KENNEBEC VALLEY COMMUNITY COLLEGE
Fairfield, Maine

Associate in Science Degree Radiologic Technology Program

2022-2023
Student Handbook

These policies are applicable to all radiologic technology students, both first and second year during the 2022-2023 academic year.

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Contents

Introduction

Welcome to the Radiologic Technology Program at Kennebec Valley Community College! Please use this handbook in conjunction with the student handbook and catalog prepared by the College. This document is to be used as a reference and a guide for the student during their time in the program. Policies in the Radiologic Technology Program may differ from College policies. It should be noted that all policies will defer to the College policies when applicable, and that the following policies pertain only to students in the Radiologic Technology Program. This handbook should be read thoroughly, as it outlines the policies and procedures that will govern the student's education. It is the student's responsibility to be familiar with the contents of this handbook.

Faculty Information

Charles A.Crans, Jr., M.D. Radiology	Medical Director
Jennifer Rines, MS. Ed., RT (R)(CT)(ARRT)	Program Chair
Danielle Spaulding, BSRS, RT (R)(M)(ARRT)	Clinical Coordinator

KVCC Mission Statement

Kennebec Valley Community College prepares students to achieve their educational, professional, and personal goals in a supportive environment through shared values of responsibility, integrity, and respect.

Affirmative Action

Kennebec Valley Community College does not discriminate as proscribed by federal and/or state law on the basis of actual or perceived race, color, religion, ancestry or national origin, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action & Title IX Officer, Kennebec Valley Community College, 92 Western Avenue, Fairfield, ME 04937-1367, Dean of Student Affairs, 130 Frye, Telephone: (207) 453-5019, Maine Relay Service: (800) 457-1220, Fax: (207) 453-5010, E-mail: cmckenna@kvcc.me.edu, Internet: http://www.kvcc.me.edu, and/or
United States Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, Telephone: (617) 289-0111, TTY/TDD: (617) 289-0063, Fax: (617) 289-0150, E-mail: OCR.Boston@ed.gov, Internet: http://www.ed.gov/about/offices/list/ocr/index.html?src=oc, and/or
Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, Telephone: (207) 624-6050, TTY/TDD: (207) 624-6064, Fax: (207) 624-6063 Internet: http://www.state.me.us/mhrc/index.shtml, and/or,
Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, Telephone: (617) 565-3200 or 1(800) 669-4000, TTY: (617) 565-3204 or 1(800) 669-6820, Fax: (617) 565-3196
Internet: http://www.eeoc.gov/

Academic Dishonesty Policy

The KVCC Radiologic Technology Program follows the college policy as follows:

Students at Kennebec Valley Community College are expected to be honest and forthright in their academic endeavors. Since assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, KVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishment are maintained, the College has set forth this policy that relates to all academic endeavors on or off campus (i.e. classroom, clinical and work sites). The College considers the following as types of academic dishonesty:

Cheating

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. Examples of cheating may include:

- Copying from another student's test paper.
- Allowing another student to copy from a test paper.
- Using the course textbook or other material such as a notebook brought to a class meeting, but not authorized for use during the test.
- Collaborating during a test with any other person by giving or receiving information without authority.
- Using specifically prepared materials during a test, (e.g., notes, formula lists, notes written on the student's clothing, etc.).

Fabrication

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include:

- Citing information not taken from the source indicated.
- Listing sources in a bibliography not used in the academic exercise.
- Inventing data or course information for research or other academic exercises.
- Submitting, as your own, any academic exercises (e.g. written work, computer work, etc.) prepared totally or in part by another.
- Taking a test for someone else or permitting someone else to take a test for you.

Plagiarism

Plagiarism is the presentation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific citation of sources in endnotes or footnotes. If verbatim statements are included, they must be set off by quotation marks. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

Academic Dishonesty Procedures**:**

If an instructor can reasonably demonstrate that a student violated the policy on academic dishonesty, the faculty member shall immediately inform the student and discuss the

circumstances. The department chair shall determine that:

- no further action is necessary; or
- required work will be resubmitted with appropriate changes; or
- the student will receive a failing grade in the work submitted on the assignment; or

In the case of a repeated offense, cheating on a final examination and/or plagiarism on a major project, the instructor will notify the department chair, the Academic Dean and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. The Academic Dean, having been informed of the case may decide to:

- suspend; or
- expel the student.

The Academic Dean will inform the student(s) in writing of this decision.

Academic Dishonesty Appeal Process:

A student may appeal a decision of expulsion or suspension from the College. The student will have ten (10) days to appeal, in writing, a decision to suspend or expel. If the student decides to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall convene a review committee consisting of three faculty members (two from the department involved) and two students. The committee shall invite the student and the instructor to address the suspension or expulsion but shall deliberate in private. If the review committee is convened, it shall make a written report to the Academic Dean. The report may recommend a sanction. The Academic Dean shall make the final decision regarding sanction and shall inform the student immediately.

Academic Grievance Policy

The KVCC Radiologic Technology Program follows the college policy as follows:

When a question or difference arises between a faculty member and a student concerning a final grade, the following procedure will be followed:

1. Within one week of receiving a grade, the student must make an appointment and meet with the faculty member involved to discuss the action, brining any relevant materials such as course outline, originals, or copies of papers, lab reports, themes, and examination grades.
2. Within one week of meeting with the faculty member, if not satisfied at Step 1, the student must write a statement describing the exact nature of the appeal to the chair of the department responsible for the course in order to appeal the action. It is the student's responsibility to bring all relevant evidence in his or her possession to the Department Chair. If some materials needed as evidence have not been returned by the faculty member during the semester or are unavailable, it is incumbent upon the student to request that the Department Chair secure such evidence prior to the meeting. The Department Chair will meet with the student within three days of receipt of written statement. If the grading faculty member is still employed by the College, the Chair's authority is limited to reviewing the evidence and advising the faculty member (within three days of meeting with the student) that a grade change may be in order. The student will be notified on the following day. If the faculty member is no longer employed, the Chair may recommend a change of grade. Such a recommendation is submitted and then reviewed by the Academic Standards Committee for final action within three days. The student will be informed that day.
3. Within one week of meeting with the Department Chair, if the student is not satisfied with the action of the Department Chair and still wishes to pursue the matter, then the student must make an appointment to discuss the action with the Academic Dean. The

student and the Academic Dean will meet within three days of the student's request for an appointment. The Academic Dean will meet within three days with at least one member of the Academic Standards Committee to decide whether or not there is enough evidence to call a meeting of the Committee for the purpose of holding a hearing. The Dean then advises the student and committee members the next day as to whether or not a hearing will be held. The Committee will meet within one week of notification to the student. If such a hearing is to take place, all parties involved are notified at least one week in advance. In this notification, the student is advised as to the rules and procedures to be employed during the hearing. The student must be present and must bring all evidence pertaining to the grade to this meeting. The Committee may also request that the faculty member be present. The Committee's decision is forwarded to the Academic Dean the following day. The Academic Dean informs the student in writing of the decision and all conditions within three days. The decision by the Committee is final.

Non-Academic Grievance Policy

The Radiologic Technology Program promotes open dialog between individuals. Many times, problems and concerns can be resolved in an informal manner. Resolution of complaints or problems of a non-academic nature can be achieved following the program's grievance procedure.

Non-Academic Grievance Procedure:

Problems, complaints, and concerns should be resolved at the lowest possible level.

1. If a student has a problem with a clinical preceptor or faculty member, the student should discuss with that individual and try to arrive at a resolution to the problem which is acceptable to both parties. The student should discuss this within ten days of the problem occurring. The faculty will evaluate and report back to the student with a resolution within ten days of the initial discussion.
2. If resolution of a clinical problem cannot be reached within ten days, then the student should discuss the issue with the clinical coordinator. If resolution of a didactic or class issue cannot be reached the student should discuss with the program director within ten days. The faculty will then discuss the issue and report back to the student with a resolution within ten days.
3. If resolution cannot be reached with the clinical coordinator or program director, the student should make an appointment with the Academic Dean. The Academic Dean will evaluate the issue and report back to the student within ten days of the initial discussion.
4. If resolution cannot be reached with the Academic Dean, and the student has followed all the previous steps, then the student may make an appointment with the President of the College to discuss the issue. The President will evaluate the issue and report back to the student within ten days of the initial discussion. The decision of the President is final.

Radiologic Technology Program Information

Associate in Science Degree in Radiologic Technology

This program comprises two academic years and one summer session (21 months). This academic program is divided into closely related periods of didactic and clinical practice. All students enrolled in the Radiologic Technology program must comply with all academic requisites, didactic and clinical, established in the program curriculum.

The students are scheduled for clinical rotations during the first semester. The program's curriculum is designed in such a way the balance between didactic and clinical requisites change as the students' progress in their training, increasing clinical responsibilities as the student approaches completion of the program. This system allows the student to adapt to professional life and at the same time achieve a more ordered transition toward work entry level once he/she finishes the program.

After the student completes all academic and administrative requirements, they receive the Associate in Science degree in Radiologic Technology. The radiologic technology program coursework provides the didactic and clinical education necessary to apply for the American Registry of Radiologic Technologists (ARRT) registry exam. Once students have successfully completed the national registry exam and received certification from the ARRT, they will be eligible to work as radiologic technologists. Many states require licensure prior to employment. Licensure information for each state can be accessed by contacting the state's department of labor.

Job Description of a Radiologic Technologist

A radiologic technologist is a scientific artist who works as part of the health professional team. With this art they contribute to the diagnostic and treatment of the patient. They are responsible for the accurate demonstration of body structures on a radiograph or other image receptor. The radiologic technologist determines proper exposure factors, manipulates medical imaging equipment, evaluates the radiographic images for quality and provides for patient protection and comfort.

The Radiologic Technologist is capable of:

1. Evaluating the patient's medical and clinical information in order to follow the prescribed radiographic procedure.
2. Utilizing discrete and evaluative judgment in the operation and performance of radiographic procedure
3. Performing radiographic procedures to achieve quality images that include unequivocal diagnostic information of the anatomic structure and of possible pathologic conditions.
4. Assisting the radiologist in those invasive procedures request or needed to fully evaluate functional conditions.
5. Facilitating the diagnosis by integrating medical information, clinical history and the images produced.
6. Orienting patients about the radiographic procedures and on healthy lifestyles.
7. Integrating quality assurance procedures to their professional duties as to maintain a consistent high-quality level in work.
8. Performing their duties in such a way that due respect and empathy for the human being prevails.

Radiologic Technology Program Mission Statement

The mission of the Radiologic Technology Program at Kennebec Valley Community College is to educate and train competent entry-level Radiologic Technologists who will provide quality service for patients using safe radiation practices to produce the required images needed for medical diagnosis.

Program Organization

This program is part of the Allied Health Department. The program director is responsible for the operative and administrative areas of the program, as well as teaching technical courses. The clinical coordinator is responsible for the integration of the clinical courses with didactic coursework. The clinical coordinator is responsible for teaching courses and evaluating the students in the clinical phase of their training. The general education courses are provided by the faculty pertinent to those areas.

Clinical Sites and Student Capacity

KVCC uses thirteen (13) medical sites for clinical education, which are recognized by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The following is a list of the facilities with the student capacity of each facility:

Clinical Site and Location	Student Capacity
MaineGeneral Health, Alfond Campus- Augusta	5 (6)
MaineGeneral Health, Thayer Campus- Waterville	3
MaineGeneral Orthopaedics- Augusta	1
MaineGeneral- Gardiner	1
Togus VA Center- Augusta	1 (2)
Northern Light Mayo Hospital- Dover-Foxcroft	1 (2)
Penobscot Bay Medical Center- Rockport	2
Redington-Fairview General Hospital- Skowhegan	2
Northern Light Inland Hospital- Waterville	1
Northern Light Sebasticook Valley Hospital- Pittsfield	1
Lincoln Health Miles Hospital- Damariscotta	1
Waldo County General Hospital- Belfast	1
ConvenientMD- Augusta	1

The number of students the Radiologic Technology program will consider at full capacity is 38 students.

Accreditation

This program is accredited by:
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

The KVCC Radiologic Technology program is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography. JRCERT has listed the Standards for an Accredited Educational Program in Radiography which may be viewed by

going to the JRCERT website.

The most recent JRCERT site visit was April 2015. The KVCC Radiologic Technology Program was evaluated according to the JRCERT 2014 Standards for an Accredited Education Program in Radiography. The program was awarded accreditation for a period of eight years. The next site visit is tentatively scheduled for the second quarter of 2023.

Accreditation Standards

The JRCERT has listed the Standards for an Accredited Educational Program in Radiography which may be viewed by going to the JRCERT website or viewing them below. The KVCC Radiologic Technology program is based on the following six standards:

Standard One: Accountability, Fair Practices, and Public Information
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources
The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff
The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices
The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement
The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

JRCERT Standards Non-Compliance Procedure

If a student feels the program is not following the JRCERT accreditation standards and/or JRCERT policies, their concerns should be brought to the attention of the Program Director for immediate attention. The grievance procedure of the college will be followed. If the concern of non-compliance is not resolved or properly addressed within the program level in a timely manner, the student has the right to contact JRCERT directly. These steps should be followed before contacting the JRCERT.

Students may contact JRCERT at:
Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Dr. Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
mail@jrcert.org
www.jrcert.org

Program Goals

1. Students will be clinically competent.
   Student Learning Outcomes: Students will demonstrate appropriate positioning skills
   Students will select appropriate technical factors
   Students will utilize radiation safety
2. Students will demonstrate communication skills.
   Student Learning Outcomes: Students will demonstrate oral communication skills
   Students will demonstrate written communication skills

3. Students will develop critical thinking skills.
   Student Learning Outcomes: Students will adapt routine procedures for non-routine patients
   Students will critique images to determine diagnostic quality

4. Students will model professionalism.
   Student Learning Outcomes: Students will consistently demonstrate professional behaviors
   Students will summarize the value of life-long learning

The curriculum of the program was designed using the curricular recommendations of the American Society of Radiologic Technology (ASRT), the American Registry Radiologic Technology (ARRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT). These organizations standardize education and accreditation of all programs in Radiologic Technology in the United States.

The ongoing program assessment by the faculty, program advisory committee and medical director assures program quality and effectiveness.

Program of Study

All RAD courses must be taken in the sequence that is offered. The student is highly encouraged to take all other General Education programs in the order suggested below, however this is not mandatory. It should be noted that Quantitative Reasoning or higher is a pre-requisite for Radiographic Exposure I; Radiographic Physics is a pre-requisite for Radiation Biology and Protection.

PROGRAM OF STUDY

First year:

Semester 1:	Semester 2:
BIO 213	BIO 214
RAD 101	PHY 213
RAD 111	RAD 102
RAD 121	RAD 112
MAT 111	RAD 131

Summer session:
ENG 101
RAD 103
RAD 113

Second year:

Semester 3:
BIO 216
COM 104 or105
RAD 214
PSY 101
RAD 211
RAD 220

Semester 4:
RAD 212
RAD 222
RAD 216
RAD 218
HUM elective

Course Descriptions

Radiographic Positioning I (RAD101) 3 credits

This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include positioning, exposure factors, image analysis and related anatomy of chest, abdomen, upper and lower extremities, and shoulder and pelvic girdle. There are positioning practical workshop components for applying proper positioning of radiographic exams.

Radiographic Positioning II (RAD102) 3 credits

This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include bony thorax, sternum, sternoclavicular joints, vertebral column, radiographic special procedures including fluoroscopy and the use of contrast media. It includes discussion of correct positioning, exposure factors, and image analysis; medical indications and contraindications for special procedures pertaining to the anatomical region of interest. There will be positioning practical workshop components for applying proper positioning of radiographic exams.
PREREQUISITES: RAD101

Radiographic Positioning III (RAD103) 2 credits

This course is a study of the radiographic procedures as they relate to the skeletal system. Topics include skull, facial bones, and paranasal sinuses. It includes discussion of correct positioning, exposure factors, image analysis, and related anatomy and terminology of the cranial structures. Students will practice proper positioning for radiographic exams.
PREREQUISITES: RAD102, RAD112

Patient Care (RAD121) 3 credits

This course introduces the radiologic technology student to their responsibilities when working with patients. This course will discuss patient education, safety and comfort. An emphasis will be made on how to react to medical emergencies within the department and the legal responsibilities of the radiologic professional. The course will address infection control, handling of hazardous materials, isolation precautions, and patient monitoring. The student will learn about human diversity, ethnic and cultural values and how these need to be integrated into the profession. Medical terminology will be integrated throughout the semester.
PREREQUISITES: none

Radiographic Physics (PHY213) 3 credits

This course begins with the structure of the atom, the basics of photon interactions with matter, and the production x-rays. The course then introduces the student to the fundamentals of the electric circuit and theoretically builds and x-ray machine from scratch. The course then discusses different radiographic technology and equipment and how it operates. Include basic mathematical concepts for the solution of radiology related problems.
PREREQUISITES: MAT111 or higher

Radiation Biology and Protection (RAD218) 2 credits

This course describes the effects of radiation on the human body and the importance of radiation protection. Radiation units of measure and dose response relationships will be reviewed. The student will learn about the radio-sensitivity of the human body, methods of minimizing radiation exposure, and Acute and chronic effects of radiation will be examined as well as laws governing occupational and public exposure.
PREREQUISITES: PHY213, RAD131, RAD220

Radiographic Exposure I (RAD131) 3 credits

Radiographic Exposure begins with the basic elements of x-ray production and its use in obtaining quality diagnostic images of human anatomy. The course will investigate the prime exposure factors, what these factors control and how they interrelate. Elements of digital imaging be presented. The students will learn the components of image quality and critique. Course topics include milliamperage, time, kilovoltage, distance, brightness, contrast, primary and secondary radiation, x-ray interactions, image distortion, grids, and automatic exposure control. Simplifying and standardizing technique will be presented.
PRE-REQUISITES: MAT111 and RAD101

Radiographic Exposure II (RAD220) 2 credits

This course is a continuation of Radiographic Exposure I. The course will present the fundamentals of the radiographic image with a continuation of image quality and analysis. Various exposure factors, choices of equipment, and quality control will be discussed. Computed radiography, various digital radiographic modes, and fluoroscopy will be explored. Digital imaging characteristics will be presented.
PRE-REQUISITES: RAD131

Ethics and Quality Assurance (RAD214) 1 credit

This course is designed to provide the student with an understanding of the critical elements of quality assurance and continuous quality improvement in the diagnostic imaging clinical practice. Students will explore quality control tests performed in imaging departments. Emphasis will be on the importance of optimal image standards, discussion of problem-solving techniques for image analysis and the factors that can affect image quality. Radiographic images will be included for image analysis. Students will also analyze a variety of ethical and legal issues found in clinical practice.
PREREQUISITES: RAD131

Introduction to Imaging Modalities (RAD216) 2 credits

This course introduces students to the modalities of medical imaging. Course includes basic concepts and principles of computed tomography (CT), magnetic resonance imaging (MRI),

mammography (M), sonography (US), nuclear medicine (NM) and bone density (BD).

Senior Seminar (RAD222) 1 credit

This capstone course will provide students with the opportunity to investigate pertinent professional issues. Topics will include: medical ethics; licensure and credentialing; and the purpose of professional organizations locally, state-wide and nationally. Students prepare for the licensure examination and employment as a radiographer.
PREREQUISITES: RAD220

Clinical Practicum I (RAD111) 3 credits

This course introduces Radiologic Technology as a science and discusses principles, practices, and policies of health care organizations within the clinical setting. During the clinical rotation, students will assist and perform basic radiographic procedures.

Clinical Practicum II (RAD112) 4 credits

This course is a competency-based clinical experience that develops the cognitive, affective, and psychomotor skill level of students in the performance of radiographic procedures. Emphasis will be placed on the skeletal system and radiographic procedures requiring administration of contrast mediums for the visualization of all the body systems.
PREREQUISITES: RAD101, RAD111

Clinical Practicum III (RAD113) 4 credits - SUMMER

A competency based clinical experience that intensifies the cognitive, affective and psychomotor skill level of students in the realization of special radiographic procedures and assisting the radiologist in interventional procedures. This clinical experience provides learning opportunities in mobile radiography, trauma, skull and surgical radiographic procedures. Mastery of knowledge from previous clinical practicum with a focus on outcomes assessment will occur.
PREREQUISITES: RAD112

Clinical Practicum IV (RAD211) 5 credits

A competency-based clinical experience that intensifies the cognitive, affective and psychomotor skill level of students in the realization of special radiographic procedures and assisting the radiologist in interventional procedures. This clinical experience provides learning opportunities in radiographic critique and quality assurance. The student will acquire proficiency in the realization of radiographic and special procedures, preparation of contrast media and patient under indirect supervision. Mastery of knowledge from previous clinical practicum with a focus on outcomes assessment.
PREREQUISITES: RAD113

Clinical Practicum V (RAD212) 6 credits

During this clinical practicum the Radiologic Technologist student will acquire proficiency in radiographic and special procedures. Students will explore different imaging modalities. Students will demonstrate the highest level of cognitive, affective, and psychomotor skills to complete graduate competencies, outcomes assessment, and program requirements.
PREREQUISITES: RAD211

Radiologic Technology Program Policies and Procedures

Application for Admission

Applications may be submitted via internet at www.kvcc.me.edu or by mail at Kennebec Valley Community College, Admissions Office, 92 Western Ave, Fairfield, ME 04937.
With the application, detailed information about the admission procedures of the college is included. Each year the Radiologic Technology Program admits 15-18 students to start classes in the fall semester.

The Radiologic Technology Program uses the admission process and procedures of KVCC. Admission to the program does not consider age, sex, religion, color, disability or any other category. However, due to the physical requirements of the job as a radiographer, prospective students should be aware that occasional lifting and moving of heavy objects is part of the profession. Any student with a history of physical limitations is advised to consult a family health care provider prior to enrolling in the program.

Graduation Requirements

In order to obtain the associate in science degree in radiologic technology, students must approve the entire course described on the program curriculum with a qualification of "C" or above. In addition, they must comply with all the administrative requirements established by the Kennebec Valley Community College.

Graduate Profile

A graduate from the associate degree in Radiologic Technology will develop during the extent of their study/work the following competencies:

1. Assess the clinical information of the patient in performing the prescribed radiograph to facilitate medical diagnosis
2. Possess the knowledge and academic skills necessary to practice radiography in the clinical setting
3. Practice radiation protection and radiation safety techniques in a way that minimizes radiation exposure to patients, self and others.
4. Provide patient care and comfort as well as recognize emergency patient conditions and initiate emergency life- saving first aid and basic life support
5. Think critically to act appropriately in solving problems of non-routine and emergency situations.
6. Competently practice general diagnostic medical radiography in any clinical setting
7. Participate in professional activities and continuing education
8. Demonstrate an understanding of advanced imaging modalities
9. Utilize insights gained in general education courses to promote continued professional and personal growth and lifelong learning
10. Communicate effectively and professionally in the medical environment and function as a team member in the radiography department
11. Assist the patients with consideration and respect to their personal beliefs and without any sign of discrimination
12. Operates the diagnostic equipment according to recommended security requirements.

Time Frame to Obtain the Degree

The normal time frame for completion of required coursework in the Radiologic Technology Program is two calendar years (21 months).

A student may require additional time to complete their degree due to academic or personal reasons. The maximum time frame for graduation is three academic calendar years.

Honors

Students registered for six or more credits during a semester will be included on the Dean's List for obtaining a GPA of 3.5 or higher.

Each year, the Radiologic Technology Program will honor each top student from the second-year class. The winner(s) of the award(s) will be selected solely on academic performance in RAD classes. Overall point percentages will be averaged over the academic year in the RAD classes to determine a winner if more than one student has the identical top GPA. An award may also be given for Outstanding Clinical Performance.

Grading

The Radiologic Technology Program uses the following campus-wide Grade Scale:

Percent	Grade	Grade Points per Credit Hour
95-100	A	4.00
90-94	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
65-69	D+	1.33
60-64	D	1.00
<60	F	0.00

The student must obtain a C or better in all courses (as listed in the Program of Study). The student must retake the courses if he/she does not receive a satisfactory grade. All students who receive an unsatisfactory grade in a RAD course will be dismissed from the program and will meet with the Program Director within one week of receiving an unsatisfactory grade. If the student wishes to return to the radiologic technology program, the student must complete the program's re-admission requirements.

It should be noted that the Registry Examination that the student may take upon successful completion of the program has a cutoff rate for passing at 75%.

Each clinical syllabus will state the overall grade breakdown for each semester.

The Program Director will be responsible for maintaining an overall record of individual student performance for each of the courses offered by the program for five years. Copies of

examinations and paperwork will be maintained for one year.

The official transcript of each student will include:

- the final grade received by the student in each course
- the full description of the grading scale.

Student Evaluation

Individual Course Performance

1. The evaluation of individual student performance in a given course is the responsibility of the faculty/coordinator supervising the course. The final course grade will be determined by applying impartial and non-discriminatory academic standards and procedures. The final course grade will be a product of the student's academic achievement and confirmation that the student has complied with the established requirements needed to pass the course. Students are expected to log into courses online in Brightspace and check their KVCC email at least three days per week to stay current with course requirements. Faculty are able to track the students' on-line activities log. Expressed opinions and conduct unrelated to the academic work will not affect the evaluation or final course grade of the student.
2. Attendance and punctuality in all classes, laboratories, clinical or other educational activities are compulsory. Each student is responsible for adhering to this regulation. Individual instructors will determine how attendance in a course will be recorded and will affect the evaluation of the student. The instructor will make sure that the students are oriented as to these measures at the beginning of the course. Students who are absent due to participation in official activities of the institution will receive special consideration by the professor. Absences due to other causes must be discussed with the course professor or supervisor in order to reach a satisfactory arrangement.
3. The student has the right to be informed of their grades on examinations, quizzes, or any other evaluative activities within a period not greater than two weeks after their administration. In addition, the student has the right to review the examinations or other required work, duly corrected and graded, within a period not greater than three weeks after their administration.
4. When a question or difference arises between a faculty member and a student concerning a final grade, the KVCC Academic Grievance Policy will be followed.
5. See specific course syllabi for grading criteria. The Radiologic Technology Program uses the KVCC grading system to determine final course grade.
6. A grade of "C" or higher must be maintained in all courses, or a PASS.

Incomplete Coursework (I)

The program will follow the College policy for incomplete coursework.

Withdrawal, Failure, Dismissal and Reentrance to Radiography Program

The radiologic technology curriculum is designed to be completed in a specific sequence which includes successful completion of prerequisites and corequisites each semester before being permitted to the next semester. To assure students have achieved the necessary knowledge and skills to become competent radiologic technologists, they must receive a minimum grade of "C"

(73-76) in all RAD courses and a cumulative GPA of 2.00 in order to graduate from the program. Any student who is unable to successfully complete any given semester of radiography coursework will not be permitted to progress in the program and will be considered dismissed from the program. This includes students who request a leave of absence. A student who receives an unsatisfactory grade or withdraws from a course will have to wait for the next time the course is offered, placing the student one year behind. A student can appeal the dismissal and request to be considered for readmission to the radiologic technology program one time only. Requests for readmission will be considered on a case-by-case basis and will in part be determined by space availability. The radiologic technology program will follow the policies of add/drop and withdrawal of courses from the Institution.

Criteria for re-entrance to the radiologic technology program include:

1. The student must submit a written request to the radiologic technology program director requesting re-entrance into the radiography program. A copy should also be sent to the College's Enrollment Services Department. This request must explain the reasons why the student should be considered for readmission to the program and must outline their coursework plan for success.
2. Availability of clinical space in the radiography program.
3. Immunization requirements must be met.
4. The student's past performance and attendance, both clinically and academically.
5. Remediation measures, such as auditing a pre-requisite radiography course, re-taking courses, and/or the successful completion of completed RAD course exams may be required for re-entrance. The program faculty will assist in the development of an action plan for the students return to the program.

Leave of Absence

The RAD program recognizes that sometimes there are circumstances, illness/ events/ emergencies which are extenuating. Students may, one time only, apply for an extended leave from the program due to a hardship or illness. To be considered for a leave of absence the student must be in good academic and clinical standing. These cases and extenuating circumstances will be discussed and decided on with the Program Director on an individual basis. Students must follow the re-entrance guidelines for re-admission into the program.

Students must complete the program within three calendar years. If the student's absence from the program is more than one academic year, the student may re-apply to the program as a new student and all RAD courses must be retaken. Tuition will be charged for all courses that need to be repeated.

Requests for readmission will be considered on a case-by-case basis and will in part be determined by space availability.

Attendance Policy

The RAD Program believes that regular and prompt attendance at each class and clinical day is a critical element in becoming a successful student radiographer. Appropriate work habits should be developed and maintained as possible future employees of assigned clinical sites. It is also the RAD Program's belief that excessive absenteeism or tardiness reflects a student's attitude regarding professionalism, accountability, reliability, and responsibility. In accordance with College policy, attendance will be taken at each class, lab, and clinical day.

The attendance policy is structured to promote professionalism and proper use of clinical hours. Attendance at all scheduled classes, including labs, and orientations, is expected and absences are strongly discouraged. Students should arrive to class and clinical to be ready to start on time. Students should not schedule time off for vacation, elective surgeries, etc. during regular scheduled classes or clinical time. Attendance is the responsibility of the student. Students will be responsible for accessing all materials pertaining to the class and knowing about all announcements/schedule changes made. If students are unable to attend a class or clinical day, or must be tardy, for any reason, they must contact the course instructor (not a classmate), and the clinical site (if it is a clinical day) prior to the beginning of the scheduled start time. Students will follow the college calendar regarding vacation time with the exception of summer rotations. Time spent beyond the student's clock in and out time does not accrue and cannot be used at a later date.

Snow days will be posted by KVCC. Students do not attend class or clinical on days that the College campus is closed due to weather. If classes are cancelled for other reasons such as water on campus, power outage, etc., students are expected to continue at their clinical assignment as normal. Students are responsible for informing their assigned clinical site of school cancellation or delay. If more than one student is assigned during the rotation, one of those students is assigned the designated caller. A message must be left for the preceptor if they are unavailable. Students may not leave clinical early due to inclement weather until they have spoken with the Clinical Coordinator. The Radiologic Technology Program recognizes that snowfall and weather can vary regionally. If students feel they should not attend, then the student must attempt to contact the instructor of the didactic course, or the Clinical Coordinator of the clinical course before making any decisions.

Five days of bereavement leave are permitted in the loss of a student's immediate family member (parent, sibling, spouse, partner, child, grandparent, spouse's parent).

All hours missed from clinical must be made up with the exception of snow days. All missed clinical hours will be made up at the end of the semester and will be scheduled in conjunction with the clinical coordinator and preceptor. The student must submit proposed make up time in writing to the clinical coordinator via the Request for Clinical Time Form at least 48 hours prior to their proposed clinical date and time. All missed hours must be clearly documented in the clinical logbook. Individual circumstances regarding make up time schedule will be discussed if necessary.

Hours missed that are more than two hours cannot be spread out over several days. If a full day's hours or more must be made up, the student will continue to go to clinical on the normal scheduled days which will be added on at the end of the semester. Approval is not guaranteed and varies among clinical partners.

This attendance policy is intended to be a general overview. All RAD syllabi have unique attendance policies supporting the coursework, timeframes, and standards. Students who have been tardy and/or have almost exceeded the allotted missed time during a course will receive a written warning. Excessive absenteeism may result in probation. Each student must be aware of the attendance policy for each class.

Probation

When a student's performance is below acceptable levels at any time during the academic semester, the student may be placed on probation. The student will be provided with written documentation about the reason for the probation status, and the terms necessary for continuing in the course to meet course objectives. Probation status may last one or more semesters. It should be noted that if further infractions occur during probation status, the student is at risk of failure of the course, and the program staff could recommend that the student be dismissed from the program, which would then be decided on by the Academic Dean. A student can appeal the dismissal and request to be considered for readmission to the radiologic technology program one time only.

Clinical Practicum Information and Student Responsibilities

The Kennebec Valley Community College Radiologic Technology Program requires that students put into practice radiographic procedures based on the theoretical, ethical and compassionate concepts discussed in the classroom. The Radiologic Technology Program considers the clinical aspect of the program vital to the student's success as a radiographer.

Each student will be assigned to a clinical site prior to each semester by the Clinical Coordinator. Students will attend an appointed clinical affiliation site for an entire semester, giving the student five (5) clinical rotations in up to five (5) different Radiology Departments by the end of the program. It should be noted that clinical sites are located throughout the state. The student is responsible for getting themself to and from the assigned clinical site. The program understands that the logistics of travel around the state of Maine to attend clinical will be a burden to the student. Unfortunately, it is a necessary one. With this in mind, the program will track all students and divide up travel time and remote rotations as fairly as possible. Travel time to and from clinical facilities may exceed one hour.

The radiologic technology program faculty at Kennebec Valley Community College may be asked for certain student information by the clinical sites as part of arranging clinical placements. While certain student information such as name, dates of attendance, enrollment status, degrees, dates of graduation is known as "directory information" does not require student consent prior to release, some information requested by clinical sites may be considered "student record information," which generally may not be released prior to student consent. Therefore, in order for program faculty to provide student information such as last four of social security number and date of birth, the College requires written authorization.

Prior to clinical, students may be required to complete additional on-boarding procedures for the specific facility assigned in order to attend clinical practicum. On-boarding procedures may include photo IDs, application forms, paperwork, confidentiality agreements, immunizations, background screening, fingerprinting, computer training modules, physical, BLS CPR, etc. Directions for completing on-boarding procedures will be communicated to the student by the Clinical Coordinator or the human resources representative of the clinical facility. Students will not be permitted to participate in clinical practicum if on-boarding procedures are not completed in a timely manner.

During the clinical practicum, the student will strengthen and develop their skills and competencies learned in the classroom and use these skills with live patients. The student will be evaluated for competency on certain exams depending on which positioning class the student is

in (Positioning I, II, or III). During these rotations, students will rotate through each area of the Radiology Department applying all competencies and skills acquired in the classroom and the skills from their previous clinical experiences. Students are encouraged to be proactive and involved with their clinical sites. However, it is important to remember that the student is not part of the paid hospital workforce; that the student is training and not qualified to function independently. Therefore, each student will be assigned to a clinical competency preceptor. The clinical competency preceptor is a capable registered technologist who will be an active participant in the training process. The clinical lead preceptor at each facility will be responsible for assigning each student to each clinical competency preceptor. There should be only one student assigned per competency preceptor. Students left unsupervised should immediately contact the Radiologic Technology Program Clinical Coordinator.

The student is expected to go through a hospital orientation process the first day of their clinical rotation. It is the responsibility of the clinical site to assure that this happens. An orientation check list will be included on the student's logbook. The preceptor must sign the form when orientation is completed. It is the policy of this program that all students be treated equally. Due to the complexity of assigning clinical rotations, students will not be allowed to request any particular sites and must be able to attend all sites at which they are assigned. Clinical days will never exceed ten (10) hours in any one day. Scheduled didactic and clinical hours combined will never exceed forty (40) hours in any one week.

If the student does not complete the clinical hours and the minimum number of competencies during the semester (minimum of 5), they will fail the course and would need to start again. This action will place the student one year behind.

The following is the semester breakdown of clinical practicum hours:

First Year- Semester One: 135 hours: Tuesday and Thursday
First Year- Semester Two: 180 hours: Thursday and Friday
Summer session- 8 weeks: 180 hours: Monday, Wednesday, Friday
Second Year- Semester One: 225 hours: Monday, Wednesday, Friday
Second Year- Semester Two: 270 hours: Monday, Tuesday, Wednesday
Total: 990 Clinical Practicum Hours

Clinical Sites Description of Staff Titles and Responsibilities

Each clinical lead preceptor and competency preceptor documents the equivalent of two years' full-time experience in the professional discipline and holds the American Registry of Radiologic Technologists (ARRT) certification and registration in the pertinent discipline. Clinical lead preceptors and competency preceptors will follow JRCERT standards. The ratio of students to staff is 1:1.

Clinical Coordinator: The clinical coordinator is an employee of Kennebec Valley Community College. This individual is a registered Radiologic Technologist who is ultimately responsible for all aspects of the student's clinical training. The coordinator will set up clinical rotations, evaluate and document the student's clinical progress, and evaluate didactic and clinical education to ensure its effectiveness.

Clinical Lead Preceptor: The clinical lead preceptor is an employee of the participating hospital. According to the JRCERT, these individuals are registered Radiologic Technologists who must have a minimum of two years of experience working in the discipline. This individual was appointed by the Radiology Department manager as an intermediary for continual communication between the college and the hospital. The lead preceptor is responsible for:

- receiving the students on the first day
- orientation, and discussion of the institution and imaging department policies and rules
- coordination of students' schedule at their facility
- student/technologist assignments
- sign students' attendance or designate a qualified technologist to oversee logbooks
- complete students' clinical performance evaluations
- participate in preceptor meetings
- communicates with clinical coordinator for updates and outstanding issues with students
- supervise the clinical competency preceptors to ensure that the students are getting the best possible training
- maintain current knowledge of program policies, procedures, and student progress
- monitor and enforce program policies and procedures.

Clinical Competency Preceptor: The clinical competency preceptors are employed by the participating hospitals. According to the JRCERT, these individuals are Registered Radiologic Technologists who must have a minimum of two years of experience working full time in the discipline. These individuals are appointed by the clinical lead preceptor to train the individual students during that departmental rotation. Clinical competency preceptors are responsible for:

- daily activities with the students, guiding them in everyday departmental life
- direct and indirect supervision
- provide feedback on student's proficiency during examinations
- complete student's evaluations in the competency book
- review and approves the procedures performed by the student
- teach proper technique, professionalism and patient empathy.
- maintain current knowledge of program policies, procedures, and student progress
- monitor and enforce program policies and procedures.

Professionalism Guidelines for Progression in the RAD Program

The faculty of the Radiologic Technology Program provides a healthy academic environment. Students are encouraged to ask questions and engage in civil debate with their instructors and fellow students. The students are also encouraged to work together in order to build teamwork skills essential for the workplace. Communication between students and faculty can help avoid conflict and misunderstanding.

The KVCC RAD program believes the following professional behavior guidelines are essential to ensure quality education for all RAD students progressing in the program. Success in one's career is dependent on professional behavior as much as academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom, clinical practicum, and in all activities associated with this program. Students are expected to adhere to all KVCC policies, to all clinical site policies, and to ARRT Standards of Ethics and Code of Ethics. Program faculty will provide feedback to each student to facilitate the development of professional behaviors as deemed necessary throughout the program.

Professional behavior includes:
Punctuality: Showing up to class and clinical on time, getting online work done by specified due date.
Dependability: The student meets deadlines and follows through to completion of assigned tasks
Interpersonal and Team Skills: The student relates well to others, shows respect for others, deals tactfully with others, provides constructive criticism, negotiates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude
Effective Communication Skills: Effective verbal/non- verbal and written communication is a necessity in the health care field. Listens, speaks, and writes using correct grammar, spelling, punctuation, and sentence structure. Maintains professional and respectful dialogue with peers, instructors, patients, and all medical personnel.
Respectful: Being polite to others, not using derogatory or demeaning terms, behaving in a manner that brings credit to the profession
Ethical Conduct: Honesty, integrity, patient advocacy, confidentiality and accuracy of patient, provider, student, and college information
Flexibility: Open-minded, adjusts rapidly to changing situations, overcomes setbacks without becoming bitter, adapts to other's emotions
Follows the Chain of Command: Uses appropriate channels to resolve disputes
Maturity: Accepts responsibility for one's actions, able to handle stress in a calm manner, maintains one's temper, accepts decisions without continually questioning the decision maker
Positive Attitude: Constructive class participation
Resourceful: Shows initiative, asks for assistance after searching for resources themselves
Appearance and Personal Hygiene: complying with dress code in the clinical and classroom setting and practicing good personal hygiene and grooming

ARRT Standard of Ethics and Code of Ethics

The Standards of Ethics of the American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, "Certificate Holders"), and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Certificate Holders ("Candidates"). The Code of Ethics is the first part of the Standards of Ethics is an aspirational guide for by which students "Candidates" and radiographers "Certificate Holders" to evaluate their professional conduct as it relates to patient care and professionals while maintaining a high level of ethical conduct. As students in the radiologic technology program involved in the clinical environment, it is expected that students will adhere to this professional code in all radiologic technology activities. It is the responsibility of the radiologic technology student to familiarize themselves with following Code of Ethics:

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgement; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

*Adopted by The American Registry of Radiologic Technologists (www.arrt.org)

Student Clinical Responsibilities

1. Student technologists are assigned to a clinical duty on a rotational basis in various areas of the radiology department. Students may be scheduled for early morning, daytime, or late morning shifts depending on the clinical site. Students may not change their clinical rotation assignment without authorization from the Clinical Coordinator.
2. Individual clinical assignments are approximately three to four weeks in duration which will be determined by the lead preceptor at each facility. These assignments are under the supervision of the clinical lead preceptor, and not done at all hospitals.
3. Students are responsible for all technical, clerical, and other assignments pertaining to their clinical area that are given to them by their preceptor.
4. Students are not permitted to leave their assignments without the permission of their clinical lead preceptor or the Clinical Coordinator.
5. Students are not permitted to hold patients or image receptors for radiographic exams.
6. Students must wear a full body lead apron while performing portable, fluoroscopic, and operating room exams. Thyroid shield must also be worn during fluoroscopic and operating room exams.
7. Students are given a suggested number of competencies to complete each semester as specified (minimum of 5). These requirements are distributed to each student during the first semester and will monitor on a regular basis. Students must keep track of progress.

8. Students are encouraged to perform as many competencies as possible each semester and it is highly recommended not to wait until the last semester.
9. Students are expected to maintain proficiency in all competency examinations previously passed.
10. According to the patient's bill of rights, patients have the right to know who is providing their care. Students will introduce themselves to patients in the clinical area with their name and stating that they are a radiography student from Kennebec Valley Community College.
11. Patients have the right to request that a registered radiographer perform their exam. In that event, the student must notify their lead preceptor, who will then either perform the exam or find another registered technologist to complete it.
12. Because of Maine State law, students may not be employed to administer ionizing radiation until 30 days prior to completion of the program.
13. Students may hold jobs during their education if desired, but the jobs must not interfere with clinical practicum.
14. No student will accept tips or gifts from patients in the radiology department. Students should direct those individuals to the clinical lead preceptor in order to allow such individuals to make a contribution to the hospital.
15. Students must limit their cell phone usage to break times only. Cell phones are not permitted during clinical time; phones are to be left in bags or lockers during clinical time. Individual circumstances may be discussed if necessary.
16. Laptops, tablets, smart devices, etc. are not permitted during clinical.
17. Practicing in rooms should be on downtime only after all other duties are fulfilled. Ensure good communication with technologists before practicing in rooms. Student must check on exams to be completed frequently.
18. Students will follow all the standards regarding patient confidentiality and privacy, as well as have effective and professional communication to all patients, peers and medical personnel. Facilities may have specific policies and procedures that students must follow.
19. Students must identify patient's using two means of verification including patient's full name and date of birth. Patient's last four social numbers may be used at some facilities. Wristband must also be verified for inpatients and emergency department patients.
20. Students must ask females of childbearing age their first day of their last menstrual cycle/period (LMP) and the chance of pregnancy.
21. Students must refrain from undermining the credibility of the technologist in front of the patient.
22. There is a mid-term and final evaluation on the student's performance that is to be completed by the clinical lead preceptor each semester during clinical practicum courses. It is the student's responsibility to follow up on evaluations that are not completed.
23. Any student whose progress in the clinical area, health or conduct does not meet the standards of the school may be placed on probation or be dismissed from the program. It should be noted that if further infractions occur during probation status, the student is at risk of failure of the course, and the program staff could recommend that the student be dismissed from the program, which would then be decided on by the Academic Dean. A student can appeal the dismissal and request to be considered for readmission to the radiologic technology program one time only.

Medical Ethics and Conduct

1. KVCC students of Radiologic Technology share the responsibility of practicing and observing professional ethics.
2. Equitable learning opportunities exist for all students within the imaging department. This includes learning activities, breast imaging, and clinical assignments.
3. Physicians alone have the professional and legal right to diagnose and treat illnesses and injuries.
4. Students may have access to confidential medical information. Students must maintain and protect the confidentiality of all information they encounter while in the clinical setting. All information concerning patients or hospital business shall be held in strict confidence and shall not be discussed with persons not involved in a patient's care.
5. Students may only access documents or computer information on a need-to-know only basis. Students may not access any information about themselves, peers, hospital personnel, family members, neighbors, or any other person whom they are not providing direct patient care to.
6. Discretion must be used in patient care areas and in any area of the facility where others, who may not be involved in the patient's care, are within listening distance.
7. Students are to ensure that patients are always properly covered and wearing a gown or covered by a blanket.
8. Students are to adhere to the infection control policies of the hospital to prevent the spread of infection. Proper hand hygiene and cleaning must be followed as well as effective communication to those involved in the patient's care.
9. All Medical imaging procedures must be performed under the direct supervision of a qualified radiographer until the student achieves competency. Once a student has achieved competency, all medical imaging procedures may be completed under indirect supervision of a qualified radiographer.
10. All radiographs that require a repeat exposure must be completed under the direct supervision of a registered technologist present additionally, the radiographer must approve the repeat radiograph prior to re-exposure.
11. Students must provide all patients with lead shielding when it does not interfere with the area to be radiographed, according to facility radiation safety protocol.
12. Students must utilize their own identifier markers when performing radiographic examinations.
13. Students must have professional conversations with all patients, peers, and medical personnel.
14. Students are to address patients (except children) by their title and last name (i.e. Mr. Smith) in the patient area. First and last name should not be addressed at one time in the waiting room. Otherwise please abide by the facilities policy.
15. Students are to address physicians by their titles and last names in all work areas (i.e. Dr. Jones).
16. Students are to address peers and technologists by their first name and refrain from using nicknames.
17. Students are not permitted to fight, argue or have any type of confrontations at a clinical site. The offending student will be sent home immediately and will not be allowed back until the situation is resolved. Any issues should be discussed with the clinical lead preceptor and clinical coordinator immediately. The lead preceptor should fill out an incident report and present it to the clinical coordinator.

18. Any student whose progress in the clinical area, health or conduct does not meet the standards of the school may be placed on probation or be dismissed from the program. It should be noted that if further infractions occur during probation status, the student is at risk of failure of the course, and the program staff could recommend that the student be dismissed from the program, which would then be decided on by the Academic Dean. A student can appeal the dismissal and request to be considered for readmission to the radiologic technology program one time only.
19. Any student who continually exhibits an improper behavior by making disreputable or derogatory remarks concerning KVCC and/or its clinical affiliations, physicians, or other personnel, or breaching patient confidentiality, will be dismissed from the program by the Academic Dean at the recommendation of the Program Director and the Medical Director.

Clinical Logbook

KVCC will use the student's clinical logbook as proof of a well-rounded clinical experience. Each student must purchase a clinical logbook each semester to keep for their entire career as a student technologist. The expectation is that logbooks will be complete, neat, and orderly. Incomplete logbooks are subject to be returned to the student for completion at the instructor's discretion.

Time Sheets

It is expected that students maintain an accurate time sheet. The students must keep track of their time spent in the clinical areas as there are a minimum number of hours that must be obtained prior to graduating. Time sheets are included inside each semester's logbook. The exact time in and out must be recorded accurately and must be written by the technologist. Time missed shall be written in by the student. Example: The student missed Monday the 2nd of October. Across the row the student will write "ABSENT" in clear writing. Students must add up clinical time accurately and fill the hours in each of the spaces provided at the end of each month. Blank rows and incomplete logbooks are subject to points off the student's final grade. See individual syllabi for more information.

Exam Log

Every examination that the student performs, assists, observes, or performs a competency on shall be documented in the logbook. Students are highly encouraged to perform as many exams as possible during clinical. This will enable students to gain confidence for when they graduate from the program. The student must have the technologist sign the logbook for all repeats. The logbook record will be collected at the end of each semester and reviewed by the clinical coordinator. Missing repeat signatures will result in a deduction from the student's final grade and are subject to be returned to the student for completion. See individual syllabi for more information.

Student Clinical Performance Evaluations

The clinical performance evaluation form documents the student's ability to synthesize didactic and clinical course materials. The performance evaluation is an ongoing assessment of the student's professionalism, communication, initiative, aptitude, patient care and safety, and radiographic skills. Students are evaluated on their performance by clinical staff technologists or by the clinical preceptor two times per semester- one mid-term evaluation and one final

evaluation. It is the student's responsibility to have these evaluations completed on time. Students are expected to review and sign each completed performance evaluation. Missing evaluation signatures will result in a deduction from the student's final grade. See individual syllabi for more information.

Continuing Competency Evaluations

Continuing Competency Evaluations are completed to assess continuing competence after a student has completed the competency in that exam. Each student is required to complete two continuing competency evaluations for each clinical rotation. The minimum score for this evaluation is a ninety (90). If a student receives a grade that is below a ninety (90), the competency will be revoked immediately. The student will receive remedial instruction while obtaining additional clinical experience, and the student will be required to satisfactorily perform the competency examination again in the clinical setting prior to performing the examination independently. See more details under the competency revocation policy.

Clinical Meals and Breaks

Students will be allowed two (2) fifteen minutes breaks, one in the morning and one in the afternoon. Students will also receive one half hour lunch break. The time of day for these breaks will be determined by the clinical Preceptor. Students may only receive one fifteen-minute break on the days they are scheduled to work 6 hours. Students may not leave clinical early for breaks not taken.

Clinical Dress Code

- The student shall wear clean, comfortable/loosely fitting burgundy scrubs (top and bottom)
- A white lab coat is optional.
- When wearing a lab coat, a KVCC patch must be on the left sleeve.
- A plain white or black long-sleeved undershirt is optional.
- White or black closed toed shoes/sneakers are mandatory.
- Bra, bra straps, or tank top straps must not be visible outside of the scrub top.
- Students must wear a KVCC name tag at all times during clinical practicum; this is separate from the hospital badge.

Students Name KVCC Student Radiologic Technology

- Radiation monitoring device worn at all times during clinical practicum.
- All students will carry radiographic RT and LT markers, a technique book and wear a radiation monitoring device. Replacement markers will be at student expenses.
- Due to the possibility of student or patient injury, excessive jewelry will not be permitted. Only studded earrings, watches and wedding rings shall be worn. Tongue rings, nose piercing, etc. shall be removed prior to the clinical day.
- Gum chewing is not permitted in patient care areas.
- Cosmetics may be worn in subdued shades and moderate amounts.
- For infection control reasons, nails must be kept short (no longer than a 1/8 of an inch). False nails or nail tips are not permitted. Clear or light-colored nail polish is acceptable.
- Although hair length is optional, it must be kept neat, clean and tied back if below shoulder length. Hair color must be of naturally occurring shade (i.e. no hot pink hair).
- Beards and mustaches are permitted, but they must be kept neat, clean and trimmed.

- Visible tattoos may need to be covered. Student will be asked to leave clinical if not adhered to hospital policy.
- If a student is found in violation of the dress code, he/she will be sent home to change and a verbal warning will be given. Any time missed will need to be made up. If caught a second time, a written warning will be given. If caught a third time, the student will receive a reduction of 10% of their clinical grade.

Personal Hygiene

The student shall always keep themselves clean and professional looking. Regular bathing with the use of underarm deodorant/antiperspirant is mandatory. Strongly scented perfumes, colognes or aftershaves are not permitted due to their effect on patients and other healthcare personnel.

Student Supervision Policies

All Medical imaging procedures must be performed under the direct supervision of a qualified radiographer until the student achieves competency. Once a student has achieved competency, all medical imaging procedures may be completed under indirect supervision of a qualified radiographer. During direct supervision, it will be at the discretion of the qualified radiologic technologist to make corrections before exposure is taken to prevent unnecessary exposure to the patient. Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images and the technologist must approve the procedure prior to re-exposure. The student must get the technologists signature in the logbook for all repeats. If a student starts an exam on a patient, the student is expected to finish the exam. All images must be checked by a qualified radiographer before the patient is allowed to leave.

*** Note: The exception to this is with portable and operating room exams; all portable and OR exams must be done under direct supervision regardless if the student has shown competency or not.**

Direct supervision: Assures medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

- Technologist must be physically present during imaging procedure

Indirect supervision: Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

- Technologist must be immediately available to assist student if needed

Clinical Competencies

The ARRT requires that the student technologist demonstrates competency in all radiographic examinations in order to sit for the certification examination. The student shall be informed of the number of competencies suggested to be completed before each semester. The minimum amount of successful competency evaluations during a semester should be five (5). These competencies will account for a portion of the student's clinical grade; therefore, the competencies must be well documented by the student. Students should not hold their competencies until the last semester. Each student should do as many as possible each semester.

In order to measure the student's ability to perform at satisfactory levels of competency, the following clinical competency flow chart has been developed:

A. Students participate in classes and position simulated patients.
B. Students pass positioning practical exam on simulated patients.
C. Students observe and perform the specific body part under direct supervision.
D. Students will verbally request a category competency evaluation with clinical competency preceptor prior to interaction with the patient, and once approved, testing for competency can proceed unless otherwise directed by the technologist.
E. It is at the discretion of the clinical competency preceptor performing the competency on whether the student passes or fails. For a failed competency, the competency preceptor will fill out the competency book under the repeat column. If the student does not pass with a grade of 80 or higher, then the student will go back to (C) and remedial instruction while obtaining additional clinical experience. The student may retake the evaluation when there has been sufficient instruction completed. Students pass the category competency evaluation with a grade of 80 or higher and may then engage in indirect supervision of that particular body part. It is strongly recommended that technologists document comments directly on the competency form.

As noted in the ARRT Radiography Didactic and Clinical Competency Requirements document, students must demonstrate competency in all 36 of the mandatory radiological procedures. Students must demonstrate competency in at least 15 of the 35 elective radiological procedures. One of the 15 elective imaging procedures must be selected from the head section, and two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section (one of which must be an upper GI Series). In addition to the radiological procedure competencies, there are 10 general patient care competencies that are mandatory.

Clinical Competency Revocation

Students are expected to maintain competency in all previously passed competency examinations. Competencies may only be revoked by the Clinical Coordinator or Program Director if the student is unable to perform an exam competently. If a student receives a grade below ninety (90) on a continuing competency examination, their competency will be revoked immediately. Should a student demonstrate incompetence in a previously passed competency examination, the following remediation process will begin:

1. If not during a continuing competency evaluation, the clinical preceptor will inform the clinical coordinator via written communication of all observations necessary to determine if the competency shall be revoked.
2. The clinical coordinator or program director will schedule a meeting with the student to review the examination in question.
    a. The student must have their ARRT competency packet and competency book during the scheduled meeting. Program faculty will review the completed competency document.
    b. The student will perform the competency in question (real patient if possible, or via simulation) with the program director or clinical coordinator. Program faculty will provide remedial instruction, review the examination, and provide feedback.
3. If it is determined that the competency will not be revoked, the student must sign the competency continuance form, and the student may continue to perform the examination under indirect supervision, as approved by the clinical preceptor. The clinical coordinator will inform the clinical preceptor of the un-changed competency status.
4. If it is determined that the competency must be revoked, the student must sign the clinical competency revocation form, the clinical coordinator or program director will update all

documentation and inform the clinical preceptor of the examination revocation.
5. If it is determined that the competency must be revoked, the student will be required to satisfactorily perform the competency examination again in the clinical setting prior to performing the examination independently.
6. If the student is deemed incompetent after attempting to re-achieve competency, the clinical preceptor must notify the clinical coordinator again. Further remedial instruction will continue as necessary.

Radiation Safety and Monitoring

A dosimeter is a device used to measure the amount of radiation exposure to that individual.

A. Dosimeters are always to be worn at the collar level during clinical, and when wearing a lead apron dosimeter must be at collar level outside of apron.
B. When not on duty the dosimeter is to remain in the control area of the participating clinical site.
C. Dosimeters will be changed on a semester basis. Dosimeters will need to be dropped off at the Clinical Coordinator's office upon request. Students must not have two dosimeters at any one time.
D. Students will review their dosimeter dose measurement report upon receipt and will be given an opportunity to discuss their radiation dose with the radiation safety officer (RSO). Measurements will then be posted in the Radiologic Technology program office.
E. A summarization of the yearly radiation exposure is provided.
F. Students will not hold patients or image receptors for radiographic exams.
G. Students must wear full body lead apron while performing portable, fluoroscopic, and operating room exams. Thyroid shield must also be worn during fluoroscopic and operating room exams. The dosimeter will be clipped at the collar level outside of apron.
H. Students will report any accidental exposure to primary radiation to the clinical coordinator (RSO) and clinical preceptor immediately.
I. In case of pregnancy, students may follow the radiation protection guidelines of the clinical site. For more in depth on pregnancy, see the pregnancy policy further in this handbook.
J. The RSO reviews quarterly occupational exposures and determines their doses are within ALARA (As Low as Reasonably Achievable.)
K. If a student's reading is above the acceptable level, the radiation safety officer will review the dose with the student and establish whether the dose is equal to or greater than the investigational levels. Upon meeting with the student, review of ALARA will take place and documentation will be recorded in the student's file.
L. Investigation Levels are as follows:
Investigational Levels (mRem per calendar quarter)

	Level 1	**Level 2**
1. Whole body	125	375
2. Hands, Forearms, Feet and Ankles	1875	5625
3. Skin of whole body	750	2250

M. Monitoring individual Occupational External Radiation Doses.
   1. Personnel dose is less than Investigational Level 1, no further action will be taken.
   2. Personnel dose equal to or greater than Investigational level 1, but less than

Investigational level 2. The RSO will review the dose of the individual whose quarterly dose equals or exceeds the Investigational level 1 and will report and review the results to the appropriate administration facility official. If the dose does not equal or exceed Investigational level 2, no action is required unless deemed appropriate by the RSO.

3. Personnel dose equal to or greater than Investigational Level 2. The RSO will investigate in a timely manner the causes of personnel doses equaling or exceeding Investigational level 2, and if warranted will take action. A report of the investigation, and actions taken, and a copy of the individual's dose record will be presented to the facility following completion of the investigation.

Patient Radiation Safety

Students are required to practice radiation safety on patients as well as themselves at all times. Patient protection is achieved by the following:

- Following the rules of direct vs. indirect supervision: all examinations are to be done with direct supervision until competency is achieved, at which time indirect supervision is allowed. See details in supervision policy.
- Minimum repeats. All repeats must be done under direct supervision of a qualified technologist, and the radiographer must approve the procedure prior to re-exposure. The student must get the technologist's signature in the logbook after all repeats. Good communication with your patient can minimize repeats.
- It will be at the discretion of the qualified radiologic technologist to make corrections before exposure is taken to prevent unnecessary exposure to the patient.
- Collimate to area of interest. Collimation is different than post processing cropping. Students will not post process information/anatomy out of the image. Collimation is to be done before image is taken to ensure ALARA.
- Students must provide all patients with lead shielding when it does not interfere with the area to be radiographed, according to facility radiation safety protocol.
- Students must identify patient's using two means of verification including patient's full name and date of birth. Patient's last four social numbers may be used at some facilities. Wristband must also be verified for inpatients and emergency department patients.
- Utilize appropriate exposure factors. Highest KVP that is consistent with protocol.
- Ask about chance of pregnancy. Documentation of chance of pregnancy on all female patients of child bearing age is mandatory. Document the first day of last menstrual cycle. Follow department protocol.

Health Policy

Students considering a career as a radiographer should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious disease is probable**.** This is an occupational hazard for all healthcare workers. Persons should not become healthcare workers unless they recognize and accept this risk. Proper education and strict adherence to the well- established infection control procedures are integral parts of each health care program.

Student participation with exams requiring the use of an N95 mask is prohibited. However, there is an exception for some facilities that required the use of an N95 mask as a precautionary step

for every patient interaction. Students may still participate at these clinical facilities, but the facility must fit test the student. If students are fit tested for the N95 mask, students are still not permitted to participate in any confirmed or suspected infectious disease exam that requires the N95 mask.

Additionally, students should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes, hives, nasal, eye, or sinus symptoms, and rarely shock.

Due to the strenuous nature of radiography, it is suggested that any student admitted to the program speak with their healthcare provider if undergoing a program of medical care or if past health problems may compromise the student's ability to respond to patient needs.

Reporting of a Communicable Disease

In an effort to protect the students, patients, and employees of participating hospitals, exposure to any communicable disease must be reported to prevent further spread of the disease. Students must report to the program director of any communicable disease which they knowingly carry or if they are exposed to anyone carrying a communicable disease. The program director will consult clinical supervisor to determine appropriate actions to prevent the spread of the disease. Students or employee will use the following steps to report, treat and test for an exposure event:

- The student or employee should notify immediately to the KVCC radiologic technology program director at 207-453-5143.
- The student or employee should then proceed to a MaineGeneral Health workplace health office within 24 hours. Both offices are open Monday-Friday from 7:30 to 5:00.

Workplace Health
149 North Street
Waterville, ME 04901
(Thayer Campus 3rd floor)
Phone: 872-4260

Workplace Health
15 Enterprise Drive
Augusta, ME 04330
Phone: 621-7550

Workplace Heath will conduct the initial exposure interview and testing as well as any follows up testing if needed. In addition to going to workplace health students need to complete a KVCC accident report. Students should not show any personal insurance card. Employees are to complete a KVCC Incident report as soon as possible. The KVCC radiologic technology program director will complete required worker's compensation paperwork that must be completed within 7 days of injury.

Professional Liability Insurance

All students must have professional liability insurance which is included on their college bill. The liability insurance policy is in effect only during the time that the student is in the role of a KVCC radiologic technology student in an assigned clinical facility.

Incident Reporting

An incident is any happening that is not consistent with the routine operation of the medical center or the routine care of a patient. It may be an accident or situation that may lead to an accident.

In the event of an incident, the student should call for assistance and secure the patient or visitor's condition if necessary. In the event of an injury the patient or visitor must be seen prior to leaving the department.

The student should notify their supervisor immediately, who will initiate the report procedure as stated in the participating hospitals standing orders for the radiology department. An incident report should be filled out by the instructor with the student and submitted immediately, and a KVCC incident form must be completed and returned to the clinical coordinator.

Smoking/Drug and Alcohol Policy

Students may not smoke during clinical time. Students are not allowed to take breaks during scheduled clinical time to smoke. Smoking is only allowed on the student's own time which is before or after clinical time or during lunch breaks. Students should adhere to the smoking policy of the participating hospital. Most of the hospitals have a designated smoking area. It is the student's responsibility to become educated on the whereabouts of such an area.

The possession, manufacture, distribution, dispensing, or use of alcoholic beverages or illegal drugs is prohibited at all clinical sites as well as the KVCC campus. Any student violating the drug-free campus policy will be subjected to disciplinary action.

Clinical Site/Employee Policy

If the participating student at a clinical site is also an employee of that site, KVCC Radiology Program reserves the right to schedule students in accordance to their educational needs. During their two-year program a student may rotate once through their sponsored clinical site. If said student is caught doing employee work during scheduled clinical time, the student will receive a warning. KVCC reserves the right to keep other students who are also employees of that site from rotating through as well.

Immunizations, CPR, and Background Check Policy

All KVCC Radiologic Technology Program clinical sites require proof of up-to-date immunizations, up to date BLS CPR certification, and an annual influenza vaccination. Copies of these documents must be on file in the Complio database before a student is allowed to attend a clinical rotation. It is the student's responsibility to upload the documents to Complio. Students must stay in compliance throughout the program and will not be re-assigned to a clinical site with a non-compliant status. Students will not be permitted to participate in clinical activities if all immunizations are not current and compliant in the Complio system. The inability to be placed and/or to complete the clinical experience may impact a student's ability to remain in their health care program.

Students who are non-immune to Hepatitis B must receive counseling from their health care provider and complete the Hepatitis B Indemnification Form. This form is found in the Complio

system. Clinical rotations may be limited for students who are non-immune to Hepatitis B. Students who are non-immune to varicella must receive the varicella virus vaccine.

The Centers for Disease Control and Prevention (CDC) recommends annual influenza immunization for all health care workers, including students, by October 31. Students are obligated to adhere to the influenza policy of the respective clinical facility. Clinical facilities reserve the right to refuse student participation in clinical if the student declines an influenza vaccine.

Students must be aware that many clinical sites have specific and unique requirements before a student can attend their site. The clinical coordinator will contact the student in advance of what needs to be completed before the start of their clinical assignment, which may include additional paperwork and/or immunizations.

Students will also complete a criminal background check prior to the beginning of first semester clinical practicum as a condition of employment in the field. Certain clinical sites may limit or deny clinical privileges to those students who have a prior or current criminal record. Additionally, certain licensing and credentialing boards may refuse to issue a license to practice based upon prior or current criminal offence(s). Students will also certify and agree that they have a continuing duty to notify the College of any conviction, charge, or disqualification after completion of the initial background check until the completion of all clinical practicums.

Costs associated with required immunizations, CPR, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the student.

Pregnancy Policy

Students who are pregnant or may become pregnant during their course of study in the Radiography Program are encouraged to let faculty know. Due to the potential risk of radiation to an unprotected fetus, there are certain precautions that should be taken. The student should know that this information is not legally required to be disclosed to the program, but it is highly encouraged for safety reasons. Students who are pregnant will not be discriminated against. The student who chooses to "declare her pregnancy" is permitted to attend classes and participate in clinical practice during pregnancy.

If a student declares she is pregnant, the student shall follow these procedures:

1. Student shall provide the school with proof of her healthcare provider's written consent to continue with the clinical practicum. The consent should indicate the expected date of delivery and her fitness for clinical education. The consent must be presented within the first month following the student's declaration of pregnancy.
2. The student must meet with the clinical coordinator and/or program director to review the U.S. Nuclear Regulatory Guide 8.13 and to discuss the possible effects of radiation on the fetus and acceptable practices of radiation protection. The student will be required to sign a consent acknowledging that she has received this information.
3. The student will be issued a second dosimeter, upon request, to be worn the abdomen, at waist level, under the protective apron. The student should wear this dosimeter at all times, while in radiation environment. The dosimeter will be processed monthly and the reports will be available to the student at all times.

4. Clinical assignments will not be changed as long as the fetal dose remains below 0.5 rem (500 mrem); however, the student will exercise additional preventative measures when participating in clinical areas that contribute a higher radiation risk (i.e. fluoroscopy, portable exams).
    a) In the event that the exposure dose is exceeded, the student shall not be able to continue with the clinical education portion of the program for the remainder of the pregnancy.
    b) If a student chooses not to declare her pregnancy, she will continue to be governed by guidelines for adult occupational exposure
5. The student will be expected to participate in all clinical assignments and/or duties expected of any other student with the following exceptions:
    a) The student **will not** perform examinations associated with patients having intracavity or interstitial sources of gamma radiation (radium or cesium).
    b) Students **will not** hold or assist in holding a patient during a radiographic or fluoroscopic examination, nor shall the student be involved in any procedure where she may be in the direct or useful beam.
6. The student will be allowed to make up any missed clinical time due to pregnancy or immediate post-natal care. The student may accumulate time prior to the expected delivery date. Arrangements must be made with the program faculty and the appropriate hospital personnel.
7. The pregnant student may elect to withdrawal from the program at any time. Should withdrawal take place, the student will be reinstated to the program following the Radiologic Technology Program's Reinstatement Procedures. See Clinical Coordinator or Program Director to complete proper documentation.
8. Students may opt to continue in the program without any modifications to clinical assignments or rotations during the pregnancy. The student must complete the Continuance Without Modifications for Pregnancy form and submit to the Clinical Coordinator or Program Director.
9. Students may opt to withdraw the written declaration of pregnancy at any time by completing the Withdrawal of Declaration form and submitting it to the clinical Coordinator or Program Director.
10. Although it is both procedure and practice of this program to offer the utmost in radiation protection to the student, the College or its affiliates will not assume liability of the mother or child in case of pregnancy.
11. Failure to comply with any of the guidelines and regulations could result in the dismissal of the student from the program.
12. Situations outside the scope of this policy will be reviewed on an individual basis.

Academic Determinations

1. All declared pregnant students that, during her pregnancy present any problem or condition that will not allow her to satisfactorily complete her clinical rotation or that can not be located in a radiation safe location; will be retired from the practice until her pregnancy is over.
2. In the case of a student that had to be retired during the clinical period due to pregnancy related problems or by recommendation of her physician, the student will receive an incomplete coursework qualification (I). The student will have one year beginning on retirement date to complete the clinical period time and remove the incomplete according to the rules established by the Registrar's Office.

3. Pregnancy is not a handicap for any student to continue with regular courses. In this case the student will attend all registered courses for the time her condition permits. At the moment of retirement, she will receive an Incomplete grade (I). When she returns to the program after pregnancy, she must continue with the regular program of each course and complete their requirements.

Maternity leave is usually granted for six weeks. The actual dates of maternity leave will be determined on the advice of the student's health care provider. If the fetal dose ever exceeds 0.5 rem, she will be advised to start maternity leave immediately.

There are a couple of options available for re-entry into the program. She may:

1. Attend classes throughout maternity leave and make up clinical time during the summer break provided the length of leave is not excessive.
2. Take a leave of absence and return to the program the following year at the beginning of the semester in which she leaves, providing there is space in the class.

All options available to the student will be discussed between the program director and the student before she makes her decision. Situations outside the scope of this policy will be reviewed on an individual basis.

Mammography Student Rotation Policy

All students will be offered equal opportunity to participate in clinical mammography rotations during their final semester. The program will make every effort to place a male student in mammography if requested by the student, however the program will not override policies as set by the clinical institutions. The program will not deny female students the opportunity to participate in mammography rotations if male students do not have the same opportunity. Rotations through any advanced modalities does not guarantee job placement in those areas.

Magnetic Resonance (MR) Environment Screening for Individuals for Students and General Public

Each clinical site has MRI (Magnetic Resonance Imaging) as part of the Imaging Department. MRI may be located inside the hospital or outside in a mobile unit. At no time are students allowed to enter the MRI environment without proper screening and accompanied by a registered technologist. It is important to note- THE MRI system magnet IS ALWAYS ON!

The following is from www.mrisafety.com:
Before any non-patient individual (e.g., MRI technologist, physician, relative, visitor, allied health professional, maintenance worker, custodial worker, fire fighter, security officer, etc.) is allowed into the MR environment, he or she must be screened by an MR-safety trained healthcare worker. Proper screening for individuals involves the use of a printed form to document the procedure, a review of the information on the form, and a verbal interview to verify the information on the form and to allow discussion of any question or concern that the individual may have before being permitted into the MR environment.

The Safety Screening Form for MR Procedures must be completed before entering the MRI environment or room. The form must be reviewed and signed by an MRI safety trained healthcare worker before entry into MRI. Please note the Important Instructions on the form. If

students have any questions regarding entry into the MRI unit, they should consult with a MRI trained worker. Students must notify program faculty should there be a change in status/answers on the completed form.

Please note: Patients are required to complete a different form.

Following this procedure ensures the safety of students, technologists, and patients. More information may be found at www.mrisafety.com

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Radiologic Technology Program
Student Agreement Form

I have received a copy of the Kennebec Valley Community College Radiologic Technology Program Handbook. I have read and understand my obligations, expectations, and responsibilities as a student in the program. I agree to abide by all rules and policies as stated in the program handbook. I have been given the opportunity to discuss the program handbook with program officials. Furthermore, I agree to adhere to and abide by the College policies, as well as the conduct and performance policies of the clinical education sites to which I may be assigned. I understand that failure to adhere and abide by the policies and regulations of the College, Program, or Clinical site may result in dismissal from the program.

I understand this program reserves the right to make changes to the program handbook as deemed necessary. If any changes are made, each student will be notified of such information.

For program faculty to provide student information such as last four of social security number and date of birth, the College requires written authorization below.

I hereby authorize release of the last four of social security number and date of birth as necessary for clinical placement.

This agreement form will be kept by the program faculty in the student's personnel file.

Student Name (Printed): _____

Student Signature: _____

Program Faculty Signature: _____

Date: _____