KENNEBEC VALLEY COMMUNITY COLLEGE
Fairfield, Maine

Associate in Science Degree
Radiologic Technology Program

2025-2026
Student Handbook

These policies apply to all radiologic technology students, both first-year and second-year, during the 2025-2026 academic year.

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Introduction

Welcome to the Radiologic Technology Program at Kennebec Valley Community College. This program handbook aims to provide students enrolled in the Radiologic Technology program at Kennebec Valley Community College and clinical preceptors with information about the program and its policies for both the didactic and clinical education components. Specific policies have been established to support students' educational growth, prepare them for the workforce, and help them make responsible decisions.

The policies in the Radiologic Technology Program handbook serve as a reference for students, faculty, and staff, and they may differ from those of the College. Please refer to this handbook in conjunction with the student handbook and catalog provided by the College. It is essential to note that all policies will defer to the College's policies as applicable, and the following policies apply exclusively to students enrolled in the Radiologic Technology Program. If there are any questions about program expectations at any time, please contact the Program Director or Clinical Coordinator for clarification.

Observation and Acknowledgement

Students enrolled in the Radiologic Technology program must adhere to the college's rules and regulations specified in the current College Catalog. Additionally, they must comply with the rules at each clinical education site. Although these sites are separate, they are considered an essential part of the college campus.

This handbook must be read thoroughly as it details the policies and procedures that govern students' education. Students should be aware that policies may change and will be periodically updated. Not all situations can be anticipated and will be handled on a case-by-case basis. It is the student's responsibility to familiarize themselves with this handbook. After reviewing the policies and procedures, students will sign the agreement form at the end and return it to the program faculty. The signed form will be kept in the student's permanent record 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 Overview

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 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

2. **Students will demonstrate communication skills.**
   Student Learning Outcomes: **Students will demonstrate oral communication skills**
   Students will demonstrate written communication skills

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

4. **Students will model professionalism.**
   Student Learning Outcomes: **Students will consistently demonstrate professional behaviors**
   Students will actively participate in learning experiences

Program Effectiveness Measures

The ongoing program assessment by the program faculty and the advisory committee ensures the program's quality and effectiveness. The program assesses completion rates, ARRT certification examination pass rates, graduate employment, employer satisfaction, and graduate satisfaction. The assessment plan outlines the tools and benchmarks used for assessment. Data from the assessment plan are analyzed annually, and action plans are created for continuous program improvement.

Advisory Board Committee

The Radiologic Technology Advisory Board Committee operates according to college guidelines that support both the institution's and the program's missions. The committee includes representatives from employers, supervisors, program educators, technologists, current radiologic technology students, graduates, and/or communities of interest. The Advisory Committee will meet at least once per year, usually holding two meetings: one in the fall semester and another in the spring semester.

Every year, the new cohort will elect a student representative to serve on the advisory committee. Their responsibility will be to attend advisory meetings and convey the concerns of the student body to the committee.

The committee serves as a vital link between the radiologic technology program and its communities of interest. It provides guidance on curriculum development, industry trends, workforce demands, program effectiveness, and more. By offering insights and recommendations, the advisory committee improves student preparation, supports ongoing program improvement, and strengthens partnerships between educational institutions and healthcare organizations.

Accreditation

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

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

The program's current award is the maximum duration of 8 years. 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. 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 can 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 consistently strives to comply with the JRCERT 2021 Standards for an Accredited Education Program in Radiography. The program faculty encourages open discussions, questions, and concerns regarding the program's adherence to the JRCERT 2021 standards. If a student believes the program is not following the JRCERT accreditation standards and/or JRCERT policies, they should submit their concerns in writing to the Program Director immediately. If the issue of non-compliance is not resolved or adequately addressed in a timely manner, the student has the right to contact JRCERT directly. These steps should be taken before reaching out to JRCERT.

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

Program Organization

This program is part of the Allied Health Department. The program director is responsible for the operational and administrative aspects of the program, in addition to teaching technical courses. The clinical coordinator is responsible for the integration of the clinical courses with the didactic coursework and is also responsible for teaching courses and evaluating students during the clinical phase of their training. General education courses are provided by faculty members relevant to those areas.

Faculty Information

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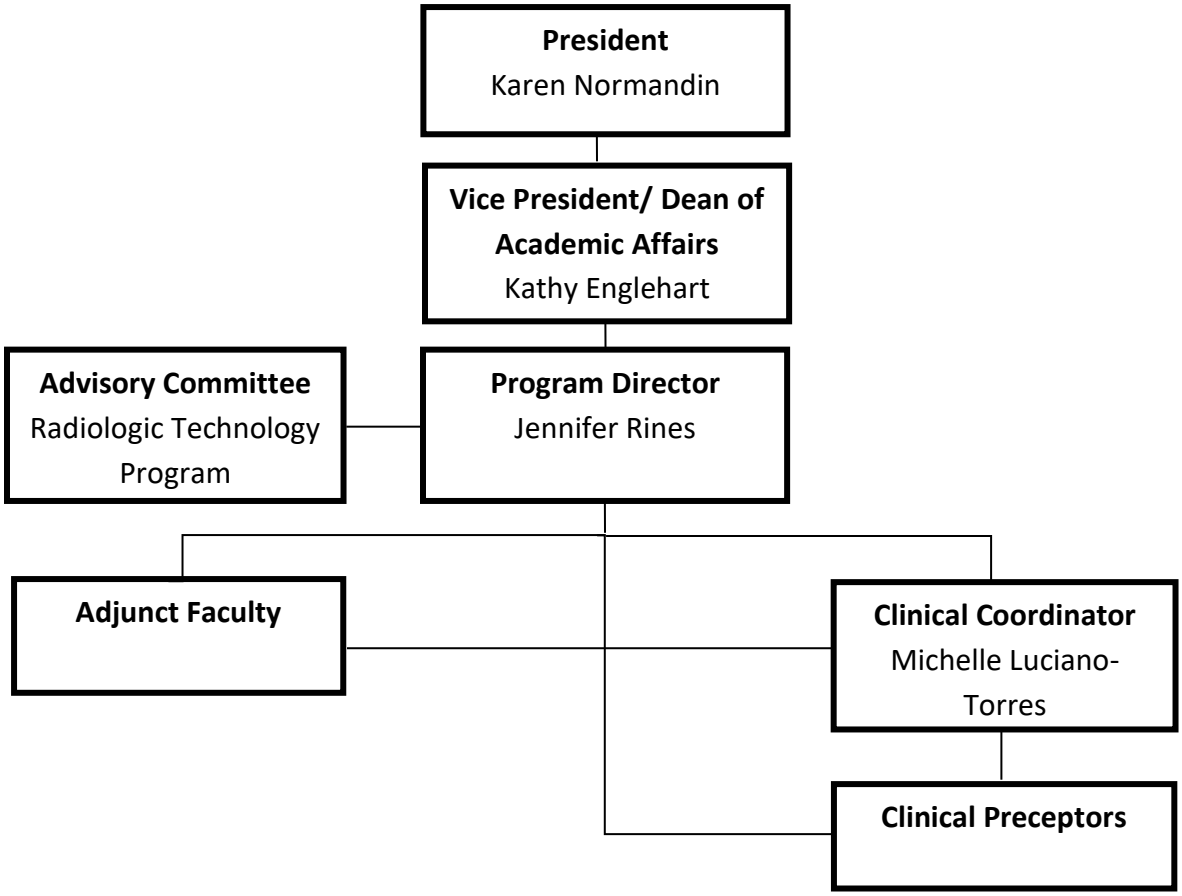
Radiologic Technology faculty members have office hours every week for student consultation. These hours may vary from semester to semester. Faculty office hours are posted in each course syllabus and Brightspace.

Organizational Chart of the Radiologic Technology Program



Admissions Information

Application for Admission

The Radiologic Technology Program uses the admission process and KVCC procedures. 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 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.

Each year, the Radiologic Technology Program accepts 15 to 18 students to begin courses in the fall semester. The Radiologic Technology program offers rolling admissions. Students are accepted into the program on a first-come, first-served basis. Acceptance into the Radiologic Technology program cannot be granted until all college and program-specific entrance requirements are met. Please see the college entrance requirements at this link: https://www.kvcc.me.edu/admissions-financial-aid/prerequisites/. Please see radiologic technology program-specific requirements at this link: https://www.kvcc.me.edu/wp-content/uploads/2024/03/RAD.pdf

Applications may be submitted online at https://www.kvcc.me.edu/admissions-financial-aid/apply/. The website offers information on how to request a copy of the student's high school transcript and

transfer credits.

Immunizations, CPR, and Background Check Policy

As part of the admissions process, students must create their Complio account and upload all required immunizations and CPR documentation before being accepted into the program. All KVCC Radiologic Technology Program clinical sites require proof of current immunizations, a valid CPR certification—Basic Life Support (BLS) from the American Heart Association (AHA)—and an annual influenza vaccination prior to entering any clinical site. All initial and recertification BLS courses must include a hands-on skills demonstration using a mannequin. Immunizations include, but are not limited to, Hepatitis B, varicella (chickenpox), TB skin test, and an annual influenza vaccine. Records of these documents are maintained online through the Complio database. It is the student's responsibility to upload the documents to Complio.

Students must stay compliant with immunization and BLS requirements throughout the program and will not be reassigned to a clinical site if they do not meet these requirements. Students should be aware that many clinical sites have specific and unique requirements before attending. Some sites require vaccination against COVID-19. The clinical coordinator will contact the student in advance about what needs to be completed before their clinical assignment begins, which may include additional paperwork and/or immunizations. Students will be prohibited from participating in clinical activities if their immunizations or BLS certifications are not current and do not comply with the Complio system. Failure to secure placement and complete the clinical experience may affect a student's ability to continue in their healthcare program.

Students who are not immune to Hepatitis B must receive counseling from their healthcare provider and complete the Hepatitis B Indemnification Form, which is available in the Complio system. Clinical rotations for students who are not immune to Hepatitis B may be restricted. Students who are not immune to varicella must receive the varicella virus vaccine.

The Centers for Disease Control and Prevention (CDC) recommends that all healthcare workers, including students, receive an annual influenza vaccination by October 31. Students must follow the influenza policies of their respective clinical sites. Clinical sites reserve the right to deny students participation in clinical practicum if they refuse the influenza vaccine.

Students are required to complete a current criminal background check before their first semester of clinical practicum as a condition of employment in the field. The background check should not be older than May 1st of the admission semester. An unsatisfactory background screening result may prevent students from participating in the clinical experience, as clinical facilities reserve the right to deny students based on their criminal history. Each case will be reviewed individually, considering the nature, severity, timing, charges, or disqualifications, along with the site's interests and needs. Students agree and certify that they will inform the College of any convictions, charges, or disqualifications they receive after the initial background check until they have completed all clinical practicums.

The costs for necessary immunizations, CPR, criminal background checks, fingerprinting (if applicable), and admission testing are the student's responsibility.

Tuition, Fees, and 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 face additional expenses. Some of these fees are listed 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 the program; $70)
Complio Account Creation/Screening Package Immunizations (prior to acceptance into the program; $36-$90, varies per individual)
Background Check (upon acceptance; approximately $60-$135, varies per individual)
CPR recertifications, as needed (approximately $85)
Immunizations, as needed (varies per individual)
Transportation (varies per individual and on clinical site placements)
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 $150)
RadTech BootCamp online content (annual-billed via student account; $240 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)
*The above numbers are estimates as tuition and fees are subject to change at any time.
Although the tuition for KVCC students is relatively low, students should plan ahead and anticipate all costs associated with their enrollment period.

Leave of Absence

A student may require additional time to complete their degree due to academic or personal reasons. The RAD program recognizes that some circumstances, illnesses, events, or emergencies are extenuating. Pregnant students, notwithstanding, may, one time only, apply for an extended leave from the program due to hardship or illness, but this can only be done one time. To be considered for a leave of absence, a student must maintain good academic and clinical standing. These cases and extenuating circumstances will be reviewed and decided on by the Program Director individually. Students must follow the admission guidelines to re-enter the program.

Dismissal Procedure

The program follows the college policy regarding the dismissal process. A student may appeal the dismissal to the Academic Dean and request consideration for readmission to the radiologic technology program only once. The student must meet the re-entrance requirements for the program to be eligible for readmission.

Readmission to the Program

A student who has been dismissed or has withdrawn must complete the readmission process. Requests for readmission are not guaranteed and will be considered on a case-by-case basis. Their approval will, in part, depend on space availability. Reapplying does not guarantee automatic readmission to the program and will be discussed and decided with the Program Director on an individual basis.

The 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 readmission into the radiography program at least four (4) months before the desired date of readmission. A copy should also be sent to the College's Enrollment Services Department. This request must explain why the student deserves consideration for readmission to the program and 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 developing an action plan for the student's return to the program. Any contingencies for readmission will be determined by the program faculty. These contingencies may include, but are not limited to, successfully completing written exam(s) covering material from courses that the student successfully completed with a grade of "C" or better, auditing a prerequisite radiography course, retaking courses, and demonstrating clinical competence through simulation testing.
10. Readmitted students must follow the curriculum requirements at the time of their return to the program.

Transfer Students

Radiology programs differ in their course sequences and requirements. This inconsistency creates challenges for admitting transfer students into the KVCC Radiologic Technology program while ensuring they meet the necessary educational sequencing for graduation and registry exams. As a result, the KVCC Radiologic Technology Program does not grant advanced placement status to students transferring from other Radiography programs or to those seeking advanced placement to regain eligibility for ARRT certification.

Articulation Agreements

An articulation agreement, sometimes referred to as a transfer agreement, is an understanding between two academic institutions that states courses or programs offered at one institution will be accepted for transfer credit at the partnering institution. This articulation agreement outlines the collaboration between colleges to create a smooth pathway from one program level to another. After

finishing the radiologic technology program, students can pursue further studies (either full-time or part-time) to obtain another degree, such as a bachelor's degree, without losing the credits they have already earned. Transfer assistance is available to help students who want to continue their education after KVCC. For a list of articulation agreements, see the Transfer Agreement Guide link: https://kvcc-me.libguides.com/aa_transfer. Continuing education information is also provided by the Program Director and as part of the RAD222 course during the spring semester of the program's second year.

Academic Information

Associate in Science Degree in Radiologic Technology

The radiologic technology program course sequence comprises two academic years and one summer session, enabling a full-time student to complete the program in 21 months. This academic program is divided into closely related periods of didactic instruction and clinical practice. All students enrolled in the Radiologic Technology program must adhere to all academic requisites, both didactic and clinical, outlined in the program curriculum.

Time Frame to Obtain the Degree

The normal timeframe for completing the required coursework in the Radiologic Technology Program is two academic calendar years (approximately 21 months). The maximum duration for graduation is three academic calendar years.

A student may require additional time to complete their degree for academic or personal reasons. If a student is absent from the program for more than one academic year, they may reapply as a new student, and all RAD courses will need to be retaken. Tuition will be charged for any courses that must be repeated. The radiologic technology program will follow the institution's policies on course additions, drops, and withdrawals.

Graduation Requirements

To earn the associate in science (A.S.) degree in radiologic technology, students must complete 73 credit hours as outlined in the program curriculum, achieve a minimum grade of "C" (73-76) or higher in all courses listed in the Program of Study, and maintain a cumulative grade point average (GPA) of 2.00 or above. Additionally, they must also adhere to all administrative requirements established by Kennebec Valley Community College. Upon successfully finishing the radiologic technology program, graduates are eligible for certification and registration in Radiography through the American Registry of Radiologic Technologists (ARRT).

ARRT Certification and State Licensure

Successfully completing all academic and administrative requirements qualifies a student to receive an Associate in Science degree in Radiologic Technology. The coursework in the radiologic technology program 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 sole organization that examines and certifies radiographers in the United States.

The ARRT's rules and regulations specify that candidates must complete a formal education program to become a Registered Technologist in Radiography, R.T.(R)(ARRT), before taking the exam. During the final semester of the program, the Program Director will provide each student with more information on how to apply for the Radiography certification exam. Candidates must successfully pass the national ARRT registry examination to practice as radiographers.

The ARRT requires all examinees to disclose any previous felony or misdemeanor convictions. A conviction, or a plea of guilty or nolo contendere, for a crime that is either a felony or a crime of moral turpitude must be investigated by the ARRT to determine eligibility for the ARRT certification examination. The ARRT reserves the right to refuse registration/licensure to individuals who have been charged or convicted of certain types of crimes. The ARRT may deny registration to a person who has previously passed a criminal background check required at this school for clinical purposes. If this applies to a student, it is strongly recommended that they contact the ARRT to evaluate their situation prior to starting the radiologic technology program. The student may choose to complete the ARRT Ethics Review Preapplication before starting the program. This process aims to prevent students from completing the A.S. degree program only to discover they are ineligible to take the ARRT exam.

Many states require licensure before employment. Students pursuing job opportunities in Maine must apply for licensure through the state of Maine before they can start working. Information on licensure for all fifty states can be obtained by contacting the state's Department of Labor or by visiting the ASRT website for individual state licensure information via https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure.
Once students successfully complete the national ARRT registry examination to receive certification from the ARRT and meet the state licensure requirements, they will be eligible to work as radiologic technologists.

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.

Job Description for a Radiologic Technologist

A radiologic technologist is a scientific artist who works as part of the healthcare professional team. Through this artistry, they contribute to the diagnostic treatment of patients. They are responsible for accurately demonstrating body structures on a radiograph or other image receptor. The radiologic technologist determines the proper exposure factors, manipulates medical imaging equipment, evaluates the quality of the radiographic images, and ensures 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 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 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.

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 honors the top student from the second-year class during the KVCC Evening of Excellence. The award recipients will be selected solely based on their academic performance in RAD classes. Overall point percentages will be averaged throughout the academic year in RAD classes to determine a recipient if multiple students share an identical top GPA. An award may also be granted for Outstanding Clinical Performance.

The radiologic technology program also holds an annual pinning ceremony. Students who have successfully completed all didactic and clinical requirements of the RAD program will be recognized and receive a pin during this event. Eligible students can also earn one of the following awards:

Academic Excellence: awarded to the RAD student with the highest GPA within the RAD curriculum

Clinical Excellence: awarded to the RAD student who has demonstrated the most highly rated clinical performance within the RAD curriculum. Feedback from clinical preceptors is elicited by the Program Director and Clinical Coordinator in consideration for this award.

JRCERT Excellence: awarded to the RAD student who demonstrated the greatest overall academic and clinical excellence during the radiologic sciences curriculum.

Peer Award: awarded to the RAD student nominated by their peers. Criteria for this award include being empathetic and kind to everyone, respectful of others, willing to help and support others, maintaining a positive attitude, and demonstrating leadership skills.

Radiologic Technology Club

The Radiologic Technology Club aims to bring students together to promote personal and professional development while advocating for and supporting the profession.

Membership is open to all students tracking the RAD program, who have been accepted to the program, and are currently enrolled.

Meetings occur bi-monthly during fall and spring semesters when classes are in session.

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, which the student may take upon successful completion of the program, has a passing cutoff rate of 75%.

The Program Director will oversee the maintenance of comprehensive records of individual student performance for each course offered by the program for five years. Copies of examinations and related paperwork will be kept 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.

Program Curriculum

The program's curriculum was created based on the recommendations from 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 set standards for education and accreditation for all Radiologic Technology programs across the United States.

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

The radiologic technology program's course sequence spans two academic years and one summer session, allowing full-time students to complete the program in 21 months. This program of study integrates general education with radiologic technology courses in both classroom and clinical settings, including simulation, laboratory, and clinical experiences across various healthcare environments.

Students are scheduled for clinical rotations during their first semester. The program’s curriculum is designed to balance classroom learning and clinical requirements as students progress in their training, with increasing clinical responsibilities as they near program completion. This system helps students transition smoothly into professional life and follow a clear path toward becoming entry-level radiologic technologists after completing the program.

Radiologic technology courses require students to participate in approximately 24 to 30 hours per week of classroom and clinical activities. The program curriculum is structured to be completed in a specific sequence, which includes the successful completion of prerequisites and corequisites each semester before advancing to the next semester. Students are strongly encouraged to take all other general education courses in the recommended sequence below; however, this is not mandatory. Some students choose to complete some or all general education courses before entering the program to reduce their course load during enrollment, though this may extend the overall length of the program.

To ensure students have the necessary knowledge and skills to become competent radiologic technologists, they must achieve a minimum grade of "C" (73-76) in all courses listed in the program of study and maintain a cumulative GPA of 2.00 to graduate from the program.

Any student unable to successfully complete a semester or does not achieve a passing grade in any RAD course listed in the program of study will not be allowed to continue 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. To be considered for re-admission, the student must fulfill the re-entrance requirements for the program. Requests for readmission are not guaranteed and will be evaluated on a case-by-case basis, partly determined by space availability. The student must retake the course(s) the next time they are offered, which will set the student back one year. If the course is not completed the next time it is offered, the student must restart the program from the beginning.

Advising and Support Services

Kennebec Valley Community College aims to foster the well-being of all students. Counseling services provide students an opportunity to discuss concerns, challenges, or pursue personal growth in a confidential environment. Counseling is free for all KVCC students. Students can visit the College's website at https://www.kvcc.me.edu/life-at-kvcc/student-services/counseling-support/ or go to The Advising Center in the Lunder Building for more information.

Program faculty in the radiologic technology program serve as student advisors. Students and program faculty meet individually several times during the program to collaborate and explore goals that align with the students' objectives. Both program faculty and students may schedule an advisement session whenever needed.

Program Of Study

First year:

Semester 1:
BIO 213
RAD 101
RAD 111
RAD 121
MAT 111

Semester 2:
BIO 214
PHY 213
RAD 102
RAD 112
RAD 131

Summer session:
ENG 101
RAD 103
RAD 113

Second year:

Semester 3:
BIO 216
COM 104

Semester 4:
RAD 212
RAD 222

RAD 214
PSY 101
RAD 211
RAD 220
RAD 216
RAD 218
HUM elective (PHI101 suggested)

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

Program Standards

Student Performance Requirements

Students must conduct themselves appropriately and professionally to follow the policies and expectations set by the College, the Radiologic Technology program, the Radiology governing bodies, and Clinical Affiliation policies. Performance standards are essential to ensure a quality education for all RAD students progressing in the program. Students are expected to complete their academic responsibilities honestly, ethically, and professionally in the classroom, at all clinical sites, and in all online activities.

The Radiologic Technology Program's faculty promotes a positive academic atmosphere. Students are encouraged to ask questions and participate in respectful discussions with instructors and classmates. They are also urged to work together to build teamwork skills that are vital in the workplace. Effective communication between students and faculty helps prevent conflicts and misunderstandings.

Program faculty will give feedback to each student to aid in the development of performance requirements and professional behaviors deemed necessary throughout the program. Dishonest, unethical behavior, or unprofessional conduct by a student may lead to a recommended dismissal from the radiologic technology program.

Accessibility Services

KVCC is dedicated to ensuring equal access to academic programs and college-sponsored activities, along with reasonable accommodations for students with documented disabilities. Eligible students may receive these accommodations. It is the responsibility of current or prospective students with disabilities to identify their status, provide documentation, and formally request accommodations. While inquiries about policies and procedures from parents or guardians are welcome, students must make their own formal requests for accommodations. Students are encouraged to request accommodations as early as possible, ideally before the semester starts.

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

If a student experiences a change in their ability to perform essential functions while enrolled in the program, they are responsible for informing the program faculty immediately. After consulting with the accessibility center and physician, a date should be set for the student's return. Program faculty will collaborate with the student to develop an appropriate 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 kvccaccessibility@mainecc.edu or 207-453-5150.

ARRT Standards 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 are involved in the clinical environment, it is expected that they will adhere to the ARRT Standard of Ethics and Code of Ethics in all radiologic technology activities. It is the responsibility of the radiologic technology student to familiarize themselves with this document.

Physicians alone have the professional and legal right to diagnose and treat illnesses and injuries.

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, which is a necessity in the healthcare field. The student accepts constructive feedback and ensures that non-verbal behaviors show acceptance. The student listens, speaks, and writes using correct grammar, spelling, punctuation, and sentence structure. The student maintains a professional and respectful dialogue with peers, instructors, patients, and all medical personnel. The student provides prior notice via email and/or voice mail to faculty and clinical staff when unable to meet commitments and explains how and when they will fulfill 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 their actions, is able to handle stress calmly, maintains their 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, practices good personal hygiene, and exhibits a professional appearance and image.

Email and Communication Etiquette

Communication between program faculty and students will occur through the MCCS email system (NOT through Brightspace) and via the campus phone system. Students are required to check their email at least twice a week. Students should remember that email is not the same as text messaging. All email messages to program faculty should be written in a professional manner.

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 grades for the first and second UCF forms 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) may discuss an action and advisement plan to review the behavior and to counsel the student for improvement. The action plan would 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 and filed in their student record in the program director's office.

Under no circumstances are serious conversations to be held without a second faculty member present; therefore, students may meet with both the clinical coordinator and the program director, ensuring that two program faculty members are present. The program faculty reserves the right to investigate all situations. This includes, but is not limited to, examining the situation with other parties involved and involving the Student Dean and/or Academic Dean as applicable.

If the behavior related to the infraction does not change within the given timeframe, if the student does not make progress in the program, or if additional infractions occur, program faculty will refer the student to the Department Chair and/or the appropriate Dean for further counsel and determination of disciplinary action as applicable (KVCC and or MCCS policies shall be followed as necessary). The student would face the risk of failing the course, and the program director may recommend the student's dismissal from the program, which will then be decided on by the respected Dean. This also applies to students who request a leave of absence. A student may appeal their dismissal to the Academic Dean. Students may request consideration for readmission to the radiologic technology program only once.

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."

Some examples of unacceptable conduct are listed below, as it would be impossible to cover every scenario of unacceptable conduct involving a student. Any of the following instances, though not limited to these, may result in receiving an unacceptable conduct form, and some may warrant immediate recommended dismissal from the program:

- Behavior, unprofessional behavior, or performance problems in clinical, laboratory, or

classroom; insubordination, etc.

- Unable to adhere to the program policies, college policies, or clinical affiliate policies
- Exhibit conduct that discredits the reputation of or hinders the normal business of the KVCC Radiologic Technology Program or clinical affiliate sites (whether willfully or unknowingly)
- Misuse of clinical or classroom time; on-going attendance and tardy issues; not following the attendance policy
- Lack of communication, or non-response to email or other communication attempts
- Not returning the dosimeter, clinical education binder, or clinical documentation within the appropriate timeframe as requested
- Failure to inform preceptor/clinical coordinator of tardiness or absence by phone or email
- Use of cell phones, personal communication devices, computers, or the Internet during scheduled clinical education hours
- Breaching patient confidentiality
- Conduct endangering the welfare of patients, employees, or visitors
- Unprofessional conduct directed toward the patient, the patient's family, an employee at the College or the clinical site, a peer, or faculty
- Questioning the registered technologist in the presence of a patient
- Addressing patients, healthcare personnel, or peers with the incorrect patient identification, such as using "sweetie", "honey", or other inappropriate language, slang, or idioms
- Unable to adhere to the requirements for indirect and direct supervision as a student
- Unauthorized exposure to radiation or any person without a physician requisition
- Unable to successfully perform safe radiation protection practices
- Failure to report an injury, accident, incident, or unsafe condition
- Dishonesty, including theft, cheating, fabrication, or plagiarism
- 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
- Not returning the dosimeter or documentation within the appropriate timeframe as requested
- Forgery or alteration of any didactic or clinical document
- Falsifying information related to ARRT educational requirements
- Unable to perform the essential functions of a radiographer
- Operates the KVCC imaging lab equipment (or permits its operation) for human radiographic imaging
- Unable to satisfactorily progress through the program
- Reporting for clinical assignment under the influence or smell of an intoxicant or narcotic, being unable to make accurate decisions, or having suboptimal performance
- Possession of a lethal weapon on clinical affiliate property
- Disorderly conduct, or offensive, indecent or obscene conduct or expression, fighting, assault or battery
- Any behavior that is considered a legal felony
- Dismissal from a clinical site
- Any behavior not specified that is deemed unrepresentative of a healthcare professional student or who has faced ongoing discipline without improvement.
- Three write-ups for either the same or different situations as following the UCF

- 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

Community Service Responsibility

Each student enrolled in the radiologic technology program will participate in professional organizations (e.g., RAD Club and/or Lambda Nu) and community organizations that provide opportunities for volunteer work, advocacy, and leadership without monetary compensation. A minimum of 10 hours of community service is required to meet the program's requirements. These hours can be completed starting in the first semester of the program and must be finished before the end of the fifth semester. Students may satisfy the 10-hour minimum by taking part in various activities or by dedicating themselves to one ongoing activity. Serving as a mentor to one or more freshmen during their first semester is a required part of each senior student's social responsibility but will not count toward the 10 hours of community service needed for graduation.

1. The student consults the program director regarding the appropriateness of the activity. Participation in the activity requires a signature from the program director for approval. Approval must be obtained prior to participating in the activity.
2. The student completes the Community Service Activity Form after each activity.
3. At the completion of the required 10 hours of service, the written assignment following the instructions on the Community Service instruction document.
4. The student will pass in the Community Service Activity form and the written assignment by the last day of RAD222.
5. Students are required to document their community service hours on the Center for Civic Engagement website, found at https://www.kvcc.me.edu/academics/center-for-civic-engagement/

Clinical Education

Clinical Information

The Kennebec Valley Community College Radiologic Technology Program requires students to practice radiographic procedures based on the theoretical, ethical, and compassionate principles discussed in the classroom. The clinical component gives students the opportunity to practice and apply the skills necessary to become competent entry-level radiologic technologists.

Students will attend an assigned 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. During clinical practicum, students will rotate through each area of the Radiology Department to strengthen and develop the skills and competencies they have learned in the classroom and apply these skills to live patients. The student will be evaluated for competency on specific exams depending on the positioning class they are in or have successfully completed (Positioning I, II, or III).

It should be noted that clinical sites are located throughout the state. The student is responsible for getting themselves to and from the assigned clinical site. It is expected that students will be able to make the necessary arrangements to complete all scheduled rotations. The program understands that the logistics of traveling around Maine for clinical practicum can be burdensome for students. Unfortunately, it is a necessary challenge. 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 be longer than one hour.

The Program's *Clinical Practicum Handbook* serves as a quick reference guide for students and clinical preceptors, outlining the expectations and summarizing policy descriptions. Compliance with all program standards, program policies, and course expectations related to clinical education is required.

Clinical Affiliates

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 Street Lewiston, ME 04240	2	795-2420	Kristen Blouin Katie Couturier Rhonda Gamage Melissa Hatfield Sue Smith
ConvenientMD 4 Whitten Road Augusta, ME 04330	1	466-2400	
Lincoln Health Miles Hospital 35 Miles Street Damariscotta, ME 04538	1	563-4581	Mikayla Brochu
MaineGeneral- Augusta 35 Medical Center Parkway Augusta, ME 04330	3 (6)	626-1493	Meggie Albert Stephen Goulette Grant Spence Olivia Young
MaineGeneral- Thayer 149 North Street Waterville, ME 04901	2	872-1236	Makayla Boucher Megan Langella
MaineGeneral- First Park 107 First Park Drive Oakland, ME 04963	1	873-8155	Robin Garini Riley Phillips
MaineGeneral- Gardiner 5 Central Maine Crossing Gardiner, ME 04345	1	588-3582	Karen Adams
MaineGeneral- Orthopedics 15 Enterprise Drive #100	1	621-8793	Taylor Everett Kylee Genest

Augusta, ME 04330			
Northern Light Mayo Hospital 897 West Main Street Dover-Foxcroft, ME 04426	2	564-4263	Kristy Nelson
Northern Light Sebasticook Valley Hospital 447 North Main Street Pittsfield, ME 04967	1	487-4030	Karin Bertrand Cristina Gray
Penobscot Bay Medical Center 6 Glen Cove Drive Rockport, ME 04856	2	301-8507	Nancy Nystrom
Redington-Fairview General Hospital 46 Fairview Avenue Skowhegan, ME 04976	2	474-5121	Rachael Jones Stephen Stasiowski Julie Webber
Rumford Hospital 420 Franklin Street Rumford, ME 04276	1	369-1125	Alison Ives
Togus VA Medical Center 1 VA Center Augusta, ME 04330	2	623-8411 ext. 5208	Paula Smiley
Waldo County General Hospital 118 Northport Avenue Belfast, ME 04915	1	505-4151	Logan Grant Darci Curtis Wanda Vigue

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

Clinical Staff Titles and Responsibilities

Each x-ray department at every clinical affiliate site has staff technologists, competency preceptors, and lead preceptor(s). Each role within an X-ray department, in addition to the clinical coordinator role, is outlined below. According to JRCERT, the number of students assigned to the clinical setting must not exceed the number of assigned clinical staff. The student-to-clinical-staff ratio must be 1:1; however, it is acceptable for more than one student to be temporarily assigned to a single technologist during infrequently performed procedures.

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 assess the effectiveness of both didactic and clinical education.

Clinical Staff Technologist: The clinical staff technologist is an employee of the participating hospital. According to the JRCERT, these individuals are currently registered Radiologic Technologists.

The list below outlines key expectations for clinical instruction that **all** staff technologists, including lead preceptors and competency preceptors, should follow when supervising students:

- Maintains professional competence, expert knowledge, and proven clinical skills.
- Skills in clinical teaching involve effective communication and fostering positive interpersonal relationships.
- Collaborates with the program and students respectfully, without bias or discrimination, to support students and ensure equitable access to learning opportunities.
- Maintains current knowledge of program policies, procedures, and student progress.
- Creates an inviting environment for all students.
- Supports students each clinical day in achieving their goals and learning objectives during clinical education, providing them with feedback both during and after examinations.
- Understands the clinical competency system.
- Understands and follows the requirements for student supervision.
- Reviews and approves procedures performed by the student.
- Reviews images with students to demonstrate various pathologies, image analysis, and other relevant concepts.
- Provides schedules for fluoro or OR to maximize their learning experience.
- Refrains from discussing any departmental or program dissatisfaction in front of students. Any concerns or dissatisfaction regarding the KVCC radiologic technology program should be communicated directly to the program clinical coordinator and/ or the program director.

The relationship between technologists and students must always remain professional. Conversations with students and in their presence should focus on appropriate topics and be free of profane language, political opinions, and bias. Derogatory remarks are unacceptable. Additionally, it is strongly discouraged to add students to social media.

Clinical Preceptor: The clinical preceptor is employed by the participating hospitals. The KVCC Radiologic Technology Program recognizes two roles under the clinical preceptor category: the clinical *competency preceptor* and the clinical *lead preceptor*. Both roles are listed as clinical preceptors in the JRCERT database. Both the clinical competency preceptor and the clinical lead preceptor must document the equivalent of two years of full-time experience in the professional discipline and hold certification and registration with the American Registry of Radiologic Technologists (ARRT) in the relevant discipline. Clinical lead preceptors and competency preceptors will adhere to JRCERT standards.

The clinical lead preceptors are appointed by the Radiology Department manager to serve as a liaison for ongoing communication between the program, the student, and the clinical facility. Clinical *competency preceptors* are designated by the radiology department manager and KVCC program faculty to train individual students during that departmental rotation.

To become a lead preceptor, a technologist must also serve as a competency preceptor. Clinical preceptor records in the JRCERT database should accurately represent the current staffing at all sites. Technologists with at least two years of full-time experience are eligible to serve as competency preceptors. To be recognized by the JRCERT as a competency preceptor, technologists must submit their completed Curriculum Vitae to the program director via email.

Both the clinical competency preceptor and the clinical lead preceptor will follow the list of expectations below, with minor adjustments as needed for site orientation and student evaluations.

Occasionally, the supervisor or lead preceptor may designate another competency preceptor to ensure students maintain a valid clinical educational experience.

In addition to the staff technologist's responsibilities, the following outlines expectations for effective clinical instruction for both the *lead preceptor* and the *competency preceptor*:

- Provide each student with an orientation to the facility, team members, departmental policies, and emergency and safety protocols within the first one to two days of each semester. During this period, the Site Orientation Checklist and Equipment Checklist should be completed. Additionally, each clinical site may include extra orientation items to comply with departmental protocols for orientation.
- Sets guidelines and expectations of the student at the clinic site and regularly checks in with the student to discuss progress.
- Maintain current knowledge of program policies, procedures, and student progress. Monitor and enforce program policies and procedures.
- Supervise students according to programmatic and JRCERT standards (direct/indirect supervision); lead preceptors will supervise the competency preceptors and staff technologists to ensure that the students are getting the best possible training
- Coordinate daily schedules in diagnostic imaging or other relevant procedures to include student/technologist assignments as necessary
- Approve clinical attendance time logs weekly in Trajecsys (www.trajecsys.com)
- Provide student access to patient information per facility guidelines
- Complete clinical competency evaluations in Trajecsys regardless of pass or fail for each competency attempt
- Participate in the assessment and evaluation processes as appropriate. Complete clinical performance evaluations at mid-term and end of semester for each student. The lead preceptor is responsible for recording evaluations in Trajecsys.
- Communicate with the program to discuss student progress as necessary, or if any student-related issues arise
- Participate in preceptor meetings
- Work with the program to host students for Fall, Spring, and Summer clinical rotations
- Communicate promptly with the Program Director and Clinical Coordinator if that facility will not be able to host a student.

Clinical Education Schedules

Each student will be assigned to a clinical site before each semester by the Clinical Coordinator and Program Director. Equitable learning opportunities exist for all students within the imaging department. This includes learning activities, breast imaging, and clinical assignments. Students will attend an assigned 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.

Clinical assignments are designed to provide students with a variety of learning opportunities and experiences. Each student's clinical placement is personalized and based on factors such as location, progress toward mandatory and elective competencies, discussions with clinical faculty, and exposure to different clinical sites. The Clinical Coordinator may consider student preferences for specific clinical settings when making assignments. However, the College does not guarantee that a student will be able to attend a preferred clinical site. Patient populations, procedures performed, and

workloads at each site can vary, which means not every site can offer sufficient experience for all competencies. Therefore, the Clinical Coordinator will monitor each student's progress and ensure they are assigned to appropriate sites that collectively provide the opportunity to achieve all required competencies. The Clinical Coordinator will also track student placements for each clinical course using a clinical education tracking document.

Students are encouraged to be proactive and engaged with their clinical sites. However, it is important to remember that the student is not part of the paid hospital staff; they are in training and not qualified to work independently. The number of students assigned to the clinical setting must not exceed the number of assigned clinical staff. Therefore, each student should be assigned to a clinical staff technologist or clinical competency preceptor by the clinical lead preceptor. The student-to-clinical-staff ratio must be 1:1; however, it is acceptable for more than one student to be temporarily assigned to a single technologist during infrequently performed procedures. Students who are left unsupervised should immediately contact the Radiologic Technology Program Clinical Coordinator.

Students should expect to spend a minimum of 16 hours and a maximum of 24 hours at clinical each week. Clinical practicum hours mainly consist of shifts from Monday to Friday, depending on the specific semester, and include an eight-hour shift with a 30-minute lunch break. Most clinical sites will be 8:00 A.M. to 4:30 P.M.; however, shifts may start as early as 6:30 A.M. or end as late as 7:00 P.M., depending on the site. Individual clinical assignments will be determined by the lead preceptor at each facility. These assignments are supervised by the clinical lead preceptor and are not available at all hospitals. Students may not change their clinical rotation assignment without approval from the Clinical Coordinator. Students may hold jobs during their education if desired, but the jobs must not interfere with clinical practicum.

Clinical days will not exceed ten (10) hours in any one day. Scheduled didactic and clinical hours combined will never exceed forty (40) hours in any one week.

The designated clinical time for each semester reflects the hours needed for every student to complete the clinical course objectives. Students are required to make up any missed clinical days. If the student does not complete the required clinical hours or the minimum number of competencies (a minimum of 5) during the semester, they may fail the course and will need to start again. This action will place the student one year behind.

All students shall follow the published KVCC break and holiday schedule. Students are prohibited from scheduling vacation time that conflicts with the KVCC Radiologic Technology Program schedule.

A minimum of 990 Clinical Practicum Hours (excluding lunch) must be completed during the program. Trajecsys accounts for any extra minutes that students clock in early, clock out late, and take for lunch. Therefore, students must calculate the number of full clinical days (a full day equals 8 hours), rather than the total hours spent at clinical each semester.

The following breakdown provides clinical practicum information, including the minimum number of clinical days the student must attend, and the minimum recorded time reflected in Trajecsys:

Clinical Course	**Semester**	**Clinical Days**	**Weekly Hours**	**Total Days**	**Trajecsys Hours**

RAD111- Clinical Practicum I	Fall Year 1	R, F	16	18	153
RAD112- Clinical Practicum II	Spring Year 1	R, F	16	24	204
RAD113- Clinical Practicum III	Summer Year 1	M, T, W	24	23	195.5
RAD211- Clinical Practicum IV	Fall Year 2	M, T, W	24	29	246.5
RAD212- Clinical Practicum V	Spring Year 2	M, T, W	24	35	297.5

Modalities

Students in their first and second semesters should not rotate through modalities. Students in their third semester can begin observing CatScan on downtime only (only a few exams- not entire days). In the second year of the program, students should concentrate on refining their x-ray skills and place less emphasis on modality observations. Fifth-semester students should limit modality observations to 2-3 exams unless there is downtime in x-ray. Observations may include the modalities the student is interested in and does not need to include all modalities. Lead preceptors will determine how frequently and when the student may rotate through a specific modality.

Onboarding and Orientation Procedure for Clinical Education

The faculty of the radiologic technology program at Kennebec Valley Community College may be asked to provide certain student information by clinical sites when arranging clinical placements. While some student information, such as name, dates of attendance, enrollment status, degrees, and graduation dates, is considered “directory information” and does not require student consent before disclosure, other information requested by clinical sites might be regarded as “student record information.” This type of information is generally not released without the student's consent. Therefore, to share details like the last four digits of the Social Security number and the date of birth, the College requires written authorization from the student.

Before starting any clinical practicum at an established clinical affiliation site, students may need to complete additional onboarding steps specific to that facility. These steps may include providing photo IDs, completing application forms, signing paperwork, agreeing to confidentiality agreements, obtaining immunizations, undergoing background screening and fingerprinting, completing computer training modules, undergoing physical exams, and obtaining BLS CPR certification. Instructions for completing onboarding will be provided by the Clinical Coordinator or the human resources representative of the clinical site. Students may not be allowed to participate in clinical practicum if onboarding procedures are not completed promptly. The clinical affiliates reserve the right to accept or reject students based on whether they meet the site requirements, which could result in delays or prevent students from fulfilling graduation requirements.

Hospital orientation is an opportunity for new students to familiarize themselves with their clinical environment and gives the Clinical Preceptor a unique opportunity to establish the climate and tone for clinical rotations. Students are expected to participate in the hospital orientation process on the first day of their clinical rotation, and the clinical site is responsible for ensuring this happens. An orientation checklist will be available in both paper format and Trajecsys, and the preceptor and student must sign the form after completing the orientation. Each clinical affiliate has the autonomy to include additional elements in the orientation to make sure a student feels adequately prepared for the clinical site. A key objective is to provide new students with information they can use to become helpful and productive members of the Radiology department during their clinical education.

Clinical Expectations for Students (All Semesters)

Many of the following clinical expectations are condensed summaries of the full policies found in the program handbook. For complete information, please consult the full policy in the handbook.

1. ***Policies and Procedures***: Students must conduct themselves appropriately and professionally in accordance with all policies and expectations established by the College, the Radiologic Technology program, Radiology governing bodies documents, such as the ARRT Standard of Ethics and Code of Ethics, and Clinical Affiliation policies. If a student's performance falls below acceptable levels at any time, program faculty will advise the student regarding their unsatisfactory performance, and an unacceptable conduct form may be completed. 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. Any student whose progress in the clinical area, health, or conduct fails to meet the standards may face disciplinary actions, including course failure and potential dismissal from the program.
2. ***Professionalism***: Students should consistently uphold professional and respectful communication with peers, instructors, patients, and all medical personnel. Students are expected to refrain from all forms of negative talk about any hospital site, college, clinical personnel, patient, or procedure. Students are to address physicians by their titles and last names in all work areas (i.e., Dr. Jones). Students are to address peers and technologists by their first name and refrain from using nicknames. Students must demonstrate respect for, defer to the judgment of, and follow the instructions of all clinical staff. Students must refrain from undermining the credibility of the technologist in front of patients, other technologists, and medical staff. If students need to ask a question about a staff technologist's instructions, they should wait until they are out of the patient's hearing range to ask for clarification. Questioning a staff technologist or medical personnel's directions in front of a patient can undermine the staff's confidence and affect the patient's perception of the care they are receiving.
3. ***Dress Code***: Students must always present themselves neatly and professionally while fully adhering to the program's dress code. If students feel cold, they may wear a plain white long-sleeve shirt, a KVCC navy fleece jacket, or a white lab coat. Tongue rings, nose piercings, and similar jewelry must be removed before the clinical day. Jewelry visible through attire is not permitted. Strong scents are also not allowed.
4. ***Electronic devices***: Cell phones or electronic devices (laptops, tablets, and smart devices, etc.) are not allowed during clinical time. Cell phones may be checked during breaks. Individual circumstances may be discussed if necessary.
5. ***Attendance***: Students are expected to attend every scheduled clinical day. Students are not permitted to leave their assignments without the permission of their clinical lead preceptor or the Clinical Coordinator.
6. ***Breaks***: Students will be allowed two (2) fifteen-minute breaks, one in the morning and one in the afternoon. Additionally, students will receive a half-hour lunch break.
7. ***Time Clock***: Arriving late to clinical practicum is considered unprofessional. The program defines lateness as clocking in after the scheduled clinical start time; for example, clocking in at 8:01 when the start time is 8:00. Therefore, students are encouraged to arrive in the clinical area before their scheduled start time.

8. ***Radiation Safety***: The 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, the dosimeter must be at the collar level outside of the apron. Students are not permitted to hold patients or image receptors for radiographic exams. 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. 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.
9. ***Confidentiality***: 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. 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. 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. For more details, please refer to the full confidentiality policy in the program handbook.
10. ***Bill of Rights***: 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 by stating their name and indicating that they are radiography students from Kennebec Valley Community College. 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.
11. ***Patient Interaction and History***: 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 facility's policy. Students must verify patients using two methods, including the patient's full name and date of birth. The patient's last four social numbers may be used at some facilities. The wristband must also be verified for inpatients and patients in the emergency department. Students must ask females of childbearing age about the first day of their last menstrual cycle/period (LMP) and the chance of pregnancy.
12. ***Responsibilities***: Students are responsible for all technical, clerical, and other tasks (such as stocking rooms and cleaning) in their clinical area. Patients are always the top priority. Practicing in rooms should only occur during downtime, after all other duties and patients are completed. Students should regularly check on the exams to be completed if they are practicing in the rooms. Students should avoid engaging in any activities unrelated to clinical practice, such as knitting, puzzles, reading a personal book, or using the facility's computer to browse the internet.
13. ***Infection Control***: Students are to adhere to the hospital's infection control policies to prevent the spread of infection. Proper hand hygiene and cleaning must be followed, and effective communication must be maintained with those involved in the patient's care.
14. ***Initiative***: Students should observe technologists as they complete exams and can participate in all exams, even those not yet covered in class. It is expected that students are active participants during exams by observing, assisting, or performing procedures under indirect or direct supervision, following the guidelines of the KVCC supervision policies. Students should demonstrate the ambition and initiative to be involved with as many exams as possible during each clinical day. At the beginning of the shift, students should inquire about the procedures scheduled for the day (e.g., fluoro, multi-purpose, OR, etc.).

15. ***Skills***: Students are encouraged to take initiative and actively engage with their clinical sites. Students are expected to maintain proficiency in all competency examinations they have previously passed. To become more proficient and confident in these procedures, students must continue to apply and practice their skills after completing their competencies. Students must utilize their own identifier markers when performing radiographic examinations.
16. ***Goals***: Each semester, students are encouraged to regularly discuss their goals with the technologists at their site. They should compile a list of their competencies and display it in a designated area for the techs to view.
17. ***Competencies***: Students are required to demonstrate competence in radiological procedures in accordance with the ARRT Radiography Didactic and Clinical Competency Requirements. Students are encouraged to complete as many competencies as possible each semester and are advised not to hold off until their final semester. Competencies are not just about the quantity completed in a semester; they focus on the student's ability to perform radiographic procedures accurately, competently, and independently following evaluation. Students should consult with a registered technologist for guidance in making safe decisions before proceeding with any procedures as necessary.
18. ***Evaluations***: 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.
19. ***Independence***: Students should complete their exams as independently as possible and avoid working with other students. Students should refrain from frequently asking other students, technologists, or tech aids to perform essential tasks during the exam, such as retrieving and returning patients to the emergency room and completing paperwork and documentation. Students must adhere to the specific protocols and expectations in each clinical semester. Demonstrating independence will foster the growth and confidence necessary to progress in the program. Students must ask for help when applicable.
20. ***Supervision Policies***: Students are required to adhere to programmatic and JRCERT standards regarding both direct and indirect supervision.
21. ***Exam Log, Image Checks, and Repeats***: Students must accurately document, daily, each x-ray examination they perform, assist with, or complete as part of a competency. A qualified radiographer must check all images for every exam before the patient is allowed to leave. Under no circumstances may a student repeat radiographic images without direct supervision. All repeated images must be documented. If an exam is repeated, the student must be directly supervised by a qualified technologist, who must approve the repeat radiograph before re-exposure, and will sign the exam log for each repeat.
22. ***Education/Protocol***: Students should apply the concepts learned in the classroom to the clinical setting, recognizing the difference between didactic content and real clinical scenarios. Students must adhere to the facility protocols.
23. ***Other Responsibilities***: Students must not accept tips or gifts from patients in the radiology department. They should refer those individuals to the clinical lead preceptor so that the contribution can be made to the hospital.

Student Advisement and Feedback

Without feedback and advice, good practices are not reinforced, poor performance is not corrected, and the path to improvement is not identified. Students should not be caught off guard during mid-term or final clinical performance evaluations; therefore, it is expected that they will receive guidance

on areas needing improvement. Any constructive criticism should be discussed privately with the student.

Student Clinical Advisement Documentation Form

Clinical preceptors should complete the Student Clinical Advisement Documentation form in Trajecsys to provide feedback and guidance to students when a written record is needed. This feedback can also serve as documentation of outstanding student performance. This written record benefits both the student and faculty by clarifying the type of advisement provided and serving as a future reference. If necessary, clinical preceptors should contact the program faculty.

Unacceptable Conduct Documentation Form

An Unacceptable Conduct Form (UCF) should be completed in Trajecsys when necessary. Refer to the whole section on Unacceptable Conduct in the Program Standards. Sometimes, issuing a verbal warning first, along with clinical advisement documentation and the potential consequences if the behavior continues, may be appropriate. The preceptor should review and discuss the situation with the student before submitting a UCF to ensure accuracy. If a UCF is deemed necessary, it should be submitted within 48 hours of the incident. Program faculty should be contacted within 24 hours of submitting a UCF to schedule a visit and meeting with the student as needed.

Student Clinical Evaluations

There are three (3) types of evaluations in the clinical setting: Clinical Competency Evaluations, Student Clinical Performance Evaluations, and Radiographic Progress Evaluations. During these evaluations, the student's performance in procedures is assessed 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, confirming they have reviewed the evaluation.

Competency Evaluations

The KVCC Radiologic Technology Program aims to deliver a well-structured, competency-based curriculum that prepares students for a career in the radiologic technology profession. Students must demonstrate competence in patient care and radiological procedures in accordance with the ARRT Radiography Didactic and Clinical Competency Requirements. The full list and details can be found on the ARRT website.

Students become eligible for clinical competencies after successfully passing the classroom assessment for the respective patient care activity or imaging procedure. The student shall be informed of the number of competencies suggested to be completed before each semester. The minimum number of successful competency evaluations during a semester should be five (5). Students should not wait until their last semester to complete their competencies. Each student should complete as many as possible each semester. Competencies will be monitored regularly, and students are required to keep up-to-date documentation of completed competency procedures, as these will contribute to the student’s clinical grade.

Once the student has observed, practiced, and demonstrated proficient knowledge and skills, they can request a competency evaluation by following the competency procedure outlined below. Competencies are not about the number completed during the semester; rather, they focus on the ability to perform radiographic procedures correctly, competently, and independently after

evaluation. Students should seek assistance from a registered technologist to help them make safe decisions before proceeding with procedures as necessary.

Clinical competency preceptors are responsible for entering clinical competency evaluations as students complete their competencies. To maintain integrity, evaluations should be entered on the same day the student attempts the competency. Each attempt, whether a pass or a fail, must be documented in Trajecsys. If Trajecsys cannot be accessed on the clinical site computers, the technologist may use the paper form. The preceptor should grade honestly, and it is recommended that technologists provide comments, as constructive criticism is essential for student growth. For competencies not passed, the preceptor should check the box labeled “not approved.” After completing the competency documentation in Trajecsys, the preceptor should also initial the student’s ARRT competency packet.

Students are required to review and sign each completed competency evaluation by adding a post-submission comment and typing their name along with any comments they wish to include. Missing signatures on the evaluation may lead to a deduction from the student’s final grade.

The minimum score for the competency evaluation is 85. Students pass the category competency evaluation with a grade of 85 or higher and can then engage in indirect supervision of that particular body part.

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

A. Students participate in classes and position classmates as simulated patients.
B. Students pass positioning practical exams on classmates as simulated patients.
C. Students observe and perform the specific body part under direct supervision in the clinical setting.
D. Students must verbally request a category competency evaluation from the clinical competency preceptor before performing the exam (i.e., a student cannot perform an exam and then retrospectively claim it as a competency evaluation). Once approved by the technologist, competency testing can proceed unless otherwise directed by the technologist.
E. The supervising technologist will observe the student’s performance and intervene if necessary to ensure that the patient’s safety and care are maintained.
F. The decision of whether a student passes or fails lies with the clinical competency preceptor conducting the assessment. One (1) repeat is allowed for a passing competency, but more than one (1) repeat results in an automatic failure. The supervising technologist will complete the competency evaluation through Trajecsys and provide any necessary comments. Even if a competency is failed, the competency preceptor will still fill out the documentation. It is recommended that if a technologist must intervene during the procedure, the student might not pass the competency.
G. If the student does not pass with a grade of 85 or higher, or if the technologist considers the competency “not passed," the student must return to (C) and undergo remedial instruction along with gaining additional clinical experience. The student may retake the evaluation once sufficient instruction has been completed. Students pass the category competency evaluation with a grade of 85 or higher and may then proceed to perform indirect supervision of that specific body part.

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

Competency Revocation

Students are expected to maintain proficiency in all previously passed competency exams. Competencies may only be revoked by the Clinical Coordinator, adjunct faculty, or Program Director if the student fails to perform an exam competently. If a student scores below ninety (90) on a radiographic progress evaluation, their competency will be revoked immediately. If a student demonstrates incompetence in a previously passed competency exam, the following remediation process will begin:

1. If not during a radiographic progress evaluation, the competency preceptor will inform the clinical coordinator in writing of all observations necessary to determine if the competency should be revoked.
2. The clinical coordinator, adjunct faculty, or program director will schedule a meeting with the student to review the examination in question.
    a. The student must have their ARRT competency packet and Trajecsys information.
    b. The student will perform the competency in question (on a real patient, if possible, or through simulation) with the program director or clinical coordinator. Program faculty will offer 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 need to pass the competency exam again in the clinical setting before performing the exam independently.
6. If the student is considered incompetent after attempting to regain competency, the clinical preceptor must notify the clinical coordinator again. Additional remedial instruction will be provided as needed.

Clinical Performance Evaluations

Clinical performance evaluations document a student's ability to synthesize didactic and clinical course materials. They are an ongoing assessment of the student's professionalism, communication, initiative, aptitude, patient care and safety, radiographic skills, etc. These standards are necessary to ensure that future radiologic technologists adhere to professional standards. They are essential for cultivating exceptional, respectful, and responsible technologists capable of obtaining high-quality images and providing outstanding patient care. Performance evaluations are maintained in the Trajecsys Report System. Each student must have two clinical performance evaluations (mid-term and final) completed for each clinical assignment. The two performance evaluations are averaged and used in calculating the student's grade in the clinical practicum course.

The clinical lead preceptor completes student clinical performance evaluations through Trajecsys, incorporating feedback from all clinical staff involved in the student's education and skills

development. Evaluations are based on the students' expected clinical experience level. Clinical preceptors should evaluate students with as much objectivity as possible. The clinical preceptor may meet with the clinical coordinator for assistance in completing the evaluation. It is important to note that an inaccurate assessment may give the student a false sense of their abilities. Therefore, providing constructive feedback is essential for helping students improve their clinical performance. Any rating that is below average or unsatisfactory must be accompanied by a written comment on the evaluation form, clearly outlining what the student needs to do to improve. The lead preceptor should discuss each performance evaluation privately with the student. Grades should not be discussed in open technologist areas.

Clinical lead preceptors are reminded of due dates each semester for student clinical performance evaluations, but ultimately, it is the student's responsibility to ensure these evaluations are completed. Students must review and sign each evaluation by adding a post-submission comment, typing their name, and including any remarks they wish to provide. Missing signatures on evaluations may result in a deduction from the student's final grade. Final grades in clinical courses will reflect the progress demonstrated in knowledge, skills, and professionalism expected of radiologic technologists.

Radiographic Progress Evaluations

All students demonstrate proficiency in clinical procedures by successfully completing required competency evaluations with the College faculty during their clinical observation visits. Per the ARRT Radiography Didactic and Clinical Competency Requirements, "Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively."

The radiographic progress evaluation is completed each semester to assess continued competence and 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 counts as 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 along with any additional comments they wish to include. Missing signatures on evaluations will result in a deduction from the student's final grade. The minimum passing score for this evaluation is ninety (90). If a student receives a grade below ninety (90), the competency will be revoked immediately. The student will then receive remedial instruction and additional clinical experience, and must satisfactorily perform the competency examination again in the clinical setting before being allowed to perform the exam independently again. See more details under the competency revocation policy.

Clinical Documentation and Trajecsys

The program uses the Trajecsys application to maintain a record of program documentation, including student evaluations, clinical competencies, and clinical hours, among other important documents. Students must register and pay for Trajecsys during program orientation and ensure they log in successfully before their first day of clinical practicum. The Trajecsys fee is linked to RAD111 and grants students access to the system throughout the program. If Trajecsys cannot be accessed via the clinical site computers, paper forms may be used.

Clinical Education Binder

Students are provided with a clinical binder to keep their documentation organized throughout the program. It is the student's responsibility to keep a neat and accurate clinical binder. Failing to maintain a neat binder that includes all relevant clinical documentation will lead to a 10% reduction in the student's clinical practicum grade. Students are expected to submit their completed clinical education binder at the end of each semester once they have finished their clinical hours. The following lists the forms that should be included in the student's clinical binder.

1. Clinical Documentation
    a. Site Orientation Checklist (with signatures)
    b. Equipment Orientation Checklist (with signatures)
    c. ARRT Competency Packet
    d. Exam Log
    e. Anatomy for Competencies
2. Clinical Goals and Assignments
3. Clinical Information
    a. Any additional documents given by the clinical site
    b. Clinical sites contact info sheet
4. Forms
    a. MRI screening form
    b. Request for clinical time form
    c. Lost or damaged dosimeter form
    d. Clinical Site and Preceptor Evaluation form
5. Program Handbook

Examination Log

To demonstrate clinical participation and ensure students receive the appropriate level of supervision, students must accurately document, daily, each x-ray examination they perform, assist with, or complete as part of a competency. Students are advised to spend no more than 15 minutes per day on these logs. Spending several hours in one day to catch up on patient logs is unacceptable. The exam log record will be collected at the end of each semester and reviewed by program faculty. Students are strongly encouraged to perform as many exams as possible during clinical rotations. This will help them build confidence upon graduating from the program.

Due to HIPAA regulations, students must not collect any patient identifying information except for the first and last letters of the patient's name and the time of the exam. Medical record numbers are also not to be documented.

Under no circumstances may a student repeat radiographic images without direct supervision. All repeated images must be documented. If an exam is repeated, the student must be directly supervised by a qualified technologist, who must approve the repeat radiograph before re-exposure, and will sign the exam log for each repeat. Missing repeat signatures will lead to a deduction from the student's final grade and may be returned to the student for completion.

Students assigned to special modality areas must document exams as observed or assisted to verify that the student was present and engaged in modality experiences.

Assist/ A
Students should select this level of performance, Assist/ A, when they are actively participating in a radiographic study by assisting the technologist. In this role, the radiologic technologist performs the majority of the procedure, while the student provides support under the direct supervision of the technologist. At this level of participation, direct supervision by a qualified radiologic technologist is mandatory. The technologist must be physically present in the room and actively oversee the student's participation throughout the procedure.

Examples of student responsibilities may include:

- Instructing the patient on how to properly change into a hospital gown.
- Escorting the patient into the x-ray room and directing them on where to sit or lie down
- Explaining the procedure to the patient
- Assisting with positioning the patient
- Helping to position radiographic equipment, including the x-ray tube, bucky, image receptor, or other necessary ancillary equipment.

Perform/ P
Students should select this level of performance, Perform/P, when they have performed the procedure (with direct or indirect supervision) for most steps independently, rather than assisting the technologist. Students will identify a procedure as Perform/P when they are performing radiographic procedures or repeating unsatisfactory images.

Competency/ C
Students should select this level of performance, Competency/C, when they have performed the procedure independently, without assistance from a technologist. These procedures are identified in the exam log to indicate competency status.

Clinical Preceptor Performance and Site Evaluation

Students will complete performance evaluations each semester for all individuals who assist in the clinical competency and performance evaluations. Results will be shared with the radiology supervisor or manager, at a minimum, on an annual basis.

Clinical Visit Documentation

During clinical visits, KVCC program faculty will observe, assist, and evaluate students in the clinical setting and obtain feedback on their progress. During these visits, program faculty will also communicate with clinical preceptors as needed to ensure that students follow program and facility expectations and that accreditation standards are consistently maintained.

Program Policies and Procedures (Alphabetical listing)

Academic Integrity

Students at Kennebec Valley Community College are expected to be honest and forthright in their academic endeavors. Radiologic Technology courses will follow the policies for evaluation and promotion, behavior and discipline established in the Radiologic Technology Student Handbook and KVCC Student Handbook.

Since assignments, papers, computer programs, tests, and discussions of college coursework are the core of the educational process, KVCC demands students' strictest honesty in their various academic tasks. Cheating, fabrication, and plagiarism are examples of academic dishonesty. A full description of each type can be found in the student handbook along with the consequences:
https://www.kvcc.me.edu/wp-content/uploads/2024/09/KVCC-2024-25-StudentHandbook-v10.pdf
Students are not permitted to copy any quiz or test questions or answers in any format. This includes written, typed, photo, screenshot, etc.).
Brightspace quizzes and exams will require the use of Respondus lockdown browser.
Any student who copies or provides information to others during a test will receive 0 points for that test and will not have the chance to re-take the test.

Attendance- College Lecture and Lab Policies

Regular and prompt attendance at every class and clinical day is essential for becoming a successful student radiographer. Attendance is the responsibility of each student. Students are accountable for accessing all materials related to the class and staying informed about announcements and schedule changes. Didactic courses cannot be made up—the learning experience is lost. In accordance with college policy, attendance will be recorded at each class, lab, and clinical day.

Attendance at all scheduled classes, including labs and orientations, is mandatory, and absences are strongly discouraged. Students should not schedule time off for vacation, elective surgeries, etc., during regular scheduled classes. Students must schedule their personal vacations during the times that the school has its breaks or vacations.

If students cannot attend class, or if they will be tardy for any reason, they must contact the course instructor (not a classmate) before the scheduled start time.

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.

Attendance- Clinical Education Policies

The attendance policy is designed to promote professionalism and appropriate use of clinical hours. Attendance at all scheduled clinical assignments is mandatory, and absences are highly discouraged. Excessive absenteeism or tardiness reflects a student's attitude toward professionalism, accountability, reliability, and responsibility. As future employees at assigned clinical sites, students should develop and maintain appropriate work habits as closely as possible. Students should keep in mind that their clinical attendance and punctuality will influence future employment recommendations after graduation.

Clinical attendance will be recorded through the student clocking in and out each day, in accordance with their scheduled clinical hours. Students are expected to keep an accurate record of their clinical attendance. They must track the time they spend in clinical areas, as a minimum number of hours must be fulfilled before graduation.

Trajecsys is the only accepted method for documenting clinical attendance. Cell phones and other electronic devices are not permitted for use during clock-in and clock-out procedures. It is not

acceptable to clock in and/or out for another student. Students must use the computers available in each department's technologist area to complete the clocking process. Students will select their assigned clinical site from a dropdown menu on the home page. Failure to clock in on the department's computer in the technologist area may result in the issuance of 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 necessary, students will record their clock-in and clock-out times on paper, with technologist verification/signatures, until the Trajecsys system can be accessed from the clinical site computers. 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 out, this requires two separate time exceptions to correct the two missing clock records. Excessive time exceptions may result in the issuance of 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.

Students are expected to be at their clinical assignments for 8.5 hours, which includes a 30-minute lunch break. Students should arrive at clinical ready to begin on time. Arriving late to clinical practicum is considered unprofessional. The program defines lateness as clocking in after the scheduled clinical start time; for example, clocking in at 8:01 when the start time is 8:00. Therefore, students are encouraged to arrive in the clinical area before their scheduled start time. If assigned to the OR, students must be changed for OR attire upon clocking in.

Students should not clock out early, even if the patient load is light; instead, they should explore any potential learning opportunities or departmental tasks. Time spent beyond the student's clock-in and clock-out periods does not accumulate and cannot be used later.

The lead preceptor will approve time records weekly. If the lead preceptor is unavailable, the person in charge for the day, along with the department supervisor or manager, may approve them. Additionally, if the lead preceptor cannot approve time records, the clinical coordinator or program director may also be authorized to do so. Technologists who are not recognized as lead preceptors cannot approve time records.

The designated clinical time for each semester reflects the hours needed for every student to complete the clinical course objectives. Students are required to make up any missed clinical hours. If students are unable to attend a clinical day or are late for any reason, they must call the clinical site (not a classmate) and email the clinical coordinator before the scheduled start time. All missed clinical hours due to absences should be made up at the end of the semester. The student must submit the make-up time in writing to the clinical coordinator using the Request for Clinical Time Form. Approval is not guaranteed and varies among clinical partners. All missed hours must be clearly documented in Trajecsys. Hours missed that exceed 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 attend clinical on the regularly scheduled days, which will be added at the end of the semester. Extenuating circumstances regarding make-up time will be discussed, if necessary, on an individual basis.

Clinical days will never exceed ten (10) hours in a single day. The combination of scheduled didactic and clinical hours will not exceed forty (40) hours in any week.

Students should not schedule time off for vacations, elective surgeries, or similar activities during scheduled clinical time. Students will follow the KVCC academic calendar regarding vacation time, except for summer rotations. Students must plan their personal vacations during the school's designated breaks or vacations. Missing time for vacations during scheduled clinical or class hours may result in an unacceptable conduct form. Additionally, absences could impact final grades, and extensive absences may affect financial aid or lead to course failure.

Attendance- Clinical Meals and Breaks

Students will be allowed two (2) fifteen-minute breaks, one in the morning and one in the afternoon. They will also receive a half-hour lunch break. Students will not clock in or out through Trajecsys. The specific timing of these breaks will be decided by the clinical lead Preceptor or lead technologist. Students must ask the lead technologist or a clinical staff technologist for permission before leaving the department. Lunch breaks should be staggered if more than one student is assigned to the site. Students are not permitted to leave early for breaks not taken.

Attendance- Inclement Weather

KVCC will post weather closures. Students do not attend class or clinical when the college campus is delayed or closed due to weather. Students are responsible for notifying their assigned clinical site about cancellations or delays. If more than one student is assigned during the rotation, one student will be designated to make the call. A message must be left for the lead preceptor if they are unavailable. Students must sign up for notifications from the college regarding weather-related delays and cancellations, as well as other important updates. If clinical is already in session, the program faculty will make an effort to update the Trajecsys home page with an announcement if any changes to clinical schedules occur.

The College recognizes that early travel occurs for clinical experiences and aims to make delay or cancellation announcements at a reasonably early hour. If no announcement has been made before the student's home departure time for on-time clinical arrival, students should use their judgment regarding when and if to leave home. Students must notify their clinical site of their estimated arrival time if they will be late due to poor weather or travel conditions. The Radiologic Technology Program understands that snowfall and weather can vary by region. If students believe they should not attend, they must contact the instructor and/or clinical site before making any decisions. Students are not allowed to leave clinical early due to inclement weather without speaking to the Clinical Coordinator.

If necessary, inclement weather days may be added to the scheduled clinical make-up time.

Attendance- Bereavement

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).

Cell Phones and Electronic Devices

Clinical Practicum

Cell phones and electronic devices are prohibited while students are at the clinical site participating in clinical education courses. All devices must be turned off and stored in the student's backpack or

locker during clinical hours. Students must limit their cell phone use to break times only. In an emergency, students may use the phones at the clinical practicum site, but only with the approval of the Clinical Preceptor or their designee. Before making an emergency call, students should check with the Clinical Preceptor or designee about the situation. If needed, individual circumstances can be discussed. Students are not permitted to use computers at their clinical site for personal reasons unless departmental policies and procedures permit it, or they have received explicit permission from their Clinical Preceptor or supervisor. Using cell phones to clock in or out is strictly prohibited. Misuse of cell phones or electronic devices will lead to a meeting with the Clinical Preceptor, Program Director, and/or Clinical Coordinator to address concerns about the student's behavior. Students who violate this policy will receive counseling and may be subject to an unacceptable conduct form.

Classroom

All electronic devices that could interrupt the class must be turned off and stored away during class time. Phones can be used during breaks and activities that require a device. If students have a family concern and wish to keep their cell phone on vibrate during class, they must notify the faculty before class starts and inform them that they might need to step out to handle an emergency call.

Under no circumstances may cell phones and/or personal electronic devices be used as calculators during exams.

Laptops and tablets are to be used only for note-taking and documented accommodations. If a student needs to sit near the front while using a laptop or tablet for accommodations, they should discuss this with the instructor. Laptops and tablets can be distracting to other students. Online browsing, shopping, Facebook, email, and similar activities are always prohibited in any RAD class. If a laptop or tablet is used for anything other than immediate classroom work, such as note-taking, the student will be asked to leave. This behavior violates the program's standards of respect and professionalism and will be recorded as an absence.

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 cannot be classified as staff or receive payment during scheduled clinical hours. These activities are educational and are not to be used to replace staff at the clinical site. If students are able to manage both work and their studies, they may pursue employment as Radiologic Technology interns or aides outside of their clinical coursework, provided they are employed by a healthcare facility.

A student working in any role at an assigned clinical affiliate must keep their clinical education responsibilities separate from their employment duties at all times. Trainee work hours are not regarded as clinical time, and the program does not assume any responsibility for the student or their actions during their work as a radiologic technologist intern or aide. Students working as radiologic technologist interns or aides are under the responsibility of the employing facility. Students cannot represent themselves as students enrolled in the program during their work hours, and they are not

permitted to wear program-designated scrubs or name pins while on duty. Furthermore, students working in a radiology department outside their designated program clinical hours are not permitted to wear their KVCC student radiation monitor. Dose reports for exposures during assigned clinical hours must be kept separate from those received as employees. Any student misrepresenting themselves as a student while working may face disciplinary action from the College. Failure to comply may result in dismissal from the Radiologic Technology Program.

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.

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, 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/

Confidentiality Policy and Ethics

As a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), federal law mandates the confidentiality of health information. The act includes penalties for wrongful disclosure of personally identifiable health information. It is crucial that every healthcare provider, including radiologic technology students, understands the rules for releasing patient health information and adheres to the policies set by their clinical site for access and disclosure of identifiable health information. The ARRT Code of Ethics also defines professional ethics.

As a Radiologic Technology student, possession of confidential demographic and medical information about patients and the services provided at various clinical affiliates will become known. They must maintain and safeguard the confidentiality of all information they encounter during the clinical experience. All information about patients or hospital operations must be kept strictly confidential and should not be shared with anyone not involved in the patient's care. Students are expected to adhere to all standards related to patient confidentiality and privacy, and to communicate effectively and professionally with patients, peers, and medical staff. Facilities may have specific policies and procedures that students are required to follow.

Students must not, at any time during or after their education at KVCC, share any confidential information with others or allow unauthorized individuals to view or copy any medical reports or related documents 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 patient records and personal information are kept confidential in all forms. Students must not share patient information with anyone, including the patients themselves. They are required to adhere to all current and future policies and procedures established by clinical affiliates and KVCC to safeguard any confidential information. Sharing confidential information through electronic means, such as texting, social media, or email, is strictly prohibited. Students must not use, copy, take notes on, remove, disclose, photograph, or record confidential information unless authorized by a medical professional to perform their duties. If a student is asked by a patient about their examination or results, they should refer the patient back to their physician.

Students are not permitted to discuss anything related to their clinical experience, problems, issues, or negative experiences on any social media platform. They will be asked to remove any content related to their clinical experience from social media. Unprofessional social media use could negatively affect their continuation in the clinical practicum or future employment.

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

Students may have access to more records during their clinical practicum. This access to hospital login credentials is a privilege, and students must use all hospital applications responsibly. Access to documents or computer information is limited to a need-to-know basis. Students are not allowed to view any information about themselves, peers, hospital staff, family members, neighbors, or anyone else they are not providing direct patient care to. For example, a student might receive medical care at the facility where they are doing their clinical practicum. They are not permitted to search for their own records or anyone else's, including family members, through the department. They must get their information through the proper channels.

Students must not share or distribute their authentication codes, devices, passwords, key cards, or identification badges with anyone. They cannot use or disclose these details belonging to others, except for individuals authorized by the clinical affiliate to access its information. If a student suspects that someone has gained access to their authentication code, device, password, key card, or identification badge, or has otherwise accessed the clinical affiliate's information system or records without permission, they must notify the clinical lead preceptor immediately.

Students must not disclose personal information about themselves, like their address or cell phone number, with patients or family members. This rule applies to sharing personal details through any form of social media.

Discretion must be exercised in patient care areas and any part of the facility where others, who may not be involved in the patient's care, are within listening distance. Students are to ensure that patients are always properly covered, either by a gown or blanket.

These obligations continue beyond the end of the student role. All students must sign a statement confirming their understanding and respect for the need to maintain absolute confidentiality in all aspects of their work as radiologic technology students at Kennebec Valley Community College.

Clinical Affiliates have general rules, and each department may have specific policies and procedures for implementing HIPAA while maintaining patient confidentiality. Students must familiarize themselves with these rules, policies, and procedures to understand and comply with them fully. It is crucial for all students to recognize that any violation of HIPAA could result in civil or criminal penalties.

Any student who fails to comply with HIPAA and patient confidentiality policies of the college, program, or Clinical Affiliate may be recommended for dismissal from the program. Furthermore, the Clinical Affiliate may prohibit the student from participating in clinical education at that facility or related facilities. The individual may also become ineligible for future readmission to the Radiologic Technology Program.

Dress Code Policies

Dress Code for Class or Lab

The dress code policy is designed to uphold professionalism standards. While attending classes and labs at the college, radiologic technology students must recognize that they are in the process of becoming allied healthcare professionals. Appropriate attire should be worn in all classes and labs,

and students should always present themselves in a neat and professional manner. Radiography instructors will include a dress code policy in each course syllabus.

Dress Code for Clinical Education

Most, if not all, of the College's affiliated clinical facilities require students placed at a clinical site to meet certain hygiene, dress, and personal appearance standards. Students must always maintain a clean and professional appearance. The College collaborates with these sites to communicate and enforce these standards for three reasons. First, successful graduates will be expected to adhere to these standards in their employment after graduation, making understanding and willingness to follow these standards important to a student's education. Second, if students do not demonstrate a willingness to follow 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, which could hinder their academic progress at the College and lower their chances of success in the program. Dress codes at assigned clinical sites, if more rigorous, will take priority over this policy. 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 has 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 list of common clinical site requirements and prohibitions that students are expected to follow during their clinical placement.

1. Maintaining a high level of cleanliness; regular bathing and the use of underarm deodorant or antiperspirant are mandatory.
2. Excessive jewelry is not allowed. Only one (1) set of studded earrings, one (1) watch (smartwatches are not permitted), and one (1) ring are permitted on each hand. Bracelets, dangling earrings, hoop earrings, and necklaces are all prohibited. Tongue rings, nose piercings, and similar jewelry must be removed before the clinical day. Any jewelry visible through clothing will not be allowed.
3. Strongly scented perfumes, lotions, colognes, or aftershaves of any kind are not allowed in clinical or classroom settings because of their impact on patients, peers, faculty, and healthcare staff.
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 allowed in patient care areas. Mints are recommended to help freshen breath.
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 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 it is below shoulder length. Hair color must be a naturally occurring shade (i.e., no hot pink hair). Hairbands must be clean and should 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, offensive symbols, or nudity must always be covered. Visible tattoos may also need to be covered.

There are zero (0) warnings for failing to follow the dress code policies. If a student is caught violating the dress code, they may be sent home, and an unacceptable conduct form may be filled out for each occurrence. For documentation, the clinical preceptor can file the UCF in Trajecsys, which will notify the clinical coordinator. If the student misses time due to being sent home for violating the dress code, they must submit a make-up time proposal to the Clinical Coordinator. The student is required to make up this time at the end of the semester during make-up week.

Grievance Process

The KVCC Radiologic Technology Program is dedicated to providing fair and equitable learning experiences for all students. A grievance is defined as a claim made by a student that there has been a violation, misinterpretation, or unfair application of any existing policy, procedure, or regulation.

Whenever possible, an attempt should be made to resolve the complaint without initiating the formal grievance procedure, as open and respectful communication often resolves most issues. If a student desires to appeal a decision and file a grievance, they can refer to the Academic Affairs section, Academic Grievance Procedure, which is available on the college's LibGuide website: https://kvcc-me.libguides.com/c.php?g=1352251&p=9inv981097

Resolution of Issues

Students who encounter ethical dilemmas or issues, whether in the classroom or at a clinical facility, are encouraged to share their comments, suggestions, or complaints about the radiologic technology program, its faculty, clinical sites, or its students by following the proper chain of command.

Chain of Command
1. Clinical Lead Preceptor (if clinically related)
2. Course Instructor
3. Clinical Coordinator (if clinically related)
4. RAD Program Director/Department Chair
5. Academic Dean or Student Dean
6. President of KVCC

Health Policies

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 a common occupational hazard for all healthcare workers. Persons should not become healthcare workers unless they understand and accept this risk. Proper education and strict adherence to well-established infection control procedures are integral parts of each healthcare program.

Students must follow standard precautions and transmission-based precautions. They should adhere to prescribed safety measures and follow standard precautions when working with patients or handling blood and body fluids in the clinical setting. To protect students, patients, and hospital staff, any exposure to communicable diseases must be reported to the appropriate radiology department personnel to prevent further spread. It is the student's responsibility to work safely and take proper safety measures to avoid contracting or spreading diseases.

Students should be aware that exposure to natural rubber latex (NRL) is probable. 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 recommended that any student admitted to the program consult their healthcare provider if they are undergoing medical treatment or if past health issues might affect their ability to respond to patient needs.

Infectious Disease Management Policy

1. All new students entering the Radiologic Technology program will learn proper procedures for handling potentially infectious materials and general OSHA safety measures. This training occurs during the first semester as part of an in-service orientation before starting their

clinical assignments.

2. All incoming students will sign an acknowledgment form (program handbook agreement form) indicating they understand the risks and policies related to infectious disease management.
3. All bodily fluids are considered potentially infectious materials.
4. All needles and syringes must be discarded in a puncture-proof container.
5. Frequent handwashing will be required (hand sanitizer may be used depending on the contaminant) and must be done before and after each radiographic exam.
6. In applicable situations, gloves must be worn along with standard universal precaution procedures.
7. All students will have documentation of proof of immunization for major communicable diseases, as required by the clinical setting, before being assigned to affiliations.

Communicable Diseases

To protect students, patients, and employees at participating hospitals, any exposure to a communicable disease must be reported to prevent further transmission. Students are required to notify the program director if they knowingly carry a communicable disease or if they have been exposed to someone who has one. The program director will coordinate with the clinical supervisor to determine appropriate measures to prevent the disease from spreading.
Students or employees will use the following steps to report, treat, and test for an exposure event:

- The student or employee should immediately notify 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 through Friday from 7:30 a.m. to 5:00 p.m.

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 perform the initial exposure interview and testing, along with any necessary follow-up tests. In addition to visiting Workplace Health, students or the preceptor must promptly complete a KVCC incident/accident report. Students should not present any personal insurance card. The KVCC radiologic technology program director will complete the required worker's compensation paperwork within seven (7) calendar days of the injury.

N-95 Masking Policy

Student participation in exams requiring the use of an N-95 mask is acceptable under the following conditions:

1. The clinical site allows students to care for exams requiring the 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 N-95 masking. See the following examples:
    i. To participate in the chest x-ray that requires N-95 masking, the student must first successfully pass the chest x-ray competency.
    ii. To participate in the portable chest x-ray that requires N-95 masking, the student must first successfully pass the portable chest exam competency.

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

Incident/ Accident Reporting

If an incident occurs at a clinical education facility involving a student and/or patient, a formal incident report must be completed and submitted at the clinical practicum site, in accordance with that site's policies and procedures. An incident is any event that deviates from the normal operation of the facility or the standard care of a patient. It may be an accident or a situation that could lead to an accident. An incident may involve patients, staff, visitors, or students.

In the event of an incident, the student should call for assistance and secure the patient or visitor's condition if necessary. The student should notify the lead preceptor or supervisor immediately.

The involved technologist or lead preceptor should complete a department incident report with the student and submit it promptly, and a KVCC Incident/Accident Report form must be filled out and returned to the clinical coordinator via Trajecsys. The program director and or clinical coordinator must also be promptly informed of the incident via email.

Insurance

All students are required to have professional liability insurance, which is included in their college bill. The liability insurance policy is only valid while the student is participating as a KVCC radiologic technology student at an assigned clinical facility.

Mammography Student Rotation Policy

The program's policy regarding student clinical rotations in mammography is based on the sound rationale outlined in a position statement on student mammography clinical rotations adopted by the Board of Directors of the JRCERT at its October 2021 meeting. The JRCERT position statement is provided below and is also available on the JRCERT website at www.jrcert.org through Program Faculty, Program Resources.

"With regard to breast imaging, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/ procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed."

"The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position."

Magnetic Resonance (MR) Environment Screening for Students

Magnetic resonance (MR) is a medical imaging system used in the radiology department that employs a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have certain metallic, electronic, magnetic, or mechanical devices. As a result, 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 permitted entry into the MR environment, they must be screened by an MR safety-trained healthcare worker. Proper screening involves using a printed form to document the procedure, reviewing the information on the form, and conducting a verbal interview to verify the details and address any questions or concerns the individual may have before entering the MR environment (www.mrisafety.com).

Students must complete MRI safety training and submit the MR Screening Form for Students before entering the clinical and MRI environment. A copy of this form will be kept in the student's clinical education binder and the program director's office.

MRI safety training covers MRI safety zones, considerations, screening, MRI safe and conditional devices, unsafe devices and objects, and emergency procedures in the MRI department. This training must occur before the first clinical practicum day. Additionally, the RAD216 didactic instructor will review MRI safety again before students enter 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 certain clinical experiences but will not affect program completion. Students will complete the MR Screening Form for Students during orientation to the program and will be pre-screened by program faculty. The form may be reviewed and signed during each clinical assignment by an MRI safety-trained Technologist or Radiologist whenever there is an 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 regarding 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 specified by the clinical facility. Students might also be asked to review their screening form periodically 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, and other items. Loose metallic objects are especially prohibited inside the MRI environment. If the student cannot remove any of these items, they must notify the MR technologist during screening BEFORE entering the MRI room. The technologist may test some objects with a handheld magnet.

Pregnancy Notice: The pregnant student who has declared her pregnancy and continues working in the MR environment should not remain within the MR Zone IV during actual data acquisition or scanning.

If students have any questions about entering the MRI unit, they should consult with an MRI-trained technologist. Students must notify the program immediately if there is a change in status or 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

Pregnancy Policy

Students who are pregnant or may become pregnant during their course of study in the Radiography Program are encouraged to inform the program faculty. Due to the potential risk of radiation to an unprotected fetus, certain precautions should be taken. The student should know that this information does not need to be legally disclosed to the program, but it is highly recommended for safety reasons. Students who are pregnant will not face discrimination. Students who choose to "declare her pregnancy" are allowed 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 the NCRP recommendation of 0.5 rem (500 mrem, 5.0 mSv). Monthly dosimeter readings should not exceed the NCRP recommendation of 0.5 mSv/month, as reasonably achievable, to not

exceed the recommendation of 5.0 mSv for the entire pregnancy. However, the student will exercise additional preventative measures when participating in clinical areas that contribute to a higher radiation risk (i.e., fluoroscopy and portable exams).
    a) If the exposure dose is exceeded, the student shall meet with the program director and acknowledge (signed form) the exposure dose reading. Together, they will determine the next appropriate steps.
    b) If a student chooses not to declare her pregnancy, she will continue to be governed by guidelines for adult occupational exposure
5. The student will be expected to participate in all clinical assignments and/or duties expected of any other student, with the following exceptions:
    a) The student **will not** perform examinations associated with patients having intracavity or interstitial sources of gamma radiation (radium or cesium).
    b) Students **will not** hold or assist in holding a patient during a radiographic or fluoroscopic examination, nor shall the student be involved in any procedure where she may be in the direct or useful beam.
6. The student will be allowed to make up any missed clinical time due to pregnancy or immediate post-natal care. The student may accumulate time prior to the expected delivery date. Arrangements must be made with the program faculty and the appropriate hospital personnel.
7. The pregnant student may elect to 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.

Radiation Safety Policies

Radiation Safety Rules for Clinical Education

Radiation safety is an important aspect of radiologic technology. Students must be cognizant of the rules and regulations related to radiation safety and are expected to act in the best interests of their patients, themselves, healthcare personnel, and others. They should consistently practice proper radiation safety procedures both in clinical settings and during laboratory activities.

1. Students are not permitted to hold patients or image receptors for radiographic exams.

2. Students will report any accidental exposure to primary radiation to the clinical coordinator (RSO) and clinical preceptor immediately.
3. 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.
4. During an exposure or procedure, students must not stand directly in line with the central ray, even when wearing a lead apron and with a lead shield placed between the tube and the student-operator. The tube should always be aimed away from the operator's body.
5. 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.
6. 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. The wristband must also be verified for inpatients and patients in the emergency department.
7. 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.
8. Students are expected to provide protective lead apparel to other personnel who are required to be near the x-ray unit during exposure.
9. Protective lead apparel MUST be worn at all times during fluoroscopic and mobile procedures. 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.
10. Under no circumstances is anyone allowed to use another worker, student, or any other human being as a model for test exposures or experimentation.
11. All female patients of childbearing age, as defined by the clinical practicum site, will be questioned about possible pregnancy. If a patient indicates there might be a chance of pregnancy, the student must follow the clinical practicum site's established protocols before proceeding with any procedure. Documentation concerning the possibility of pregnancy among all female patients of childbearing age must comply with departmental policy. Students may be required to record the first day of the last menstrual cycle.
12. Radiography students must always be under the supervision of a qualified technologist. 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.
13. To maximize radiation protection, all unsatisfactory radiographs performed by a student must be repeated under the direct supervision of a qualified technologist, regardless of the student's competence or experience level. The qualified technologist must approve the procedure before re-exposure. The student must obtain the technologist's signature in the exam log following all repeats.
14. Students are expected to be familiar with and apply the three key principles or radiation protection: time, distance, and shielding.
15. The As Low As Reasonably Achievable (ALARA) principle must be utilized in all radiographic procedures to minimize radiation exposure to themselves, other personnel, and patients. High radiation monitor readings will result in counseling from program faculty and may lead to the student's removal from clinical education.
16. Following the ALARA principle, students must use proper shielding, collimation, technical factors, and patient positioning. Collimation is different from post-processing cropping. Students will not post-process information or anatomy out of the image. Collimation should

be applied before the image is taken to ensure ALARA principles are applied correctly. The primary beam shall be restricted to the area of clinical interest or the size of the image receptor used.

17. Due to Maine State law, students may not be employed to administer ionizing radiation until thirty (30) days prior to completing the program.

Radiation Safety Rules for the Energized Imaging Lab

The energized imaging lab at KVCC will provide radiologic technology students the opportunity to practice procedures on phantoms in a simulated environment. Lab attendance and participation are essential parts of the student's educational experience. Students will practice exposure techniques using tissue-equivalent phantoms and those designed specifically for positioning. Failing to follow the energized lab rules and radiation safety requirements violates the Code of Conduct. Violations may result in disciplinary actions, which may include a recommendation for dismissal from the program. In addition to the aforementioned radiation safety rules for clinical education, students must abide by the following when working in the on-campus energized lab:

1. Students and instructors must wear their dosimeters during lab exercises in the energized lab. Students who are not wearing their dosimeters will not be permitted to use the lab for imaging exposures. A student who reports to the lab without their dosimeter will be asked to leave, and the session will be recorded as an absence.
2. Students will always be supervised in the energized lab by program faculty. Students may not enter the energized lab without faculty approval and presence.
3. The lab is designated *only* for phantom imaging and practicing imaging techniques in simulated settings. Only X-ray exposures by program faculty will be permitted, and students must be directly supervised by program faculty during permitted exposures.
4. The imaging equipment must not be used for human radiography. Any student who operates the equipment (or allows it to be operated) for human radiographic imaging will be immediately recommended for dismissal from the program.
5. Students must stand inside the control panel booth whenever exposures are being made.
6. Students must follow the program guidelines and operate energized equipment while ensuring that neither they, their classmates, nor faculty members are exposed to the primary beam of ionizing radiation at any time.
7. No exposures shall occur with the X-ray beam aimed at the control booth.
8. The energized lab must be kept locked when not in use, and the exposure mechanism disabled.
9. When the red hall light is illuminated (indicating that the generator is active), anyone entering the lab must knock and wait to be let in by the person using the lab.
10. The door to the X-ray room must stay closed during exposures.
11. The X-ray beam must always be collimated to a field size that is equal to or smaller than the IR being used.
12. Students shall utilize their own right and left radiographic markers during lab sessions.
13. Students must adhere to radiation safety policies and can only observe through the protective window or behind the lead-lined wall during X-ray activation.
14. Students must practice proper hand hygiene and aseptic techniques with all lab equipment.
15. Students must demonstrate professional conduct in the lab by keeping noise levels low and avoiding disruptive behavior.

16. Students using the lab must return all sponges, sandbags, lead aprons, reference books, tables, and other equipment to their designated places before leaving.
17. Ensure all machines and devices are either plugged in or turned off (as appropriate) before leaving the lab.
18. Food and beverages are prohibited around the table unit, control panel, or computer.
19. Avoid writing or drawing on the whiteboards. Whiteboards are reserved solely for educational use.
20. Program faculty will review the student's dosimeter report.
21. During radiographic imaging of the phantom in the lab, students should complete their assignments promptly to respect the time of others.

Personnel Monitoring and Exposure Reports

Students will be issued a personnel monitoring device (dosimeter) to wear in the energized lab on campus and during clinical education. The purpose of the dosimeter is to track occupational radiation exposure throughout the program. The program will provide students with quarterly reports of their radiation doses in accordance with federal and state regulations.

1. Students must wear a radiation monitoring device (dosimeter) at their clinical practicum site or while performing lab radiographs in the energized lab at KVCC. Dosimeters are always to be worn at the collar level during clinical, and when wearing a lead apron, the dosimeter must be placed at the collar level outside of the apron. A dosimeter is a device used to measure an individual's radiation exposure.
2. Students receive a dosimeter from the program and are responsible for its proper use and storage. When not on duty, the dosimeter must remain in the control area of the participating clinical site unless it is needed for lab activities on campus. Dosimeters should not be worn during activities other than clinical or lab assignments. Students will not wear KVCC dosimeters during any work outside of clinical or lab assignments.
3. Dosimeters will be exchanged quarterly. Students must drop them off at the Clinical Coordinator's office when requested. They should inform the clinical coordinator of any unusual circumstances that could affect the monitor readings, such as leaving it in an exam room during a procedure. Students are not permitted to have more than one dosimeter at a time. They are also required to return the dosimeter promptly after completing their clinical hours each semester.
4. Students must report any lost or damaged radiation monitoring devices (dosimeters) to the clinical coordinator / Radiation Safety Officer (RSO) within 24 hours of discovery. The student must initiate the replacement process immediately by completing and submitting the lost or damaged dosimeter form. Students cannot participate in their clinical practicum until the lost dosimeter is replaced. The student is responsible for all costs associated with the lost dosimeter, the replacement dosimeter, and expedited shipping. The clinical coordinator will notify the student when the replacement dosimeter is ready for pickup. The student can resume clinical practice after receiving the replacement dosimeter.
5. Students will have access to their dosimeter dose report and are required to review their dosimeter dose report within thirty days of receipt of the report by the program. A summarization of the quarterly and year-to-date radiation exposure is provided. Students will be given the opportunity to discuss their radiation dose with the RSO.
6. Dose reports will be posted and filed in the Radiologic Technology program office.
7. Students who have graduated from the program will have access to their final dosimeter

report upon request for one academic year.

8. The program director will maintain the documentation of signed report reviews.
9. If a student becomes pregnant, they should refer to the pregnancy policy in this handbook.
10. According to the National Committee on Radiation Protection (NCRP), the maximum allowed dose to radiation workers is 50 mSv (0.05 Sv, 5000 mRem, 5.0 rem) per year. The program has established dose levels that are lower than the recommended United States Nuclear Regulatory Commission and Radiation Protection Regulations of the State of Maine. Students in the KVCC Radiologic Technology Program should not receive more than 1.0 mSv (100 mRem, 0.1 rem) per year under normal working conditions. Students exceeding this dose will receive counseling on their radiation exposure practices and may be temporarily removed from clinical practice.
11. The RSO reviews occupational exposure reports quarterly to ensure that the doses comply with ALARA (As Low as Reasonably Achievable) standards and remain within the recommended dose limits for KVCC radiologic technology students. The RSO informs, in writing, any student whose cumulative quarterly exposure has met or exceeded the investigation levels outlined in the table below. During meetings with a student about their quarterly exposure report, there will be a review of ALARA, and documentation will be added to the student's file.
12. Investigation Levels are as follows:

Investigation Levels		
Part of Body	Investigation Level 1 (mSv or mRem/year)	Investigation Level 2 (mSv or mRem/year)
Whole body, head, trunk, including gonads, arms above the elbow, or legs above the knee	0.1 mSv (10 mRem)	0.3 mSv (30 mRem)

13. Actions to be taken below when the investigation levels listed in the table are reached:
    a. *Personnel dose is less than Investigational Level 1*; no further action will be taken.
    b. *Personnel dose equal to or greater than Investigational Level 1 (10% of the annual limit for a radiology student) 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 but is less than Level 2 and should conduct a timely investigation of the exposure, reviewing the actions that might be taken to reduce the probability of recurrence. The student will be required to complete the "Radiation Exposure Investigation Form". No action is required unless deemed appropriate by the RSO.
    c. *Personnel dose equal to or greater than Investigational Level 2 (30% of the annual limit for a radiology student)*. The RSO will review the dose of the individual whose quarterly dose equals or exceeds the Investigational Level 2 and should conduct a timely investigation of the exposure, reviewing actions to reduce the probability of recurrence. The student will be required to complete the "Radiation Exposure Investigation Form". The student will be required to meet with the RSO. Consider investigating the factors that led to the radiation exposure, including radiation doses and work habits of other individuals engaged in similar tasks, to determine if improvements, additional safety measures, or education are needed to reduce exposures. The individual will also need to sign a statement confirming that they met with and discussed the actions needed to reduce exposure with the RSO. A report of the investigation and actions taken will be filed in the student's record.

Smoking/Drug and Alcohol Policy

Students are not permitted to smoke during clinical time. Students are not allowed to take extra breaks during scheduled clinical time to smoke. Smoking is only allowed during the student's own time (before or after clinical time) or lunch breaks. Students must adhere to the hospital's smoking policy. 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.

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 is at the discretion of the qualified radiologic technologist to make corrections before exposure is taken to prevent unnecessary patient exposure.

**The exception to this policy applies when students start at a new clinical site each semester. Students will receive direct supervision during the first two weeks, or longer, of each new clinical rotation to ensure they follow the clinical site's policies and protocols. During this orientation and acclimation phase at the clinical site, please allow all students to observe technologists perform exams directly so they can fully grasp the department's workflow, expectations, and protocols. Technologists are also encouraged to periodically observe students throughout the semester to ensure they consistently meet performance standards. This requirement applies to all students in every semester of the program, regardless of their competency status.

Students are not authorized to 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.

Students must be directly supervised by a qualified radiographer when repeating unsatisfactory images, and the technologist must approve the procedure before re-exposure. The student must obtain the technologist's signature in the exam log for all repeats. If a student starts an exam on a patient, they are expected to complete it. All images must be checked by a qualified radiographer before the patient is allowed to leave.

*Note: Another exception to this rule applies to portable, multipurpose, and operating room exams. All portable, multipurpose, and OR exams must be conducted under direct supervision, regardless of whether the student has demonstrated competency.

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

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KENNEBEC VALLEY COMMUNITY COLLEGE

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 this program. I agree to follow all rules and policies outlined in the program handbook. I have had the opportunity to discuss the handbook with program officials. Additionally, I agree to comply with the College policies as well as the conduct and performance policies of the clinical education sites where I may be assigned. I understand that failing to follow the policies and regulations of the College, the Program, or the Clinical site may lead to dismissal from the program.

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

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

I authorize the program faculty to release my student information, such as the last four digits of my Social Security number and my date of birth, as necessary for clinical placement.

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

Student Name (Printed): _____

Student Signature: _____

Date: _____

Program Faculty Signature: _____