

Conemaugh School of Radiologic Technology

CONTINGENCY PLAN

PURPOSE

Whenever an emergency affecting the education of students enrolled in the Program reaches proportions that cannot be handled by routine measures, the following contingency guidelines may be implemented by the Program Director, Clinical Coordinator, School Administration or Facility Administration.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate the contingencies of various types and magnitudes.

- Unable to continue with in-classroom didactic education
- Unable to participate in patients' exams in the clinical sites
- Provide an extension for graduation dates until students are able to fulfill their didactic and clinical education
- Consider delaying admissions to enable the currently enrolled students the opportunity to matriculate

POLICY

Classroom Education

- A. Students will be notified immediately that classroom instruction has to be altered or discontinued
- B. Faculty will adjust lesson plans to accommodate distance education delivery
- C. Verification of student emails outside of the organization is obtained so not to disrupt continued and frequent communication
- D. Students will return to didactic education when faculty deems it safe.

Clinical Education

- A. If possible, clinical labs may continue in a controlled environment under the supervision of the Clinical Coordinator or Faculty member
- B. Students will return to clinical sites when the faculty deems it safe
- C. This may mean that students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends in order to accommodate the student
- D. The Program will adhere to the supervision policies
- E. The Program will assure adequate PPE is provided to maintain and ensure student safety
- F. The Program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of facility (ex – trauma or outpatient center)

The Conemaugh School of Radiologic Technology will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them apprised of the program's plan for the students' education.

Financial Aid

The Student Financial Services Department administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of enrolled students, the Student Financial Services Department will follow directives of the U.S. Department of Education and any other funding authority source to ensure compliance.

Students will be notified of any adjustments or regulatory changes that may impact the students' accounts.

Created: December 22, 2020

Revised:

Next Revision: