

RIVER VALLEY

Community College

Radiologic Technology Program

Handbook



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Radiologic Technology Associate Degree Program

There is some overlap between the information contained in this section, and information in RVCC campus-wide Student Handbook. It should be noted that all policies will defer to the College policies when applicable, and that these policies pertain only to students in the Radiologic Technology Program.

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

CCSNH Mission

Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire's businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state's businesses; and a strong New Hampshire economy.

RVCC Mission

River Valley Community College transforms lives by providing a quality and affordable education through innovative personal approaches to lifelong learning and career pathways.

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Radiologic Technology Program Associates Degree

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Introduction to the Radiologic Technology Program

Welcome to the Radiologic Technology Program at River Valley Community College. Please use this handbook in conjunction with the College student handbook and Catalog.

This document is to be used as a reference and a guide for the student and clinical sites. RVCC values every student who attends the College and respects every student's rights and privileges. If, for any reason, routine progression through the program is interrupted, policies in the Student Handbook and College Catalog at the time of readmission will apply.

Your input is important to this Program, College, and Community. Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you.

After you have read this handbook, please sign the acknowledgement form at the back of this handbook and return the form to the program faculty. These signed forms will be placed in your permanent file.

Faculty

Eileen Glover, DNP, MSN, RN-BC, NEA-BC	Department Chair
Michelle Luciano, PhD, R.T. (R)	Program Director
Jessica Horton, BS, R.T. (R)	Clinical Coordinator
Becky McKinley, BS, R.T. (R) (CT)	Adjunct Faculty
Jason Smith, BS, R.T. (R) (CT)	Adjunct Faculty
Nancy Krieger-Black BS, R.T. (R) (CT)	Adjunct Faculty

Chain of Command

It is the goal of the Radiologic Technology Program at RVCC to provide a safe and positive environment that is conducive to learning. If a student should happen to have a question or concern, the Radiologic Technology Program encourages the student to follow the following chain of command:

- Class/Clinical Instructor/Faculty Member
- Clinical Coordinator
- Program Director
- Chair of Allied Health Department
- V.P. of Academic and Student Affairs
- College President

To achieve its mission, River Valley Community College:

- Offers year-round academic preparation in transfer, career, certificate, and developmental programs;
- Promotes education services and technical training through adult education programs, business partnerships, and collaborative efforts with other educational institutions;
- Provides a full range of student support services, including academic and career counseling, tutoring, financial aid, and student activities;
- Maintains print and media collections and services in the Library Information Technology Center for students and area residents;
- Responds to the needs of the region and state by projecting and targeting educational programs for new employment opportunities;
- Creates a supportive environment that encourages self-awareness, community involvement, and lifelong learning; and;
- Establishes a learning environment which considers the safety of students and staff.

Program Overview

The Radiologic Technology Program of the River Valley Community College has been developed with the purpose of providing competent Radiographers for the imaging field. A Radiographer is an important member of the Allied Health Care team. They are responsible for producing high quality medical images for diagnostic purposes. Radiographic procedures are performed on patients of all ages. We also offer students experiences in the most recent imaging advancements and the new technological modalities in the production of images in the medical field. Including the use of portable equipment in: (1) operating room, (2) emergency room and (3) intensive care units.

Curriculum

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

The program strives to provide the community with an affordable and accessible 21-month educational program. Where students will learn the appropriate use of technology, patient care skills, confidence in the health care environment. All students must complete the curriculum within a three-year period from the date of matriculation.

Upon successful completion of the program students will receive an Associate in Applied Science degree in Radiologic Technology science from the College.

Radiologic Technology Mission

The mission of the Radiologic Technology Program at RVCC is to educate students to become competent radiographers who provide quality imaging services to healthcare facilities.

Program Goals	Educational Outcomes
To prepare students/graduates to demonstrate professional values and ethical behaviors in the work place	Graduates will: <ul style="list-style-type: none">• demonstrate positive ethical behaviors• assist the patients with consideration and respect to their personal beliefs and without discrimination• conduct themselves in a professional manner
To prepare students/graduates to demonstrate competencies in the essential skills of medical imaging	<ul style="list-style-type: none">• competently practice general diagnostic medical radiography in any clinical setting• practice radiation protection and radiation safety techniques in ways that minimizes• radiation exposure to patients, self and other• meet the clinical competency requirements for each semester• participate in professional activities and continuing education
To prepare students/graduates to communicate effectively and professionally in the medical environment	<ul style="list-style-type: none">• demonstrate good communication skills
To prepare students/graduates to develop critical thinking and problem solving skills	<ul style="list-style-type: none">• think critically to act appropriately in solving problems of non-routine and emergency situations
To prepare graduates to successfully meet entry level expectations of employers	<ul style="list-style-type: none">• perform at entry level expectation• successfully complete the radiologic technology program• become employed within one year of graduation• promote continued professional and personal growth and lifelong learning

Program Accreditation

This program is accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program number is #0643. The Radiologic Technology Program was accredited in 2019 and awarded a 3-year accreditation term. The next site visit is scheduled for fall 2021. Program accreditation link: <https://portal.jrcertaccreditation.org/accreditation-history>.

College Accreditation

The College is accredited through the New England Commission of Higher Education (NECHE). Direct link here: <https://www.necche.org/institution/river-valley-community-college/>.

JRCERT Standards of Compliance Policy

The JRCERT Standards for an Accredited Educational Program in Radiologic Technology Sciences outline the programs requirements for accreditation.

If the student feels that the program is not in compliance, they should speak to the Program Director to try to resolve the concern. If the concern is unresolved a written statement outlining the concerns should be presented to the Program Director. The Program Director will respond to the student within five (5) business days. If the student does not find a resolution with the Program Director, the Chair of the Allied Health department will then be contacted and the grievance procedure will take place. If concerns regarding the programs non- compliance with the Standards cannot be resolved at the program level, the student has the right to contact JRCERT. All above steps should be followed before contacting the JRCERT.

Students may contact appropriate individuals at the:

JRCERT

20. N. Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

mail@jrcert.org or www.jrcert.org

Program Academic Requirements

Admission Policy

The Radiologic Technology Program uses the admission process and procedures of RVCC.

Our goal is to:

1. Choose qualified candidates in a non-discriminatory way.
2. Provide a quality education.

It is the purpose of this policy to set minimum requirements for student selection along with acceptable academic and physical performance level.

Admission into the Program is in a selective process that has been developed to ensure that student has been admitted based on their merit. To be an efficient and competent the applicant/ student must have a comprehensive academic background and good moral character. This will allow each candidate to compete in an objective manner without discrimination.

Classes are admitted once a year for fall semester. Admission to the Radiological Technologic Program is limited by the number of faculty, clinical facilities and job placements availability. The amount of student admitted into the Program each year, can range between 10-20 students.

All new applicants must:

1. Submit a completed admission application (Application Deadline will be December 31st) for the following fall term.
2. Two (2) recommendation forms must be submitted.
3. Complete the RAD Packet found in the application and the College's website
4. Be eighteen (18) years of age or older by the starting school year.
5. Have a college or high school current cumulative GPA of 2.5.
6. High school or college biology and/or physics within the last 10 years with a "C" or better.
7. Official transcripts
 - a. High school or GED scores
 - b. College transcripts
8. Attend an on campus or previously recorded "Info Session"
9. Attend a faculty interview which will be scheduled once the application checklist items are complete.

Note:

- 1) One eight (8) hours observation/shadow experience in a radiology department is not required, but highly recommended.
- 2) Completion of Anatomy and Physiology I and II courses with a "C" or higher grade is highly recommended prior to starting the program.
- 3) Completion of RVCC Functions and modeling I Math or equivalent is recommended prior to starting the program.
- 4) Students with a C- in any general education courses will need to repeat the course and will have only (2) two chances to pass with a "C" or higher.
- 5) In the case of a "F" or failure grade, students will have one chance to pass with a "C" or better in order to be eligible for the program.

Note: Meeting minimal requirements does not guarantee acceptance.

Graduation Requirements

To earn an Associate Degree in Radiologic Technology Sciences from River Valley Community College, a student must:

- Successfully complete the didactic and clinical competencies in a maximum length of three years
- Achieve a cumulative Grade Point Average (GPA) of 2.0 or higher in all courses taken at River Valley Community College (including remedial or developmental coursework/credits)
- Complete the Intent to Graduate form

Direct link to the college graduation policy: <https://catalog.rivervalley.edu/graduation-requirements> .

Attendance

Students are expected to attend all scheduled didactic classes and clinical assignments during the semester. The attendance policies for didactic courses are determined by the instructor. The policy will be published in the course syllabus and will be discussed on the first day of class of each semester.

Clinical attendance policy is uniform within the program and is published in each clinical syllabus and in the clinical portion of this manual. Students should be aware that program courses cannot be made up and when a student is absent, the learning experience is lost. Absences may seriously affect the student's final grade.

College attendance/leave of absence policy: <https://catalog.rivervalley.edu/medical-leave-policy-michelles-law>

Attendance and Inclement Weather

Please follow procedure for inclement weather presented in the RVCC Student Handbook. The Radiologic Technology didactic courses will use the Zoom platform for inclement "snow" days (check Canvas for course announcements), with the clinical laboratory course time rescheduled so that the student doesn't miss a course lectures and laboratory time. <https://catalog.rivervalley.edu/cancellation-of-classestwo-hour-delay> .

Student may apply for an extended leave from the program due to a hardship or illness. These cases will be discussed and decided on an individual basis with the Program Director.

Academic Integrity/Amnesty

Students at River Valley Community College are expected to be honest and forthright in their academic endeavors. Since the assignments, papers, computer programs, tests, and discussions of college course work are the core of the educational process, RVCC demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful academic accomplishments are maintained, the college sets forth the following clarification of academic dishonesty and sanctioning procedures. This policy relates to all academic endeavors on or off campus (i.e. classroom, clinical, and work sites). The Program follows the College policy on Academic Dishonesty. Please refer to the College student handbook for the Integrity policy: <https://catalog.rivervalley.edu/academic-integrity>. Please refer to this link for the Academic Amnesty policy: <https://www.rivervalley.edu/current-students/registrars-office/academic-amnesty/> .

Instructional Methods

1. Each course will follow an outline/syllabus and most classroom presentation include lectures, discussion, case studies, audiovisual material, reading, quizzes/tests and other assignments.
2. Each course will be evaluated by different methods including written and practical exams, quizzes, oral presentations, projects, etc.
3. The program will follow the college calendar for final exams.

4. Additional educational resources are available through the college library and student Advising, Career and Transfer Center (ACT). College's direct link: <https://www.rivervalley.edu/student-support/advising-career-and-transfer-center-act/> .
5. The college provides computer labs for student use.
6. All required and recommended textbooks for the program are available at the college bookstore. Many of these books are used in more than one course. Because of this and because of the need for study references in preparation for the ARRT certification exam, students are advised to keep all the books for future reference.

Student Records

All students' records are maintained in accordance with the federal family educational rights and privacy act of 1974. All records are considered confidential and will not be revealed to any unauthorized person without the students' knowledge and written consent.

The student has the right to inspect all records kept related to them, as dictated by the Federal Family Education Rights.

Link to the college policy: <https://catalog.rivervalley.edu/policy-on-access-to-grades-and-transcripts>.

Rights and Responsibilities of the Student

1. The student has the responsibility to make decisions that will help achieve their goal.
2. The student has a right to have all rules and regulations explained, including periodic updates of any changes.
3. The student has the right to submit a detailed health physical form for all clinical placements. Students must provide documentation of all required titers and immunizations, including a current year's FLU vaccine, prior to clinical assignment. Additional immunization may be necessary when required by clinical affiliates. Each clinic has specific requirements. NOTE: A background check and/or drug screening may also be required. **The costs of these tests are the responsibility of the student.**
4. The student has the responsibility to maintain high standards of health practice as they will be involved in direct patient contact.
5. The students must abide by all rules of CCSNH and the clinical affiliates.
6. The student has the responsibility to inform program faculty of any condition, including illness or injury, which may require special accommodations to fulfill student responsibilities. River Valley Community College will not be responsible for the lack of special accommodations if this information is not disclosed.
7. The student has a right to file a grievance if they believe there is any concern or situation in any aspect of the program that is inaccurate, misleading, or violates the privacy and rights of the student. The grievance policy is explained in the Radiologic Technology Student Handbook and the CCSNH grievance policy is located on the CCSNH website and the College handbook.
8. The student has the responsibility to meet professional, ethical and moral standards of the ARRT standards and ethics. River Valley Community College and any affiliated clinical sites have the

right to remove any student immediately for any violation of unethical or unprofessional behavior. This behavior may result in dismissal from the program.

9. The student has a right to inspect their radiation record and be kept informed about the reporting system.

College code of conduct policy can be found here: <https://catalog.rivervalley.edu/student-code-of-conduct>.

American Registry of Radiologic Technologist (ARRT) Certification Requirements

Upon completion of all program requirements, graduates are eligible to sit for the certification administered by the ARRT (American Registry of Radiography Technologists). Candidates for ARRT certification must meet basic education, ethics, and exam requirements to become eligible. The ARRT requires every candidate for certification be of good moral character and candidates must agree to comply with the ARRT Rules and Regulations and Standards of Ethics.

ARRT investigates all potential violations in order to determine eligibility. Issues addressed include convictions.

Criminal procedures or military court martial as described below:

- Felony
- Misdemeanor

Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported. Candidates are required to disclose whether they have ever had any license, registration or certification subjected to discipline by a regulatory authority or certification board other than ARRT and must include any honor code violations that may have occurred while they attended school.

(www.arrt.org).

Candidates may complete a pre-application to determine their ethics eligibility prior to attending or during their educational program. For more information, refer to the ARRT website:

<https://www.arrt.org/Certification>

Essential Function List:

1. Reach and manipulate equipment to its highest position (6'). Can raise objects from a lower to a higher position or move objects horizontally from position to position. (This factor requires the substantial use of the upper extremities and back muscles.)
2. Move and stand wheelchair and/ or stretcher and help patient on/off imaging table
3. Possess mobility, coordination and strength to push, pull or transfer heavy objects. Lift a minimum of 50 pound and ensure patient safety
4. Possess manual dexterity, mobility, and stamina to perform CPR
5. Move from room to room and maneuver in small spaces

6. Demonstrate manual dexterity to perform necessary manipulation such as drawing doses with syringes, manipulating locks, sterile and aseptic techniques
7. Use sufficient correct eyesight to observe patients and evaluate radiographic quality
8. Visually monitor patients/charts/machine indicator lights in dimly lit conditions
9. Read and apply appropriate information and instructions contained in requisitions, notes and patient charts
10. Possess sufficient hearing to assess patient's needs, follow instructions, communicate with other health care workers, as well as respond to audible sounds of radiographic equipment. (Please comment if corrective devices are required.)
11. Communicate in a clear and concise manner with patients of all ages, including obtaining health history and pertinent information
12. Understand and apply clinical instructions given by department personnel
13. Able to read, comprehend, and write legibly in the English language
14. Be able to adapt to changing environments and schedules
15. Establish rapport with fellow students, coworkers, patients and families
16. Function under stressful conditions
17. Oriented to reality and not mentally impaired by mind-altering substances
18. Able to convey sensitivity, respect, tact, and a mentally healthy attitude
19. Endure a minimum of two hours of didactic instruction in a normal classroom environment.
20. Have physical stamina to stand and walk for 8 hours or more in a clinical setting
21. Can bend the body downward and forward by bending at the spine and waist (This factor requires full use of lower extremities and back muscles). Can flex and extend all joints freely

Accessibility Services

Classroom Accommodations: Students with a disability who believe that they may need accommodations in this class are encouraged to contact the Accessibility Coordinator as soon as possible to ensure that such accommodations are implemented in a timely fashion.

Contact:

Nickole Milo, Accessibility Services Coordinator

nmilo@ccsnh.edu

(603)542-7744 x5522

Fax: (603) 543-1844

NOTE: Students who do not create an Individual Reasonable Accommodation Plan (IRAP) with the Accessibility Coordinator will not be eligible to receive reasonable accommodations in the classroom.

In Accordance with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act (PL_101_336), the Radiologic Technology program of River Valley Community College has established a set of Essential functional list to ensure student success in their discipline. These standards are not meant to be admissions criteria but serve as a guide for successful completion of the clinical aspect

of the Radiologic Technology program. River Valley Community College is committed to providing reasonable accommodations to students with disabilities as defined by the American with Disabilities Act. These standards will serve as a guide for the student to be able to become a successful Radiographer.

Due to the physical requirements of the job as a radiographer, prospective students should be aware that occasional lifting and moving of heavy objects is part of the profession. Any student with a history of physical limitations is advised to consult a family health care provider prior to enrolling in the program.

Direct link to the college policy: <https://www.rivervalley.edu/titleix/>.

Polices & Procedures

Add/Drop and Withdrawal of Courses

The program will follow the policies of add/drop and withdrawal of courses that College has created. We want to specify that the Radiologic Technology curriculum is designed in blocks. The student who drops or withdraws from a course will have to wait for the next block in which the course is offered.

Direct link to the college handbook policy for Add/Drop: <https://catalog.rivervalley.edu/dropping-or-withdrawing-from-a-course>.

Refund Policy

Refund policy and dates are set by the college administration. These are published in the College Catalog and on the Rivervalley.edu webpage. Direct link to the college policy: <https://catalog.rivervalley.edu/refunds-for-tuition>.

Absences Due to Religious Observation

Any absence from didactic or clinical courses due to a religious observation must follow the college policy specifically for religious observation. Direct link to the catalog policy: <https://catalog.rivervalley.edu/absence-due-to-religious-observation>.

Pregnancy and Parenting Accommodations Policy

Any absence or leave from the program must follow the Pregnancy and Parenting Accommodations Policy. Direct link to the college policy: <https://catalog.rivervalley.edu/pregnancy-and-parenting-accommodations>.

Re-Admission in to the Radiologic Technology Program

Students who interrupt the progression in the Radiography Program must apply for re-admission to the Program.

Examples of interruption in the program include but are not limited to the following examples:

- 1) Clinical deadlines for clinical documentation and requirements have not been met by due date determined and set by Clinical Coordinator
- 2) Student who goes on vacation during clinical or academic calendar
- 3) Student who is absent for more than (2) two classes without a valid excuse

If a student chooses to leave the program due to medical reason or sudden illness, financial reasons or a family emergency then the Program Director should be informed and re-admittance into the program will be evaluated and approved by Program Director.

If a student chooses to leave the program by choice, then they would need to reapply to the program for readmission.

A student who fails to meet the grade minimum requirements during the first semester of the program must reapply for acceptance as a new student.

The program may provide the student a plan for re-admission based on clinical availability.

Students who have been dismissed from one clinical facility are ineligible for re-admission.

Any student dismissed for academic or disciplinary reasons from the college will not be considered for re-admission.

Students may be considered for re-admission only once.

Re-admission requires:

1. A 2.5 cumulative GPA in all course work.
2. Less than 24 months from initial admission term to date of graduation.
3. Ability to meet and comply with standards and policies in the current College Catalog and Student/Clinical Handbook.

Admission from Other Radiologic Technology Programs to RVCC

Students wishing to transfer from one Radiologic Technology program at another school to RVCC must start the program from the beginning. No Radiologic Technology course grades from another college will be transferred to RVCC. Only general education requirements with a “C” or better from an accredited college will be transferred. See admission policy above.

Re-entrance into Program after Three (3) Failed ARRT Registry Attempts

Students who have graduated with an AS degree in Radiologic Technology and attempted and failed the ARRT registry exam a total of (3) three times can reapply to the program during the next admission available admission cycle. Students will need complete the entire admissions process and will be evaluated like other students applying for the program. There is no guarantee for acceptance. They will need to repeat all clinical and educational courses offered in succession based on the current curriculum guidelines. Students should note: they do not have financial aid available when repeating a program major that they already graduated from. Financial aid does not provide financial assistance for the same program of study more than one time. Students can search for scholarships or other available resources if they choose to help to offset the financial costs. See the College admission policy above.

Students that are re-admitted in the Rad Tech program under these circumstances must maintain a “B” (83) or higher grade average in all RADT courses in order to remain in the program. Any grade below an 83 will result in an automatic dismissal from the program without possibility of future re-acceptance.

Transfer Policy

The policy for transfer of credits for matriculated students is described in the *RVCC Student Handbook*.

Steps for Evaluation of Transfer Credits:

1. Contact your Advisor.
2. Student completes a Request for Evaluation of Transfer Credits form.
3. Student obtains course descriptions for courses you would like us to review. If the description is vague, please include a syllabus.
4. Student, or Program Director/Advisor, obtains copies of transcripts. (Program Directors/ Advisor can obtain access to the **admissions shared file** for all incoming transcripts. Please contact Registrar / Admissions office.)
5. Once you have all of the above materials, the Program Director or Advisor will scan and email them to the individuals who need to approve and sign off on the form. For General Education approval the form will be send to the following individuals:

Math – Rich Andrusiak, email: randrusiak@ccsnh.edu

Liberal Arts- (English, Humanities/Fine Arts/Languages, and Social Sciences) – Cara Chanoine, email: cchanoine@ccsnh.edu

Biological Sciences, Anatomy & Physiology – Julie Robinson, email jrobinson@ccsnh.edu

If there are multiple individuals who need to approve the sign off on the form, please email all parties involved.

6. Once the document is signed by all parties involved, the form will be send to the Vice President of Academic and Student affairs for final approval.
7. The Registrar, in consult with Department Chairs and Program Directors as needed, will make recommendations to the Vice President of Academic and Student Affairs for transfer of credits. Any questions regarding this process should be directed to the Registrar.

NOTE: All information must be submitted before the end of the first semester of attendance.

Official transcripts can be obtained from the College, however a fee may be charged and it may take some time to retrieve older documents. It is the student’s responsibility to pay for any transcript fees.

NOTE: IT IS RECOMMENDED THAT STUDENTS RETAIN COPIES OF TRANSCRIPTS FROM ALL SCHOOLS ATTENDED FOR FUTURE REFERENCE AS WELL AS COPIES OF IMMUNIZATION / TITERS, BACKGROUND CHECKS AND ALL OTHER IMPORTANT DOCUMENTS.

Direct link to the College’s transfer policy: <https://www.rivervalley.edu/programs-training/nh-transfer/>

Grading Policy

A passing grade must be obtained in both didactic and clinical components of the Radiologic Technology program in order to progress in the program.

Note:

- 1) **Students must pass all the general education courses with a “C” (73 grade) or higher.**
- 2) **Radiologic Technology courses requirement is to pass with a “C+” (77 grade) or higher.**
- 3) **All Clinical Practicum courses require a “B” (83 grade) or higher.**

All students who receive an unsatisfactory grade, below the minimum requirements in a RADT course will be ineligible to continue in the program. Students will not be able to repeat the course that they didn't achieve a minimum passing grade. The Radiologic Technology program DOES NOT allow students to repeat a Radiologic Technology course, the student will be dismissed from the program and must reapply if they choose to for the following year. There is no guarantee that a student will be re-accepted into the program. No student will be allowed to move on in clinical practicum courses if a Radiologic Technology course did not meet adequate grading standards listed above.

The Radiologic Technology Program uses the following Campus-wide 10 points Grading Scale:

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	Below 60

Remediation

The faculty of the Radiologic Technology program at RVCC is available to assist students. Times for didactic or laboratory remediation must be mutually agreed upon by the instructor and students. Students and instructors will come to sessions prepared to ask and answer questions or demonstrate and allow practice time for skills. These sessions may be requested as groups or individual sessions.

The faculty are available by phone, Zoom, and email for specific needs. Please do not

hesitate to ask for assistance with problems that arise with didactic, laboratory, clinical requirements or schedules.

If a student is unable to, with these means of extra assistance, meet the course outcomes, the faculty will counsel the student to direct them to resources required for success in the program such as tutoring services. In addition, at any time a student and/or faculty can schedule an advisory meeting to review student's progress. This is meant as a scheduled "pause" in the students' program to evaluate academic achievement. Faculty will email students approximately during the mid-semester timeframe if they are not passing a course or are in jeopardy of being dismissed from the program due to failure to meet minimal grade requirements. The college policy for the Advising, Career and Transfer Center and student tutoring services: <https://catalog.rivervalley.edu/advising-career-and-transfer-center-act> .

Grievance Policy

The River Valley Community College grievance procedure regarding grades or disciplinary proceedings is located in the College Handbook. Any student who feels that their rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information and veteran status, as defined under applicable law, the student may also report the conduct to the College's Affirmative Action/Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

1. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the issue informally.
2. If the issue cannot be resolved by pursuing the process in Step 1, or the individual elects not to resolve the matter informally as prescribed in Step 1, a formal grievance in writing must be submitted to:
 - o The Vice President of Academic & Student Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for **Grade Change/Grade Appeal**), or for grievances not related to the instructional process.The grievance must be submitted within two (2) weeks of the date the grievance knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. The Vice President of Academic & Student Affairs, or designee, will meet with the individual alleged to have violated the student's rights. The VPASA, or designee, may

attempt to resolve the issue informally at this stage. If resolution is not possible and the VPASA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two (2) weeks of the receipt of the formal grievance. If the VPASA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPASA will provide a written explanation to the student and the matter will be considered resolved at that point.

Appeal Process Policy

If a student believes they have been assigned an inaccurate or unfair grade, they may submit a formal appeal through the following process. Any appeal must be initiated by the student with the instructor before the conclusion of the next semester (including summer). Students should be advised that in most instances a grade may be changed only by the instructor. Only in the case of obvious computational error or blatant abuse of the grading prerogative, can the Vice President of Academic & Student Affairs, the only other individual on campus empowered to change a grade, alter a student's grade.

1. Meet with the instructor: The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.*
2. Meet with the Program Director/Department Chair: If the issue was not resolved in Step 1 above, the student has three (3) work days from the date of the faculty member's decision to file a written appeal with the faculty member's Program or Department Chair, or with the Vice President of Academic & Student Affairs if the faculty member is also the Department Head or Program Director. Within three (3) working days, the Department Chair, or VPASA, will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to Step 3 below.
3. File an appeal with the Vice President of Academic & Student Affairs (VPASA): If the issue is not resolved in Step 2 above, the student has three (3) working days to file a written appeal with the VPASA. The letter of appeal must include student's name, contact information, course name and number, instructor's name and rationale for the appeal. The VPASA will meet with all parties concerned within the next three (3) work days to attempt to resolve the dispute. The VPASA will have three (3) work days from the last meeting to render a decision on the grade appeal. The decision of the VPASA is final.

* NOTE: During the summer, when instructors are not on campus, students may begin the grade appeal process with the Office of Academic & Student Affairs. Every attempt will be made to have the faculty member contacted and meet with the student within the specified time. On occasion, however, these times may need to be adjusted.

Harassment Policy

Students effected by or involved in any form of harassment from or towards any fellow student, faculty, clinical staff, patients or any other individual associated with the Radiologic Technology program are unacceptable, impermissible and intolerable. The accepted definition is that which is published in the College Student Handbook. Allegations of harassment within the clinical setting shall be brought to the attention of the Clinical Education Coordinator and forwarded to the Program Director for action within the policies of both the clinical education setting and college. Link for harassment policy: <https://www.rivervalley.edu/titleix/> .

Electronic Communication

Cell phones: No cell phones or other electronic communication devices may be utilized by students in the clinical sites or during didactic and lab course time. (Including smart watches or other smart devices). Students should be aware that while some clinical affiliates may be lenient in allowing their employee to carry phones, The Radiologic Technology program policy **forbids the use of cell phones during clinical hours**. Students are expected to keep their cell phones in their locker or drawers and not on their body.

Note: Students reported using their phones during clinical hours will receive a UPA.

Computer Usage: Students may not use computers at the clinical sites for any reason other than those required for academic reasons (ex. check student email, studying for registry exam using college provided resources). Any computer usage should be granted permission documented in the “Clinical Site Orientation Checklist” and approved by the clinical site.

Note: Personal laptop use for any purposes other than registry review studying (RadReviewEasy, Bootcamp), Trajecsys use, College email or RadT course specific material will receive a UPA.

Clinical Practicum Requirements



Introduction to Clinical Practicum

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

Goals

During the clinical practicum, the student will strengthen and develop his/her skills and competencies learned in the classroom and use these skills on real patients. Students will be evaluated for competency on certain exams depending on which positioning class the student is in or has successfully completed. (Positioning I, II, or III).

Clinical Evaluations

There are three (3) types of evaluations in the clinical setting.

- 1) Clinical Competencies
- 2) Student Mid-semester and Final-semester evaluations
- 3) Faculty evaluations

During these evaluations, the student's performance on procedures will be evaluated in the clinical setting.

The Clinical Preceptor's Role-The Clinical Preceptor is there to evaluate the student's performance and ensure that clinical records in Trajecsyst are up to date and the student's clinical education needs are being met.

The Student's Role-

1. Review and become familiar with the performance evaluations.
2. Meet with the Clinical Preceptor and/or Clinical Coordinator or faculty to discuss any questions or concerns.
3. Be ready to perform or earn a competency at any time once learned and tested on the exam in the classroom.
4. Be prepared to accept constructive criticism.

Unacceptable Practice Act (UPA)

An unacceptable Practice Act is a demerit representing a student's disregard for any policy or expectation set forth by the College or the Radiologic Technology program. These policies can be located in the College Student Handbook, The Radiologic Technology Program Handbook, Canvas, student clinical 3 ring binder, and the course syllabus. Any combination of (3) three UPA's earned by a student results in dismissal from the program. UPA's may be given by Clinical Preceptors, Registered Radiologic Technologists at the site the student is participating at, the Clinical Coordinator, Program Director and any faculty of the College. Students should be

advised that it is their responsibility to abide by all College, programmatic and syllabus related policies in order to avoid receiving a UPA. All UPA's will be documented in Trajecsyst and discussed with the student within (1) one week of the student earning a UPA. Example of the UPA form to be completed in Trajecsyst by a faculty member of Clinical Preceptor.

The Student Has Failed to Properly:	Check box that correlates with reason for UPA
Clinical Performance	
Repeat an exam repetitively or demonstrate lack of mastery on an exam that has already been comp'ed on	
Inquire if patient has allergies prior contrast media administration	
Identify a patient before beginning a procedure (per site identification protocol) Full name/DOB most common	
Perform a repeat exposure with supervision from a registered technologist present in the room	
Release radiographic images to PACS without final authorization from the radiographer to include technologist initials on all images	
Demonstrate mastery in clinical competencies	
Strictly abide by dress code and personal hygiene policies	
Radiation Protection and Safety	
Shield gonads of pediatric/child bearing age patient (if site protocol permits)	
Ascertain if patient is pregnant (if site protocol permits)	
Wear dosimeter at all times during clinical Warn personnel in close proximity while performing a portable x- ray exposure hours	
Wear a lead shield during portable exams	
Patient Care	
Practice standard precautions, including proper hand hygiene	
Demonstrate patient care rules to include: elevate side rails on stretchers/wheelchair patients who are confused, medicated, unconscious or unsafe	
Checks physician order before beginning procedure, and obtain pertinent patient history	
Recognize and report important patient changes (respiration, color, bleeding, emotional state)	
Unsafe patient legal rights: HIPAA breach	
Professional Behavior	
Properly inform Preceptor/Radiology Department and Clinical Coordinator of tardy or absence by telephone and email	
General repetitive lack of professionalism such as: inability to demonstrate appropriate level of judgement, confidence, communication, and manage stress	

Cell phone or electronic device (smart watches etc.) use during clinical hours	
Laptop usage for reasons other than Trajecsys use, college email, Rad Tech specific courses or ARRT registry review material	

Dress Code

1. The student will wear appropriately fitting school approved navy blue scrubs (both top and bottoms).
2. Students will wear navy blue scrub pants with navy blue scrub shirts (Jockey Brand).
3. Students may wear a white lab coat with an RVCC school patch affixed on the LEFT sleeve.
4. A long sleeve, light grey cotton shirt may be worn under scrub top. (No ¾ length shirts). The uniform will be neat, clean and professional looking at all times. No wrinkles, tears/rips or stains.
5. All black shoes, sneakers or clogs must be worn. No white, gray, stripes or other colors or patterns on the shoes.
6. Socks must be all black.
7. Limited jewelry will be permitted. Only one (1) set of studded earrings, one (1) watch (NO smart watch) and one (1) wedding ring. No bracelets, dangling earrings, hoop earrings, or necklaces allowed. Any gage earrings are considered “hoops” and therefore need to be filled in.
8. Tongue rings, nose piercings or other visible piercings etc. must be removed prior to the clinical day.
9. Visible tattoos are not permitted. Tattoos must be covered up by makeup or a long sleeve grey shirt.
10. Students will possess their own radiographic right and left markers and a pocket positioning book and technique book at all times.
11. The student will wear their clinical site Student Identification Badge at all times.
12. The student must wear their radiation badge/dosimeter at collar level (approximately thyroid region) at all times.

Note: If a student is found in violation of the dress code- the student will receive a UPA. If there is time missed due to changing, missed time will require make up time at the end of the semester during make up week and must be reported to the Clinical Coordinator.

Personal Hygiene

1. The student shall keep him/herself clean and professional looking at all times. Regular bathing with the use of underarm deodorant/antiperspirant is mandatory.
2. Cosmetics may be worn in subdued shades and mild/moderate amounts.

3. Perfumes, colognes, and aftershaves of any nature are not permitted.
4. Nails must be kept short (no longer than a 1/8 of an inch). Any “nail enhancements” including but not limited to the following: false nails, nail tips and nail polish are not permitted.
5. Long hair must be kept neat, clean and tied back if below shoulder length. Hair color must be of naturally occurring shade (i.e. no hot pink hair). Beards and mustaches must be kept neat, clean and well-trimmed.

Note: Students in violation of the personal hygiene policy will receive one (1) UPA. There are zero (0) warnings for failure to adhere to the personal hygiene policy. The Clinical Coordinator will be notified for documentation purposes by the Clinical Preceptor. The Clinical Preceptor or Clinical Coordinator may file the UPA in Trajecsyst for documentation purposes.

Smoking/Drug and Alcohol Policy

Students may not smoke during clinical time. Students are not allowed to take breaks during scheduled clinical time to smoke. Smoking is only allowed on the student’s own time which is before or after clinical time or during lunch breaks. Students should adhere to the smoking policy of the participating hospital.

The possession, manufacture, distribution, dispensing, or use of alcoholic beverages or illegal drugs is prohibited anywhere at all of the clinical sites and College campuses. Any student violating the drug-free campus policy will be subjected to disciplinary action including immediate dismissal from the program.

Markers L & R (with student’s initials)

Students are expected to use their own right and left markers on every image they perform and complete a competency on. The cost of the markers will be paid for by the student prior to beginning their Clinical Practicum I rotation and the student is expected to have purchased (2) **two sets**. Use of another student or technologist’s markers is not allowed.

Infectious Disease Disclaimer

- Students must adhere to prescribed safety measures and follow standard precautions when working with patients or with blood and body fluids in the clinical setting.
- In an effort to protect the students, patients, and employees of participating hospitals, exposure to any communicable disease must be reported to appropriate radiology department personnel to prevent further spread of the disease.

- It is the responsibility of the student to work safely and take the proper safety precautions so as not to contract or spread such diseases.
- Students must report to the Program Director or Clinical Coordinator of any communicable disease which they knowingly carry or if they are exposed to anyone carrying a communicable disease. The Program Director or Clinical Coordinator will then contact the department chair to determine appropriate actions to prevent the spread of the disease.
- Faculty cannot assume the responsibility for assigning students to work with patients that are free from communicable diseases such as AIDS or hepatitis.
- RVCC, its faculty, and clinical agencies will NOT be held liable for accidents, injuries, or infections incurred by students during their course of study.

Infectious Disease Management Policy

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

To report an incident, use the college website and this direct link:

<https://ccsnh.omnigo.one/CESIReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=118>

Covid-19 Policy

- Students are **not** to take part in the examination of a Covid-19 positive or a highly suspected covid-19 positive patient
- Students shall default to the clinical site policies regarding infectious diseases
- Students will wear a mask at all times during clinical hours
- Students must abide by social distancing measures- remain six feet apart during all interactions with instructors, other students and patients except during the x-ray exam
- Students may not present at clinical sites if they are experiencing any covid-19 symptoms. Students must follow the attendance policy if missing a clinical day due to illness

Radiation Monitoring and Safety

All students are monitored with a radiation dosimeter. A dosimeter is a device used to measure the amount of radiation exposure to that particular individual. In accordance with ALARA, 180 mrem /quarter of deep, whole body radiation has been set as the limit at which students will require counseling.

Students shall not exceed state and federal guidelines for radiation exposure. In the event a reading occurs above the recommended amount the following steps will be reviewed:

- a. Explanation for higher reading (improper dosimeter placement, placed in an area that will affect its accuracy, lost, etc.)
- b. Review ways to reduce radiation exposure (time, distance, shielding)
- c. Monitor student for reduction in next dosimeter reading.

Students are expected to exercise radiation protection practices at all times. To provide maximum protection against radiation hazards, the following steps will be adhered to while working with ionizing radiation:

1. Each student is responsible for wearing a radiation dosimeter at all times. Student will utilize the **Instadose dosimeter** provided by the College from the Clinical Coordinator. Students will be held responsible for replacement fees for lost and/or damaged dosimeters.
2. Dosimeters are to be worn at the collar level (outside of a lead apron if you are wearing one) at all times while at clinical. **Failure to wear a dosimeter during clinical hours will result in a student being sent home and any missed clinical time to be made up during make-up week. Failure to wear a dosimeter also results in a UPA. No verbal warnings will be given.**
3. When not on duty the dosimeter is to remain in the control area of the participating clinical site or the student may contain their dosimeter in a safe place free from the heat, potential radiation or cold temperatures.
4. Radiation dose reports are available via the Instadose Application on student cell phones or computers. Visit the following site for Instadose Dosimeter reports: www.instadose.com. Students should regularly check their dose report as often as bi-weekly to ensure their radiation dose is within the recommended limits. Students are encouraged to discuss their report with the Clinical Coordinator.
5. Students will report any accidental exposure to primary radiation to the Clinical Coordinator immediately.
6. In case of pregnancy students will follow the radiation protection guidelines of the clinical site.

7. Dosimeter must not be tampered with. Taking exposures intentionally or unintentionally on another student or intentionally exposing a dosimeter to radiation are unsafe radiation practices and will result in disciplinary action (UPA).
8. Any loss or misuse of the dosimeter shall be immediately reported to the Program Director or Clinical Coordinator.
9. The student shall stand behind the control panel protective barrier when making an exposure in a diagnostic exam setting. **At no time shall the student hold a patient or image receptor. When performing portable exams, the student must remain six (6) feet from the radiation source and wear a lead apron while ionizing radiation is produced.**
10. Lead aprons must be utilized when performing any mobile or fluoroscopic procedure. Lead lined gloves will be worn when required by the clinical site. When not directly participating in Radiologic Technology procedures the student shall remain in the control booth.
11. Students shall always use proper collimation. If the collimator is not functioning properly, the student shall report this immediately to the clinical instructor or supervising technologist.
12. All equipment malfunctions must be reported immediately to the clinical instructor or supervising technologist.
13. Any unsafe radiation practices by the student may be grounds for disciplinary action (UPA) and/or immediate dismissal from the program.

Radiation Protection Policy for Pregnant Students

Upon notification of declared pregnancy the following steps will occur:

1. Careful evaluation of the environment to determine whether there are any risks of radiation exposure that could exceed the limit of exposure to the fetus.
2. A fetal dosimeter will be issued. This dosimeter is to be worn at all times at the waist and under the apron.
3. The Program Director and declared pregnant student will review the program's radiation protection practice guidelines and the potential risks involving radiation exposure to the developing embryo/fetus.
4. The Program Director and declared pregnant student will regularly review the fetal dosimeter readings.

In the event a reading occurs that exceeds the monthly recommendation, the following action will occur:

Try to find an explanation for the high reading:

- Dosimeter worn improperly;
 - Dosimeter placed in area that will negatively affect its accuracy;
 - Care of patient after dose of radioactivity was given;
 - Lost dosimeter.
1. Review the NRC Regulatory Guide titled "Instruction Concerning Prenatal Radiation Exposure" Direct link: <https://www.nrc.gov/docs/ML1731/ML17311A669.pdf> .
 - a. Investigate ways to reduce radiation exposure
 - b. Reduce exams involving fluoroscopy and portable x-ray; C-arm
 - c. Increase distance from radiation exposure (inverse square law);
 - d. Decrease time with patients who have received therapeutic radioactivity;
 - e. Notify radiographer you are pregnant before exposure.

Voluntary Declaration of Pregnancy Policy

Declaration of pregnancy is at the discretion of the student. In order to protect the unborn child, the student may discuss any suspected pregnancy with the Clinical Coordinator. **Whether or not the student decides to declare pregnancy, the student is advised to consult with her physician.** Due to the potential risk of radiation to an unprotected fetus, there are certain precautions that need to be taken. The student should know that this information is not legally required to be disclosed to the program, but it is highly encouraged for safety reasons. Students

who are pregnant will not be discriminated against. The student who chooses to “declare her pregnancy” is permitted to attend classes and participate in clinical practice during pregnancy. The student will be issued a second dosimeter, upon request, to be worn at waist level beneath the lead apron. Clinical assignments will not be changed as long as the fetal dose remains below 0.5 rem. However, the student will exercise additional preventative measures when participating in clinical areas that contribute to a higher radiation risk (i.e. fluoroscopy, portable exams). Student shall provide the school with proof of her healthcare provider’s consent to continue with the clinical practicum.

Maternity leave follows the College policy related to Medical Leave- “Michelle’s Law”. Direct link to the policy: <https://catalog.rivervalley.edu/medical-leave-policy-michelles-law> .

The actual dates of leave may will be determined on the advice of the student’s health care provider. If the fetal dose ever exceeds 0.5 rem, she will be advised to start maternity leave immediately.

According to the student’s decision, please select one of the following options.

1. Declare pregnancy

- If the student decides to declare her pregnancy, she must complete the Declaration of Pregnancy Release Form and request modifications to her clinical practice. The pregnant student must meet with the Clinical Coordinator.
- The student will receive instruction regarding methods to reduce exposure from ionizing radiation. Immediate efforts will be taken to keep the student’s radiation exposure below 0.05 rem per month and .5 rem during the term of the pregnancy.
- A second (fetal) dosimeter badge will be provided and it should be worn at the waist
- It is recommended that the student wears a wrap-around apron during fluoroscopic procedures.
- Under no circumstances will the pregnant student hold or assist in holding patients or image receptors while radiographic exposures are made.

2. Leave of absence from the program

- The pregnant student may voluntarily decide to take a leave of absence from the program while pregnant. When the student decides to re-join the program, the student must meet with the Program Director and Clinical Coordinator to discuss the Program completion plan.
- Placement into the program will be determined by their past performance, level of competency and rotations missed.
- Program completion and graduation date will be based on the course load left in the program upon return.

3. Continuing in the program without any modifications

- The student may elect not to request any modifications to her clinical practice.

NOTE: If the student decides NOT to declare her pregnancy she will have read this policy stating that neither the RVCC Radiography Program nor the Clinical site will be in any way responsible for any harm to the fetus/unborn child that may have been caused by exposure to ionizing radiation. By not declaring her pregnancy this is the understanding.

If she revokes a previously declared pregnancy it must be in writing:

1. She will be asked to verify that she reviewed the **declared pregnant** woman's occupational dose and the dose to an embryo/fetus as specified in NRCP and that she accepts full responsibility for any increased risks associated with exposure to her unborn child.
2. She will continue on her assigned clinical practice without any modifications.
3. The faculty of the program will recommend the student to use the basic principles of protections (distance, shielding and time).

Pregnant students are expected to meet all objectives and clinical competencies of each Radiologic Technology course.

All options available to the student will be discussed between the Program Director / Clinical Coordinator and the student before she makes her decision.

Voluntary Declaration of Pregnancy & Responsibility Release Form

I, _____, certify that I am a student of the Radiologic Technology Program, enrolled at RVCC, Claremont Campus, and currently assigned to _____ (clinical practice center).

I wish to declare that I am pregnant. My estimated date of delivery is _____.
In making this declaration:

- I wish to be afforded the protection which is specified under this regulation specifically that the unborn child shall not receive in excess of 500 millirem during the term of the pregnancy.
- I also understand that I must consult with my physician and provide proof of this consultation to the RVCC Radiography Program regarding radiation safety and exposure to the unborn child.
- Furthermore, I may be required to provide the Radiography Program with a medical release in order to continue clinical education.

I certify that I have read the Voluntary Declaration of Pregnancy Policy for the Radiologic Technology Program.

I understand the implications of my continued presence in the Imaging Department as part of my clinical education.

I will not hold RVCC, Claremont Campus or the Clinical Site responsible and/or liable in case of abnormalities that may be caused by exposure to radiation during pregnancy.

I would like to request (select one):

- ☐ Modifications to my clinical practice according to the Voluntary Declaration of Pregnancy Policy
- ☐ Continue in the program with NO modifications to my clinical practice
- ☐ Leave the program for the duration of my pregnancy

I understand that if I selected to request modifications to my clinical practice, those will be in effect until I:

- Give birth
- Inform the Radiology Program Director or Clinical Coordinator, I am no longer pregnant

- Revoke in-writing my voluntary declaration of pregnancy

Student's Name: _____ **Student ID No.** _____

Student's Signature: _____ **Date:** _____

Program Director Name: _____ **Signature:** _____

Clinical Coordinator Name: _____ **Signature:** _____

Direct vs. Indirect Supervision

A student must have a registered technologist present (**direct supervision in the room**) during any examination for which the student has not yet received competency. Once a student has successfully passed competency on a particular exam, the student may perform the exam without a technologist present, but a registered technologist must be within the department and be immediately available if the student needs assistance (**indirect supervision**). A registered technologist must also check the student's work before the patient is allowed to leave. If the student starts an exam on a patient, the student must finish the exam on the patient regardless of the time of day (ex. lunch time or end of day) also another student may not take over for the participating student as this is deemed inappropriate care of the patient.

NOTE: the exception to this is on portable exams, all portable exams must be done under direct supervision regardless if the student has shown competency or not. This includes any C-arm procedures.

Repeat Image Policy

Under no circumstances will a student repeat a radiographic image unless under the direct supervision of a registered Radiologic Technologist.

Repeating a radiographic image without a technologist present will result in the following:

1. **First offense**: UPA and counseling from Clinical Preceptor and Clinical Coordinator.
2. **Second offense**: Subsequent UPA.
3. **Third offense**: Immediate dismissal from the program!

The student will **never** go to the OR or conduct a portable exam with indirect supervision.

All repeated images must be documented in Trajecsys by the student and include the technologist's name regardless of level of performance during exam (Observed, Assisted, Performed).

Acceptance of Images

Students will not assume responsibility for final acceptance of images. This is the responsibility of the radiographer supervising the student. All images taken by a student must be approved by a radiographer prior to acceptance and have the accepting radiographer's initials on all of the images being sent to PACS. **Disregard for this policy will result in a UPA.**

Noncompliance patterns will result in immediate dismissal from the program.

Injection of Iodinated Contrast Material Reactions

Students may **not** administer medications, including iodinated contrast media. All medications and iodinated contrast material will be handled, drawn up and administered by a physician, Registered Nurse or Registered Radiologic Technologist.

Clinical Competencies

The ARRT requires that the student technologist demonstrates competency in all radiographic examinations in order to sit for the certification examination. The student is responsible for obtaining approximately (13) thirteen competencies per clinical rotation assignment. Competencies account for a significant portion of the student's clinical grade; therefore, the competencies must be well documented in Trajecsys by the Clinical Preceptor and signed paper copies must be maintained in the student's clinical binder.

If a student does not achieve 13 competencies/semester, this results in a 2% deduction for every competency under the expected requirement.

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

1. Students participate in classes and position simulated patients.
2. Students pass positioning tests; both written and on simulated patients.
3. Students follow this order for procedures/exams during Clinical Practicum:
 - 1) Observe (O)
 - 2) Assist (A)
 - 3) Perform (P)
 - 4) Competency (C)
4. Competency forms indicate all directions and grading requirements necessary to pass a competency.

Note: The Clinical Preceptor, program faculty, Clinical Coordinator and Program Director all reserve the right to revoke a student's competency at any point during the clinical practicum rotation if the student does not demonstrate **consistency** or repetitive appropriate knowledge of an exam. For example; incorrect central ray (CR) location, failure to recall anatomy and joint spaces, failure to follow hospital policies related to patient care and any other category listed on the competency forms.

Exceptions to the rules

1. In case a procedure is not often seen in the imaging department, if a student feels comfortable, they can perform and request the competency only if the instructor approves of the request regardless of observation, assisting and performance level of the exam.
2. If a student has completed a competency at another facility and all of a sudden is struggling the Clinical Preceptor can revoke the competency. The preceptor will need to fill a “UPA” and document the reason for revoking the competency. The preceptor will develop a working plan with the student to reinforce the skills and help the student to then re-achieve the competency.

Competency Requirements- Students must demonstrate competency in all **36** of the mandatory radiologic procedures defined by the ARRT. Students must demonstrate competency in at least **15 of the 30** elective radiologic procedures. (See ARRT) for a detailed list of requirements: <https://www.arrt.org/pages/arrt-reference-documents/by-document-type/didactic-and-clinical-competency-requirements> . (1) One of the (15) fifteen electives must come from the head section and two of the fifteen from the fluoroscopy section with one being either Upper GI series or Barium Enema.

In addition to the radiologic procedure competencies, there are six general patient care competencies that are mandatory and will be completed in the laboratory on campus by a faculty member with the student.

Note: A minimum of thirteen (13) competencies are required during each Clinical Practicum rotation. Student’s assume responsibility to achieve competency requirements and must inform the Clinical Coordinator at least (2) two weeks prior to the end of the semester if this requirement hasn’t been met.

Note: ARRT competency records are maintained in Trajecsyst. It is the responsibility of the Clinical Preceptor or Assistant Clinical Preceptor to document all competencies in Trajecsyst.

Who can perform a competency evaluation?

- A registered technologist, with two years of experience in the field or more
- A part-time or per-diem registered technologist who works consistently and regularly a minimum of 20 hours/ week
- Traveler technologist with more than a 13-week contract, and more than 2 years of experience. *Competency will need final approval by the Clinical Preceptor. The Clinical Preceptor assumes responsibility of any Traveler that completes a competency with a student

Mandatory Competency Achievement Policy

- All students **MUST** achieve a passing grade on ALL thirty-six (36) mandatory competency requirements no later than the end of the Clinical Practicum III rotation assignment. Failure to communicate a valid reason for not achieving all mandates by the end of Clinical III rotation will result in a “UPA” and at the discretion of the Program Director or Clinical Coordinator a “No pass” grade will be issued for Clinical III.

Trajecsyst

Each student will purchase and will utilize Trajecsyst, an internet based program to maintain records of Clinical Competencies, Daily Log Sheets, Preceptor Evaluations and Clinical Site Evaluations as well clinical time totals for his/her entire time as a Radiologic Technology student. All records in Trajecsyst are regularly reviewed by the Clinical Coordinator and Program Director. Students are highly encouraged to perform as many exams as possible as this will ensure the students will be confident and competent when he/she graduates from the program.

Radiologic Technology Clinical Site Affiliation Policy/Use of CastleBranch for Records

Students will be subject to the academic policies of the College as well as any/all clinical site policies. Most hospitals/clinical agencies require many documents to be completed at least two (2) weeks **prior** to beginning clinic. CastleBranch electronic Allied Health record keeping system will be purchased and utilized for clinical requirements including but not limited to: 12 panel drug screen tests, national background checks and immunization records. Refer to CastleBranch website for documentation deadlines. To order a background check visit: <https://mycb.castlebranch.com/>.

In the “Place Order” field, enter the following package code specific to your organization:
IM87bg : Background Check

HIPAA

The main objective of the Hospital Insurance Portability and Accountability Act (HIPAA), is to protect the privacy of patient information. **All** hospital and patient records are confidential. Students may have access to medical information regarding the patient’s clinical history in order to effectively evaluate patients in their care and ensure that proper radiographic examinations have been ordered. According to HIPAA regulations, students are limited to information only necessary for the performance of their direct duties. Students are expected to maintain the confidentiality of patients at all times. Students may not access patient information or examinations unless the information is needed for patient care or educational purposes. **Any**

student in violation of HIPAA or found using protected health information will be subject to disciplinary action including a (UPA) and/or immediate dismissal from the program. The student may be liable for civil or criminal proceedings.

Incident/ Occurrence Reporting

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

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

The student should notify his/her supervisor immediately, who will initiate the report procedure as stated in the participating hospitals standing orders for the radiology department. An incident report should be filled out by the technologist with the student and submitted immediately also a RVCC incident form must be completed and the Clinical Coordinator and Program Director must be notified of the incident.

Direct link to college Incident Tracker:

<https://ccsnh.omnigo.one/CESIRReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=118>

Clinical Placement

The program Clinical Coordinator is responsible for:

- Placing all students at clinical practicum sites.
- Arranging all contractual agreement between clinical placements.

Students are placed at affiliation agencies based on academic, interpersonal /personal needs but are subject to availability of facilities. Students must be able to provide their own transportation, to and from sites, to meet requirements of the program. Students may be required to travel a minimum of two hours for clinical site assignments depending on the geographical location of the student and the clinical site availability.

Accessibility Services for Clinical Practicum- Students in programs that require successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within an Individual Reasonable Accommodation Plan (IRAP) issued by River Valley Community College (RVCC) designed for use in the classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue

hardship for them and does not require them to alter the essential functions of the internship agreement and expectations. You are encouraged to discuss the accommodation process with both your Clinical Preceptor and your Clinical Coordinator.

NOTE: After student receives their clinical assignment, the Clinical Coordinator will send a notification letter to the student as well to the Clinical Preceptor. Students are expected to contact the Clinical Preceptor and make the arrangements for orientation (if required by site) and to complete the proper documentation required by the clinical site prior to the scheduled meeting with the Clinical Coordinator. Professional, business casual attire is required for any onsite orientation with a Clinical Preceptor or other clinical site employees.

The student is required to bring or have available the following up to date items:

- Medical history records
- Proof of immunization records and titer records (as required by the affiliate hospitals)
- Proof of immunization or waiver for the hepatitis B vaccine
- Proof of comprehensive Medical Insurance
- Proof of Liability Insurance (College provides)
- Proof of current year's influenza vaccine
- Covid-19 vaccination and booster
- Current CPR card
- Any specific forms required by the clinical site
- Drug Screen (if required by clinical site)
- Federal background via Castlebranch and NH or VT state background checks
- BEAS (Bureau of Elderly and Adult Services)

NOTE: Each clinical site has the right to request additional documents based on the facility's regulations.

Covid-19 Vaccination: Individual clinical sites may require a COVID-19 vaccination in order to participate. As with all clinical program requirements, the site reserves the right to deny participation to any student who does not meet basic eligibility criteria. CCSNH students who do not meet eligibility criteria for clinical programming may be required to select an alternate course of study in the event that the student cannot obtain the required clinical experience for their chosen course of study. Individual programs of study are not required to secure clinical experience for students who do not meet eligibility criteria.

CPR Certification

Students enrolled in the Radiography program will be required to obtain American Heart Association CPR certification at the health care provider level. A copy of your CPR card should be maintained by the student and Clinical Coordinator. The College utilizes the AHA BLS Heartcode application that is paid for by the College. Students will be required to successfully pass all portions of the Heartcode course including hands-on prior to attending clinical rotations.

Criminal Background

The Radiologic Technology Program follows the RVCC criminal background policy. See the Student Handbook for more detailed information at this direct link:

https://catalog.rivervalley.edu/search?search_api_fulltext=criminal+background .

Additionally, the ARRT (credentialing board) may refuse to issue a license to practice based upon prior or current criminal offense. For further information regarding license requirements and limitation, visit the ARRT website: www.arrt.org .

Insurance

1. Students are **required** to have liability insurance while at the affiliation site, and it is provided by the College. Direct link:
https://catalog.rivervalley.edu/search?search_api_fulltext=liability+insurance .
2. Students are **required** to have their own comprehensive personal medical insurance.

Comprehensive Medical Insurance:

Students are **required** to have comprehensive health insurance. To be accepted, health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act (<https://www.healthcare.gov/glossary/essential-health-benefits/>);
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility).

The following plans DO NOT meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA

- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

Employment

Student employment during the clinical portion of the program: Students may not be considered staff or accept remuneration during scheduled clinical hours. These activities are educational in nature and are not to be used to replace staff at the clinical facility.

Students may (if they choose to and can balance both work and their education) seek employment as Radiologic Technology interns/aids outside of the clinical courses and when employed by a healthcare facility. The college will provide verification that the student is enrolled in the clinical portion of the program to the licensure board, upon request. Trainee work time is not considered clinical time and the program does not assume any responsibility for the student or their actions during their work as a radiologic technologist intern/aid. The student may not represent themselves as students enrolled in the program during their work time and they are not allowed to wear program designated scrubs or name pins during the time they are working. Students working as a radiologic technologist intern/aid are the responsibility of the employing facility. Students misrepresenting themselves as students while working may be subject to disciplinary action by the College.

A student employed by a clinical site will not be assigned to the clinical site as a student for clinical practicum.

Exposure to Latex

Applicants should be aware that exposure to natural rubber latex (NRL) is a possibility. Individual exposed to NRL products may develop allergic reactions.

Clinical Attendance

Daily Attendance

Students are expected to be present at their clinical site as assigned. Students must notify the Clinical Coordinator and Clinical Preceptor when absence is necessary. **In the case of a tardy or absence- the student must notify the clinical site before the beginning of the scheduled shift by email and phone message and notify the Clinical Coordinator via email.**

Note: Failure to properly notify the clinical site and/or Clinical Coordinator will result in a UPA. Any changes in the clinical schedule must be pre-arranged and cleared by the Program Director and Clinical Coordinator.

NOTE: Students are not allowed to switch clinical days. They are assigned as follows:

Freshmen (Clinical Practicum I) = Thursdays & Friday (8:00 a.m. to 4:30 p.m.)

Seniors (Clinical Practicum II, III, IV) = Monday, Tuesdays & Wednesday, (8 a.m. to 4:30 p.m.)

Note: Students assigned to DHMC, will start 7:30 a.m. to 4:00 p.m.

Tardiness and Early Dismissal

Students are expected to be present at the clinical site (15) fifteen minutes prior to their start time (7:45am) at the clinical site (usually 8 a.m. to 4:30 p.m.). The student should notify the clinical site if they anticipate being unavoidably late or plan to leave early as explained in the attendance policy above. Students should remain at the clinical site until the prearranged time for dismissal. Students may not leave their clinical site for any reason unless the Clinical Coordinator and Clinical Preceptor have granted the student permission. The only exception includes sudden illness. Habitual tardiness or early dismissal (more than 1 tardy or leaving clinical early more than 1 time) is **not acceptable and is subject to “UPA” and will be reflected in the student’s mid and final semester evaluations and ultimately affect the overall Clinical Practicum grade.**

Absences

THERE ARE NO FREE DAYS! Excused absences may be obtained from Clinical Coordinator with sufficient and prearranged notice. In the event of an illness, an excused absence may be granted on return to the clinical site if accompanied by a doctor’s note. Absence of more than three consecutive days require a note from the student’s doctor. **Any missed days must be made up during make up week and is at the discretion and convenience of the clinical facility.**

NOTE: Students must notify the Clinical Preceptor via email and phone in advance of the start of the scheduled day if they are to be absent.

Students are responsible for documenting all absences in Trajecsyst with a comment.

Unexcused Absences

All unexcused absences must be made up. Any unexcused absences in excess of three days are grounds for dismissal. Unexcused absences include those in which adequate notification is not made to clinical site or those that are not deemed unavoidable by the Clinical Coordinator or Program Director.

Students are responsible for documenting all absences in Trajecsyst with a comment.

Weather Related Absences/Tardiness

Weather Absences- If River Valley Community College campuses are closed for weather related purposes, a student is not required to go to present at their clinical site. If the college remains open (including all activities remotely occurring per RAVE alerts) then clinical site attendance is recommended at the discretion of the student. Any weather related absences or tardies must be accompanied by proper notification to both the Clinical Preceptor and Clinical Coordinator via email and phone. College's weather policy direct link:

https://catalog.rivervalley.edu/search?search_api_fulltext=weather+ .

Weather Delays- If River Valley Community College has a delayed opening due to weather related purposes, the student is expected to arrive at the assigned clinic when the college opens. For example: a two (2) hour delay means that if clinic starts at 8:00 a.m. the student arrives at clinic at 10:00 a.m. to begin. This missed time must be documented, but does not require make up time.

Direct link to the college policy: <https://catalog.rivervalley.edu/cancellation-of-classestwo-hour-delay> ..

Rave Emergency Alert System and College Notification of Weather Related or Other

Closures: Listen to the radio or local television channel (WMUR, News 9), utilize the RAVE alert system and call the College (603-542-7744) for weather related closing announcements.

Rave Emergency Alert System- Sign up for text, email and phone alerts to be sent to you automatically by visiting this site: <https://catalog.rivervalley.edu/rvcc-alerts-emergency-notification-system>.

Note: If a student is driving to their clinical site and they receive a RAVE alert that the college is closed, it is the student's choice to remain at the clinical site or return home. Students must notify the Clinical Coordinator if they are going to remain at the clinical site.

Students are responsible for documenting all absences in Trajecsyst with a comment.

Medical Appointments

Students should schedule medical/dental appointments on non-clinical days. Exception to this requirement must be approved in advance (at least a 2- day notice) by the Clinical Coordinator and communicated with the Clinical Preceptor by the student. All missed clinical time due to an appointment must be made up by the student during make-up week.

Students are responsible for documenting all absences in Trajecsyst with a comment

Holidays and Vacation Policy

The Radiography Program students are not allowed to attend clinical practicum on holidays that are observed by the college. Direct link to the College calendar:

<https://www.rivervalley.edu/programs-training/academic-calendar/> .

Students may be excused from the clinical practicum site for prearranged college functions as determined by the Program Director and Clinical Coordinator.

The students cannot attend clinical when the College is on “vacation or breaks”. Examples include: Winter Recess and Spring Break week.

Students must schedule their personal vacations during the times that the school has its breaks or vacations. Missing time for vacations during scheduled clinical time will result in excessive unexcused absences. This is grounds for dismissal from the program due to excessive unexcused absences that can’t be made up.

Clinical Grading

Clinical Practicum syllabi is provided for every clinical assignment (Clinical I, II, III and IV). A grade will be earned by the student for each of the clinical rotations. The grade is based on academic performance, technical skills along with attitude and behavioral attributes. A combination of faculty evaluations, Clinical Preceptor Mid-semester and Final-semester evaluations, successfully achieved clinical competencies (13/semester), attendance and clinical records all comprise a student’s clinical practicum overall grade. See the course syllabus posted on Canvas for grade specific percentages and updates.

It is the goal of RVCC and Affiliating Agencies to meet the objectives of the Radiologic Technology Program Entry Level Competencies. In order to do this, it is occasionally necessary to adjust affiliation experiences at individual sites due to inherent differences at each site. However, we that each strive to provide each student the experience and education necessary to meet the program goals. Since multiple agencies are utilized for affiliation experiences each student’s experiences will be unique. Variations between agencies and agency policies should be expected and are not comparable. Ultimately it is the Clinical Coordinator who assigns final grades to students, normalizing these variations.

Failure and Dismissal

Students may be dismissed for a variety of reasons including but not limited to unethical behavior, immaturity, emotional instability or other considerations that may jeopardize patient safety and will-being. Such as:

1. Violation of confidentiality, HIPAA and site expectations;

2. Falsification of data or reports;
3. Excess absences, tardiness or leaving clinical early;
4. Receiving (3) three UPA's for the same reason or a variety of reasons combined;
5. Negligence in the performance of Radiologic Technology tests, continue not asking pregnancy, lack of ALARA radiation protection;
6. Academic failure and at the discretion of Academic Standing Committee;
7. Errors in performance that is excessive and unacceptable, continual errors without signs of improvement;
8. Not following the guideline rules of direct and indirect supervision. Performing repeat policy and letting a patient leave without having images checked may result in dismissal from clinic and/or the program while not under DIRECT SUPERVISION (INDIRECT SUPERVISION).

Students will only be dismissed after careful documentation and review of the circumstances and after appropriate hearings where the student is represented as described in the RVCC Student Handbook. Direct link can be found here: <https://catalog.rivervalley.edu/policy-on-access-to-grades-and-transcripts> .

Consequences for Non-Compliance with Department Protocols Regarding Patient Care

I. Critical Event:

1. Wrong patient imaged
2. Wrong procedure or imaging exam performed on wrong anatomic part
3. Wrong procedure or imaging exam performed on wrong patient
4. Invasive procedure performed on wrong part or patient
5. Knowingly not reporting a critical event
6. Imaging patient without a valid order
7. Processing an image using the wrong accession number

II. Consequence for critical events:

1. **First event:** UPA
2. **Second event:** UPA
3. **Third event:** Dismissal from the Radiologic Technology program

III. Reporting:

1. If an error is discovered, report it as soon as possible to the clinical instructor or Clinical Preceptor or Lead Technologist.
2. The student must report the incident to the Clinical Coordinator or Program Director on the same day of the incident by email.
3. After the report has been completed, the incident will be reviewed with the student and Clinical Coordinator or Program Director.

Disciplinary Action

Some offenses are serious enough to be cause for immediately placing a student on suspension with possible dismissal from the program. Unprofessional, unethical, or immoral conduct includes, but is not limited to:

1. Breaching HIPAA
2. Performing a task with completing competency unsupervised
3. Reporting to the clinical site under the influence of drugs or alcohol, with the smell of drugs or alcohol or carrying out student responsibilities while the performance is impaired by drugs, alcohol, or mental disability
4. Impersonating another healthcare practitioner
5. Independently delegating tasks assigned to him/her by an instructor or supervisor to another individual
6. Refusal to follow instructions
7. Failure to fulfill responsibilities resulting in injury to patient, visitor, employee, another student or him/herself
8. Harassing, abusing or intimidating another individual
9. Dishonesty, including: theft or falsification of records
10. Carelessness in handling drugs or drug records
11. Endangering the welfare of patients, visitors or staff
12. Possession of weapons at the hospital or on campus
13. Fighting, assault and battery
14. Damage, abuse or destruction of hospital or RVCC property
15. Use of profane, threatening or inappropriate language toward faculty, employees, patients, visitors, or other students
16. Unauthorized entry into hospital
17. Soliciting, posting or distributing articles/literature without approval of the clinical setting
18. Theft, removal of or unauthorized possession of property belonging to student, faculty, visitors, patients, or clinical setting
19. Performance of radiographic procedure without physician order

ARRT Code of Ethics

All students in the RVCC, Radiologic Technology Program, are expected to behave in an ethical and moral fashion, respecting the human dignity of all persons and to resist behavior that may cause harm or endanger others. While a student's commitment to honesty and personal integrity is assumed and expected, health care professionals commit to an even greater standard of care in this area due to their commitment to patient care. Students in the Radiologic Technology

Program promise to discharge the duties of their discipline in accordance with the high standards outlined by the American Registry of Radiologic Technologists (ARRT).

ARRT Code of Ethics Include:

1. The Radiologic Technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the professional to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations; exercises care, discretion and judgement; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, and performs services in accordance with an accepted standard of practice and demonstrated expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality Radiologic Technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
11. The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

ARRT Code of Ethics direct link: <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/82777f8b-a85d-4d6b-8efc-1b352310eabc/arrt-standards-of-ethics-2020.pdf>

Statement of Non-Discrimination

The Community College System is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, the Community College System prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identify or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of the Community College System and its Colleges. Direct link to the college policies and reporting: <https://www.rivervalley.edu/titleix/>.

Radiologic Technology Program Statement of Acknowledge

I, _____,
(print your full name)

have been provided with, read and have been able to ask question related to the ***RVCC Radiologic Technology Student Handbook***.

I acknowledge that I understand the risks involved in the field of Radiologic Technology Science. I understand the safety policies in place and agree to follow the safety related instructions of my program faculty and supervisors. If I have any questions, I agree to consult with the Radiologic Technology Program Director.

Student's signature

Date

Student's name printed