

WVNCC RADIOGRAPHY PROGRAM CLINICAL OBLIGATION INFORMATION:

Background Check/Drug Screening/Health Record Requirements

Acceptance into the WVNCC Radiography Program is offered on a “provisional basis”. All potential students must successfully pass a Certified Background Check and Drug Screening by the deadline established by the Radiography Program Officials. Students must have NO felony, habitual (GREATER THAN 1 in 12 MONTHS), drug, or domestic violence arrests on their record. Students must bring a picture ID and proof of payment (printout from Castle Branch [CB]) to Labcorp when the drug screen is performed. All potential students must also have an annual physical examination and they must include copies of all required paperwork documenting immunization and infectious disease history, required titers and vaccinations, and physical restrictions/technical standards. **All potential students must pay the fee for the required Tracker Document Package through CB. Students will receive the package code and details regarding the requirements via WVNCC email, and they are required to present proof of purchase at the Drug Screen. Students are NOT permitted to attend clinical sites without a completed health record. The cost of all testing is the responsibility of the student. Students are encouraged to keep copies of all completed paperwork that they turn into CB and the Radiography Program Officials.

**All WVNCC Radiography Program students are required to be certified (or recertified, if applicable) in CPR prior to the beginning of the spring semester of their first year in the Radiography Program. Opportunities for this certification may be provided at WVNCC (cost is the responsibility of the student). They must provide documentation of this certification to the Radiography Program Officials. They will NOT be permitted to attend their clinical rotations until this is verified.

**Applicants who have any previous legal issues that may interfere with the successful passing of a Background Check and/or being eligible to sit for the National Registry Exam are encouraged to go to the following link on the American Registry of Radiologic Technologists (ARRT) website to identify whether they need to submit the “Ethics Review Pre-Application” (<https://www.arrt.org/pdfs/Ethics-Review-Pre-Application.pdf>). If they choose to submit this information to the ARRT, they must provide written documentation to the Radiography Program Officials verifying that they will be eligible to sit for their ARRT Registry Exam upon graduation from the WVNCC Radiography Program before final acceptance into the program can be determined. The cost of the “Ethics Review Pre-Application” process is the responsibility of the student.

WVNCC Radiography Program Clinical Education Sites (Updated March 2024)

1. WVU Medicine (WVUM) - Wheeling Hospital
1 Medical Park
Wheeling, WV 26003
2. WVUM Wheeling Hospital - Bellaire Health Center
3000 Guernsey Street
Bellaire, OH 43906
3. WVUM Wheeling Hospital - St. Clairsville Health Center
51339 National Road East
St. Clairsville, OH 43906
4. WVUM Wheeling Hospital - Wellsburg Clinic
1423 Commerce Street
Wellsburg, WV 26070
5. WVUM Wheeling Hospital - Wheeling Clinic
58 16th Street
Wheeling, WV 26003
6. WVUM – Barnesville Hospital
639 W. Main Street
Barnesville, OH 43713
7. WVUM– Reynolds Memorial Hospital
800 Wheeling Avenue
Glen Dale, WV 26038
8. WVUM - Reynolds Rapid Care - Moundsville
215 North Lafayette Avenue
Moundsville, WV 26041
9. WVUM - Reynolds Rapid Care – Benwood
108 Eoff Street
Benwood, WV 26031
10. WVUM - Reynolds Rapid Care – Mt. Olivet
210 Fairmont Pike Road
Wheeling, WV 26003
11. Memorial Health Systems (MMS) - Sistersville General Hospital
314 South Wells Street
Sistersville, WV 26175

12. WVUM – Wetzel County Hospital
3 East Benjamin Drive
New Martinsville, WV 26155

CLINICAL ROTATION SCHEDULE

The vast majority of the clinical education site (CES) rotations are during the day shift during weekdays. There are no scheduled CES rotations during weekends, college breaks, or holidays. During the Summer Semester, each student will be required to complete two weeks of afternoon shift. Options may be available for afternoon shift during other semesters, but they are scheduled on a voluntary basis. Students are responsible for having a means of transportation to all of the CES, as well as the purchase of required scrubs and shoes that must be worn at the CES. Financial assistance may be available in some situations. The CES schedule is:

FIRST YEAR FALL SEMESTER = NO clinical rotations

FIRST YEAR SPRING SEMESTER = Tuesday & Thursday (6.5 hours/day including lunch)

SECOND YEAR SUMMER SEMESTER = Tuesday, Wednesday, & Thursday for 10 weeks (6.5 hours/day including lunch)

SECOND YEAR FALL SEMESTER = Tuesday & Thursday (6.5 hours/day including lunch)

SECOND YEAR SPRING SEMESTER = Monday, Wednesday, & Friday (8.5 hours/day including lunch)

HEALTH INSURANCE INFORMATION

West Virginia Northern does not maintain student health insurance or health care facilities. Students are encouraged to acquire health care and personal accident insurance if their parents'/guardians' do not cover them. Student insurance coverage can be obtained through local independent agents. The cost of medical treatment or support in the event of illness or injury is the student's responsibility. Students becoming injured or seriously ill at the college or in facilities used by the college must seek professional medical care and be responsible for any expense.

PROFESSIONAL LIABILITY

Both an "Affiliation Agreement" and a "Certificate of Liability" are established for each Clinical Education Site (CES) that WVNCC utilizes for all of its Allied Health Programs. Representatives from both the CES and WVNCC sign these documents. They identify the joint and individual responsibilities of each entity when WVNCC students are rotating through the facilities. The documents also define the professional liability coverage of the students at each CES. Following is an example of the "Affiliation Agreement". Students may request permission to view the "Certificate of Liability" for the CES.

EDUCATION AFFILIATION AGREEMENT

The agreement is between West Virginia Northern Community College (hereafter referred to as the COLLEGE), located at 1704 Market Street, Wheeling, WV 26003, and Acuity Specialty Hospital-Ohio Valley (hereafter referred to as the AGENCY) located at 601 Colliers Way, Weirton, West Virginia 26062. The purpose of this agreement is to define the roles and responsibilities of the COLLEGE and the AGENCY in the fieldwork/clinical education phase of the COLLEGE'S Health Sciences Programs: HIT, **Nursing**, Surg Tech, MAS, RAD

This agreement will be in effective with automatic renewal unless notice of non-renewal is given no less than 90 days before the end of the current semester. If the agreement is to be terminated without good cause, such termination shall not become effective until the end of the semester for students then enrolled and participating in the program. Said notice must be given by registered, return receipt mail to the address specified above. Both parties understand that this agreement may be modified or revised through written amendments by mutual consent.

JOINT RESPONSIBILITIES

1. The COLLEGE and the AGENCY will enter into an affiliation for the purpose of providing fieldwork/clinical experience for students in the Health Sciences Programs.
2. Neither the COLLEGE nor the AGENCY shall discriminate against any person because of ancestry, color, age, disability, national origin, race, religious creed or sex.
3. The number of students and the scheduling of their education at the AGENCY will be determined by mutual agreement between the AGENCY and the COLLEGE.
4. The COLLEGE will provide supervision of students unless provisions are made by mutual agreement where the AGENCY will identify qualified Site Preceptors to orient and oversee students while on site. The COLLEGE will identify a Coordinator to provide course information and objectives to Site Preceptors and to assist in resolving problems and difficulties.
5. The COLLEGE and the AGENCY will maintain confidentiality of patient records and student records. Students will sign a Statement of Confidentiality of Patient Information provided by the AGENCY or the COLLEGE.
6. Equipment owned by the COLLEGE and the AGENCY will remain the property of each and the maintenance, repair, and replacement, whether for normal use or breakage, will remain the responsibility of each pertinent institution.
7. Both the AGENCY and the COLLEGE will agree that students are not considered employees of the AGENCY but rather students in the fieldwork/clinical phase of a professional education and, therefore, are not eligible for any of the benefits of employees. No tuition or fee will be charged to the students by the AGENCY. The COLLEGE and the AGENCY agree that students are at no time acting as agents of the AGENCY.
8. The COLLEGE is responsible for dismissal of a student for academic or disciplinary reason, but the AGENCY maintains the right to remove a student from fieldwork/clinical affiliation *if* the student does not comply with the safety, ethical, or treatment standards of the AGENCY. In the event of a student's pending or immediate dismissal by the AGENCY, the Coordinator at the COLLEGE must be notified immediately. The COLLEGE and the AGENCY will determine jointly if and when such a student should be permitted to return to the AGENCY.

RESPONSIBILITIES OF THE COLLEGE

1. The COLLEGE will determine all phases of the administration of the program, admission requirements, curriculum content, evaluation, graduation and all other pertinent matters that are internal to the COLLEGE. The COLLEGE will maintain the necessary records of the students.
2. The COLLEGE will assure that students and faculty participating in the fieldwork/clinical portion of the program maintain professional liability insurance or self insurance (if fieldwork is of a clinical nature) to cover the activities of such students and faculty in an amount not less than \$1 million dollars per occurrence during their assignment to the AGENCY. The COLLEGE will provide the AGENCY with certificate(s) of insurance evidencing such coverage.
3. Notwithstanding any provisions to the contrary contained in any policy of insurance covering the AGENCY for professional liability, the parties agree that the COLLEGE's insurance or self insurance, as reflected above, shall be the primary insurance with respect to activities of all students and faculty. It is further agreed that neither the AGENCY nor the COLLEGE assume any liabilities to each other, except as specifically stated in the contract. As to liability of damages or injuries or death to persons or damage to property, the COLLEGE and the AGENCY do not waive any defense as a result of entering into this contract unless such a waiver is expressly and clearly written into a part of this contract.
4. The COLLEGE will notify students that they are to obtain prior written approval from the COLLEGE and the AGENCY before publishing any material relative to the fieldwork/clinical
5. The COLLEGE will advise students and faculty of the responsibility for complying with existing pertinent rules, regulations, policies and procedures for the AGENCY.
6. The COLLEGE will provide to the AGENCY certification of the student's satisfactory level of health including physical exam, immunizations, TB testing and such other documentation consistent with the AGENCY's policies for its employees.
7. The COLLEGE will perform a criminal background check on all students assigned to the AGENCY and will provide the report of criminal background check to the AGENCY if specified.

RESPONSIBILITIES OF THE AGENCY

1. The AGENCY will provide appropriate fieldwork/clinical experiences for students including necessary equipment and supplies, libraries, records and conference space for instruction when possible.
2. The AGENCY will provide appropriate instruction and supervision of the students by qualified personnel who meet the standards of recognized professional accrediting agencies and the objectives of the education program.
3. The AGENCY will provide emergency health services to the students during the hours of fieldwork/clinical assignment. Medical costs are the responsibilities of the student.
4. The AGENCY will permit the students and the COLLEGE faculty to use the cafeteria, parking facilities and conference space, if available.
5. The AGENCY agrees to submit to the COLLEGE an evaluation of each student's performance during the fieldwork/clinical experience according to the format established by the COLLEGE. Any provisions not included in this agreement are to be subject to agreement between the COLLEGE and the AGENCY.
6. The AGENCY agrees to maintain a sufficient level of staff support to carry out adequate service functions so that an assigned student will not be expected to perform in lieu of staff.

7. The AGENCY will maintain ultimate authority and responsibility for patient care.

Officials signing the Education Affiliation Agreement for the participating institutions:

West Virginia Northern Community College

Print Name of College Representative

Print Name of Agency Representative

Signature of College Representative

Signature of Agency Representative

Date

Date
