**KENNEBEC VALLEY COMMUNITY COLLEGE**

**Fairfield, Maine**

**Associate in Science Degree**

**Radiologic Technology Program**

****

**2024-2025**

**Student Handbook**

*These policies are applicable to all radiologic technology students, both first-year and second-year during the 2024-2025 academic years.*

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# 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 and clinical sites.

Policies in the Radiologic Technology Program may differ from college policies. It should be noted that all policies will defer to the College policies as applicable and that the following policies pertain only to students in the Radiologic Technology Program. The student should also be aware that policies are subject to change and will be updated from time to time. Additionally, not every circumstance can be accounted for and will be handled on a case-by-case basis.

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.

After the student has read the policies and procedures outlined in this handbook, the student will sign the agreement form at the end of this handbook and return the form to the program faculty. The signed form will be placed in the student’s permanent file.

# 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.

# Radiologic Technology Program Information

## 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.

## Faculty Information

Jennifer Rines, M.S. Ed., R.T. (R)(CT)(ARRT)

Department Chair/Instructor

Phone: 207-453-5143

Email: jrines@mainecc.edu

Michelle Luciano-Torres, Ph.D., R.T.(R)(ARRT)

Clinical Coordinator/Instructor

Phone: 207-453-5043

Email: mluciano@mainecc.edu

Radiologic Technology faculty members have office hours every week for student consultation. These hours may vary from semester to semester. Faculty office hours are posted in each course syllabus and Brightspace.

## Organizational Chart of the Radiologic Technology Program

**President**

Karen Normandin

**Vice President/ Dean of Academic Affairs**

Kathy Englehart

**Clinical Preceptors**

**Clinical Coordinator**

Michelle Luciano-Torres

**Adjunct Faculty**

**Advisory Committee**

Radiologic Technology Program

**Program Director**

Jennifer Rines

## 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.

This career field involves a very labor-intensive hands-on aspect. The program uses students as medical educational models/simulated patients to practice positioning and other patient care competencies in the classroom. Participation in classroom labs is mandatory. All personal and health information revealed or discovered as a result of participation in the education sessions should remain confidential. Students must always treat fellow students professionally and with respect and sensitivity. Students enrolled in the program are encouraged to speak with their instructor or program director if they have questions or concerns about participating as simulated patients.

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 they finish the program.

Successful completion of all academic and administrative requirements qualifies the student to receive an 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. The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for

radiographers in the United States.

The ARRT rules and regulations state that to become a Registered Technologist in Radiography, R.T. (R)(ARRT), candidates must have successfully completed a program of formal education before completing the exam and then will have to successfully complete the national ARRT registry examination. In the last semester of the program, each student will receive information to submit an application for the Radiography certification exam. Additional information will be provided by the Program Director. Once students have successfully completed the national ARRT registry examination and receive certification from the ARRT, they will be eligible to work as radiologic technologists.

Many states require licensure prior to employment. Students pursuing job opportunities in Maine will need to apply for licensure through the state of Maine prior to employment. Licensure information for the fifty (50) states can be accessed by contacting the state’s Department of Labor or by accessing the website for ASRT individual state licensure information via <https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>.

## Job Description of a Radiologic Technologist

A radiologic technologist is a scientific artist who works as part of the health care professional team. With this art, they contribute to the diagnostic 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 requested 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 radiographic procedures and healthy lifestyles.
7. Integrating quality assurance procedures into their professional duties as to maintain a consistently high-quality level of work.
8. Performing their duties in such a way that due respect and empathy for the human being prevails.

## 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](http://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 in June 2023. The KVCC Radiologic Technology Program was evaluated according to the JRCERT 2021 Standards for an Accredited Education Program in Radiography. The program’s current award is 8 years. General program accreditation information and the current accreditation award letter can be found here <https://www.jrcert.org/programs/kennebec-valley-community-college/>

### 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 that were adopted by the JRCERT in 2021:

**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

The Radiologic Technology program always strives to be in compliance with the JRCERT 2021 Standards for an Accredited Education Program in Radiography. The program faculty encourages open discussion, questions, or concerns about the program’s compliance with the JRCERT 2021 standards. If a student feels the program is not following the JRCERT accreditation standards and/or JRCERT policies, their concerns should be brought in writing to the attention of the Program Director for immediate attention. If the concern of non-compliance is not resolved or properly addressed 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](http://www.jrcert.org)

## Program Goals and Student Learning Outcomes

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

1. Students will demonstrate communication skills.

Student Learning Outcomes: Students will demonstrate oral communication skills

 Students will demonstrate written communication skills

1. Students will develop critical thinking skills.

Student Learning Outcomes: Students will adapt procedures for non-routine patients

Students will critique images to determine diagnostic quality

1. Students will model professionalism.

Student Learning Outcomes: Students will consistently demonstrate professional behaviors

Students will actively participate in learning experiences

The ongoing program assessment by the program faculty and program advisory committee assures program quality and effectiveness. The program evaluates program completion rate, ARRT certification examination pass rate, graduate employment, employer satisfaction, and graduate satisfaction. The assessment plan outlines the tools and benchmarks utilized for assessment. The assessment plan data are analyzed on an annual basis and action plans are developed for continual program improvement.

## Program of Study

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

The program of study combines general education and radiologic technology studies in the classroom and clinical environment with simulation, laboratory, and clinical experiences in a variety of health care settings. Radiologic technology courses require students to participate in approximately 24 to 30 hours per week of classroom and clinical activities. The radiologic technology program curriculum is designed to be completed in a specific sequence which includes successful completion of prerequisites and corequisites each semester before being permitted to progress to the next semester. The student is highly encouraged to take all other general education courses in the order suggested below, however, this is not mandatory.

To ensure 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 courses as listed in the program of study 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 or does not achieve a passing grade in any RAD course as listed in the program of study will not be permitted to progress in the program. The student must meet with the Program Director within one calendar week of withdrawal or receiving an unsatisfactory grade and will be recommended for academic dismissal. Students may appeal the dismissal decision to the Academic Dean. The student must complete the re-entrance requirements for the program to be considered for re-admission. Requests for readmission are not guaranteed and will be considered on a case-by-case basis and will in part be determined by space availability. The student must retake the course(s) the next time it is offered, placing the student one year behind. If the course is not completed the next time it is offered, then the student must restart the program from the beginning.

**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: Semester 4:

BIO 216 RAD 212

COM 104 RAD 222

RAD 214 RAD 216

PSY 101 RAD 218

RAD 211 HUM elective (PHI101 suggested)

RAD 220

## 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) 1 credit**

 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) 2 credits**

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**

 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

## ****Application for Admission****

Applications may be submitted via the internet at [www.kvcc.me.edu](http://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 courses 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 healthcare provider before enrolling in the program.

## Expenses

In addition to the normal college tuition, entrance requirements/application fees, college fees, and book costs, a student in the radiologic technology program will incur additional expenses. Some of these fees can be found on the college website: <https://www.kvcc.me.edu/admissions-financial-aid/tuition-aid/tuition-fees/>

Radiologic technology program expenses include, but are not limited to, the following:

**In-State tuition for the RAD program, including general education courses** ($7,008)

**Other course and school fees** (approximately $3,958)

**RAD Program books and materials** (approximately $850)

**TEAS Exam** (prior to acceptance into program; $70)

**Complio Account Creation/Screening Package Immunizations** (prior to acceptance into program; $36-$90, varies per individual)

**Background Check** (upon acceptance; approximately $60-$135, varies per individual)

**CPR re-certifications, as needed** (approximately $85)

**Immunizations, as needed** (varies per individual)

**Transportation** (varies, depending on clinical site)

**Required Scrubs** (approximately $55 per set)

**Malpractice Liability Insurance** (annual-billed via student account; $30 total)

**Trajecsys Online Clinical Reporting System** (one-time fee of $187)

**RadTech BootCamp online content** (annual-billed via student account; $200 total)

**Replacement Dosimeters** (billed via student account; approximately $25-$30 each)

**Replacement Markers** (approximately $24 per set)

**TB Mask Fitting if required by the assigned clinical site**

**ARRT Registry Exam** (at time of Graduation; $225)

**State of Maine Licensure** (at time of Graduation; $121)

\*All costs are approximate and are subject to change

## Transfer Applicants

Transfer applicants must apply to the program and must meet the current radiologic technology program entrance requirements. The Radiologic Technology Program does not grant advanced placement status to students who transfer from another Radiography program or to students who are seeking an advanced placement to regain eligibility for ARRT certification.

## Re-Admission to the Program

A student who has been dismissed or has withdrawn must complete the re-admission procedure. Requests for re-admission are not guaranteed and will be considered on a case-by-case basis and will in part be determined by space availability. Re-applying does not constitute an automatic readmission to the program and will be discussed and decided on with the Program Director on an individual basis.

Process for re-admission to the radiologic technology program includes:

1. The student must meet current admission guidelines.
2. The student must submit a written request to the radiologic technology program director requesting re-entrance into the radiography program at least four (4) months before the student desires readmission. 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.
3. Availability of clinical space in the radiography program as evaluated by program faculty.
4. Immunization and CPR requirements must be met.
5. The student will be required to purchase another year of service for Trajecsys. The initial lab fee only covers the two-year program of study.
6. The student’s past performance and attendance, both clinically and academically will be considered. All incident reports obtained by the student before readmission will remain.
7. The student must sign an agreement to abide by current and updated policies and procedures from the program handbook.
8. Applicants will be notified in writing of the program decision.
9. The program faculty will assist in the development of an action plan for the student's return to the program. Contingencies of readmission, if any, will be determined by the program faculty. Contingencies may include but are not limited to, successful completion of written exam(s) to include material from courses which the student successfully completed with a grade “C” or better, auditing a pre-requisite radiography course, re-taking courses, demonstration of clinical competence through simulation testing.
10. Readmitted students must follow the curriculum requirements at the time of their return to the program.

## Graduation Requirements

In order to obtain the associate in science (A.S.) 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. Upon successful completion of the radiologic technology program, graduates are eligible for certification and registration in Radiography by the American Registry of Radiologic Technologists (ARRT).

## 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 for 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 academic 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.

The RAD program recognizes that sometimes there are circumstances, illnesses/ events/ emergencies that are extenuating. Pregnant students notwithstanding, 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-admission guidelines for re-entrance into the program.

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. The radiologic technology program will follow the policies of add/drop and withdrawal of courses from the Institution.

## 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 in that semester.

Each year, the Radiologic Technology Program will honor each top student from the second-year class. The recipients(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 recipient if more than one student has an 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 minimum grade of “C” (73-76) or better in all courses (as listed in the Program of Study) and a cumulative GPA of 2.00 in order to graduate from the program.

The course syllabus presents the grading criteria for each course.

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%.

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.

## Incomplete Coursework (I)

The program will follow the College policy for incomplete coursework.

## Advising, Accessibility and Support Services

Kennebec Valley Community College strives to foster the well-being of all students. Counseling services provide students with an opportunity to explore concerns and problems or for personal development in a confidential setting. Counseling is available for all KVCC students free of charge. Students may visit the College’s website at <https://www.kvcc.me.edu/life-at-kvcc/student-services/counseling-support/> or they may visit The Advising Center at the Lunder Building for more information.

Program faculty in the radiologic technology program are student’s advisors. Students and program faculty meet individually several times during the length of the program to collaborate and explore goals that meet the student’s objectives. Both program faculty and students may schedule an advisement session whenever deemed necessary.

KVCC is committed to providing equal access to academic programs and college-sponsored activities and reasonable accommodations to students with documented disabilities. Students may be eligible for accommodations. It is the responsibility of a current or prospective student with a disability to identify themselves as having a disability, provide documentation of their disability, and formally request accommodations. While inquiries about policies and procedures from parents or guardians are welcome, the formal request for accommodations must be made by the student. Students are encouraged to request accommodations as early as possible and ideally before the start of the semester.

Students are required to perform tasks that are compatible with effective performance in the clinical setting that are aligned with the radiography scope of practice. This includes a full range of motion, including pushing, pulling, twisting, lifting, and bending. Additionally, standing and walking for an entire clinical day (6-8 hours) may be required. Allowing individual differences and encouraging program completion for students with a documented disability, program faculty will work with the student and accessibility services to determine, on an individual basis, whether or not any accommodations or modifications can reasonably be made without fundamentally altering the program. Light-duty clinical assignments may not be available.

If a student experiences a change in their ability to perform the essential functions while in the program, the student is responsible for acknowledging their condition and must contact program faculty immediately. After consultation with the accessibility center and physician, a date should be identified for student return. Program faculty will work with the student to determine the appropriate action plan for course and program completion.

Please visit the college website for the steps on requesting accommodations: <https://www.kvcc.me.edu/life-at-kvcc/student-services/disability-services/>. To get more information or request an accommodation, contact Accessibility Services at accessibility@kvcc.me.edu or 207.431.2694.

## Non-Discrimination

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](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/>

## College Policies

The Radiologic Technology Program follows all college policies. Some (not all) policies include:

* KVCC Policy: 2.06 - Sexual Harassment Policy
* KVCC Policy: 3.02 - Academic Dishonesty
* KVCC Policy: 3.03 - Academic Probation And/or Dismissal
* KVCC Policy: 3.10 - Academic Grievance Policy
* KVCC Policy: 3.11 - Add/Drop and Withdrawal Of Courses
* MCCS Policy: 501 – Student Code of Conduct
* MCCS Policy: 310 – Student Issues Arising at Clinical Affiliates

College policies can be found on the college LibGuide website: <https://kvcc-me.libguides.com/c.php?g=1352251&p=9981097>

## Dismissal Procedure

The program follows the college policy regarding the dismissal procedure. A student can appeal the dismissal to the Academic Dean and request to be considered for readmission to the radiologic technology program one time only. The student must complete the re-entrance requirements for the program to be considered for re-admission.

## Resolution of Issues

The Radiologic Technology Program promotes open dialog between individuals. Many times, problems and concerns can be resolved informally. Students who encounter ethical dilemmas or issues either in the classroom or at a clinical facility, are encouraged to communicate their concerns by following the chain of command.

|  |
| --- |
| **Chain of Command** |
| 1. Clinical Lead Preceptor (if clinically related)
 |
| 1. Course Instructor
 |
| 1. Clinical Coordinator (if clinically related)
 |
| 1. RAD Program Director/Department Chair
 |
| 1. Academic Dean or Student Dean
 |
| 1. President of KVCC
 |

## Student Performance Requirements

Students must conduct themselves appropriately and professionally to follow policies and or expectations set forth by the College, the Radiologic Technology program, Radiology governing bodies, and Clinical Affiliation policies. Performance requirements are essential to ensure quality education for all RAD students progressing in the program. Students are expected to perform their academic responsibilities in an honest, ethical, and professional manner, in the classroom, at all clinical sites, and with all online activities.

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 to build teamwork skills essential for the workplace. Communication between students and faculty can help avoid conflict and misunderstanding.

Communication between program faculty and students will occur through the KVCC email system only (NOT through Brightspace), and by the campus phone system. Students are required to check their email at least two to three times per week. Students should be reminded that email is not the same as text messaging. All email messages to program faculty should be addressed in a professional manner.

Program faculty will provide feedback to each student to facilitate the development of performance requirements and professional behaviors as deemed necessary throughout the program. Dishonest, unethical behavior, or unprofessional behavior by a student may result in dismissal from the radiologic technology program.

**Professionalism Expectations:**

***Punctuality:*** The student shows up to class and clinical on time and completes online work by the specified due date.

***Dependability***: The student meets deadlines and follows through to completion of assigned tasks, attends orientations, class, and clinical as scheduled; is accountable for class/clinical preparation.

***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***: The student uses effective verbal/non-verbal and written communication is a necessity in the health care field. The student accepts constructive feedback and ensures that non-verbal behaviors convey acceptance. The student listens, speaks, and writes using correct grammar, spelling, punctuation, and sentence structure. The student maintains professional and respectful dialogue with peers, instructors, patients, and all medical personnel. The student gives prior notification via email and/or voice mail to the faculty and clinical staff when they are unable to meet commitments and details how and when they will make up requirements.

***Respectful***: The student is polite to others, does not use derogatory or demeaning terms, behaves in a manner that brings credit to the profession

***Ethical Conduct***: The student demonstrates honesty, integrity, patient advocacy, confidentiality and accuracy of patient, provider, student, and college information.

***Flexibility:*** The student demonstrates open-mindedness, adjusts rapidly to changing situations, overcomes setbacks without becoming bitter, and adapts to other’s emotions.

***Follows the Chain of Command***: The student uses appropriate channels to resolve disputes.

***Maturity:*** The student accepts responsibility for one’s actions, is able to handle stress calmly, maintains one’s temper, and accepts decisions without continually questioning the decision-maker.

***Positive Attitude***: The student demonstrates constructive class and clinical participation.

***Resourceful:*** The student shows initiative and asks for assistance after searching for resources themselves.

***Appearance and Personal Hygiene:*** The student complies with the dress code in the clinical and classroom setting and practices good personal hygiene; exhibits a professional appearance and image.

## 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 and is an aspirational guide by which students “Candidates” and radiographers “Certificate Holders” 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 the ARRT Standard and Code of Ethics in all radiologic technology activities. It is the responsibility of the radiologic technology student to familiarize themselves with this document.

## Unacceptable Conduct

When a student’s performance is below acceptable levels at any time during the length of the program, program faculty will meet with the student and will:

1. Counsel the student on their unacceptable performance. The Unacceptable Conduct Form (UCF) will be completed during the meeting if it has not already been filled out. Students may receive a 10% deduction from their grade for the first and second UCF form completed. Unacceptable conduct write ups are cumulative. A third UCF places the student at risk of course failure and recommendation for program dismissal.
2. The student and faculty member(s) will discuss an action and advisement plan to review the behavior and to counsel the student for improvement. The action plan will be completed to document the reason for the meeting, the terms necessary for continuing in the program to meet program expectations and/or course objectives as applicable, and a date for a follow-up meeting as applicable.

Students will be given an opportunity to respond in writing to the action and advisement plan document, as well as sign the document. The clinical coordinator and program director will also sign the document. A copy will be provided to the student as well as filed in their student record in the program director’s office.

Under no circumstances are conversations of a serious nature to be conducted without a second faculty member present, therefore, the student may meet with both the clinical coordinator and the program director so that two program faculty are present. The program faculty reserves the right to investigate all situations, this includes but is not limited to, investigating the situation with other parties involved in the situation and involving the Student Dean and/or Academic Dean as applicable.

If the behavior from the infraction does not change within the given timeframe, if the student does not progress in the program, or if further infractions occur, program faculty will refer the student to the Department Chair and/or respected Dean for further counsel and determination of disciplinary action as applicable (KVCC and or MCCS policies shall be followed as necessary). The student would be at risk of failure of the course, and the program director may recommend that the student be dismissed from the program, which would then be decided on by the respected Dean. This includes students who request a leave of absence. A student can appeal the dismissal to the Academic Dean and request to be considered for readmission to the radiologic technology program one time only.

The Maine Community College System Policy 310, Student Issues Arising at Clinical Affiliates shall be followed if necessary. As noted in the policy, “A clinical affiliate also typically retains the final authority to permanently exclude a student from its premises upon the affiliate’s own determination, by the process it deems fit, of allegations that a student has engaged in such acts. While a college may be consulted at either stage, the clinical affiliate typically retains exclusive authority to take such actions. As a result, these decisions are not subject to appeal by a student.”

Any of the following instances may result in receiving an unacceptable conduct form, and some instances are cause for immediate recommended dismissal from the program:

* An academic grade of less than “C” in any RAD course within the radiologic technology program of study- see academic withdrawal and dismissal for more information
* A request for a leave of absence
* On-going attendance and tardy issues; mis-use of clinical time; not following the attendance policy
* Dishonesty including theft, cheating, fabrication, or plagiarism
* Forgery or alteration of any didactic or clinical document
* Falsifying information related to ARRT educational requirements
* Unauthorized exposure to radiation or any person without a physician requisition
* Noncompliance with the ASRT Practice Standards for Medical Imaging and Radiation Therapy <https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online>
* Violation of the ARRT Standards of Ethics <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/6bf7867c-b0fa-4773-ae18-2ebd78023931/arrt-standards-of-ethics.pdf>
* Use of cell phones, personal communication devices, computers, or the internet during

scheduled clinical education hours.

* Breaching patient confidentiality
* Unable to adhere to the requirements for indirect and direct supervision as a student
* Reporting for clinical assignment under the influence or smell of an intoxicant or narcotic, or unable to make accurate decisions, or having suboptimal performance
* Behavior, unprofessional behavior, or performance problems in clinical, laboratory, or classroom; insubordination, etc.
* Possession of a lethal weapon on clinical affiliate property
* Unprofessional conduct directed toward the patient, the patient’s family, an employee at the College or the clinical site, peer, or faculty
* Failure to report an injury, accident, incident, or unsafe condition
* Conduct endangering the welfare of patients, employees, or visitors
* Unable to successfully perform safe radiation protection practices
* Disorderly conduct, or offensive, indecent or obscene conduct or expression, fighting, assault or battery
* Any behavior that is considered a legal felony
* Failure to inform preceptor/clinical coordinator of tardiness or absence by phone or email
* Unable to perform the essential functions of a radiographer
* Unable to adhere to the program policies, college policies, or clinical affiliate policies
* Dismissal from a clinical site
* Unable to satisfactorily progress through the program
* Any behavior not mentioned that is considered unrepresentative of a healthcare professional student and or who has been continually disciplined with no improvement
* Three write-ups for either the same or different situations as following the UCF

## Attendance Policy

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. 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.

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. Didactic courses may not be made up—the learning experience is lost. 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) before the beginning of the scheduled start time. Time spent beyond the student’s clock-in and out time does not accrue and cannot be used at a later date.

The attendance policy is structured to promote professionalism and proper use of clinical hours. Clinical attendance will be recorded by the student clocking in and out each day following their scheduled clinical hours. Students should arrive at class and clinical to be ready to start on time. Lateness to clinical practicum is unprofessional. Lateness is defined by the program as clocking in past the scheduled clinical start time (e.g., clock-in log time of 8:01 when start time is 8:00). Therefore, it is suggested that the student arrives to their clinical area at least ten minutes before their scheduled start time. If scheduled in the OR, students should be changed for the OR when clocking in. Attendance at all scheduled classes, including labs, and orientations, is expected and absences are strongly discouraged. There are no “personal days” off from clinical education courses.

Students should not schedule time off for vacation, elective surgeries, etc. during regular scheduled classes or clinical time. Students must schedule their personal vacations during the times that the school has its breaks or vacations. Missing time for vacations during scheduled clinical or class time may result in an unacceptable conduct form. Additionally, absences may affect final grades and extensive absences may affect financial aid. Students will follow the college academic calendar regarding vacation time except summer rotations.

Weather closures will be posted by KVCC. Students do not attend class or clinical on days that the College campus is closed due to weather. Students are responsible for informing their assigned clinical site of school cancellations or delays. 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 lead 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 contact the instructor of the didactic course, or the Clinical Coordinator of the clinical course before making any decisions.

All hours missed from clinical practicum must be made up except on inclement weather days. If necessary, inclement weather days may be added to the scheduled make-up time. All missed clinical hours due to absences will be made up at the end of the semester. The student must submit the make-up time in writing to the clinical coordinator via the Request for Clinical Time Form. All missed hours must be clearly documented in Trajecsys. 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. 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. Approval is not guaranteed and varies among clinical partners. Extenuating circumstances regarding make-up time will be discussed, if necessary, on an individual basis.

Five (5) 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).

This attendance policy is intended to be a general overview. All RAD syllabi have unique attendance policies supporting the coursework, timeframes, and standards. Excessive absenteeism may result in course failure. Each student must be aware of the attendance policy for each course.

## Dress Code Policy

The dress code policy is structured to support professionalism standards. While attending classes and labs at the College, radiologic technology students must realize that they are in the process of becoming an allied healthcare professional. Appropriate attire should be worn for all classes and labs. Students should always look neat and professional. Radiography instructors will have the dress code policy within each course syllabus. The clinical dress code policy is outlined below. Dress codes at assigned clinical sites, if more rigorous, will supersede this policy.

There are zero (0) warnings for failure to adhere to the dress code policy. If a student is found in violation of the dress code, they may be sent home, and an unacceptable conduct form may be completed for each occurrence. For documentation purposes, the clinical preceptor may file the UCF in Trajecsys, which would notify the Clinical Coordinator. If there is time missed due to being sent home for violating the dress code policy, the student must submit the make-up time proposal to the Clinical Coordinator. The student must make-up the time at the end of the semester during make up week.

### Clinical Dress Code

Most, if not all, of the College’s affiliated clinical facilities require that students placed at a clinical site meet certain hygiene, dress, and personal appearance standards. The students shall always keep themselves clean and professional-looking. The College cooperates with such sites in communicating and enforcing these standards for three reasons. First, successful graduates will be subject to these standards in their employment after they graduate, so an understanding of and willingness to comply with these standards are an important part of the student’s education. Second, if students do not demonstrate a willingness to comply with these standards, the College may be unable to place them at a clinical site. Third, students who do not meet these standards at their clinical site may be removed from the site, thereby interfering with their academic progress at the College and likelihood of success in the program. Accordingly, the College provides the following information to its students.

#### Clothing and Equipment requirements:

1. Navy Blue Top and Bottom Scrubs: Wink brand. W123 Unisex 4 pocket utility scrub top, and W123 Unisex Multi-Cargo Scrub Pant. These should fit comfortably/ loosely and should be clean and wrinkle-free for each clinical day
	* Undergarments, bra, bra straps, or tank top straps must not be visible outside of the scrub top.
2. KVCC Allied Health Patch placed on the left sleeve (of scrub top and lab coat) just below the shoulder.
3. Clean black close-toed shoes/sneakers.
4. Hospital/facility-issued identification badge worn on the upper torso area between the shoulder and rib cage and facing forward. Identification should never be clipped to the bottom of scrub tops.
5. Radiographic RT and LT markers. The RAD program will purchase the student’s first pair. Replacement markers will be at the student's expense and the lead initials must match what the program assigned to the student.
6. Radiographic positioning pocket guide.
7. Blank notebook for the scrub pocket.
8. Radiation monitoring device to be worn at all times during clinical practicum. These are ordered by the program and charged to each student.
9. Hospital-provided scrubs and PPE are to be worn during specific interventional or operating room procedures. Students must report to the assigned clinical education setting in their required uniform. If scheduled in the OR, students should be changed for the OR when clocking in. When assigned to this clinical environment, students will change into the hospital-provided scrubs at the hospital and will change out of the scrubs before leaving the facility. Students are not permitted to take hospital-provided scrubs home. Hospital provided scrubs must not be worn outside of the hospital. Long sleeves from home shall not be worn under hospital-provided scrubs. During cold times, a hospital-provided OR lab coat can be worn.

#### Optional Clothing and Equipment:

1. White lab coat. When wearing a lab coat, a KVCC patch must be on the left sleeve.
2. Plain white undershirt.
3. KVCC navy blue fleece. The KVCC fleece or the lab coat are the only available options for extra layers during colder weather.

#### Other Expectations:

Different clinical sites have varying dress and personal appearance standards; all facilities require good personal hygiene. Based on the College’s experience, the following is a listing of common clinical site requirements and prohibitions with which students are expected to comply during their clinical placement.

1. High level of cleanliness; regular bathing with the use of underarm deodorant/ antiperspirant is mandatory.
2. Excessive jewelry will not be permitted. Only one (1) set of studded earrings, one (1) watch (smart watches are not permitted), and one (1) ring shall be worn on each hand. Bracelets, dangling earrings, hoop earrings and necklaces are not permitted. Tongue rings, nose piercings, etc. must be removed before the clinical day. Jewelry that is visible through attire will not be permitted.
3. Strongly scented perfumes, lotions, colognes, or aftershaves of any nature are not permitted at clinical or in the classroom due to their effect on patients, peers, faculty, and healthcare personnel.
4. The odor of cigarette or marijuana smoke is not acceptable when providing direct patient care.
5. The odor of alcohol is not acceptable at any time at a clinical site.
6. Gum chewing is not permitted in patient care areas. Mints are suggested to help with breath freshness.
7. Cosmetics may be worn in subdued shades and moderate amounts.
8. For infection control reasons, nails must be kept short (no longer than a 1/8 of an inch). Any “nail enhancements” including but not limited to the following: false nails, and nail tips are not permitted. Clear or light-colored nail polish is acceptable.
9. Although hair length is optional, it must be kept neat, clean, and tied back if below shoulder length. Hair color must be of a naturally occurring shade (i.e. no hot pink hair). Hairbands must be clean and must be either black, navy blue or yellow.
10. Beards and mustaches are permitted, but they must be kept neat, clean, and well-trimmed.
11. Tattoos with controversial or offensive symbols or nudity must be covered at all times. Visible tattoos may need to be covered.

## 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.

During the clinical practicum, the students will rotate through each area of the Radiology Department to strengthen and develop their skills and competencies learned from the classroom and apply these skills with live patients. The student will be evaluated for competency on certain exams depending on which positioning class the student is in or has successfully completed (Positioning I, II, or III).

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.

### Clinical Sites

KVCC uses fifteen (15) 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 their contact information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Clinical Site and Location** | **Student Capacity** | **Phone Number** | **Lead Preceptor(s)** |
| **Central Maine Medical Center**300 Main StreetLewiston, ME 04240 | 2 | 795-2420 |  |
| **ConvenientMD**4 Whitten RoadAugusta, ME 04330 | 1 | 466-2400 |  |
| **Lincoln Health Miles Hospital**35 Miles StreetDamariscotta, ME 04538 | 1 | 563-4581 | Kari Rollins |
| **MaineGeneral- Augusta** 35 Medical Center ParkwayAugusta, ME 04330 | 3 (6) | 626-1493 | Stephen GouletteOlivia YoungMeggie AlbertGrant Spence |
| **MaineGeneral- Thayer** 149 North StreetWaterville, ME 04901 | 2 | 872-1236 | Makayla BoucherMegan Krueger |
| **MaineGeneral- First Park**107 First Park DriveOakland, ME 04963 | 1 | 873-8155 | Riley PhillipsRobin Garini |
| **MaineGeneral- Gardiner**5 Central Maine CrossingGardiner, ME 04345 | 1 | 588-3582 | Karen Adams |
| **MaineGeneral- Orthopedics**15 Enterprise Drive #100Augusta, ME 04330 | 1 | 621-8793 | Kylee GenestTaylor Everett |
| **Northern Light Inland Hospital**200 Kennedy Memorial DriveWaterville, ME 04901 | 2 | 861-3070 | Theresa Edgecomb |
| **Northern Light Mayo Hospital**897 West Main StreetDover-Foxcroft, ME 04426 | 2 | 564-4263 | Kristy Nelson |
| **Northern Light Sebasticook Valley Hospital**447 North Main StreetPittsfield, ME 04967 | 1 | 487-4030 | Cristina GrayKarin Bertrand |
| **Penobscot Bay Medical Center**6 Glen Cove DriveRockport, ME 04856 | 2 | 301-8507 | Dylan Nadeau |
| **Redington-Fairview General Hospital**46 Fairview AvenueSkowhegan, ME 04976 | 2 | 474-5121 | Stephen StasiowskiRachael JonesJulie Webber |
| **Togus VA Medical Center**1 VA CenterAugusta, ME 04330 | 1 (2) | 623-8411ext. 5208 | Paula Smiley |
| **Waldo County General Hospital**118 Northport AvenueBelfast, ME 04915 | 1 | 505-4151 | Logan GrantWanda VigueDarci Curtis |

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

### Clinical Sites Description of Staff Titles and Responsibilities

Each clinical lead preceptor and competency preceptor documents the equivalent of two years of 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’ schedules at their facility
* student/technologist assignments
* approve students’ clinical attendance
* complete students’ clinical performance evaluations
* participate in preceptor meetings
* communicates with the 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
* approve students’ clinical attendance
* direct and indirect supervision
* provide feedback on students’ proficiency during examinations
* complete students’ competencies
* review and approve 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.

### Clinical Assignment

Each student will be assigned to a clinical site before 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. It is expected that students will be able to make the necessary arrangements in order to complete all scheduled rotations. The program understands that the logistics of traveling around the state of Maine to attend clinical practicum will be a burden to the student. Unfortunately, it is a necessary one. Clinical placement for each student is individualized and based on geography, progress toward completion of mandatory and elective competencies, information discussed with clinical faculty, and exposure to a variety of clinical sites. 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.

### Onboarding Procedure

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, and dates of graduation is known as “directory information” and 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, for program faculty to provide student information such as the last four of the social security number and date of birth, the College requires written authorization.

Before clinical, students may be required to complete additional onboarding procedures for the specific facility assigned to attend clinical practicum. On-boarding procedures may include photo IDs, application forms, paperwork, confidentiality agreements, immunizations, background screening, fingerprinting, computer training modules, physicals, 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 may not be permitted to participate in clinical practicum if onboarding procedures are not completed promptly. The clinical affiliates have the right to accept or reject a student, which could result in the student being delayed in a program or unable to complete the requirements for graduation.

The student is expected to go through a hospital orientation process on the first day of their clinical rotation. It is the responsibility of the clinical site to ensure that this happens. An orientation checklist will be included in Trajcecsys. The preceptor must sign the form when orientation is completed. It is the policy of this program that all students be treated equally.

### Clinical Time

Students should expect to spend a minimum of 16 hours and 24 hours maximum in clinical each week. The student may have a rotating schedule depending on the clinical site 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. 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 to which they are assigned.

If the student does not complete the clinical hours and the minimum number of competencies during the semester (minimum of 5), they may 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, which are documented via the Trajecsys application:

\*Hours are at minimum values\*

First Year- Semester One: 135 hours: Thursday and Friday

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, Tuesday, Wednesday

Second Year- Semester Two: 270 hours: Monday, Tuesday, Wednesday

A total of 990 (minimum) Clinical Practicum Hours shall be completed

## 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 will be determined by the lead preceptor at each facility. These assignments are under the supervision of the clinical lead preceptor and are not done at all hospitals.
3. Students are responsible for all technical, clerical, and other assignments (stocking rooms, cleaning, etc.) within their clinical area that are given to them by their preceptor.
4. Students should perform as many exams as possible during each clinical day. At the beginning of the shift inquire about the procedures that are scheduled for the day (fluoro, multi-purpose, OR, etc.).
5. Students will be observed by direct supervision within the first one to two weeks, or longer, of every new clinical rotation to ensure the clinical site’s policies and protocols are being followed accurately. This applies to all students for every semester of the program, no matter their competency status. During the orientation/ acclimation phase to the clinical site, the student should also observe technologists perform exams to be able to fully understand the flow and protocols of the department.
6. Students should perform as much of their exam as independently as possible and should not be completing exams with other students. Students should not be frequently asking other students, technologists, or tech aids to perform the necessary tasks of the exam such as retrieving and returning patients to the emergency room, and completing paperwork and documentation, etc. Students must follow the different protocols/expectations at each clinical semester. Students must ask for help when applicable.
7. Students may not administer medications, including iodinated contrast media. All medications and iodinated contrast media will be administered by a physician, Registered Nurse, or Registered Radiologic Technologist. During all procedures involving medication or contrast administration, a registered radiologic technologist must directly supervise the student.
8. Students are required to perform tasks that are compatible with effective performance in the clinical setting that are aligned with the radiography scope of practice. This includes a full range of motion, including pushing, pulling, twisting, lifting, and bending. Additionally, standing and walking for an entire clinical day (6-8 hours) may be required. If a student experiences a change in their ability to perform the essential functions while in the program, the student is responsible for acknowledging their condition and must contact program faculty immediately.
9. Students are not permitted to leave their assignments without the permission of their clinical lead preceptor or the Clinical Coordinator.
10. The radiation monitoring device (dosimeter) must be worn at all times during clinical practice. 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 the apron.
11. Students are not permitted to hold patients or image receptors for radiographic exams.
12. Students must wear a full-body lead apron while performing portable, fluoroscopic, and operating room exams. A thyroid shield must also be worn during fluoroscopic and operating room exams.
13. 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 be monitored regularly. Students must keep track of progress.
14. Students are encouraged to perform as many competencies as possible each semester and it is highly recommended not to wait until the last semester. Once the student has observed, practiced, and demonstrated proficient knowledge and skills, the student can request a competency evaluation by following the competency procedure. Competencies are not about how many the student completes during the semester, it is about performing radiographic procedures properly, competently, and independently after evaluation.
15. Students are expected to maintain proficiency in all competency examinations previously passed.
16. 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 state that they are a radiography student from Kennebec Valley Community College.
17. 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.
18. Because of Maine State law, students may not be employed to administer ionizing radiation until thirty (30) days prior to completion of the program.
19. Students may hold jobs during their education if desired, but the jobs must not interfere with clinical practicum.
20. 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.
21. 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.
22. Laptops, tablets, smart devices, etc. are not permitted during clinical.
23. Practicing in rooms should be on downtime only after all other duties are fulfilled. Ensure good communication with technologists before practicing in rooms. Patients are always first priority. Students must check on exams to be completed frequently.
24. Students will follow all the standards regarding patient confidentiality and privacy, as well as have effective and professional communication with all patients, peers, and medical personnel. Facilities may have specific policies and procedures that students must follow.
25. Students must identify patients using two means of verification including the patient’s full name and date of birth. The patient’s last four social numbers may be used at some facilities. Wristband must also be verified for inpatients and emergency department patients.
26. Students must ask females of childbearing age about the first day of their last menstrual cycle/period (LMP) and the chance of pregnancy.
27. Students must refrain from undermining the credibility of the technologist in front of the patient, other technologists, and medical personnel.
28. There is a mid-term and final evaluation of 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.
29. Any student whose progress in the clinical area, health, or conduct does not meet the standards may be subject to discipline, including course failure and up to dismissal from the program.

## 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 must NOT include medical record numbers in the Trajecsys system.
6. Students may only access documents or computer information on a need-to-know basis. Students may not access any information about themselves, peers, hospital personnel, family members, neighbors, or any other person to whom they are not providing direct patient care.
7. 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.
8. Students are to ensure that patients are always properly covered and wearing a gown or covered by a blanket.
9. 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.
10. 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 the indirect supervision of a qualified radiographer.
11. All radiographs that require a repeat exposure must be completed under the direct supervision of a registered technologist. Additionally, the radiographer must approve the repeat radiograph before re-exposure.
12. A qualified radiographer must check all images for every exam before the patient is allowed to leave.
13. Students must provide all patients with lead shielding when it does not interfere with the area to be radiographed, according to the facility's radiation safety protocol.
14. Students must utilize their own identifier markers when performing radiographic examinations.
15. Students are expected to always maintain professional and respectful dialogue with all patients, peers, instructors, and all medical personnel.
16. Students are to address patients (except children) by their title and last name (i.e. Mr. Smith) in the patient area. First and last names should not be addressed at one time in the waiting room. Otherwise please abide by the facilities policy.
17. Students are expected to be respectful, professional, and caring at all times to all individuals. Students must maintain professional relationships with healthcare professionals.
18. Students are to address physicians by their titles and last names in all work areas (i.e. Dr. Jones).
19. Students are to address peers and technologists by their first name and refrain from using nicknames.
20. Students are not permitted to discuss anything related to their clinical experience, problems, issues, or negative experiences on any social media platform. Students will be asked to remove anything that relates to the clinical experience from social media. Unprofessional use of social media may hold negative implications for continuance in clinical practicum or future employment.
21. Students who encounter ethical dilemmas either in the classroom or at a clinical facility, are encouraged to communicate their concerns by following the chain of command.
22. Students are not permitted to fight, argue, or have any type of confrontation at a clinical site. The offending student will be sent home immediately and will not be allowed back until the situation is resolved. The lead preceptor must fill out an unacceptable conduct form, present it to the clinical coordinator, and discuss it with the clinical coordinator immediately.
23. Students must conduct themselves appropriately and professionally to follow all policies and or expectations set forth by the College, the Radiologic Technology program, Radiology governing bodies, and Clinical Affiliation policies. When a student’s performance is below acceptable levels at any time, the program faculty will counsel the student on their unacceptable performance and an unacceptable conduct form may be completed.
24. Any student whose progress in the clinical area, health, or conduct does not meet the standards may be subject to discipline, including course failure and up to dismissal from the program.

## Confidentiality Policy

As a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), federal law mandates the confidentiality of health information. This act contains penalties for wrongful disclosure of individually identifiable health information. It is important that every health care provider, including radiologic technology students, understand the rules for the release of patient health information and follow the policies established by their assigned clinical site for access and release of individually identifiable health information. Professional ethics is also outlined by the ARRT Code of Ethics.

As a Radiologic Technology student, possession of confidential demographic and medical information concerning patients and the services rendered to them at several clinical affiliates will become known. This information is provided to students only to facilitate their education. Students will not, at any time during or after their education at KVCC, disclose any confidential information to any other person whatsoever, or permit any unauthorized person to examine or make copies of any medical reports or related documents with which they come in contact while in the Radiologic Technology Program. Patient information includes but is not limited to:

* Any clinical information about an individual’s diagnosis or treatment
* A picture, photograph, video, audiotape, or other image of the patient
* The name of the patient’s provider(s), and what clinical affiliate the patient attended
* Social media and discussions with other students in the clinical and classroom setting.
* Anything else that, directly or indirectly, might lead to identifying the patient

All records and personal information about patients are protected in every form and are confidential. Students may not divulge information about patients to anyone, including the patient. Students are obligated to comply with all existing and future policies and procedures of all clinical affiliates and KVCC to protect the privacy of any/all confidential information. Students may not share confidential information through electronic means such as texting, Facebook/Twitter, etc., or email. Students may not use, copy, make notes regarding, remove, release, photograph, record, or disclose confidential information with another individual unless the medical professional requires the information to carry out their own duties. If a student is questioned by a patient about their examination and or results, the patient should be referred back to their physician.

Students will also see and/or hear about other healthcare professionals (Doctors, Nurses, Radiologic Technologists, etc.) and other hospitals. Information the student encounters regarding these professionals or hospitals should also be kept confidential.

Additionally, students may not share or release any authentication code or device, password, key card, or identification badge to any other person, and may not use or release anyone else’s authentication code or device, password, key card, or identification badge, except to those persons authorized by the clinical affiliate to have access to the clinical affiliate information. Students must notify the clinical lead preceptor immediately if it is apparent that another person has access to a student’s authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the clinical affiliate information system or records.

Students may not divulge personal information about his/herself, such as address, cell phone number, etc., to a patient or family members. This includes sharing personal information through all forms of social media.

These obligations continue after the student role ends. All students will be required to sign a statement that indicates that the student understands and respects the need to maintain absolute confidentiality in all aspects of work as a radiologic technology student at Kennebec Valley Community College.

Clinical Affiliates have general rules, and each department may have specific policies and

procedures to implement HIPAA and patient confidentiality. It is the student’s responsibility to become familiar with and to make sure they understand and follow those rules, policies, and procedures. Any student should be aware that a HIPAA violation is liable for civil or criminal proceeding.

Any student found not to comply with HIPAA and patient confidentiality policies of the college, program, or Clinical Affiliate may be recommended for dismissal program. Additionally, the Clinical Affiliate may prohibit any further participation in the clinical education at that facility or associated facilities. The individual may not be eligible for future readmission to the Radiologic Technology Program.

## Clinical Documentation/Trajecsys

The Trajecsys application system is utilized by the program to maintain a record of program documentation such as student evaluations, clinical competencies, and clinical time among other relevant documentation. Students will be required to register for Trajecsys during orientation to the program and have logged in successfully prior to their first clinical practicum day. The fee for Trajecsys is attached to RAD111 and will allow the student to utilize the Trajecsys system for the entire length of the program. Students also have the responsibility of submitting an evaluation of the clinical site and preceptors at the end of each clinical rotation.

### Clinical Attendance Documentation

It is expected that students maintain an accurate time record for clinical attendance. 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 before graduating.

Trajecsys is the only accepted method for documenting clinical attendance. Cell phones or other electronic devices are not an acceptable mode for clocking in and out. It is unacceptable to clock in and/or out for another student. Students must clock in and out using the computers inside each department’s technologist area. Students will select the assigned clinical site from a dropdown on the home page. Failure to clock in on the department’s computer in the technologist area may result in an unacceptable conduct form. If the internet system at the clinical facility is down, please contact the clinical coordinator as soon as possible. The clinical coordinator will investigate the issue and verify the downtime, as this is an extremely rare occurrence. If a student forgets to clock in or out through Trajecsys, they must complete the time clock exception on the same day of the occurrence. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. Excessive time exceptions may result in an unacceptable conduct form. Students will document all clinical absences through Trajecsys. Students must ensure that all clinical hours are completed by the end of the semester.

The lead preceptor will approve time records every week. If the lead preceptor is unavailable, the person in charge for the day can approve, as well as the department supervisor or manager. If the lead preceptor is unavailable to approve time records, the clinical coordinator or program director may also approve. Technologists who are not recognized as a competency preceptor may not approve time records.

### Daily Examination Log

Every x-ray examination that the student performs, assists, or performs a competency on shall be documented to prove clinical participation. Students must log examination entries into the exam log each day. The exam log record will be collected at the end of each semester and reviewed by the clinical coordinator. 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.

Due to HIPAA Regulations, no identifying patient information, other than the first and last letter of the patient’s name and the time of exam, is to be collected by the student. No medical record numbers are to be documented.

All repeated images must be documented. If an exam is repeated, the student is required to have direct supervision by a qualified technologist and must have the technologist sign the exam log for all repeats. 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.

Students who are assigned to special modality areas must document exams as verification that the student was present and participated in modality experiences.

### Clinical Evaluations

There are three (3) types of evaluations in the clinical setting: Clinical Competencies, Student Clinical Performance Evaluations, and Radiographic Progress Evaluations. During these evaluations, the student’s performance on procedures will be evaluated in the clinical setting. Students must log into the Trajecsys system to review completed evaluations and must add a comment to sign their electronic name to show that they have reviewed the evaluation.

#### Clinical Competencies

Students must demonstrate competence in patient care and radiological procedures according to the ARRT Radiography Didactic and Clinical Competency Requirements. The minimum score for this evaluation is 85. Students pass the category competency evaluation with a grade of 85 or higher and may then engage in indirect supervision of that particular body part. See more details under competency requirements. Students are expected to review and sign each completed competency evaluation by adding a post-submission comment and typing their name and any comments they wish to submit. Missing evaluation signatures may result in a deduction from the student’s final grade.

#### 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, radiographic skills, etc. Students are evaluated on their performance by clinical staff technologists or by the clinical lead preceptor two times per semester- one mid-term evaluation and one final/exit 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 by adding a post-submission comment and typing their name and any comments they wish to submit. Missing evaluation signatures may result in a deduction from the student’s final grade.

#### Radiographic Progress Evaluations

The radiographic progress evaluation is completed to assess continued competence/ radiographic progress after a student has achieved competency in that exam. Each student is required to complete two radiographic progress evaluations (excluding the first semester, which is one evaluation) with program faculty during each clinical rotation. Students are expected to review and sign each completed performance evaluation by adding a post-submission comment and typing their name and any comments they wish to submit. Missing evaluation signatures will result in a deduction from the student’s final grade. The minimum score for this evaluation is ninety (90). If a student receives a grade that is below 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 before performing the examination again independently. See more details under the competency revocation policy.

## Clinical Meals and Breaks

Students will be allowed two (2) fifteen-minute breaks, one in the morning and one in the afternoon. Students will also receive one half-hour lunch break. Students will not clock in and out through Trajecsys. Lunch assignments are the responsibility of the clinical education setting's lead preceptor or lead technologist. The time of day for these breaks will be determined by the clinical lead Preceptor or lead technologist. 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.

## 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 the 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.

The exception to this policy is when students are beginning a new clinical site each semester. Students will be observed by direct supervision within the first one to two weeks, or longer, of every new clinical rotation to ensure the clinical site’s policies and protocols are being followed accurately. Technologists are also encouraged to directly observe students periodically throughout the semester to ensure students are continually performing as expected. This applies to all students for every semester of the program, no matter their competency status.

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 technologist's signature in the exam log 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 multipurpose, 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 the 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

## Competency Requirements

The ARRT requires that the student technologist demonstrates competency in all radiographic examinations to sit for the certification examination. As noted in the ARRT Radiography Didactic and Clinical Competency Requirements document, students must demonstrate competence in patient care and radiological procedures.

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.

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

1. Students participate in classes and position classmates as simulated patients.
2. Students pass positioning practical exam on classmates as simulated patients.
3. Students observe and perform the specific body part under direct supervision in the clinical setting.
4. Students will verbally request a category competency evaluation with the clinical competency preceptor before interaction with the patient, and once approved, testing for competency can proceed unless otherwise directed by the technologist.
5. One (1) repeat is allowed for a passing competency. Any more than one (1) repeat is an automatic failure. Additionally, 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 still fill out the competency document in Trajecsys. If the student does not pass with a grade of 85 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 85 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.

Note: The student must set the c-arm up completely for the OR competency. For the fluoroscopy procedure, the student must prepare and complete the entire examination.

### Competency Revocation

Students are expected to maintain competency in all previously passed competency examinations. Competencies may only be revoked by the Clinical Coordinator, adjunct faculty or Program Director if the student is unable to perform an exam competently. If a student receives a grade below ninety (90) on a radiographic progress evaluation, 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 radiographic progress evaluation, the competency 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, adjunct faculty, or program director will schedule a meeting with the student to review the examination in question.
	1. The student must have their ARRT competency packet and Trajecsys information.
	2. 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 unchanged competency status.
4. If it is determined that the competency must be revoked, the student must sign the clinical competency revocation form, and the clinical coordinator, adjunct faculty, 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 before 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

Radiation safety is an important aspect of safety in radiologic technology. Students must be cognizant of the rules and regulations surrounding radiation safety and must act in the best interest of themselves, their patients, and others. Students will be expected to always practice proper radiation safety procedures when present in the clinical setting and in laboratory activities. A dosimeter is a device used to measure the amount of radiation exposure to that individual.

1. Students must stand behind or within the control booth to observe the patient through the protective window during the activation of the x-ray tube.
2. Students must stand at least six feet away from the x-ray tube during portable imaging while wearing a protective lead apron. Additionally, students must announce the x-ray before exposing.
3. Protective lead apparel MUST be worn at all times during fluoroscopic and mobile procedures.
4. Students are expected to provide protective lead apparel to other personnel who are required to be near the x-ray unit during exposure.
5. 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 the apron.
6. When not on duty the dosimeter is to remain in the control area of the participating clinical site. Dosimeters are not to be worn during any activity other than clinical or lab assignments. Students will not wear KVCC dosimeter during any occupational exposure (work) other than during clinical assignments.
7. 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.
8. Lost or damaged radiation monitoring devices (dosimeter) must be reported within 24 hours to the clinical coordinator (RSO). Initiating the process of replacement by completing and submitting the lost or damaged dosimeter form ASAP is mandatory—the student is NOT permitted to attend clinical practicum until the lost dosimeter is replaced. The student must cover the cost of the lost dosimeter, the cost of the replacement dosimeter, plus expedited shipping. The student will be notified by the clinical coordinator to retrieve the replacement dosimeter upon arrival. The student may return to clinical practice after receiving a replacement dosimeter.
9. 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.
10. A summarization of the yearly radiation exposure is provided.
11. Students who have graduated from the program will have access to their final dosimeter report upon request for one academic year.
12. Students will not hold patients or image receptors for radiographic exams.
13. Students must wear a full-body lead apron while performing portable, fluoroscopic, and operating room exams. A thyroid shield must also be worn during fluoroscopic and operating room exams. The dosimeter will be clipped at the collar level outside of the apron.
14. Students will report any accidental exposure to primary radiation to the clinical coordinator (RSO) and clinical preceptor immediately.
15. 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.
16. The RSO reviews quarterly occupational exposures and determines their doses are within ALARA (As Low as Reasonably Achievable.)
17. 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, a review of ALARA will take place and documentation will be recorded in the student’s file.
18. 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
4. Monitoring individual Occupational External Radiation Doses.
5. Personnel dose is less than Investigational Level 1, no further action will be taken.
6. 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.
7. 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 the 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 the supervision policy.
* Minimum repeats. All repeats must be done under the 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 exam log 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.
* All images for every exam must be checked by a qualified radiographer before the patient is allowed to leave.
* Collimate to the 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 the image is taken to ensure ALARA principles are applied correctly.
* 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 patients using two means of verification including the patient’s full name and date of birth. The 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 the chance of pregnancy. Documentation of the chance of pregnancy in all female patients of childbearing age is mandatory. Document the first day of the last menstrual cycle. Follow department protocol.

## Health Policy

Students considering a career as a radiographer should be aware that during 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 well-established infection control procedures are integral parts of each healthcare program.

Students must maintain adherence to standard precautions and transmission-based precautions. Students must adhere to prescribed safety measures and follow standard precautions when working with patients or with blood and body fluids in the clinical setting. In an effort to protect the students, patients, and employees of participating hospitals, exposure to any communicable disease must be reported to appropriate radiology department personnel to prevent further spread of the disease. It is the responsibility of the student to work safely and take the proper safety precautions so as not to contract or spread such diseases.

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.

### Infectious Disease Management Policy

1. All new students entering the Radiologic Technology program will be educated regarding proper procedures to follow when handling potentially infectious materials and general OSHA safety procedures. This education is received during the first semester as an in-service orientation prior to beginning their clinical assignment.
2. All incoming students will sign an acknowledgement form (program handbook agreement form) indicating they understand the risks and policies regarding infectious disease management.
3. All bodily fluids will be treated as potentially infectious materials.
4. All needles and syringes are to be disposed of in a puncture resistant container.
5. Frequent handwashing will be enforced (hand sanitizer is acceptable depending on the contaminant) and is mandatory before and after each radiographic exam.
6. In applicable situations, gloves shall be worn in conjunction with the standard universal precaution’s procedures.
7. All students will have documentation of proof of immunization for major communicable diseases as required by the clinical setting prior to being assigned to affiliations.

### N-95 Masking Policy

Student participation in exams requiring the use of an N95 mask is acceptable under the following conditions:

1. The clinical site allows students to care for exams requiring use of the N-95 mask AND
2. The student has been fit tested and cleared for use at the clinical site AND
3. The student has all necessary PPE available to them at the clinical site AND
4. The student must successfully pass the competency related to the body part before participating in an exam that requires N95 masking. See the following examples:
	1. To participate in the chest x-ray that requires N95 masking, the student must first successfully pass the chest x-ray competency.
	2. To participate in the portable chest x-ray that requires N95 masking, the student must first successfully pass the portable chest exam competency.

If the facility completes their own N-95 fit testing, then N-95 fit testing should be completed during the first day orientation process of each facility.

## Reporting of a Communicable Disease

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 any communicable disease that they knowingly carry or if they are exposed to anyone carrying a communicable disease. The program director will consult the clinical supervisor to determine appropriate actions to prevent the spread of the disease.

Students or employees 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 Health will conduct the initial exposure interview and testing as well as any follow-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 the required worker’s compensation paperwork that must be completed within seven (7) calendar 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 before 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 clinical preceptor 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 must 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, the KVCC Radiology Program reserves the right to schedule students in accordance with their educational needs. KVCC reserves the right to keep students who are employees of a clinical site from rotating through. During their two-year program, a student may rotate once through their sponsored clinical site.

Students may not be considered staff or accept remuneration during scheduled clinical hours. These activities are educational in nature and are not to be used to replace staff at the clinical facility. Students may (if they choose to and can balance both work and their education) seek

employment as Radiologic Technology interns/aids outside of the clinical courses and when

employed by a healthcare facility.

Trainee work time is not considered clinical time and the program does not assume any responsibility for the student or their actions during their work as a radiologic technologist intern/aid. The student may not represent themselves as students enrolled in the program during their work time and they are not allowed to wear program-designated scrubs or name pins during the time they are working. Students working as a radiologic technologist intern/aid are the responsibility of the employing facility. Students misrepresenting themselves as students while working may be subject to disciplinary action by the College.

## 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 prior to entering any clinical site. Immunizations include, but are not limited to; Hepatitis B, varicella (chicken pox), TB skin test, and an annual influenza vaccine. Records of these documents are kept online through the Complio database. It is the student’s responsibility to upload the documents to Complio. Students must stay in compliance throughout the program and will not be reassigned 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 with 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 healthcare program.

Students who are non-immune to Hepatitis B must receive counseling from their healthcare 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 healthcare 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 practicum 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. Certain clinical sites require vaccination against COVID-19. 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 before the beginning of the first semester of 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 on prior or current criminal offense(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, fingerprinting (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, certain precautions 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. The student shall provide the school with the expected date of delivery and her fitness for clinical education.
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 on the abdomen, at waist level, under the protective apron. The student should wear this dosimeter at all times, while in the 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 to a higher radiation risk (i.e. fluoroscopy, portable exams).
	1. If the exposure dose is exceeded, the student shall meet with the program director and acknowledge (signed form) the exposure dose reading and will together determine the next appropriate steps.
	2. 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:
	1. The student **will not** perform examinations associated with patients having intracavity or interstitial sources of gamma radiation (radium or cesium).
	2. 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 withdraw from the program at any time. See the Clinical Coordinator or Program Director to complete proper documentation. Should withdrawal take place, the student will be reinstated to the program at their current standing.
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 it 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 radiation protection to the student, the College or its affiliates will not assume liability of the mother or child in case of pregnancy.
11. Parent leave may be requested. All options available to the student will be discussed between the program director and the student before the student makes their decision. Situations outside the scope of this policy will be reviewed on an individual basis.
12. Failure to comply with any of the guidelines and regulations could result in a recommended dismissal of the student from the program.
13. 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 do not guarantee job placement in those areas.

The program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the JRCERT at its April 2016 meeting. The JRCERT position statement is available on the JRCERT website at [www.jrcert.org](http://www.jrcert.org) via Programs & Faculty, Program Resources.

## Magnetic Resonance (MR) Environment Screening for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

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 that THE MRI SYSTEM MAGNET IS **ALWAYS ON**!

Before any non-patient individual (e.g., MRI technologist, physician, relative, visitor, allied health professional, maintenance worker, custodial worker, firefighter, 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 ([www.mrisafety.com](http://www.mrisafety.com)).

Students must demonstrate completion of MRI safety training and complete the MR Screening Form for Students before entering the clinical and MRI environment.

MRI safety training includes education on MRI safety zones, MRI safety considerations, screening for MRI, MRI safe and conditional devices, MRI unsafe devices and objects, and emergencies in the MRI department. MRI safety training shall take place before the beginning of the first clinical practicum day. Additionally, the RAD216 didactic instructor will reeducate on MRI safety before entering the MRI environment during the fifth semester.

The MR Screening Form for Students must be completed before entering the MRI environment or MR safety room. Specific health devices such as cardiac pacemakers, hearing aids, aneurysm clips, implants, and insulin pumps may prevent students from participating in some clinical experiences but will not affect program completion. The student will complete the MR Screening Form for Students during orientation to the program and will be pre-screened by program faculty. For each clinical rotation, the form must be reviewed and signed by an MRI safety-trained Technologist, or Radiologist if there is any opportunity to be inside the MRI environment. Any answer of “yes” on the screening form requires program faculty to consult and review the form with an MRI safety-trained professional to ensure student safety. Please note the instructions on the form relating to contraindications: “The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.” Additionally, students may be asked to consult with their primary care physician before entering the MRI environment. The lead preceptor may have access to the student’s screening form and may require the student to complete a separate screening form as required by the clinical facility. Students may be required to review their screening form throughout the program.

Before a student enters the MRI environment, they must remove all metallic objects including, hearing aids, dental work that is magnetically held in place, cell phones, keys, glasses, hair accessories, a watch, wallet, credit cards, coins, paperclips, pens, scissors, etc. Loose metallic objects are especially prohibited inside the MRI environment. If the student cannot remove any of the above items, they must notify the MR technologist during screening BEFORE entering the MRI system room. The technologist may test some objects with a handheld magnet.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR Zone IV during actual data acquisition or scanning.

If students have any questions regarding entry into the MRI unit, they should consult with an MRI-trained technologist. Students are required to notify the program immediately should there be a change in status/answers on the completed form. 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](http://www.mrisafety.com)

Updated 8/20/24, 4/29/24, 8/31/23, 4/23/2023, 1/10/2023, 9/5/2022, 5/3/2022, 3/15/2022, 8/3/2021



**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 to and abide by the policies and regulations of the College, Program, or Clinical site may result in dismissal from the program.

I acknowledge that I will have to make direct contact with patients and classmates during clinical practicum and labs. I consent to take part in the student-to-student education experience, including participation as a simulated patient. If I do not consent to participate as a simulated patient, then I have discussed my preference to not participate as a simulate patient with the program director.

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 the last four of social security number and date of birth, the College requires written authorization below.

I hereby authorize the release of the last four social security numbers 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Faculty Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_