RADIOLOGIC TECHNOLOGY PROGRAM CATALOG
2014-2016

Windham Hospital
112 Mansfield Avenue
Willimantic, CT 06226
860.456.6195 tel
860.456.6091 fax

Reviewed and Revised: September 2014
Note: Information contained within this Catalog is subject to change without notice when deemed necessary by the Program Director or appropriate personnel. The student will be given a copy of the revised policy/procedure after adequate notification of the change.
# Radiologic Technology Program Catalog

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INTRODUCTION
Windham Hospital’s Program of Radiologic Technology believes that quality patient care is provided by individuals receiving quality instruction, consistent with professional, educational and instructional guidelines.

The catalog and policies and procedures manual are designed to provide information to prospective students, the public, and for the orientation of new students. It is used to clarify policies and procedures for students governing the actions and practices while a radiography student. If a situation arises that is not covered by Program policies, our sponsoring institution’s policy will be referred to.

It is the student’s responsibility to be familiar with the content of the catalog and policies and procedures manual. Thorough understanding of the curriculum, program policies, hospital policies, standards, and Standards of Ethics set forth by the ARRT is essential. As questions or problems arise, please feel free to discuss these issues with faculty members. Each student must sign a Policy Manual Acknowledgement that confirms receipt and understanding of each policy and procedure. The Acknowledgment also documents that the student agrees to abide by such while enrolled in the Program.

The contents of the catalog and policies and procedures manual are subject to yearly renewal and revision by the Advisory Committee and Program faculty. Approval of all changes is performed by the Program Director. The information contained within this catalog and student manual is subject to change without notice when deemed necessary by the Program Director or appropriate personnel. Students will be notified and given a copy of all revised policies and procedures.

PROGRAM INFORMATION
Established in 1964, Windham Hospital’s Program of Radiologic Technology is a full-time, 22 month program for students interested in a career in Medical Imaging. The Program starts a new class in September of each year.

Following the successful completion of all Program requirements, students are awarded a Certificate in Radiologic Technology and may sit for the national certification examination administered by the American Registry of Radiologic Technologists. This examination is also accepted by the State of Connecticut for licensing purposes and a minimum grade of 75 is required to pass.

MISSION STATEMENT, GOALS, AND STUDENT LEARNING OUTCOMES
Mission Statement
The Mission of Windham Hospital’s Program of Radiologic Technology is to provide the healthcare community with radiography graduates who safely deliver high quality services with competence, excellence, and compassion.

Program Effectiveness Measures
1. Students/graduates actively seeking employment will be able to find employment in the radiologic sciences.
2. Students will complete the Program.
3. Students will pass the national certification examination on the first attempt.
4. Students/graduates will be satisfied with their educational experience.
5. Employers will be satisfied with graduates hired for the entry level position.
Goals
The following goals and student learning outcomes further support the mission statement of the Program:

Goal 1: Students will be clinically competent.
Student learning outcomes:
- Students will practice radiation safety.
- Students will use proper exposure factors.
- Students will position patients.

Goal 2: Students will demonstrate effective communication skills.
Student learning outcomes:
- Students will practice oral communication skills.
- Students will demonstrate effective written communication skills.
- Students will develop effective patient communication skills.

Goal 3: Students will be able to apply critical thinking skills.
Student learning outcomes:
- Students will analyze images.
- Students will adjust for non-routine examinations.

Goal 4: Students will model professionalism.
Student learning outcomes:
- Students will demonstrate professional behavior.
- Students will understand ethical decision making.

PROGRAM EFFECTIVENESS DATA
Since 1994, our Program has had a 100% first attempt pass rate on the ARRT Registry Exam.

<table>
<thead>
<tr>
<th>Year</th>
<th># of Graduates</th>
<th>Program Completion Rate</th>
<th>ARRT 1st Attempt Pass Rate</th>
<th>Class Average</th>
<th>State Average</th>
<th>Employment Rate*</th>
<th>Graduate Satisfaction**</th>
<th>Employer Satisfaction***</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>8/11</td>
<td>73%</td>
<td>100%</td>
<td>89.0</td>
<td>86.2</td>
<td>88%</td>
<td>4.88</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>7</td>
<td>88%</td>
<td>100%</td>
<td>93.0</td>
<td>86.8</td>
<td>100%</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>7/8</td>
<td>88%</td>
<td>100%</td>
<td>92.0</td>
<td>86.3</td>
<td>100%</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>6/8</td>
<td>75%</td>
<td>100%</td>
<td>92.0</td>
<td>85.6</td>
<td>100%</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>7/8</td>
<td>88%</td>
<td>100%</td>
<td>93.0</td>
<td>84.5</td>
<td>100%</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>6/8</td>
<td>75%</td>
<td>100%</td>
<td>89.0</td>
<td>--</td>
<td>TBD</td>
<td>5.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Program Effectiveness Data Averages
Employment Rate (5-Year Average January 1, 2009 through December 31, 2013) – 94.6%
Credentialing Exam Pass Rate (5-Year Average January 1, 2009 through December 31, 2013) – 100%
Program Completion Rate (Annual Calculation January 1 through December 31, 2013) – 88%

* Employment rate is 6 months after graduation and is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. Consistent with the JRCERT Standards (2014) for all educational programs, the five-year average job placement rate, previously calculated at six months post-graduation, is now calculated at twelve months post-graduation as of 1/1/14.

** Graduate satisfaction results on 1-5 scale according to the annual Exit Survey.

*** Employer satisfaction results on 1-5 scale according to the annual Employer Satisfaction Survey. Data available for 2013 only due to new question that was added to survey.
Detailed information on program effectiveness data is also available on our Program’s website, [http://www.windhamhospital.org/education-research/radiologic-technology/radiologic-technology-program](http://www.windhamhospital.org/education-research/radiologic-technology/radiologic-technology-program), and at [www.jrcert.org](http://www.jrcert.org).

### ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>August 11, 2014</td>
<td>Beginning of Semester 3 (Seniors)</td>
</tr>
<tr>
<td>September 1, 2014</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>First Day of Class/Beginning of Semester 1 (Juniors)</td>
</tr>
<tr>
<td>October 13, 2014</td>
<td>Columbus Day</td>
</tr>
<tr>
<td>November 27-28, 2014</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>December 24-31, 2014</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>January 1, 2015</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>January 9, 2015</td>
<td>End of Semester 3 (Seniors)</td>
</tr>
<tr>
<td>January 12, 2015</td>
<td>Beginning of Semester 4 (Seniors)</td>
</tr>
<tr>
<td>February 16, 2015</td>
<td>President’s Day</td>
</tr>
<tr>
<td>March 6, 2015</td>
<td>End of Semester 1 (Juniors)</td>
</tr>
<tr>
<td>March 9, 2015</td>
<td>Beginning of Semester 2 (Juniors)</td>
</tr>
<tr>
<td>April 3, 2015</td>
<td>Good Friday</td>
</tr>
<tr>
<td>April 13-17, 2015</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 25, 2015</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 26, 2015</td>
<td>Graduation</td>
</tr>
<tr>
<td>July 3, 2015</td>
<td>4th of July Observed</td>
</tr>
<tr>
<td>July 6-10, 2015</td>
<td>Summer Vacation</td>
</tr>
<tr>
<td>August 7, 2015</td>
<td>End of Semester 2 (Juniors)</td>
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<tr>
<td>August 10, 2015</td>
<td>Beginning of Semester 3 (Seniors)</td>
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### ACCREDITATION

The Program of Radiologic Technology is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) and authorized by the State of Connecticut Office of Higher Education.

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, Illinois  60606-3182
(312) 704-5300 tel
(312) 704-5304 fax
[mail@jrcert.org](mailto:mail@jrcert.org)
[www.jrcert.org](http://www.jrcert.org)

**Non-Compliance with JRCERT Standards**

In order to maintain this accreditation, the Program must follow the JRCERT Standards for an Accredited Program in Radiologic Sciences. The Standards can be found in Appendix A of the policies and procedures manual and at [http://www.jrcert.org/programs-faculty/jrcert-standards/](http://www.jrcert.org/programs-faculty/jrcert-standards/). If a student feels that the Program is in non-compliance with the JRCERT Standards, the student may notify the JRCERT independently at 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, [mail@jrcert.org](mailto:mail@jrcert.org), [www.jrcert.org](http://www.jrcert.org).
In the event of a written complaint to the JRCERT or a “Standards” non-compliance issue with subsequent notification to the Program, immediate priority will be given to resolving the deficiency in order to maintain accreditation. The Program Director is expected to respond to the JRCERT in the time frame provided by the JRCERT outlining a plan for resolving the issue.

State of Connecticut  
Office of Higher Education  
61 Woodland Street  
Hartford, Connecticut 06105  
(860) 947-1816  
www.ctohe.org

ADMISSIONS  
Admission Requirements  
Windham Hospital’s Program of Radiologic Technology does not offer an advanced placement classification for students applying to the Program nor does the Program accept transfer students. The components of the didactic and clinical education are very structured and coordinated and the aforementioned could be detrimental to achieving the goals of the Program and the desired learning outcomes.

Applicants to the Program must provide proof of the following and meet general admission policies:

Applicant must:
1. Have earned an Associate or Baccalaureate Degree.
2. Have taken the following college-level courses with a grade of “B” (83) or better:
   - Algebra I (100 level or higher)
   - Biology or Human Anatomy & Physiology
   - English/Writing/Communications (100 level English or higher)
3. Six credits in any of the following college-level courses:
   - Fine Arts/Humanities
   - Physics (with a lab)
   - Psychology
   - Sociology
   - Medical Terminology
   - Computer Science
4. College GPA above 2.75.
5. A 4-hour shadowing (observational) experience is strongly recommended at one of our Clinical Sites. Please call Darcy Bibeau at 860.456.6825 to schedule an observation.

Application Checklist  
☐ Completed application form.  
☐ $50.00 non-refundable application fee, made out to Windham Hospital.  
☐ Official High School transcript.  
☐ GED certificate (along with partial official high school transcript).  
☐ Official College transcript(s) and/or other post-secondary school transcript(s).  
☐ A copy of college degree.  
☐ Two Applicant Reference Forms sent to the Program.
☐ A signed “Technical Standards” form indicating understanding of the physical and cognitive requirements of the radiography profession.

☐ Shadowing Experience Form, if applicable.

☐ Personal essay explaining why you chose to pursue a career in radiologic technology and why you wish to train at Windham Hospital. Include any characteristics you possess which would make you a wise choice for admission.

☐ Completed application must be postmarked no later than May 1st.

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**Application Review and Interview Process**

Admission to Windham Hospital’s Program of Radiologic Technology is quite selective given the limited number of students allowed at each clinical education setting affiliated with the Program. Yearly, approximately 50 applications are received out of which 35 individuals are interviewed with 8-10 students being selected to begin the Program in September.

Candidates are selected using a point system. More points are given to candidates who (a) possess a quantity of well-balanced collegiate coursework related to radiology, (b) acquire higher level grades in those courses, (c) demonstrate strong communication skills on the personal essay and during the personal interview, and (d) possess a higher average GPA. Remember, for a course to qualify, the grade must have been a minimum of a “B” (83).

- When all application materials have been received, applicants will be scheduled for an interview with the Admissions Committee.
- A student panel will be available for additional questions on interview day.
- During the interview, the applicant will be given a math assessment and a short questionnaire to complete. Applicants are notified of the Committee’s decision within four weeks following the interview.

Applicants are notified of acceptance or non-acceptance by letter no later than June 1st. Some alternates are selected during the process to replace candidates who do not accept placement into the Program. Alternates are only able to replace an applicant up to the start date of the Program.

**Reapplication Process**

If a student is not accepted, applicants may reapply and should seek advisement from the Program Director. For students who wish to reapply, it is necessary to complete and submit another set of the required application materials. Improvements since the previous application should be outlined.

**Program Acceptance Requirements**

Final acceptance into the Program will require the following to be completed prior to the first day of class:

- Pre-enrollment physical examination along with proof of the following:
  - Dates of immunizations for measles, mumps, rubella (MMR), and hepatitis B.
  - Titers and documentation of immunity for varicella, rubella, rubeola, and hepatitis B.
  - A negative TB test within the past year (must be a PPD or Quantiferon Gold/TPOT). If there is any history of a positive PPD, a negative chest x-ray is required.
- Provide proof of Basic Life Support (BLS) for Health Care Providers certification from the American Heart Association. Incoming students are required to submit documentation of satisfactory completion of the BLS for Health Care Providers course within one (1) month of
the start of the Program. Said certification must remain current for the duration of the Program.

- Satisfy the Technical Standards.
- Remit a non-refundable tuition deposit of $500.00 and a non-refundable Activity Fee of $300.00.
- Sign and return a copy of the Enrollment Agreement.
- Satisfactory background check.
- Negative drug screening. The Program is financially responsible for the drug screen and background check.

**Note:**

- Students are responsible for the cost associated with obtaining the required physical examination, aforementioned titers and immunizations, and BLS certification.
- An unsatisfactory background check could impact a student’s chances of entering the clinical setting, completing the Program requirements or gaining a license to practice upon graduation.

**Disclaimer**

Applicants who have been involved in a criminal proceeding or who have been charged with or convicted of a crime may file a request for pre-application review with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication or suspended or withheld sentence. Military court-martials must also be reported. The form that is necessary to file such a request and a complete explanation of the process can be found on the web at [www.arrt.org](http://www.arrt.org) under the Ethics section, or by contacting the ARRT at (651) 687-8580.

**Equal Opportunity/Non-Discrimination Statement**

Windham Hospital and the Program of Radiologic Technology declare and re-affirm to their employees and/or students and to the public that they are firmly and wholeheartedly committed to the policy of Affirmative Action based on qualifications and merit, without discrimination because of race, color, religious creed, marital status, national origin, sex, age, sexual orientation, political beliefs, physical disability, or ancestry. By our actions, we intend to set an example in the effort to achieve a national goal of equal opportunity for all.

**Enrollment Application**

Please visit the Radiology School page at [http://www.windhamhospital.org/education-research/radiologic-technology/radiologic-technology-program](http://www.windhamhospital.org/education-research/radiologic-technology/radiologic-technology-program) for an enrollment application and reference forms.

**The Radiologic Technologist and Career Opportunities**

A Radiologic Technologist is an integral member of the healthcare team. Belonging to an ever-evolving profession, Radiologic Technologists are qualified to provide patient care services and to use x-rays to produce diagnostic images.

Registered radiologic technologists are employed in various settings such as hospitals, medical clinics, physicians’ offices, mobile imaging companies, industrial plants, research centers, and in sales and marketing.

Radiologic technologists may specialize in the following areas:

- Computed Tomography (CT)
- Mammography
- Magnetic Resonance Imaging (MRI)
- Cardiovascular/Interventional
- Bone Densitometry
Opportunities for advancement also arise in management, research, and education.

**ADVISORY AND ASSESSMENT COMMITTEE**

*Advisory Committee*

The prime, overall direction and guidance for the Program is achieved through the Advisory Committee. The Advisory Committee should be representative of the communities of interest involved in or affected by the education program. This Committee essentially assists in the establishment of policies and procedures, modifies the curriculum, identifies program goals, strengths and weaknesses, and determines methods of improvement. In general, the Committee meets twice a year and includes the following members:

- Program Faculty
- Clinical Instructors
- Clinical Site Radiology Department Administrators/Supervisors
- Two Senior student representatives
- Two Junior student representatives

The student members of the Advisory Committee are elected by the class during orientation. The student representatives have the responsibility to gather concerns from class members, attend all meetings and report the Committee’s activities back to the class.

*Assessment Committee and Assessment Process/Evaluation*

The Program has established goals and student learning outcomes in accordance with JRCERT Standards. The purpose of the Assessment Committee is to focus on the assessment process within the Program and to determine if student learning outcomes have been achieved. The Assessment Committee will analyze the Program’s master assessment plan and resulting data. The data is derived from measurement tools identified in the master assessment plan. Measurement tools include but are not limited to: exit surveys, employer surveys, graduate surveys, competency evaluations, psychomotor clinical evaluations, written and oral presentation rubrics, and course examinations. The Program will share and analyze data with the Committee, analyze programmatic goals and student effectiveness goals and outcomes, time frames for data collection, benchmarks, measurement tools, and met/unmet benchmarks. The Committee will identify strengths and areas for improvement, as well as provide feedback and/or strategies to improve effectiveness to bring about systematic Program improvement. The Assessment Committee will meet twice a year and includes the same members as the Advisory Committee.

The Program’s assessment plan is located in the Program Director’s office and is available for review upon request.

**ARTICULATION AGREEMENTS**

*Eastern Connecticut State University*

After graduating from the Program and achieving certification in radiography, graduates may take advantage of the Articulation Agreement that exists between the Program and nearby Eastern Connecticut State University, located in Willimantic, Connecticut. Graduates of the Program will receive **30 transfer credits** toward an associate and/or bachelor degree program. In addition, transfer credit for CLEP examinations and college courses taken at other institutions may also be applied to these programs. You must complete at least 15 credits through Eastern to earn an associate’s degree, and at least 30 credits through Eastern to earn a bachelor’s degree.
For more information please visit the Eastern Connecticut State University School of Continuing Education website at www.easternct.edu/ce.

Three Rivers Community College
Three Rivers Community College (TRCC) has designed an advising tool specifically geared toward students who wish to pursue an education through Windham Hospital’s Program of Radiologic Technology. This pre-radiology advising tool is not a program, but a selection of recommended courses to prepare students who wish to enroll in the Radiologic Technology Program upon graduation from TRCC. Students who follow this advising tool, with the supervision of their advisor, will graduate TRCC with an Associate’s Degree in General Studies.

Completion of the pre-radiology Associate’s Degree in General Studies offered by TRCC does not guarantee admission into Windham Hospital’s Program of Radiologic Technology. Please see the Program of Radiologic Technology’s Admission Requirements for additional information and academic grade requirements.

More information on the TRCC pre-radiology advising tool can be found at: http://www.trcc.commnet.edu/Div_academics/Admin/AS_Plans_of_Study/Assoc_Prog_of_Study_Webpage/General%20Studies_AS.shtml

CAMPUS SECURITY
Crime statistics are reported annually to the U.S. Department of Education’s Campus Safety and Security division. A detailed report containing statistics specifically for Windham Hospital’s campus can be located on the federal website http://www.ope.ed.gov/security/GetOneInstitutionData.aspx or by visiting The National Center for Education Statistics (NCES) website. A hard copy of the campus security report is available upon request.

CLINICAL AFFILIATES
All clinical affiliates shall be recognized by the JRCERT and meet the appropriate criteria for delivering clinical education and assessing clinical competency. Clinical education affiliates are also recognized by The Joint Commission (TJC) or an equivalent agency or hold a state issued license. Review of accreditation or licenses shall be done annually.

The Radiologic Technology Program maintains affiliate agreements to assure the quality of the clinical education. These agreements are reviewed bi-annually, and necessary changes may be made. Under no circumstances will a student be assigned to a clinical site that is not recognized by the JRCERT and where there is no affiliate agreement. However, students may be given the option to rotate through a film-screen department for an “observation only” experience.

JRCERT recognized clinical education affiliates shall appoint one qualified clinical instructor for every ten assigned students. The number of students assigned to the clinical education setting must not exceed the number of clinical staff assigned to the radiography department. The student to radiography clinical staff ratio must be 1:1. However, it is acceptable that more than one student may be temporarily assigned to one technologist during the uncommonly performed procedures.

Day Kimball Hospital
320 Pomfret Street
Putnam, CT 06260
The mission of Day Kimball Hospital is to meet the health needs of our community through our core values of clinical quality, customer service, fiscal responsibility and local control.

Julius Kocsondy, Director of Diagnostic Imaging
Anna Wong, Acting Clinical Instructor

Lawrence & Memorial Hospital
365 Montauk Avenue
New London, CT 06320

Our Mission is to improve the health of this region.

Brian Austin, Clinical Instructor
Donna Blakely, Administrative Director
Bruce Cadieux, Clinical Instructor
Crystal Coulumbe, Radiology Manager
Michelle Pasqualini, Clinical Instructor
Kevin Williamson, Acting Clinical Instructor

William W. Backus Hospital
326 Washington Street
Norwich, CT 06360

&

Backus Outpatient Care Center
111 Salem Turnpike
Norwich, CT 06360

Backus Hospital delivers and coordinates a continuum of high quality health care that is sensitive to the needs of individuals in eastern Connecticut. The Hospital is committed to being responsive and accountable to those for whose benefit it exists, and to improving the health of its communities.

Karen Blackburn, Site Manager
Erin Cassidy, Clinical Instructor
Daniel Cormier, Acting Clinical Instructor
Joleen Lavallie, Clinical Instructor
Cynthia McClarran, Regional Director of Diagnostic Imaging

Windham Community Memorial Hospital
112 Mansfield Avenue
Willimantic, CT 06226

Our mission is to enhance the lives and well-being of people in the communities we serve by providing quality health care.

Carrie Clews, Program Director
Darcy Bibeau, Clinical/Didactic Educator
Jaime Dalmage, Clinical Instructor
Nate Goodrich, Clinical Instructor
Cynthia McClarran, Regional Director of Diagnostic Imaging
Cathy Stuart, Site Manager
CLINICAL UPDATES AND CLASSROOM HUDDLES
Fifteen minute huddles will be scheduled at the beginning of each class to discuss safety, clinical concerns, and customer service. Students and faculty will each have an opportunity to bring forth discussion topics.

COMMUNITY SERVICE PROJECT
Students are encouraged to participate in community service projects. Through volunteer activities, students will further develop leadership skills and the ability to address complex problems as they interact with a diverse population. Students will be required to document the activities and number of hours completed each semester. Those who perform at least 80 hours of community service will be awarded a certificate during graduation ceremonies.

COST OF ATTENDANCE
Tuition fee for the entire 22-month Program totals Twenty Four Thousand Dollars ($24,000.00). A non-refundable Five Hundred Dollar ($500.00) tuition deposit and a non-refundable Three Hundred Dollar ($300.00) Activity Fee is due prior to the start of the Program. The Activity Fee is used to help defray the costs associated with membership fees for professional organizations for imaging professionals and expenses for graduation.

A payment of Eleven Thousand Five Hundred Dollars ($11,500.00) is due on the first day of class and the remaining balance of Twelve Thousand Dollars ($12,000.00) becomes due and payable eleven months later in August, the midpoint of the Program. Students applying for financial aid may begin the Program without having paid the tuition. Payments can be made via federal financial aid, bank check, personal check, cash, or credit card.

Additional costs that the student may incur while enrolled in the Program include the cost of books, personal supplies and uniforms, transportation costs, and room and board. Please note that the Program does not offer room and board, as stated in the Enrollment Agreement, and the below estimates refer to students living at home with a rent or guardian or not living at home and all others.

<table>
<thead>
<tr>
<th>Independent or Dependent/Living at Home with Parent Guardian/Not Living at Home and All Others</th>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$11,500</td>
<td>$12,000</td>
</tr>
<tr>
<td>Tuition Deposit, Non-Refundable</td>
<td>$500</td>
<td>$0</td>
</tr>
<tr>
<td>Activity Fee, Non-Refundable</td>
<td>$300</td>
<td>$0</td>
</tr>
<tr>
<td>Books</td>
<td>$820</td>
<td>$0</td>
</tr>
<tr>
<td>Room and Board Living Allowance</td>
<td>$15,140</td>
<td>$15,140</td>
</tr>
<tr>
<td>Personal Supplies and Uniforms</td>
<td>$820</td>
<td>$820</td>
</tr>
<tr>
<td>Transportation</td>
<td>$4,514</td>
<td>$4,514</td>
</tr>
<tr>
<td>Origination Fees – Loan</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$33,594</td>
<td>$32,474</td>
</tr>
</tbody>
</table>

CURRICULUM AND COURSE DESCRIPTIONS
The Program’s curriculum is designed to conform to that recommended by the American Society of Radiologic Technologists.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
<th>Semester III</th>
<th>Semester IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>September – February</td>
<td>March – July</td>
<td>August – December</td>
<td>January – July</td>
</tr>
</tbody>
</table>
Introduction to Radiologic Science & Health Care

This course provides an overview of the foundations of radiologic science and the practitioner’s role in the health care delivery system. Academic and administrative structures of the profession and the healthcare delivery system are discussed. Students will be introduced to radiation protection and safety practices, radiation and pregnancy, the history of x-rays, exposure factors, the control panel, radiographic equipment, x-ray and image production, the inverse square law, and the concept of radiographic quality.

Semester I Orientation (15 clock hours – 10 class/5 labs)
Instructor: C. Clews

Principles of Radiographic Imaging & Exposure I and II

This unit will provide the student with the knowledge of factors that govern and influence the production of the radiographic image. Students will be introduced to the following theories of radiographic exposure: prime exposure factors, image quality, methods of controlling scattered radiation, automatic exposure control, and technique. Film/screen combinations and an introduction digital imaging will be covered.

Semester I (35 clock hours)
Semester II (44 clock hours)
Instructor: C. Clews

Radiation Protection & Radiation Biology

This unit will provide the student with a strong foundation of the principles of radiation protection and principles of the interaction of radiation with living systems. Radiation protection responsibilities of the radiographer for patients, personnel, and the public are presented. The topics of As Low As Reasonably Achievable (ALARA), dose limits, and stochastic and non-stochastic effects will be discussed. Students will be able to identify and practice methods to reduce radiation dose to themselves, others, and patients. Regulatory agencies will be identified and agency involvement in radiation protection will be discussed. Radiation effects on biologic cells and tissues, and factors affecting biologic response are presented. Concepts of dose fractionation and protraction are presented. Acute and chronic effects of radiation are discussed.

Semester I (35 clock hours)
Semester II (44 clock hours)
Instructor: C. Clews

Medical Terminology
This course introduces the skill of medical terminology. These methods involve breaking each word into its component parts, learning the meaning of these parts, and recognizing them when they appear in different words. The students progress at their own pace with use of the programmed learning text.

Semester I (10 clock hours)
Instructor: D. Bibeau

Radiographic Procedures I, II, III, and IV
This is one of a four-part course that combines lecture with lab by providing a comprehensive study of the anatomy, physiology, and pathology of the human body and how it is demonstrated radiographically. This course incorporates both the theoretical basis for performing radiographic procedures with specific patient positioning demonstrations, simulation and practice in the laboratory. Radiographic positioning allows the student to strengthen their skills prior to and following patient contact. This course integrates these subjects together along with image analysis, cross-sectional anatomy, patient care, radiation protection and the clinical experience to develop a holistic approach to learning. Critical thinking is incorporated throughout the curriculum.

Semester I (238 clock hours – 135 class/103 labs)
Semester II (112 clock hours – 75 class/37 labs)
Semester III (75 clock hours – 50 class/25 labs)
Semester IV (75 clock hours – 50 class/25 labs)
Instructor: D. Bibeau

Image Analysis I, II, and III
This is one of a three-part course focusing on evaluation, interpretation, and identification of radiographs, and images from other modalities. This course is integrated with Radiographic Procedures, Clinical Practicum, Film-Screen Image Acquisition & Processing, and Digital Image Acquisition & Display.

*Semester content corresponds with the Radiographic Procedures course.

Semester I (35 clock hours)
Semester II (20 clock hours)
Semester III (20 clock hours)
Instructor: D. Bibeau

Clinical Practicum I, II, III, and IV
The clinical setting integrates academic courses/labs together and applies them to the clinical setting. Students spend 24 hours per week in the clinical setting. The clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Specific performance objectives are established for each semester.

Semesters I, II, III, and IV (24 hours per week starting after Orientation for the total of 1,920 clinical hours)

Patient Care I/Medical Ethics & Law
Radiographers need to possess the knowledge, skills, and caring attitudes required to appropriately care for patients of all ages in routine and trauma situations. Through lectures, classroom activities, skills
labs, and role playing scenarios, students will learn how to care for a diverse population. Ethical and legal responsibilities of the profession are presented. Radiographer obligations to patients and their families, medical staff, and colleagues are discussed. Confidentiality of patients’ records and information (HIPAA) will be emphasized. The students will be instructed in the following aspects of patient care: back safety, patient transfer, infection control, surgical asepsis, CPR, oxygen administration, and care of patients during imaging examinations of the gastrointestinal system. Staff radiographer evaluations of the students’ cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice.

**Semester I (46 clock hours)**
**Instructor: D. Bibeau**

**Patient Care II**
This course reviews and builds upon the skills and concepts covered in Patient Care I. The student will learn how to take vital signs and how to recognize and respond to life-threatening emergencies (i.e., shock, insulin reactions, convulsive seizures, and stroke) are presented. Staff radiographer evaluations of the students’ cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice.

**Semester II (20 clock hours)**
**Instructor: D. Bibeau**

**Radiation Production & Characteristics**
This course is designed to provide students with an in-depth study of physics related to radiology. Beginning with a review of the English and metric measurement systems, students progress into course content on the structure of matter, electrostatics and electrodynamics, magnetism and electromagnetism, generators and motors, transformers, X-ray tubes, rectification, and X-ray circuits.

**Semester III (70 clock hours)**
**Instructor: C. Clews**

**Imaging Equipment**
This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The students will also develop a basic knowledge of quality control and explore other modalities and radiation therapy.

**Semester III (55 clock hours)**
**Instructor: C. Clews**

**Digital Image Acquisition & Display**
This course is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

**Semester IV (66 clock hours)**
**Instructor: C. Clews**

**Venipuncture & Pharmacology**
This course is to provide a theoretical and clinical framework for the student in which to learn safe skills in performing venipuncture. These skills will be based upon established hospital policies and procedures. Venipuncture competency is based on successful passing of the written exam and competency on a phantom venous arm. The students will be instructed in the following aspects of
patient care: routes of drug administration, pharmacology, and radiographic contrast agents (indications and contraindications for their use, and possible adverse patient reactions).

**Semester III (20 clock hours)**
*Instructor: D. Bibeau*

**Basic Principles of Computed Tomography**
Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging. The course covers the following: various generations, system components and their functions, diagnostic applications, factors affecting image quality (as it relates to spatial resolution, contrast, resolution, noise, linearity, and uniformity), radiation protection, and cross-sectional anatomy.

**Semester IV (20 clock hours)**
*Instructor: D. Bibeau*

**Basic Arrhythmia Interpretation**
This course will provide the student with an overview of the electrophysiology of the heart, the conduction system, and how it is influenced by the autonomic nervous system. Student will develop a basic understanding of the rules and mechanisms of common arrhythmias according to pacemaker sites through analyzing and interpreting EKG strips. Students will be able to identify life threatening rhythms. Competency will be determined by rhythm strip analysis utilizing a patient monitor.

**Semester IV (20 clock hours)**
*Instructor: D. Bibeau*

**Registry Review**
The purpose of this course is to prepare students for the American Registry of Radiologic Technologist’s (ARRT) national certification examination. Through a variety of instructional methods and with the use of the computer lab, the entire curriculum is reviewed. Students prepare and have the opportunity to participate in the OSRT Quiz Bowl Competition and the OSRT Mock Registry Examination to prepare them for the ARRT examination.

**Semester IV (89 clock hours)**
*Instructor: C. Clews and D. Bibeau*

**Length of Program Based on Clock Hours**

- Semester One.......................... 422 clock hours (lecture/class), 408 clinical hours
- Semester Two............................ 240 clock hours (lecture/class), 456 clinical hours
- Semester Three.......................... 240 clock hours (lecture/class), 480 clinical hours
- Semester Four........................... 270 clock hours (lecture/class), 576 clinical hours

Total clinical clock hours ................. 1,920
Total lecture/class clock hours .......... 1,172
Total Program clock hours............... 3,092

*Not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student's part.*
EMPLOYMENT STATUS OF STUDENTS

Students enrolled in Windham Community Memorial Hospital’s Program of Radiologic Technology are not considered employees of the Program nor are they employees of the Program’s affiliate sites. As such, students are not substituted for regular staff whether in the didactic or clinical arenas.

ENROLLMENT AGREEMENT

SEPTEMBER 8, 2014 – JULY 8, 2016

STUDENT NAME: ________________________________
STREET ADDRESS: ________________________________
CITY: __________________ STATE: ______ ZIP CODE: ______
PHONE: ( )

In consideration of an acceptance to the Program of Radiologic Technology as sponsored by Windham Community Memorial Hospital and conducted at Windham Community Memorial Hospital and Affiliates, I, the undersigned, agree to pay a total tuition fee of Twenty Four Thousand Dollars ($24,000.00). I understand that a non-refundable Five Hundred Dollar ($500.00) tuition deposit and a non-refundable Three Hundred Dollar ($300.00) Activity Fee is due prior to the start of the Program. A payment of Eleven Thousand Five Hundred Dollars ($11,500.00) is due on the first day of class and the remaining balance of Twelve Thousand Dollars ($12,000.00) becomes due and payable eleven months later, in August of 2015. (Students applying for financial aid may begin the Program without having paid the tuition). Payments can be made via federal financial aid, bank check, personal check, cash, or credit card.

I understand that if I withdraw from the Program, I may be eligible for a tuition refund (providing the account is paid in full; otherwise an adjustment will be made in the tuition owed) based on either the Federal, Federal Pro Rata, or Institutional Refund Policy. The refund policy is based on the last date of verifiable attendance and a refund is issued within 14 days. Further, I understand that the refund policy that is most generous to the student will be the one used. The Institutional Refund Policy, as an example, appears below and is based on a federal academic year consisting of 9 months or 36 weeks:

<table>
<thead>
<tr>
<th>Withdrawal Point</th>
<th>% of Tuition Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the first day of class</td>
<td>100%</td>
</tr>
<tr>
<td>After first day ~ before end of Orientation</td>
<td>80%</td>
</tr>
<tr>
<td>End of Orientation ~ end of 35% of academic year (the 13th week)</td>
<td>50%</td>
</tr>
<tr>
<td>End of 35% ~ end of 50% of academic year (the 18th week)</td>
<td>25%</td>
</tr>
</tbody>
</table>

During enrollment, the Hospital’s finance department issues refunds to students whenever a credit exists on a student’s account. Refunds will be issued 14 days after a credit balance occurs.
1. Students are responsible for obtaining a physical examination prior to entrance into the Program along with proof of the following:
   - Dates of immunizations for measles, mumps, rubella (MMR), and hepatitis B. Two MMRs are required.
   - Titers and documentation of immunity for varicella, rubella, rubeola, and hepatitis B.
   - A negative TB test within the past year (must be a PPD or Quantiferon Gold/TPOT). If there is any history of a positive PPD, a negative chest x-ray is required.

2. Windham Community Memorial Hospital agrees to:

   It is agreed and understood that the influenza vaccine is mandatory for all students enrolled in the Program. Windham Hospital will provide the vaccinations annually, or students must provide evidence of current vaccination.

   Windham will instruct all students on blood borne pathogens, airborne pathogens, universal precautions, reporting exposures, and other protected measures as outlined in the OSHA standard prior to participating in clinical experience at Affiliate. In the event of a student exposure to blood and/or infectious material, Affiliate shall be responsible for implementing the necessary OSHA standards. Affiliate shall notify Windham of such an event including the plan of action for student/source follow-up. The student will be responsible for costs associated with the medical treatment.

   Students must make Program officials aware of any condition that may preclude them from entering the Program and/or properly caring for patients. Formal enrollment may not occur should the physical examination or associated testing identify a reason or reasons that would prevent a student from attending the Program and/or properly caring for patients. Students will be billed for costs associated with medical treatment resulting from injury or illness while attending the Program. It is strongly suggested, therefore, that student carry comprehensive personal health insurance during their Program tenure.

   Further, enrollment is contingent upon receiving satisfactory results from the drug screen and background check. The Program is financially responsible for the drug screen and background check.

3. Students are responsible for obtaining Basic Life Support (BLS) for Health Care Providers certification prior to the start of the Program from the American Heart Association. Incoming students are required to submit documentation of satisfactory completion of the BLS for Health Care Providers course within one (1) month of the start of the Program. Said certification must be maintained throughout the duration of the Program. Failure to demonstrate BLS certification will result in suspension and/or release from the Program.

4. The Parties intend that students are deemed to be formal students of Windham and not of Affiliate. No student in the Program shall be subject to discrimination or harassment on the basis of age, sex, race, color, ancestry, national origin, religious creed, marital status, sexual orientation, or in the case of a qualified handicapped individual, on the basis of the handicapping condition.

5. It is understood that upon completion of the Program, a Certificate in Radiologic Technology will be awarded.
6. It is agreed and understood that the length of the Program is 22-months and is a total of 3,092 clock hours. The clinical phase of the Program consists of 1,920 clock hours and lecture/class time consists of 1,172 clock hours.

Orientation takes place during the first seven weeks of the Program and orientation classes are held Monday through Friday from 8:00 am to 4:00 pm. Upon completion of orientation, lecture/class days take place on Tuesday and Thursday from 8:00 am to 2:00 pm and clinical days are Monday, Wednesday, and Friday from 8:00 am to 4:30 pm (or 7:30 am to 4:00 pm) for the first year of the Program.

For the second year of the Program, lecture/class days take place Wednesday and Friday from 8:00 am to 2:00 pm and clinical days are Monday, Tuesday, and Thursday from 8:00 am to 4:30 pm (or 7:30 am to 4:00 pm).

7. It is understood that the clinical phase of the Program will consist of rotations at two of the following accredited hospitals:
   - Day Kimball Hospital – Putnam, Connecticut
   - Lawrence & Memorial Hospital – New London, Connecticut
   - William W. Backus Hospital – Norwich, Connecticut
   - Windham Community Memorial Hospital – Willimantic, Connecticut

   It is further agreed and understood that rotations will consist of first shift hours and not more than ten (10) clinical hours scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part. Clinical rotations will be assigned by the Didactic/Clinical Educator in accordance with the Program schedule.

8. It is understood that the minimum passing grade considered satisfactory throughout the didactic portion of the Program is 83% (B). An unsatisfactory grade is defined as a grade below 83% (B). It is understood that the minimum passing grade considered satisfactory throughout the clinical portion of the Program is 90% (A-). An unsatisfactory grade is defined as a grade below 90% (A-). Further, students must meet all clinical competency expectations. Students must be making satisfactory progress in all Program areas in order to stay enrolled in the Program and to remain eligible for financial aid.

9. Students are responsible for purchasing their own uniforms and books.

10. Students must provide their own room and board.

11. Additional costs that the student may incur while enrolled in the Program include the cost of books, personal supplies and uniforms, transportation costs, and room and board. Page nine (9) of the Catalog and Policies and Procedure Manual summarizes these costs.

   The Program does not offer room and board and students must provide their own room and board, as stated in paragraph 10.

12. The completion of the Program cannot guarantee job placement.
13. Students are not precluded from working on a part-time basis provided that such employment is outside the regular Program training hours and does not otherwise interfere with the Program.

14. There will be membership fees associated with professional organizations for medical radiographers and expenses for graduation. A $300.00 non-refundable Activity Fee will be used to help defray the costs associated with the aforementioned items.

15. Upon successful completion of all Program requirements, graduates can apply to take the American Registry of Radiologic Technologists (ARRT) certification examination. The student is responsible for the costs associated with the ARRT certification examination. Information on the ARRT certification examination can be found at www.arrt.org.

16. Applicants who have been involved in a criminal proceeding or who have been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration.

A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication or suspended or withheld sentence. Military court-martials must also be reported. The form that is necessary to file such a request and a complete explanation of the process can be found on the web at www.arrt.org under the Ethics section, or by contacting the ARRT at (651) 687-8580.

The student is responsible for the costs associated with state licensure. Licensure is required in the State of Connecticut in order to be employed as a Radiographer. Information can be found on the State of Connecticut Department of Public Health website at http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389566.

17. It is agreed and understood that a student must adhere to the policies, procedures, requirements, schedules, assignments, rules and regulations associated with:
   a. The Program of Radiologic Technology
   b. Windham Community Memorial Hospital and its Department of Diagnostic Imaging
   c. Affiliate site

18. Any student withdrawing from the Program should do so in letterform and submit the document to the Program Director. Students who withdraw and who have received financial aid may have to repay some of the funds received. Depending on the nature of the withdrawal, a student may be reinstated at the discretion of Program Officials. A student requesting reinstatement must do so in letterform and submit the document to the Program Director. Students withdrawing are required to return their classroom key, all ID badges, radiation monitoring devices, and lead markers.

19. It is agreed and understood that a student may be suspended from the Program of Radiologic Technology (or placed on probation) if any of the following occur (Program officials will determine the length and state, in writing, the conditions of re-entrance to the student):
   a. Unsatisfactory grades, performance or progress
   b. Non-compliance with regard to published policies
   c. Failure to employ proper radiation protection measures
   d. Willfully disregarding responsibilities to the:
      - Patient
20. It is agreed and understood that a student may be dismissed from the Program of Radiologic Technology if any of the following occur:
   a. A continuance regarding any area mentioned in Number 19 of this Agreement.
   b. It is found that the personality of the student does not conform to the standards necessary in the field of Medical Imaging.

21. It is agreed and understood that a student may be immediately dismissed from the Program of Radiologic Technology if any of the following occur (this list is not intended to be all inclusive):
   a. Disclosure of confidential information
   b. Falsification of information or immorality
   c. Impairment by alcohol or drugs
   d. Dishonesty
   e. Theft
   f. Bringing weapons or dangerous and/or unauthorized materials or equipment onto Program-related premises
   g. Fighting and/or disorderly conduct

A signed copy of the Enrollment Agreement is required after acceptance and prior to the start of the Program.

EVALUATION OF PROGRAM POLICIES, PROCEDURES AND PUBLICATIONS
The Radiologic Technology Program strives to assure that all Program policies, procedures and publications are current and accurately reflect the Program’s practices. Review of all policies, procedures, and publications occur annually or as necessary when changes need to be made. Revision or review dates should be recorded on each document.

FACULTY MEMBERS
Carrie L. Clews, M.H.S., R.R.A., R.T.(R) – Program Director
   Office: Windham Hospital, 1st Floor, Radiology Administrative Suite – Hours by appointment
   Phone: 860.456.6195
   E-mail: carrie.clews@hhchealth.org

Darcy Bibeau, B.S., R.T.(R)(CT)(QM) - Didactic/Clinical Educator
   Office: Professional Building, Suite 104 – Hours by appointment
   Phone: 860.456.6825
   E-mail: darcy.bibeau@hhchealth.org
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND STUDENT ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, assures that a student has the right to review his/her record, challenge the contents, and be assured of complete confidentiality in all matters pertaining to his/her record.

Another aspect of the law is that parents do not have the right to receive grades or other information contained in the records of a student over 18 years of age without the student’s written consent. In turn, the parent’s privacy also is protected, because a student is not permitted to see his/her family’s private financial statement submitted with the aid application when students apply for financial aid.

To comply with the law, transcripts or references must not be released without the written consent of the student or graduate (unless disclosure of student records is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA regulations). Waiver forms can be obtained at the office of the Program Director. All information submitted in the application for financial aid may be released to third parties with a “need to know”. For example, a record of the aid received could be sent to another school to which you later apply for aid without your written permission. Your files are shown to federal auditors at their request, or certain information could be shared with the Connecticut Student Loan Foundation, if you received a student loan. Aid information also is shared with the division of vocational rehabilitation if a student is a client of theirs.

Procedure

Students enrolled in the Program have the following records kept on them:

1. Completed Enrollment Application Form
2. High School/College Transcripts
3. Letters of Recommendation
4. Placement Examination
5. Clinical Competency Evaluations
6. Performance Evaluations
7. Grievance procedure documents
8. Attendance
9. Examinations
10. Program Transcripts

Students wishing to view their records may do so by submitting a written request to the Program Director. If there are documents in which the student has waived the right to view, said documents will be removed from the file prior to the review. A student or graduate may authorize the release of transcripts by signing the appropriate transcript request form.

Authorized Personnel to Review Student Records

1. The student
2. Program faculty
3. Admissions Committee
4. Accrediting agencies

Authorized Personnel Regarding Financial Aid
1. Third parties with a “Need to Know”
2. Federal auditors
3. Connecticut Student Loan Foundation (CSLF)
4. Division of Vocational Rehabilitation

FINANCIAL AID SERVICES

Applying for Federal Financial Aid

1. Free Application for Federal Student Aid (FAFSA)
   This form is used to apply for federal student financial aid, including grants and loans. The priority deadline for completed FAFSA applications is July 1st to ensure that funds are made available. Electronic applications can be filed at www.fafsa.gov.

2. Award Notification
   Review your financial aid award and follow the directions carefully on the enclosed award letter. If you wish to decline any source of financial aid, place a check next to the fund you are declining, sign the award letter and return within 10 days.

3. Missing Documents
   Submit any requested missing documents within 10 days. Missing documents not received promptly will result in cancellation of financial aid.

4. Federal Direct Loan Application Process
   New students and new student loan borrowers are required to (1) complete entrance loan counseling and (2) complete a Direct Loan Master Promissory Note.
   Go online to https://studentloans.gov to complete your Direct Loan Electronic Master Promissory Note (eMPN) and entrance counseling. You must complete both processes in order for your Direct Loans to be processed and disbursed.

Windham Hospital’s Program of Radiologic Technology does not admit first-time, full-time degree/certificate seeking students. For detailed information on Federal Student Aid, please visit http://studentaid.ed.gov/.

Additional information on financial aid, as well as the major federal student aid programs in which Windham Hospital participates, are described below.

2014-2015 FINANCIAL AID INFORMATION

Award Notification
The award notification lists the sources of financial aid available to help meet the cost of education. Individual fund criteria are outlined below. The financial aid award is subject to change if the data used to make the initial award changes, e.g., FAFSA corrections, verification, aid program eligibility, etc.

Award Descriptions
Below are descriptions of the different types of financial assistance that may be included in your award. Awards are generally divided over the semesters in the academic year and are disbursed at the start of each semester onto the student’s account. Visit https://studentaid.gov for detailed information about federal aid programs.
Federal Pell Grant
Recipients of the Pell Grant meet the required financial need criteria. Pell is considered “gift” aid and does not have to be repaid. The amount of the award is based on the EFC calculated on the FAFSA and the student’s enrollment level.
2014-2015 Pell Grant Annual Awards: $587-5730

Federal Iraq & Afghanistan Service Grant (IASG)
Recipients of the IASG lost a parent or guardian due to military service in Iraq or Afghanistan after September 11, 2001. IASG is considered “gift” aid and does not have to be repaid. The amount of the award is based on the student’s enrollment level.
2014-2015 IASG Annual Awards: $1433-5645

Federal Direct Loans
The Federal Direct Loan is a loan and funds received must be repaid. The interest rate for loans disbursed between 7/1/2014 and 6/30/2015 is a fixed at 4.66%. There is a loan fee, therefore the actual amount disbursed may be less than the amount borrowed. There are two types of Direct Loans:

- **Subsidized** loans are available to undergraduate students with financial need. The U.S. Dept. of Education pays the interest while the student is enrolled at least half-time, during the grace period, and periods of deferment.
- **Unsubsidized** loans are available to undergraduate and graduate students. The student is responsible for interest payments.

Recipients must be enrolled at least half-time. Award amounts are determined by the student’s dependency status, grade level, and financial need.

Annual Loan Amounts:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$5,500</td>
<td>$9,500</td>
</tr>
<tr>
<td></td>
<td>Max Subsidized: $3,500</td>
<td>Max Subsidized: $3,500</td>
</tr>
<tr>
<td>2nd Year</td>
<td>$6,500</td>
<td>$10,500</td>
</tr>
<tr>
<td></td>
<td>Max Subsidized: $4,500</td>
<td>Max Subsidized: $4,500</td>
</tr>
</tbody>
</table>

Federal Direct Parent PLUS Loan
Parents (biological or adoptive) of dependent, undergraduate students may borrow funds through the Parent PLUS loan program. The parent must meet eligibility requirements. Students must be enrolled at least half-time. PLUS Loan funds must be repaid.
The U.S. Dept of Education is the lender. The borrower must not have an adverse credit history. The interest rate for loans disbursed between 7/1/2014 and 6/30/2015 is fixed at 4.292%. There is no annual limit, so the parent may borrow up to the cost of attendance less any other financial aid.

Outside Scholarships
Students are required to report the receipt of scholarships from private sources. These awards will reduce unmet need first.

Loan Counseling
Students who are first-time borrowers at Windham Hospital Radiologic Technology Program are required to complete Entrance Counseling online prior to receiving loan proceeds. Students who drop below half-time enrollment, withdraw, or graduate are required to complete Exit Counseling. Both counseling sessions may be completed online at https://StudentLoans.gov.

**Subsidized Loan Usage Limit**
If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your “maximum eligibility period.” Your maximum eligibility period is generally based on the published length of your current program. The length of the Windham Hospital Radiologic Program is two years; the maximum eligibility period is three years.

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

Certain types of enrollment may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. See https://studentaid.ed.gov for more information.

**Enrollment Status**
The Radiologic Technology Program is a clock hour program, therefore all students are considered enrolled full-time.

**Satisfactory Academic Progress**
A student’s receipt of financial aid is contingent upon the student making satisfactory academic progress (SAP). The minimum passing grade considered satisfactory throughout the didactic portion of the Program is 83% (B). An unsatisfactory grade is defined as a grade below 83% (B). It is understood that the minimum passing grade considered satisfactory throughout the clinical portion of the Program is 90% (A-). An unsatisfactory grade is defined as a grade below 90% (A-). Further, students must meet all clinical competency expectations. Students must be making satisfactory progress in all Program areas in order to continue receiving or remain eligible for financial aid.

SAP is checked at the end of every semester. Students who fail to make SAP are dismissed from the program.

**Credit Balance Refunds**
The Windham Hospital Finance Department will refund to students any financial aid proceeds that exceed charges on a student’s account. If a credit balance on a student’s account has resulted from a PLUS loan, the parent will be forwarded the refund.

**Misinformation**
Windham Hospital Radiologic Technology Program awards financial aid based on the information provided on the various financial aid forms and documents collected. If a student or parent knowingly and deliberately provides false information which misrepresents the family’s financial situation, the aid
award will be withdrawn and the student may be subject to disciplinary action by the University. The hospital may also report the student to the U.S. Department of Education, Office of Inspector General.

**Verification**
Verification is a process which authorizes the Windham Hospital Radiologic Technology Program to certify that all the information reported on your application (FAFSA) is correct. Each year the U.S. Department of Education selects applications for verification.

Additionally, the Program may use its discretion to choose applications for this process. Documents requested to complete the verification process are determined by the elements on the FAFSA that must be verified. Families are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. Students selected for verification will receive a letter detailing the verification fields, documents that must be submitted, and the verification deadline. Any requested documents should be submitted within 10 days of receipt of notification. Additional documents may be requested to resolve discrepancies or clarify the family's circumstances.

Any changes to aid awarded as a result of verification will be communicated to the student in a revised award notification. Financial aid proceeds will not be credited to the student’s account until the verification process is complete.

**Appeals**
Appeals of financial aid awards must be submitted in writing to the Financial Aid Office. Contact the Financial Aid Office for additional information.

**Refund Policy for Title IV Financial Aid Recipients**
Financial Aid is required to calculate the amount of federal student aid earned if a student completely withdraws from Windham Hospital Radiologic Technology Program prior to completing a semester. Any unearned aid must be returned to the fund source by the school and/or student. If the student earned more funds than those that were disbursed, the student may be eligible to receive additional funds. The amount of aid earned is determined by calculating the percentage of the semester the student completed. Once the student completes 60% of the semester he or she has earned all of the aid scheduled for that semester.

Any loan funds the student is required to return (or parent for a PLUS Loan) are repaid in accordance with terms of the promissory note. Unearned federal grant funds that must be returned (overpayment) are paid directly to the U.S. Department of Education.

**Confidentiality**
All information submitted in support of a financial aid application is considered to be confidential information. In compliance with the Family Educational Rights and Privacy Act (FERPA), a written release to discuss aid application information with anyone other than a student or custodial parent of a dependent student is required. Additionally, under FERPA, a student may at any time request to review and/or change their financial aid records.

**Financial Aid Office Contact Information**
Radiologic Technology Program
Windham Hospital
112 Mansfield Avenue
Willimantic, CT 06226
Contact: Carrie Clews
Phone: (860) 456-6195
Email: carrie.clews@hhchealth.org
JOB PLACEMENT
The Program cannot guarantee employment and does not provide job placement services, however, employers in the region often send information about open positions and these opportunities are shared with the students. Historically, all graduates have secured positions in the Radiologic Technology field within three months after graduation. Students are given assistance with creating their resumes.

LIABILITY INSURANCE
Professional liability insurance is provided by the Hospital for enrolled students. This insurance covers incidents involving litigation resulting from possible negligence in patient care. Injuries to students while in their clinical rotation will be covered by the students’ personal health insurance.

LICENSURE
The State of Connecticut requires licensure in order to be employed as a radiographer. Upon Program completion and successful attainment of ARRT certification, graduates intending to work in the State must apply for a license. Information on State of Connecticut Radiographer licensure can be found on the State’s Department of Public Health website or by visiting http://www.ct.gov/dph/cwp/view.asp?a=3121&q=389566.

ORGANIZATIONAL CHART

PROFESSIONAL ORGANIZATIONS
Students and graduates are encouraged to become active in their professional societies to help them continue to grow professionally.
PROGRAM EXPECTATIONS

Students must allow for adequate study time outside of class and should make a commitment to learn the material presented chronologically. This commitment requires a strong support system from family, friends, and peers. Many radiology students form study groups to help each other in reinforcing material or for test preparation. Faculty members are always willing to assist students with any questions or concerns.

SCHEDULE

<table>
<thead>
<tr>
<th>CLASSROOM &amp; CLINICAL SCHEDULE</th>
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</thead>
<tbody>
<tr>
<td>Orientation – First Seven Weeks - Monday thru Friday 8:00 a.m. – 4:00 p.m.</td>
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</table>

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<tr>
<th>ITEM</th>
<th>TIME</th>
<th>DAYS</th>
<th>ITEM</th>
<th>TIME</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Days</td>
<td>8:00 AM – 2:00 PM</td>
<td>T &amp; TH</td>
<td>Class Days</td>
<td>8:00 AM – 2:00 PM</td>
<td>W &amp; F</td>
</tr>
<tr>
<td>Clinical Days</td>
<td>7:00 AM – 3:30 PM</td>
<td>M, W, &amp; F</td>
<td>Clinical Days</td>
<td>7:00 AM – 3:30 PM</td>
<td>M, T &amp; TH</td>
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<tr>
<td></td>
<td>7:30 AM – 4:00 PM</td>
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<td>7:30 AM – 4:00 PM</td>
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<td>8:00 AM – 4:30 PM</td>
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<td>8:00 AM – 4:30 PM</td>
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*Hours depend on clinical site*

Not more than ten (10) clinical hours shall be scheduled in any one day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week. Hours exceeding these limitations must be voluntary on the student’s part.

SCHOLARSHIPS

Church Women United Scholarship

Church Women United of Greater Willimantic offers scholarships to students with financial need who have shown potential for success in the Program of Radiologic Technology at Windham Hospital. Information and an application for a scholarship are available upon request.

Additional scholarship opportunities can be located on the ASRT website at [www.asrt.org](http://www.asrt.org).
SCHOOL PIN
Students receive a class pin after successfully completing orientation. The students are allowed to begin wearing the pin after orientation.

STUDENT AWARDS
The following awards will be presented during the graduation ceremony:

<table>
<thead>
<tr>
<th>Academic Excellence</th>
<th>Clinical Excellence</th>
<th>Community Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded to the student with the highest final grade average for the entirety of the Program.</td>
<td>Each clinical site awards one graduating student whom exhibits outstanding qualities of a compassionate, professional, and competent radiographer.</td>
<td>Awarded to the student that volunteers 40 or more hours during the Program.</td>
</tr>
</tbody>
</table>

STUDENT HEALTH INSURANCE
Students are expected to retain previously established relationships with their own physicians and dentists and are responsible for their own health insurance coverage. The Program does not accept financial responsibility for the health care services of students.

STUDENT SERVICES
Most services are available to the student on a 24/7 basis.

Computer Lab
Students have direct access to the computer lab housed in the Radiology Classroom. The computers are loaded with numerous review programs and also provide Internet access and an e-mail account.

Copier
The Program maintains a copier in the classroom that is available to the students at no charge.

Disability Accommodations
Each student must possess and maintain the minimum abilities performed by an entry-level radiographer as defined in the Program’s Technical Standards. Any unmet Standard(s) must be fully explained, including the accommodation(s) the Program would need to make to enable you to meet each Standard. Students requesting disability accommodations are advised to speak with the Program Director.

Employee Activity Group (EAG)
Windham Hospital maintains an active EAG through which student participation is encouraged. The group sponsors a number of trips and events that feature significant discounts to area attractions.

Film Library
The Program houses a large collection of diagnostic, CT, & MRI films. Collection includes case studies, normal and various pathologies associated with each body part/system. The Program also has pathology cases that are accessible in the computer lab.

Financial Aid Services
See page 22.
**Guidance and Counseling**
Student guidance is always available, including assisting you in understanding any academic or clinical materials, or in interpreting Program policies and procedures. Program faculty follows an open door policy, so do not hesitate to address any difficulties you may be having. Academic tutoring is available for all courses. Counseling for any personal problem you might have is kept in the strictest of confidence. However, due to the accelerated pace of the Program, do not wait too long for help and get too far behind. Our hospital based program has a small teacher-student ratio so please use this to your advantage.

**Medical Library**
Students are entitled to use the resources and services available through Windham Community Memorial Hospital’s Florence Grant Health Sciences Library.

**Parking**
Parking is available free of charge to students whether they are attending class or clinical.

**Review Books and Programs**
A wide variety of books are located in the radiography classroom and in the Program Director’s office and are available to students for reference. The Program also maintains current review programs on each computer in the computer lab.

**Simulated Lab Room**
The Program has a non-energized radiographic room and a trauma room with a non-energized portable machine that are used for simulated exams.

**Training Aids**
Students may check out training tools for studying purposes or for completion of course labs in the clinical environment. Students are responsible for the training tools while they are in their possession.

**TECHNICAL STANDARDS**
The Program of Radiologic Technology at Windham Hospital has established a set of Technical Standards that are based on tasks typically performed by an entry-level radiographer. In an effort to assure a safe environment for all concerned, students must possess and maintain certain minimum abilities. As such, the following are required:

**Communication Skills**

1. Effectively communicate with people of all professional and social levels, in writing, as well as verbally in the English language.

**Physical Abilities**

2. See with normal visual acuity or have corrective lenses that will allow the vision necessary to evaluate radiographic quality, observation of all patient activity and accurately read written orders.
3. Hear normally or wear a device which enables accurate assessment of blood pressure and breathing sounds, verbal orders, and during emergencies, alarms or distress calls from patients and/or staff.

4. Demonstrate the manual dexterity and hand/eye coordination necessary to proficiently manipulate radiographic and medical equipment.

5. Lift weight (up to 40 pounds independently) comparable to that encountered while transferring patients to and from beds, stretchers, wheelchairs and radiographic and medical equipment.

6. Perform radiographic duties while standing approximately 95% of the time. At times, this will require wearing a five pound lead apron.

7. Push, pull, bend, kneel, squat, and reach overhead as necessary for radiographic activities.

**Behavioral and Social Attributes**

8. Possess the emotional health required to fully utilize one’s intellectual abilities.

9. Must have the cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively in high stress periods.

10. Exhibit the social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures.

Any unmet Standard(s) must be fully explained, including the accommodation(s) the Program would need to make to enable you to meet each Standard.

**TEXTBOOKS**

Students may use any vendor or source of their choice to purchase books, including e-books if desired. The estimated cost for books is $820 for the entire duration of the Program. Each of the books below and appropriate edition are required prior to the start of the Program.

<table>
<thead>
<tr>
<th>Book Information</th>
<th>ISBN</th>
<th>Suggested Retail Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Radiographic Imaging, 5\textsuperscript{th} edition. Carlton.</td>
<td>1439058725</td>
<td>$179.49</td>
</tr>
<tr>
<td>Medical Terminology: A Short Course, 6\textsuperscript{th} edition. Chabner.</td>
<td>1437734405</td>
<td>$36.95</td>
</tr>
<tr>
<td>Radiologic Science for Technologists, 10\textsuperscript{th} edition. Bushong.</td>
<td>0323081355</td>
<td>$110.00</td>
</tr>
<tr>
<td>Textbook of Radiologic Positioning &amp; Related Anatomy, 8\textsuperscript{th} edition. Bontrager. (Textbook required. E-book not permitted.)</td>
<td>0323083889</td>
<td>$164.00</td>
</tr>
<tr>
<td>Patient Care in Radiography, 7\textsuperscript{th} edition. Ehrlich.</td>
<td>0323051782</td>
<td>$61.95</td>
</tr>
<tr>
<td>Sectional Anatomy for Imaging Professionals, 3\textsuperscript{rd} edition. Kelley.</td>
<td>0323082602</td>
<td>$91.95</td>
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</tbody>
</table>