. Principles of digital system quality assurance and maintenance are presented.

Radiographic Procedures 1

Course Number 10-526-149

Credits 5

Course Description Prepares radiography students to perform routine radiologic procedures on various parts of the body including the upper body, hip, pelvis, and ankle. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

Radiographic Procedures 2

Course Number 10-526-191

Credits 5

Course Description Prepares radiography students to perform routine radiographic procedures of the skull, facial bones, sinus, spine, bony thorax, gastrointestinal, urological, and special studies. Course includes considerations for contrast, mobile, surgical and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.

Imaging Equipment Operation

Course Number 10-526-194

Credits 3

Course Description Introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunctions.

Imaging Modalities

Course Number 10-526-231

Credits 2

Course Description Introduces radiography students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy.

Radiation Protection and Biology

Course Number 10-526-197

Credits 3

Course Description Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation

affects cell biology. Students apply standards and guidelines for radiation exposure.

Radiographic Pathology

Course Number 10-526-189

Credits 1

Course Description Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.

Radiographic Image Analysis

Course Number 10-526-195

Credits 2

Course Description Prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

ARRT Certification Seminar

Course Number 10-526-174

Credits 2

Course Description Provides preparation for the for the national certification examination prepared by the American Registry of Radiologic Technologists. Simulated registry examinations are utilized.

Radiography Clinical 1

Course Number 10-526-168

Credits 2

Course Description This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Radiography Clinical 2

Course Number 10-526-192

Credits 3

Course Description This second level clinical course continues to prepare radiography students to perform radiologic procedures on patients with considerable direct and limited indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Radiography Clinical 3

Course Number 10-526-193

Credits 3

Course Description This third level clinical course prepares radiography students to perform radiologic procedures on patients with varying degrees of direct and indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.

Radiography Clinical 4

Course Number 10-526-199

Credits 3

Course Description This fourth level clinical course prepares radiography students to perform radiologic procedures on patients. The student transitions from direct to indirect supervision as competency performance increases. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Radiography Clinical 5 Practice

Course Number 10-526-291

Credits 3

Course Description This three-credit, fifth level clinical practicum course prepares radiography students to perform radiologic procedures on patients with some supervision. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Radiography Clinical 6

Course Number 10-526-198

Credits 2

Course Description This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high-quality images in the clinical setting with minimal direct and primarily indirect supervision. Students apply radiation protection and standard precautions in the production of images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.





Radiography Program Student Handbook



Section Four: Clinical Education Policies

General Clinical Area Safety

1. The student must know the location and proper usage of fire extinguisher.
2. The student must know MC and affiliate fire drill procedure and evacuation.
3. The student must know affiliate emergency procedure and policy.
4. Faulty equipment must not be used and must be reported immediately to the instructor.
5. Electrical equipment must not be operated with wet hands, used in a wet area, or operated when standing on a wet floor.
6. All electrical equipment must be properly grounded.
7. The student must know proper operating procedures for all x-ray imaging equipment.
8. Personnel monitors (dosimeters) must be worn on all lab and clinical rotations and stored in the assigned off duty storage area with the appropriate department. The student is responsible for reading and clearing their dosimeter at the proper time. Failure to read dosimeters in the acceptable time-period will affect the clinical grade (see radiation safety policy).
9. All contaminated materials (glassware, cultures, and specimen's including blood and urine samples) should be placed in biohazard containers.
10. All flammable reagents must be stored in safety containers and poured in well-ventilated areas.
11. Needles and syringes must be disposed in proper containers.





Affective Behavior Evaluation

In Health Occupations programs such as the Radiography Program, it is evident that possession of academic knowledge and skills is not the only important area of concern.

In addition, it is expected that the student demonstrates at a satisfactory level the following observed behaviors. These will be explained, evaluated, and reviewed with students individually in each clinical course by an Affective Behavior Evaluation.

1. Dependability
2. Accuracy
3. Initiative and Interest
4. Critical thinking and problem solving
5. Patient care and communication
6. Medical Professionalism

The MC college policies allow School of Health Sciences programs to develop policies unique to their specific disciplines. Radiography attendance policies have been developed and are discussed with students at the beginning of each course, as the attendance CAN be part of the course grade.

If the student disagrees with the completed affective behavior, there will be a conversation with the Radiography faculty and student. If the student continues to disagree, the second clinical preceptor will complete an additional affective behavior evaluation. If the clinical site does not have two preceptors, the Radiography visiting faculty member will complete the second evaluation. The faculty will make the final decision for the affective behavior evaluation final score.

Clinical Placement

When the faculty, places a student in the clinical experience, it is stating that the student is academically, physically, and ethically ready for the clinical world in a learning situation. This is a learning/work experience and a vital part of the program. Radiography Clinical Practice course assignments are scheduled in hospitals and clinics in Madison and outside the Madison area. The Program Director, Clinical Coordinator, and faculty make assignments. We will do our best to place you at a clinical site near your place of residence but cannot guarantee such placement. Sometimes assignments are made by lottery.

It must be understood by all students that they may be placed outside Madison for their clinical experience. All students are considered equally for placements. **Student requests for changes in affiliation after the first clinical day will be handled on a case-by-case basis, are rarely granted, and are never granted for resolving personality conflicts. Every effort will be made to encourage the student to remain at the first affiliate assignment.**

Students may request one such change during the entire program and will be discouraged from doing so at all. Implementation of the transfer must not affect other students negatively, i.e., sites are available, other students are **willing** to "trade", etc.

Changes in affiliation assignments by the hospital or clinic may be made by approval of agency, the Clinical Coordinator, and the Program Director. Therefore, students should make only tentative or non-binding commitments until a firm agreement has been reached between the school and the affiliating agency.

FOLLOWING ASSIGNMENT TO AN AFFILIATE, THE AFFILIATE MAY ASK THAT THE STUDENT BE REMOVED. THE STUDENT REMOVED WILL BE RE- ASSIGNED TO ANOTHER AFFILIATE IF ONE IS AVAILABLE. THIS RE-ASSIGNMENT WILL BE DONE ONLY ONCE FOR A GIVEN STUDENT.

The student is expected to review procedures and theory before and during each area of clinical rotation.

The student is expected to be flexible and to conform to the hospital and/or clinic as well as clinical policy and procedures and demonstrate the affective behaviors previously stated.

Any request for deviation from assigned and contracted clinical hours must be submitted in writing to the appropriate faculty and to the program director for approval. **Only one request per semester will be considered.** Guidelines for requesting changes are available from the program director.



Non-Traditional Hour Requirement

Non-traditional hours will be required of all students. The non-traditional hour requirement will be scheduled during the second year. Non-traditional hours will be in lieu of the normal clinical hours during the regular school week. Students will be assigned to one week of pm shifts consisting of twenty-four hours and one weekend shift of days.

The Radiography Advisory Committee feels that non-traditional clinical hours are a necessity to the curriculum of entry-level radiologic technologists. The purpose of the requirement is to expose the student to medical emergencies and experiences that often occur outside of the traditional workday. In addition, students will experience working shifts with a minimal amount of staffing. The objectives of this rotation are to place the student in a situation (situation more important than time of day) so she/he can develop skills in the following areas:

1. Independent performance (less than full staff to fall back on)
2. Contribute to department needs without having to be told every task.
3. Prioritizing patients (which patients needs are more acute and should be done first)

Student Dress Code/Responsibilities during Clinical Assignment

1. Satisfactory personal hygiene is expected.
2. Clinical attire: Navy blue scrubs with Madison College Radiography Program embroidered/iron on patch (purchased at Madison College bookstore) or Madison College Radiography Program embroidered shirt. All attire must be clean and professional. No visible undergarments, bare abdominal, buttocks, and/or chest skin will not be tolerated. Students inappropriately dressed will be asked to leave clinical. The missed time will be considered according to the attendance policy. The dress code must include a MC nametag and dosimeter.
3. Hair longer than shoulder length must be pulled back away from the face and fastened.
4. Hair must be a natural-appearing color.
5. Tattoos and jewelry: Students may wear jewelry and display tattoos in the clinical setting. If faculty determines a student's jewelry or tattoos are inappropriate, the student will identify appropriate actions such as removal of excess or offensive jewelry or covering of tattoos. Some factors that determine whether jewelry or tattoos are inappropriate with the student's clinical environment include:
 - a. Personal safety of self or others, or damage to property
 - b. Productivity or performance expectations
 - c. Offensiveness to others in the clinical setting based on racial, sexual, religious, ethnic, or other attributes of a sensitive or legally protected nature.
 - d. Words, images, or other graphics inconsistent with Madison College policies (such as discrimination, harassment, and code of conduct policies)
 - e. Patient/Clinical Site complaints or site-specific policies
 - f. Professional appearance
6. Piercings (other than two ear piercings per ear) must be covered during clinical time.
7. Ear gauges or ear plugs cannot exceed the size "2" which measures about 3/16 of an inch or flare out to beyond 3/8 of an inch in diameter.
8. No fake nails are allowed at the clinical sites.
9. If nail polish is worn, it must be well kept.
10. When you are not busy in your assigned area at clinical you may go to other areas to work and/or observe as is appropriate. You must check with the staff technologist you are assigned to and the one in the second area and have their permission to do so, however.
11. No scented personal hygiene products may be worn during clinical time in deference to people with scent allergies or reactions.
12. Students must submit all assigned clinical coursework to the grading faculty member by the due dates each semester. Competencies must be signed and dated. Affective Behavior evaluations must be either agreed or disagreed to in eValue.

13. Be aware that the college carries liability insurance for each student PROVIDED that student be registered for that course.
14. The student will be responsible for his/her own hospitalization plan and provide evidence of same to Program Director.
15. The student will wear radiation dosimeter from MC on all lab and clinical assignments.
16. The student will bring their own set of right and left markers with their initials to all clinical assignments. The program will issue the first set of markers to each student. If the markers are lost, it is the student's responsibility to purchase a new set of x-ray markers. **Requirements for x-ray markers: student initials must be on the markers (3 initials if student has middle name), right marker must be red, and the left marker must be blue.**
17. The student must complete all Radiography Clinical courses.
18. The student is expected to review procedures and theory before and during each area of rotation.
19. The student is expected to pass tests, which may be given during the clinical experience by the clinical faculty.
20. The student is expected to perform up to the department standards of acceptable performance or the hospital or clinic may remove him/her.
21. The student is a guest in the hospital/clinic and is expected to be flexible and to conform to the hospital and department's policy and procedures.
22. The student is responsible for being in the clinical facility ready to start work at the assigned time.
23. The student must behave in a manner appropriate to the profession. Professional behavior is considered in the clinical grade.
24. Students are not allowed to take photos of radiographs or other medical records while in the clinical setting. If a student finds an interesting radiograph they would like to share with the program, they should make note of the image and then ask faculty to take a picture at clinical visits. The faculty will obtain permission from the clinical site, make sure HIPPA guidelines are followed, and no patient information is on the photograph.
25. Cell phones should not be used during assigned clinical time except for true emergencies. Phones should be always stored out of the patient care areas. Students may be permitted to use electronic devices for program related activities with prior consent of the clinical preceptor. **An electronic device is never permitted in a patient care area. A student will be immediately dismissed from the program for using any electronic device in any patient care area (radiography room, patient room, ER, OR, etc.).**
26. Breaches of student conduct in clinical situations will be treated in the same manner as those in academic or classroom situations.

Failure to comply with the above standards will result in time away from the clinical site until the issue has been resolved. Any time missed will be taken from the allotted clinical absence time for that semester.

Patient Competency Procedure

Students must complete all ARRT required clinical competencies before graduation. Demonstration of competence includes patient identity verification, examination order verification, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing and image evaluation. Students begin the competency process in Radiography Clinical 1. This competency process continues in Radiography Clinical 2 and all subsequent clinical courses.

Supervision

The student will be under direct supervision when first beginning the Radiography Clinical 1 course. They will remain under **direct supervision** until they have achieved documented competency for that imaging procedure. There are additional scenarios where the student will be under **direct supervision**. The list of possible scenarios is as follows:

- During all repeated images.
- All surgical and mobile procedures, including mobile fluoroscopy (C-arm) procedures.
- When clinical affiliate requires direct supervision of students as their policy.
- While the student is acclimating to a new clinical site, even the student has previously demonstrated competency on the imaging procedure.
- Whenever the faculty and technologists deem it unsafe for the student to complete the imaging procedure without supervision, even if the student had previously shown competency.

Once the student has demonstrated competency, they can complete the imaging procedures (excluding fluoroscopy, portables, and repeats) under **indirect supervision**. Documentation of the competency includes the medical record number of the patient, date of the exam, signature of the supervising ARRT registered technologist and Madison College faculty on the competency sheet provided to the student at the beginning of the program. The imaging procedure must also be entered and verified in the E-value.

Refer to Supervision of Students in the Clinical Affiliate Assignments for complete details.

Earning Competency

For the student to earn competency on an imaging procedure, the following needs to be addressed:

- The student is deemed competent only after completing the positioning upon the patient with direct supervision of a radiologic technologist and reviewing the competency criteria with the Madison College Radiography faculty.

- The student performs the procedure without any assistance from the supervising technologist. A technologist can pass the image receptor when the student requests the correct size. If the student requires lifting help, or assistance moving the patient, this is acceptable if the student is in charge and providing the direction during the moving of the patient.
- The student sets the correct technique so that the exposure index is within the required range.
- A marker placed prior to the exposure is included within the exposed image on all required images for the procedure.
- The student can only have one competency per procedure. For example, AP Pelvis with lateral hip procedure, only the pelvis OR the hip can be used for the competency, not both.
- The student is allowed to ask questions concerning the positions prior to going into the room to perform the procedure on the patient.
- If the supervising technologist feels the student is competent when completing the exam, the student will document the date of the procedure and the medical record number on the competency sheet and have the supervising technologist sign the form. In addition, the student will need to enter the procedure with the medical record number in E-value for the faculty to review.
- Madison College Radiography faculty completes the verification process with the student approximately one week after completing the exam. The images are reviewed, and faculty will determine if they are acceptable for the competency parameters.

Competency Verification Process with Faculty

The following criteria should be addressed when verifying an attempted competency. Both the technologist and Radiography faculty must review the competency before the student is deemed competent.

- The attempt for the competency cannot have a repeat.
- The technologist signature must be included on the ARRT competency sheet.
- The MRN (or E number) and procedure documented on the ARRT competency sheet must match what is entered into E-value.
- The criteria for the competency, as stated on the evaluation form in E-value, will be reviewed with the student to confirm that the student is knowledgeable on how to competently perform the procedure.
- For portable procedure comps, the student is required to state the technique used and provide the average technique.
- The student will demonstrate how to correctly position the patient by either duplicating how they positioned the patient or through a variety of questions to prove competency.
- The patient should be in a physical condition to obtain the positions, if not the student should not attempt the competency. For example, if the patient cannot extend their forearm for the AP, the student should not attempt the forearm competency. When this situation occurs, perhaps use the trauma extremity competency if patient came in through Urgent Care or the ED.

- The images will be reviewed with the student. The review includes proper positioning, all necessary anatomy and markers are visible, correct technical factors were selected, and the student is able to correctly identify anatomy.
- If the faculty member is confident that the student is indeed competent, the instructor will verify the competency in E-value and sign the competency sheet.
- The student is required to demonstrate in-depth knowledge to receive credit for the competency. If by completing the criteria listed the student does not demonstrate solid knowledge of the procedure, the faculty will select “**no verification**” in E-value.

Demonstration of Clinical Competence

“Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently and effectively during the course of his or her formal education” (ARRT Radiography Didactic and clinical competency requirements, p. 1). If a faculty member determines that a student is no longer competent on a procedure that had been previously completed and verified, the faculty member will issue a course status report with a remediation date of approximately two weeks in which the student has to prove competency on the procedure. **Upon the remediation date if the student does not prove competence on the said procedure, the faculty member will withdraw the patient competency from the student's record.**

Competency Simulations

A limited number of clinical procedures may be simulated (see ARRT requirements). The Madison College Radiography program will only allow students to perform simulations within the second half of the Radiography Clinical 6 course. All simulations must be on a live human being and meet the same criteria as competencies demonstrated on patients. All simulations must be performed under the direct supervision of Radiography program faculty.

Before graduation, the student needs to complete the minimum required ARRT procedural competencies. If the student does not complete the mandated number of competencies, with faculty verification, the student will need to complete additional clinical training and will not graduate with the normal program sequence.

Supervision of Students in the Clinical Affiliate Assignments

The MC Radiography supervision policy is as follows.

There are two levels of Supervision: direct and indirect supervision. There is always some level of supervision in the clinical setting. Students are never allowed to be in a department without a registered technologist available to support the student.

- Direct supervision is defined as the student performing medical imaging procedures with an ARRT registered radiographer in the room with the student. The technologist will be right next to, or within a close distance to the student. Direct supervision occurs when the student is not considered competent in performing procedures unassisted.
- Indirect supervision, as defined by the JRCERT, means that supervision must be provided by a qualified, ARRT registered radiographer immediately available to assist the student regardless of the level of student competency achievement. Immediately available is defined as “the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed”. **Students are not allowed to perform portable radiography (any exam outside of the Medical Imaging department) without an ARRT registered radiographer accompanying the student.**
- **Direct supervision is required with all repeat exams.** The ARRT registered radiographer must assist the student with what needs to be corrected for positive results upon reviewing the images. **The technologist should be included or standing within visual range of the procedure for any repeat procedure.** This helps to ensure a student does not have a weakness in a particular area and the patients are not receiving unnecessary radiation.



MC – Radiography Clinical Affiliations with Clinical Preceptors

Clinical Site	Clinical Preceptor	Address	Phone
Aspirus Divine Savior Healthcare	Ross Westra	2817 New Pinery Road Portage, WI 53901	(608) 745-5022
Fort Healthcare	Leandrea Rice	611 Sherman Avenue East Fort Atkinson, WI 53538	(920) 568-5420
Fort Orthopaedic Associates	Alyssa Zimmerman	1504 Madison St Fort Atkinson, WI 53538	(920) 563-7888
Group Health Cooperative - Capitol	Andi Nipple	675 W. Washington Avenue Madison, WI 53703	(608) 257-9700
Group Health Cooperative - Hatchery Hills	Andi Nipple	3051 Cahill Main Madison, WI 53711	(608) 661-7200
Group Health Cooperative – Sauk Trails Clinic	Andi Nipple	8202 Excelsior Drive Madison, WI 53717	(608) 251-5797
Marshfield Medical Center - Beaver Dam	Kelly Marks	707 South University Ave Beaver Dam, WI 53916	(920) 887-4006
Prairie Ridge Health Hospital	Linda Boville Ashley Riedel-Schaefer	1515 Park Avenue Columbus, WI 53925	(920) 623-2200
Reedsburg Area Medical Center	Adrienne Clark	2000 N. Dewey Reedsburg, WI 53959	(608) 524-6487
Sauk Prairie Healthcare	Marlea Louis	260 26 th Street Prairie du Sac, WI 53578	(608) 643-7274
Select Specialty Hospital	Connie Gehin	801 Braxton Place Madison WI 53715	(608) 260-2737
SSM Dean Clinic – East	Stacy Gorder Molli Regge	1821 Stoughton Road Madison, WI 53716	(608) 260-6072
SSM Dean Clinic – South	Jamie Haug Sarah Egger	1211 Fish Hatchery Road Madison, WI 53715	(608) 252-7461
SSM Dean & St. Mary’s Outpatient Center	Brenda O’Kroley	700 S. Park St. Madison, WI 53715	(608) 260-2978
SSM Dean Clinic – Sun Prairie	Kathy Georgi	10 Tower Drive Sun Prairie, WI 53590	(608) 825-3503
SSM Dean Clinic - Waunakee	Marisa Toseff	1300 S. Century Ave Waunakee, WI 53597	(608) 850-1662
SSM Dean Clinic – West	Jamie Haug	752 High Point Road Madison, WI 53717	(608) 824-4270
SSM St. Clare Hospital	Blair Murphy	707 14 th Street Baraboo, WI 53913	(608) 356-1434
SSM St. Mary’s Hospital	Mark Ulmer Christina Wingfield	700 South Park Street Madison, WI 53715	(608) 258-6933
Stoughton Health	Alyssa Dahmen	900 Ridge Street Stoughton, WI 53589	(608) 873-2299
Unity-Meriter Hospital	Tiffany Altschwager	202 S. Park Street Madison, WI 53715	(608) 417-6072
Unity Meriter Monona Clinic	Amanda Wilber	6408 Copps Avenue Monona, WI 53716	(608) 417-3119

Upland Hills Health	Taylor Arneson	800 Compassion Way Dodgeville, WI 53533	(608) 935-2711
UW Health – 1 S. Park clinic	Amanda Grinnell Michelle Vekich	1 S. Park Madison, WI 53715	(608) 287-2060
UW Health – 20 S. Park clinic	Amanda Grinnell Michelle Vekich	20 S. Park Madison, WI 53715	(608) 287-2083
UW Health – 1102 S. Park	Shereen Vakili	1102 S. Park St. Madison, WI 53715	608-287-5805
UW Health – East Madison Hospital	Aspen Schwantz	4602 Eastpark Blvd Madison, WI 53718	(608) 440-6361
UW Health - Odana	Ashley Fox	5618 Odana Rd. Madison, WI 53719	(608) 278-4737
UW Health – Science Drive Medical Center	Shari Dreher, Mary Gehin	621 Science Drive Madison, WI 53711	(608) 890-5050
UW Health – Union Corners	Jamie Rheineck	2402 Winnebago St. Madison, WI 53704	(608) 245-6144
UW Health - West Towne	Matthew Gretzinger	7102 Mineral Point Avenue Madison, WI 53717	(608) 828-7641
UW Health – Yahara	Christine Stiefel	1050 East Broadway Monona, WI 54716	(608) 222-8779
Watertown Regional Medical Center	Mara Tarp	125 Hospital Drive Watertown, WI 53098	(920) 262-4244