

# Radiologic Technology Program Handbook

For Students, Faculty, and Clinical Sites

AY 2025-2026



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## **Radiologic Technology Associate Degree Program**

We are pleased to welcome you to RVCC's Radiologic Technology program. It is our most sincere desire that you display your best efforts during your enrollment at RVCC. The faculty of RVCC is here for assistance and guidance in your quest for knowledge and expertise in the profession of radiologic technology. Your presence indicates that you have accepted the challenge extended by your chosen profession; now, you must fully pursue this challenge to the best of your abilities. This handbook will assist you with questions that arise during your enrollment related to the policies of the Radiologic Technology program and its clinical affiliations. You are expected to be cognizant of and adhere to these policies. Note: New policies can be created and implemented at any stage of the program at which time we will provide a copy of the updated policy with a request for signature page stating that you have received a copy of the update. All new policies will take precedence over any old policies located in any policy books and/or syllabi.

There is some overlap between the information contained in this section, and information in RVCC College 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.

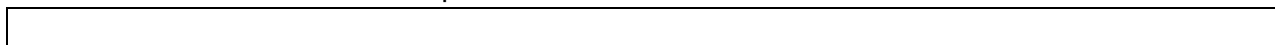
### **CCSNH Mission**

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.

The faculty of the Radiologic Technology Program provides a healthy academic environment. Students are encouraged to be respectful, inquisitive, and demonstrate support and dedication for their chosen College, faculty, staff, students, and clinical sites. The students are also encouraged to work together to build teamwork skills essential for the workplace.



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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 all 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 remain in your 3-ring clinical binder for the remainder of your enrollment in the program.

### Faculty

Eileen Glover, DNP, MSN, RN-BC, NEA-BC

Jessica Horton, MS, R.T. (R)

Michelle Sweeney, BS, R.T. (R) (CT)

Becky McKinley, BS, R.T. (R) (CT)

Sarah Reynolds, AS R.T. (R) (MR)

Jennifer Boyd AS, R.T. (R) (M)

Department Chair

Program Director/Associate Professor

Clinical Coordinator/Assistant Professor

Adjunct Faculty

Adjunct Faculty

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 the operating room, emergency room and intensive care units.

### Curriculum

The curriculum of the program was designed using the curriculum 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, and 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 radiologic technology degree from River Valley Community College.

### Program Map

<b>Semester #1</b>			
<b>COURSE #</b>	<b>COURSE NAME</b>	<b>PRE/COREQUISITE</b>	<b>CREDITS</b>
BIOL 201R	Anatomy & Physiology I	See catalog or schedule	4
MATH 110R	Functions of Modeling I	See catalog or schedule	4
RADT 132R	Principles of Radiologic: xposure, Image Acquisition and Processing	MATH 110R, RADT 101R	3
RADT 115R	Radiographic Position & Procedures I	BIOL 201R	3
RADT 101R	Introduction to Radiologic: Technology & Clinical Simulated Lab P'acticum		2
RADT 110R	Patient Care & Medical Terminology	RADT101R, RADT115R	2

**Semester #2**

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>PRE/COREQUISITES</b>	<b>CREDITS</b>
BIOL 202R	Anatomy & Physiology II	BIOL 201R with a grade of C or higher, or permission of Department Designee	4
RADT 120R	Radiation Physics & Imaging Equipment	MATH 110R, RADT 132R	2
RADT 215R	Radiographic Position & Procedures II & Contrast Media	RADT 115R	3
RADT 121R	Clinical Practicum I (180 HRS)	RADT 115R, RADT 101R, RADT 110R, RADT 132R	4
ENLG 102R	College Composition	See catalog or schedule	4

**Semester #3**

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>PRE/COREQUISITES</b>	<b>CREDITS</b>
RADT 218R	Radiographic Positions & Procedures III	RADT 115R, RADT 215R	2
RADT 122R	Clinical Practicum II (180 HRS)	RADT 121R, RADT 215R	4

**Semester #4**

<b>COURSE #</b>	<b>COURSE NAME</b>	<b>PRE/COREQUISITES</b>	<b>CREDITS</b>
RADT 229R	Cross Sectional Anatomy	BIOL201R, BIOL202R	2
XXXX	Social Science Elective		3
RADT 223R	Clinical Practicum III (225 HRS)	RADT 115R, RADT 122R, RADT 218R, RADT 215R, RADT 121R	5

RADT 228R	Radiation Biology & Protection	RADT 101R, RADT 132R, RADT 120R	2
CSCI xxxR	Computer Elective		3
<b>Semester #5</b>			
<b>COURSE #</b>	<b>COURSE NAME</b>	<b>PRE/COREQUISITES</b>	<b>CREDITS</b>
XXXX XXXR	Humanities/ Fine Arts/ World Language Elective		3
RADT 214R	Radiology Pathology & Imaging Critique	BIOL 201R, BIOL 202R, RADT 115R, RADT 215R, RADT 218R	2
RADT 224R	Clinical Practicum IV (225 HRS)	RADT 115R, RADT 214R, RADT 121R, RADT 218R, RADT 122R, RADT 223R	5
RADT 235R	Quality Assurance & Ethical & Legal Issues	RADT 131R, RADT 120R	
RADT 246R	Rad Tech Seminar	RAD 223R	2

Through a partnership with the CCSNH system, RVCC graduates with an Associate of Science degree may receive seamless admission to one of the following universities.

- St. Joseph's College of Maine
- University of Southern New Hampshire

More information can be found [here](#).

<b>Radiologic Technology Mission</b>	
The mission of the radiologic technology program at RVCC is to educate students with the knowledge, skills, and values necessary to excel in the field of medical imaging by providing high image quality and patient care. We instill in our students a strong sense of ethical responsibility, person-centered care, and continuous professional development.	
<b>Program Goals</b>	<b>Educational Outcomes</b>

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

\* Program Goals and Outcomes are reviewed and updated at least every 3 years

### Program Accreditation

The RVCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. ([www.jrcert.org](http://www.jrcert.org)). The Radiologic Technology Program was accredited in 2021 and awarded a 5-year accreditation. In 2024, the program's accreditation was updated to reflect compliance with all relevant Standards; therefore, the JRCERT awarded a maximum 8-year accreditation. The next site visit is scheduled for the fourth quarter of 2029.

### College Accreditation

The College is accredited through the New England Commission of Higher Education (NECHE). Direct link here: <https://www.neche.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 program's 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 program's non-compliance with the Standards cannot be resolved at the program level, the student has the right to contact JRCERT. All the above steps should be followed before contacting JRCERT.

Students may contact appropriate individuals at the JRCERT:

JRCERT

20 N. Wacker Drive Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300 Fax:

(312) 704-5304 [mail@jrcert.org](mailto:mail@jrcert.org)

or [www.jrcert.org](http://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 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 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 number of students admitted into the Program each year is 20 +/- 1 student.

#### **All new applicants must:**

- Complete an application on the rivervalley.edu website
- Be eighteen (18) years of age or older by the starting school year
- Have a cumulative GPA of 2.5.
- Order a copy of your transcripts (High school/GED or HiSet and college transcript(s)). Have them sent directly to RVCC either electronically to [rvccadmissions@ccsnh.edu](mailto:rvccadmissions@ccsnh.edu), or mailed to:

River Valley Community College  
1 College Place  
Claremont, NH 03743

- Attend a Radiologic Technology Information Session.
- [Complete the Fieldwork Observation requirement form.](#) Complete a 4-8 hour radiology department observation, fill out the form and have it signed, submit the completed form in the [application portal](#) or by emailing [dvestal@ccsnh.edu](mailto:dvestal@ccsnh.edu). See our current list of [area healthcare facilities where observations can be done](#), or choose a location near you.
- Complete the [Rad Tech Packet](#).

Note: 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. In the case of a “F” or failure grade, students will have one chance to pass with a “C” or better to be eligible for the program.

\*\* 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 reviewed 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 and may result in dismissal from the program. Dismissal results in an Academic Failure (AF) grade from the RADT courses.

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

## **Attendance and Inclement Weather**

Please follow the procedure for inclement weather presented in the RVCC Student Handbook. The Radiologic Technology didactic courses may 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.

## **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 presentations 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/> .The college provides computer labs for student use.
5. All required and recommended textbooks for the program are available on the River Valley Community College online bookstore store. Visit [rivervalleyshop.com](http://rivervalleyshop.com) and enter your RVCC Student ID to view your course materials. The bookstore can ship materials to any street address. Students may also choose to visit the on-ground location located at NHTI in Concord at 20 College Dr. Concord, NH.The River Valley Community College Bookstore is operated by Follett Higher Education Group, a private company under contract with the Community College System of New Hampshire. For service, please use this online form: located [HERE](#).
6. 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 is 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 the 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 accommodation if this information is not disclosed.
7. The student has a right to file 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.

### **Student Code of Conduct**

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 for the registry exam 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 to 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 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](http://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 pounds and ensure patient safety.
4. Possess manual dexterity, mobility, and stamina to perform AHA Basic Life Support.
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 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 other 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. Free from impairing 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).
22. Ability to 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](mailto: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 accommodation 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/>

## **Program Policies & Procedures**

### **Add/Drop and Withdrawal of Courses**

The program will follow the policies of add/drop and withdrawal of courses that the 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>.

### **Advising**

The program follows a formal advising policy designed to support students throughout their academic journey. As part of this policy, the program director meets with each student every semester to provide academic guidance and individualized support. These advising meetings focus on course registration, a review of academic performance, and discussion of the student's overall progress within the program. They also serve as a time to revisit and align the student's personal, academic, and career goals with program expectations and outcomes. To ensure consistency and continuity, the program director utilizes a tracking form for each student to document the content of advising sessions, monitor progress over time, and address any concerns or changes in academic standing. This structured approach helps ensure students remain on track for successful completion of the program and are well-prepared for entry into the profession. It is the student's responsibility to attend and participate during scheduled advising meetings.

### **Refund Policy**

The 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 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 into 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:

1. Clinical deadlines for clinical documentation and requirements have not been met by the due date determined and set by Clinical Coordinator or clinical site.
2. Students who go on vacation during clinical or academic calendar.
3. A student who is absent for more than 20% of classes (including clinical courses).

4. If a student chooses to leave the program due to medical reasons 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 the Program Director
5. If a student chooses to leave the program by choice, then they would need to reapply to the program for readmission and are not guaranteed re-acceptance.
6. 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. There is no guarantee for re-acceptance.

Note: 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 the 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 the 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 to 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 once. 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 83 will result in an automatic dismissal from the program without possibility of future re-acceptance.

### **Transfer Policy**

The policy for transference 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. Students obtain course descriptions for courses you would like us to review. If the description is vague, please include a syllabus.
4. The student, or Program Director/Advisor, obtain copies of transcripts. (Program Directors/ Advisor can obtain access to the **admissions shared files** for all incoming transcripts. Please contact Registrar / Admissions office.)
5. Once all of these documents are submitted, 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 sent to the following individuals:  
**Math** – Rich Andrusiak, email: [randrusiak@ccsnh.edu](mailto:randrusiak@ccsnh.edu)  
**Liberal Arts-** (English, Humanities/Fine Arts/Languages, and Social Sciences) – Cara Chanoine  
email: [cchanoine@ccsnh.edu](mailto:cchanoine@ccsnh.edu)  
**Biological Sciences, Anatomy & Physiology** – Julie Robinson, email [jrobinson@ccsnh.edu](mailto:jrobinson@ccsnh.edu)

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

1. Once the document is signed by all parties involved, the form will be sent to the Vice President of Academic and Student affairs for final approval.
2. 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: transcripts 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.

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 to progress in the program.

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 not be eligible 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 may reapply 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 does 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
D+	67-69
D	63-66
D-	60-62
F	Below 60

### **Professionalism**

Professionalism expectation: Professionalism is an essential component of success in both the academic and clinical settings. Students are expected to demonstrate professionalism through respectful communication, accountability, preparedness, integrity, and collaboration. Such a policy has been established and is published in the course syllabus. It will be reviewed on the first day of class of each semester.

### **Fragrance-Free Environment**

River Valley Community College is committed to maintaining a healthy and inclusive academic environment for all students. To support individuals with chemical sensitivities, asthma, allergies, or other medical conditions, we ask that everyone refrain from using scented products in the (program, classroom, etc.). This includes (but is not limited to) perfume, cologne, aftershave, scented lotions, highly-scented hair products, and highly-fragranced laundry detergents or fabric softeners. We ask that you avoid smoking right before entering the building and ensure your clothing and belongings are free of smoke odor. Thank you for your cooperation in helping us create a comfortable and accessible environment for all.

### **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. 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> .

### **Midterm and Interim Progress Report for Academic Jeopardy Policy**

If a student is not achieving a passing grade (C+ or 77%) or higher at any time during the semester, the instructor or Program Director may request a meeting with the student and the student will be required to initiate a tutor request to increase course grade to above course minimum grade requirement. The student is then expected to meet with a tutor for the remainder of the semester and continue to monitor their course grade average. Tutor requests can be made by visiting the following link: <https://www.rivervalley.edu/student-support/tutoring/>

### **Grievance Policy**

The River Valley Community College grievance procedure regarding grades or disciplinary proceedings are 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:
  - a. 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.
  - b. 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 a 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 convenes 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 given 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) business days.
2. Meet with the Program Director/Department Chair: If the issue was not resolved in Step 1 above, the student has three (3) workdays 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 the 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) workdays to attempt to resolve the dispute. The VPASA will have three (3) workdays 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 affected 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 at 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 employees 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. 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.

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# Clinical Practicum Policies



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## Clinical Practicum Policies and Procedures

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 lab 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 Grading

Clinical Practicum syllabi are 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. To do this, it is occasionally necessary to adjust affiliation experiences at individual sites due to inherent differences at each site.

However, the Rad Tech program strives to provide each student with 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.

### 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's are volunteers at clinical sites that are responsibility is 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 maintain familiarity with the performance evaluations.

2. Meet with the Clinical Preceptor and/or Clinical Coordinator or faculty to discuss questions or concerns.
3. Be prepared to perform and earn competency at any time once learned and tested on the exam in the classroom.
4. Be prepared to accept and apply 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 are in the College Student Handbook, The Radiologic Technology Program Handbook, Canvas, student clinical 3 ring binder, and the course syllabus. Any combination of (2) two UPA's earned by a student over the course of the entire program will result in dismissal from the program. Additionally, each UPA will result in a 10% reduction in the student's final course grade. UPA's may be given by Clinical Preceptors, Registered Radiologic Technologists at the site where the student is participating. Prior to documentation in Trajecsyst and meeting with the student to notify them regarding a UPA, clinical sites are responsible for **notifying** the Clinical Coordinator and the Program Director. UPAs may also be given by the Clinical Coordinator, Program Director, and any faculty of the College. The final status of any final UPA documentation will be at the discretion of the Clinical Coordinator and the Program Director. Students are advised that it is their responsibility to abide by all College, programmatic, and syllabus related policies 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. The UPA form is to be completed in Trajecsyst by a faculty member or Clinical Preceptor. The following are UPA offenses.

- Repeats an exam or demonstrates lack of mastery on an exam that has already achieved competency.
- Inquire if patients have 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
- Demonstrates lack of initiative, motivation and/or refuses the opportunity to complete an exam already performed
- Shield gonads of pediatric/childbearing age patient (if site protocol permits)
- Ascertain if patient is pregnant (if site protocol permits)
- Wear a dosimeter during clinical and warn personnel in close proximity while performing a portable x- ray exposure hours
- Wear a lead shield during portable exams
- Practice standard precautions, including proper hand hygiene
- Demonstrate patient care rules to **include** elevating 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

- Properly inform Preceptor/Radiology Department and Clinical Coordinator of tardy or absence by telephone and email
- General lack of professionalism **such as** continual lack of initiative, inability to demonstrate appropriate level of judgement, confidence, communication, and manage stress
- Cell phone or electronic devices (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
- Other: Not abiding by a policy listed in Rad Tech Handbook

### 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 (Uniform Advantage Brand).
3. Students may wear a navy-blue lab coat with an RVCC school patch firmly affixed on the LEFT sleeve.
4. A long sleeve, light grey cotton shirt may be worn under scrub top. (No  $\frac{3}{4}$  length shirts).
5. The uniform will be neat, clean, and professional. No rips, tears, or stains.
6. All black shoes, sneakers, or closed-heel clogs must be worn. No white, gray, stripes or other colors or patterns on the shoes.
7. Socks must be all black.
8. 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.
9. Tongue rings, nose piercings or other visible piercings etc. must be removed prior to the clinical day.
10. Visible tattoos are not permitted. Tattoos must be covered up by makeup or a long sleeve grey shirt.
11. Students will always possess their own radiographic right and left markers and a pocket positioning book and technique book.
12. The student will always wear their clinical site provided Student Identification Badge or River Valley Student issued identification badge.
13. The student must always wear their radiation badge/dosimeter at collar level (approximately thyroid region).

**Note:** If a student is found in violation of the dress code- the student will receive a UPA and may be sent home from their clinical site.

### Personal Hygiene

1. The student shall always keep him/herself clean and professional appearance. 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 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 a 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 a UPA.

### Smoking and Drug Use 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 during 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 at all 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. Dismissal from the program will result in an Academic Failure (AF) grade from the RADT courses.

### Drug Testing Policy

Students who test positive during drug testing will be subject to the program's zero tolerance policy on drug use. A positive test result is considered a violation of program standards and student code of conduct and will result in immediate dismissal from the program. No exceptions will be made, and students are expected to remain drug-free throughout their enrollment. Dismissal from the program will result in an Academic Failure (AF) grade from the RADT courses.

### 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/CESIRReportExec/olr/OLRMain.aspx?IsAuth=1&groupid=118>

### 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.

- 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.

### 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 care.
- Students shall default to the clinical site policies regarding infectious diseases.
- Students will default to the clinical site policy regarding mask wearing.
- Students may not be present at clinical sites if they are experiencing any covid-19 symptoms. Students must adhere to the attendance policy if they miss a clinical day due to illness.

### Radiation Monitoring and Safety Policy

#### **ALARA Annual Radiation Limits:**

Whole body (annual) dose for occupational workers	5,000 mrem/year stochastic effects
Extremities and skin	50,000 mrem/year non-stochastic effects
Lens of the eye 15,000 mrem/year non-stochastic effects	Lens of the eye 15,000 mrem/year non-stochastic effects
Fetal entire gestation 500 mrem/year	Fetal entire gestation 500 mrem/year
Fetal monthly dose limit 50 mrem/year	Fetal monthly dose limit 50 mrem/year
General population 100 mrem/year	General population 100 mrem/year

Students are expected to always exercise radiation protection practices. 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 always wearing a radiation dosimeter. Students will utilize the **Instadose** dosimeter provided by the College and the Clinical Coordinator. Students will be held responsible for replacement fees for lost and/or damaged dosimeters.

2. 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/hot temperatures. Dosimeters should be kept in temperatures between 50-86 degrees.
3. Students are responsible for uploading their radiation badge dose reads monthly by the last day of the month.
4. The fetal dose monitor must be uploaded and reviewed monthly by the student. Dose upload can be performed through the Instadose website or through RVCC Radiologic Technology faculty on campus.
5. 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](http://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.

6. Students will report any accidental exposure to primary radiation to the Clinical Coordinator immediately.
7. In case of pregnancy students will follow the radiation protection guidelines of the clinical site.
8. 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).
9. Any loss or misuse of the dosimeter shall be immediately reported to the Program Director or Clinical Coordinator.
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.

### **Voluntary Declaration of Pregnancy Policy**

Declaration of pregnancy is at the discretion of the student. To protect the fetus, 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 that 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 be determined by 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 made 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. Request a 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. Continue 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 responsible, in any way 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 her assigned clinical practice without any modifications.
3. The faculty of the program will recommend the student to use the basic principles of protection (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 they make their decision.

This policy is reviewed during the first semester of enrollment during RADT 101R, the second semester during RADT120R and again during the 4<sup>th</sup> semester during RADT228R.

### Voluntary Declaration of Pregnancy & Responsibility Release Form

I, \_\_\_\_\_, certify that I am a student of the Radiologic Technology Program, enrolled at RVCC, Claremont Campus.

I am currently assigned to \_\_\_\_\_.

I wish to declare that I am pregnant. My estimated date of delivery is

I request the protection specified under this regulation, ensuring that the unborn child does not receive more than 500 millirem during the pregnancy term.

- 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 fetus.
- Furthermore, I may be required to provide the Radiography Program with a medical release 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
- Continuing 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:

\_\_\_\_\_

Date:

\_\_\_\_\_

Clinical Coordinator Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

### Direct vs. Indirect Supervision Policy

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 of whether the student has demonstrated 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: UPA and possibly dismissal from the program.

Repeat 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 Policy

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 the images being sent to PACS. **Disregard for this policy will result in a UPA and possible dismissal from the program.**

### Student/Patient Relationship Policy

To maintain patient confidentiality and to avoid potential conflicts of interest of a personal or professional nature, the following policy has been adopted. Students are required to notify their clinical supervisor if they are acquainted in any way with a patient or client in the clinical affiliation. The clinical supervisor will determine if it is appropriate for the student to provide care or to interview the patient/client. Personal relationships that are initiated or that develop from professional contact with patients/clients who may be compromised by a physical or psychiatric disability are unprofessional and prohibited. Failure to maintain a professional attitude with respect to personal involvement with patients may result in suspension from the program.

### Student/Staff Relationship Policy

While it is beyond the authority of RVCC to regulate "off-duty" relationships between students and staff members, it is nevertheless the responsibility of students to use the greatest discretion when these relationships occur. The "on-duty" relationship between students and staff members must be maintained as strictly professional in nature. Students who are involved in relationships with a staff

member other than on a professional basis should be fully aware of the impact of these relations on self and others. Should any conflict of interest occur between the personal relationship of a student and staff member in that student performance and evaluation is jeopardized, the Clinical Coordinator should be notified to determine if any necessary changes may be accommodated in student assignments. Staff members are also responsible for respecting these same professional standards.

### **Social Networking/Computer Use**

Students are not to be accessing, posting, or checking any social media sites while at the clinical facility. Students are not to engage in, or be friends with any college faculty, staff, or clinical staff on any social media platform. Students are not to comment or refer to any clinical sites, clinical staff, college faculty/staff, or other students on social media platforms. Students are not permitted to check their personal email or conduct personal business on hospital computers while they are attending clinic. Any of the above could result in a UPA and the student's 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 and Records

The ARRT requires that the student technologist demonstrates competency in all radiographic examinations to be eligible for the ARRT examination. The student is responsible for obtaining (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.

### Competency Process

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

1. Students participate in classes and position the manikin for simulated exams.
2. Students pass positioning tests, both written and simulated patients.
3. Students follow this order for procedures/exams during Clinical Practicum:
  - a. Observe (O)
  - b. Assist (A)
  - c. Perform (P)
  - d. Competency (C)
4. Competency forms indicate all directions and grading requirements necessary to pass a competency.
5. Competency exams must be ordered under the same exam name as listed in the ARRT Radiography Clinical Competency Requirements document located here: [Radiography Clinical Competency Requirements 2022](#). For example: an exam ordered as knee cannot be used for patella competency. A patella competency must be for a patella exam.

### Competency Forms

Students are required to completely fill out the top portion of the competency form PRIOR to beginning their exam for competency. Students are required to keep all competency forms regardless of pass or no pass. All completed paper copies of comps must be signed by the clinical instructor and/or the preceptor and placed in the 3-ring binder. Passed comps will be filed under the "competency" tab and the "no pass" competencies must be filed in the "no pass" tab of the 3-ring binder.

If a signature is missing from a competency form, that competency will be voided and the student must repeat the competency. Binders and competency forms will be audited during faculty clinical site visits.

### Competency Revocation

The Clinical Preceptor, program faculty, Clinical Coordinator and Program Director all reserve the right to revoke and issue a student a UPA, if a student does not demonstrate *consistency* or repetitive appropriate knowledge of an exam in which the student has completed competency. 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.

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 is not demonstrating competency, the Clinical Preceptor or faculty can revoke the competency. The preceptor will file 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 ten (10) general patient care competencies that are mandatory and will be completed in the laboratory on campus by a faculty member with the student and documented in Trajecsys.

**Note: A minimum of thirteen (13) competencies are required during each Clinical Practicum rotation.** Students 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 Trajecsys. It is the responsibility of the Clinical Preceptor or Assistant Clinical Preceptor to upload all competencies in Trajecsys.

### Mandatory Competency Achievement Policy

All students MUST achieve a passing score 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 mandatory 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 and the student will be dismissed from the program.

### Simulations

Simulation experiences will be used only if necessary and reserved for the final two weeks of Clinical Practicum 4. They will be considered only when a student is unable to complete the required competencies through direct patient care, despite all other options being explored. This decision will be made in collaboration with faculty and clinical preceptors to ensure the student remains on track to meet course objectives.

### Radiographic Personal 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 and the student is expected to have purchased at least (2) **two sets**. Use of another student or technologist's markers is not allowed.

## Clinical Competency FAQs

### **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 is responsible for overseeing any traveler who completes a competency with a student.

### **Can I use a knee exam to comp on a patella?**

No, Competency exams must be ordered under the same exam name as listed in the ARRT Radiography Clinical Competency Requirements document located here: [Radiography Clinical Competency Requirements 2022](#). For example: an exam ordered as knee cannot be used for patella competency. A patella competency must be ordered for a patella exam.

### **Can I use a c-arm to do my cross-table spine competency?**

Yes!

### **Can a joint injection be used for my Arthrogram comp?**

No, a joint injection in pain management for example, cannot be used as an arthrogram exam. An arthrogram comp must be ordered as an arthrogram.

### **Can I use an exam in pain management for my c-arm procedure (Requiring Manipulation to Obtain More Than One Projection)?**

Yes, if you get an AP/PA and a lateral in the exam. You must obtain more than one projection for this competency, and it **doesn't** have to be sterile. The object here is that you can manipulate the equipment around a patient and obtain projections that are at least 90 degrees from each other.

### **Can I use an exam in pain management for my c-arm procedure (Requiring Manipulation Around a Sterile Field)?**

Typically, no. This must be done in a sterile environment like an operating room. It may be only one projection, but it **MUST** be a completely sterile environment. The object here is ensure that you can manipulate the equipment around the sterile field.

### **Can I obtain 2 comps on one patient?**

Yes. One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

### **Can I use a barium swallow or esophagram be used for an Upper GI competency?**

No, competency exams must be ordered under the same exam name as listed in the ARRT Radiography Clinical Competency Requirements document located here: [Radiography Clinical Competency Requirements 2022](#). In other words, an Upper GI exam must be ordered as an Upper GI exam to be used as a competency.

## Trajecsys

Each student will purchase and will utilize Trajecsys, an internet-based program to maintain records of Clinical Competencies, Daily Log Sheets, Preceptor Evaluations (mid and final evaluations), Faculty Evaluations, Clinical Site Evaluations, as well clinical time totals for the student's entire time as a Radiologic Technology student. It is the student's responsibility to maintain daily clinical record keeping logs. This includes exam type, repeat reason, number of repeats, length of time of the exam, and technologist's name. All records in Trajecsys are regularly reviewed by the Clinical Coordinator and Program Director. As part of the clinical practicum course syllabi, all clinical records are a graded component of the course. Failure to maintain daily logs will result in a reduction of course grade.

### MRI Safety and Screening

The purpose of this policy is to ensure that students who have potential access to the magnetic resonance environment are educated about MRI safety and are required to complete a quiz with a score of 80% or higher prior to attending Clinical Practicum rotations. All students will review the RVCC Student Safety Screening Form from the American College of Radiology (ACR)

<https://www.acr.org/Clinical-Resources/Clinical-Tools-and-Reference/radiology-safety/mr-safety>

during the first semester of the program while enrolled in the course "RADT 101R- Intro to

Radiology and Simulated Clinical Practicum". This MRI Area-Specific form will be completed by the student, signed by the student, and the student will inform the instructor of any possible contraindications for their future possible observations in the MRI environment prior to attending clinical practicum. Any health changes, such as metal implants that would change answers on the MRI

screening form from a "no" to "yes," require the student to immediately contact the Clinical Coordinator. If there are any questions or concerns regarding student safety because of potential dangers of implants or foreign bodies found during the review of the completed MRI screening form, clinical personnel will contact the clinical coordinator immediately. **Any changes in the student's MRI screening form should be reported to the Clinical Coordinator within 2 weeks of said change.** Students are not required to answer any pregnancy related question on the MRI screening form.

## CastleBranch

### 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 documents to be completed at least 30 days prior to beginning clinical practicum assignments. The Clinical Coordinator will notify students of all clinical final clinical deadlines during the Fall semester. CastleBranch's 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 the CastleBranch website for documentation deadlines. Students should be advised that prior to a change in clinical site rotation, they may be required to purchase an additional background check and/or drug screening to satisfy specific site time sensitive requirements.

To order a background check and/or drug screening visit: <https://mycb.castlebranch.com/> In the "Place Order" field, enter the following package codes. Please note, these codes are specific to your organization: **IM87BG for a Background Check or IM87DS for a drug screening.**

## Health/Immunization Requirements for Students

All Allied Health programs include a clinical practicum. All clinical sites require the following information be on record with Castlebranch, the program's vendor for clinical requirement record-keeping. Failure to submit this information will prohibit the student from participating in the clinical area.

- Health Insurance: Proof of health insurance is required. Students must submit a copy of their insurance card. Active military can submit a copy of their military ID.
- Physical exam: Must be signed by a physician or nurse practitioner and have occurred within the past year. This is a one-time requirement.
- 2-Step Tuberculosis Skin Test (TST): All students must have an initial 2-step TST within the past year, then one annually thereafter. The initial test (step 1) should be planted and then read within 48-72 hours. A second test (step 2) should be done 1-3 weeks after the initial test. A 1-step TST is then required annually. If students get evidence of a positive test, they must submit the results and a copy of a clear x-ray (within 5 years), and a signed annual review of symptoms. Students may substitute for the TST with a blood test. (If students do a blood test, their annual requirement must be either another blood test or a 2 – step TST).
- Measles, Mumps, and Rubella (MMR): Evidence of 2 MMR shots after 1980 or positive MMR titers (all 3) are required. If any of the titers are equivocal or negative, students must receive the vaccine.
- Hepatitis B: Evidence of immunity through a completed HVB immunization series (3 shots) with laboratory confirmation of positive antibody (serum titer). If students have not received the series of 3 immunizations or their titer is non-reactive or negative, they must begin the series of 3 shots. The series must be completed within a 6-month period. After 1 month from the third shot, students can draw a titer. If they remain negative after 2 series (6 shots), they will be considered non-reactive and must provide evidence of the shots and sign a documentation of non-converter status.
- Varicella: Evidence of 2 shots or a positive titer is required. If a titer is equivocal or negative, the student must receive the vaccine. Doctor confirmation of the disease is not acceptable; the student must have a titer.
- Diphtheria/Tetanus: Immunization within the past 10 years is required. Students must remain current throughout enrollment and have evidence of having had one Tdap.
- CPR: BLS, Heartcode, Healthcare Provider, or Professional Rescuer CPR certification from an accredited agency such as the American Red Cross or American Heart Association is required. CPR is renewed every 2 years and must remain current during enrollment. See CPR separate policy for more information.
- Flu: Annual flu shots are mandatory at many clinical facilities. It is highly advised that students get yearly flu shots during flu season (September-April).
- COVID-19 initial vaccine and boosters (Clinical site requirements vary regarding COVID vaccines. Any student that wishes to pursue a waiver may request a meeting with the clinical coordinator.)

Note: It is highly recommended that students schedule physical exams with their healthcare providers early as these appointments are sometimes scheduled 3 to 6 months in advance.

### **Comprehensive Medical Insurance:**

Students are **required** to maintain their own comprehensive personal medical insurance.

To be accepted, health insurance must meet the following criteria:

- Be a 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 the requirements specified above.

If comprehensive medical insurance is needed, students may use a public resource located here:

<https://www.healthcare.gov/get-coverage/>

### **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 the student's CPR card will be maintained in Castlebranch. 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 RVCC Student Handbook for more detailed information here: [https://catalog.rivervalley.edu/search?search\\_api\\_fulltext=criminal+background](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 limitations, visit the ARRT website: [www.arrt.org](http://www.arrt.org)

### **Liability Insurance**

Students are **required** to have liability insurance while at the affiliation site. This is provided by the College and can be viewed by visiting this link:

### **Hospital Insurance Portability and Accountability Act (HIPAA Compliance)**

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 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 always maintain the confidentiality of patients. Students may not access patient information or examinations unless the information is needed for patient care or educational purposes.

Students 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 Report Policy**

An incident is any event 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 hospital's standing orders for the radiology department. An incident report at your facility should be submitted immediately by the technologist and the student. The Clinical Coordinator and Program Director must be notified of the incident.

### **Student Incident Report**

If a student is involved in an incident and experiences an injury, unexpected exposure or medical emergency while at clinical, students and Clinical Preceptors will report the incident to the Clinical Coordinator, Michelle Sweeney at [mnsweeney@ccsnh.edu](mailto:mnsweeney@ccsnh.edu) or 603-542-7744 -5426 within 24 hours of occurrence. Students should report to Urgent Care or the Emergency Room to be cleared for return to clinical practicum.

### **Clinical Placement**

The program's Clinical Coordinator is responsible for:

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

Students are placed at affiliation agencies based on academic, interpersonal /personal needs, and geographic location, but are subject to availability of facilities. Students who do not meet the minimum course grade requirements will not receive a clinical site assignment letter until final grades are posted and the grade requirement has been satisfied.

## Clinical Site Assignment Letters

Clinical assignment letters are issued in the month of December for Clinical I, II, and IV and in July for Clinical Practicum III.

## Clinical Assignment

Upon clinical assignment, the Clinical Coordinator will send a notification letter to the student and to the Clinical Preceptor. Students are expected to contact the Clinical Preceptor within 2 weeks of receiving the letter and make the arrangements for orientation (if required by site).

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
- 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 policies and procedures.**

## JRCERT Clinical Affiliations with RVCC Rad Tech Program

- Alice Peck Day Memorial Hospital-Lebanon, NH
- Access Sports Medicine-Exeter, NH
- Brattleboro Memorial Hospital-Brattleboro, VT
- Catholic Medical Center-Manchester, NH
- Central Vermont Medical Center-Montpelier, VT
- Cheshire Medical Center-Keene, NH
- Concord Hospital-Laconia, NH
- Concord Hospital-Franklin, NH
- Concord Orthopedics-Concord, NH
- Concord Orthopedics- New London, NH
- Copley Medical Center-Morrisville, VT
- Cottage Hospital-Woodsville, NH
- Dartmouth Health-Lebanon, NH
- Monadnock Community Hospital-Peterborough, NH

- Mt. Ascutney Hospital, Windsor, VT
- North Country Hospital-Newport, VT
- Northeastern Vermont Regional Hospital-St. Johnsbury, VT
- Rutland Regional Medical Center- Rutland, VT
- Springfield Hospital-Springfield, VT
- Valley Regional Hospital-Claremont, NH
- Veterans Affairs Hospital-White River Junction, VT
- Weeks Medical Hospital-Lancaster, NH

### **JRCERT Definitions**

The JRCERT defines the role of a **clinical coordinator** as one that is responsible for the overall coordination and supervision of clinical education experiences for students in radiologic technology programs

The JRCERT definition of a **clinical instructor** is a registered radiologic technologist who supervises, guides, and evaluates students during their clinical rotations in a medical imaging department.

The JRCERT defines **clinical preceptor** as a qualified professional who mentors and supervises students in the clinical setting of radiologic technology programs

### **Student Clinical Site Transportation**

Students must be able to provide their own transportation, cost for gas, and/or ability to utilize public transportation to and from clinical sites. Students may be required to travel for up to two hours for clinical site assignments depending on where the student resides and the clinical site assignment.

### **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 a Letter of Accommodation (LOA) 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 undue hardship for them and does not require them to alter the essential functions of the internship agreement and expectations. Students are encouraged to discuss the accommodation plan with both your Clinical Preceptor and your Clinical Coordinator.

### **Student 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 Student 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 students 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 badges during the time they are working.

Students working as 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. Students may not count their timecard during employment as time toward their clinical education. A student who is employed by a clinical site's radiology department will not be placed at that same site for their clinical practicum.

### Exposure to Latex

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

## Clinical Attendance

### Daily Attendance

Clinical Hours are from 8am-4:30pm for all sites except Dartmouth Health (Lebanon Campus) which is 7:30am-4pm. Students are permitted two 15-minute breaks (one in the morning and one in the afternoon) and one 30-minute lunch break each day. Students are not permitted to attend clinical outside of these hours. Students are not permitted to arrive more than 15 minutes before the start of their scheduled clinical hours or remain more than 15 minutes after their scheduled clinical hours. Exceptions will be allowed only if there is a documented entry in Trajecsyst explaining the reason for the early arrival or late departure. With approval from their preceptor, students may arrive early or stay late to participate in a case; however, they are not allowed to leave before their scheduled clinical hours have ended.

- Students must clock in and out each day using the Trajecsyst timekeeping application.
- Any clock ins or clock outs that are outside of the times stated above must have a time exception entered along with their clocking that explains why they clocked in/out during a time that is outside of the normal workday.
- 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.  
\*Failure to properly notify the clinical site and/or Clinical Coordinator will result in a UPA.
- Any changes to the clinical schedule must be pre-arranged and approved by the Program Director and Clinical Coordinator.
- 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.)  
Students assigned to DH Lebanon = 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).

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.

**One** tardy or early dismissal that is less than 4 hours does not need to be made up during make up week.

**Two** tardies or two early dismissals will be equal to 1 full 8-hour make-up day during make-up week.

Tardiness or early dismissal (more than 2 tardies or leaving clinical early more than 2 times in a semester) 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

Any missed days must be made up during make up week and is at the discretion and convenience of the clinical facility. Students must notify the Clinical Coordinator, by email and Clinical Preceptor (phone and email) when absence is necessary.

## 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 tardy must be accompanied by proper notification to both the Clinical Preceptor and Clinical Coordinator via email and phone. Any weather-related absences must be made up during make up week hours.

RVCC’s weather policy direct link:

[https://catalog.rivervalley.edu/search?search\\_api\\_fulltext=weather+](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-classes-two-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 Trajecsys with a comment.

### **NO CALL NO SHOW**

A student who does not notify their clinical preceptor that they will be late before 8:00 a.m. or misses an entire clinical day without prior approval from the clinical preceptor will be considered a No Call/No Show.

Upon the first No Call No Show from clinical education, the student will be immediately suspended from the clinical education center. Following suspension, the student must arrange a meeting with the Program Director, Clinical Coordinator and Clinical Preceptor. The student must reaffirm his/her/their commitment to the Radiologic Technology Program to the satisfaction of this committee in order to return to their clinical education center. If allowed to return, all clinical days missed during suspension must be made up before a grade is given for the particular semester.

### **Medical Appointments**

Students should schedule medical/dental appointments on non-clinical days. Students are responsible for documenting all absences in Trajecsys with reason for absence under time exception.

### **Bereavement**

Students will be allotted two (2) consecutive school days for bereavement of immediate family members which include grandparents, parents, siblings, spouse, children, mother-in-law and father-in-law. Other bereavement issues will be considered on an individual basis.

### **Jury Duty**

Any student who receives a notice from the Clerk of Courts to act as a jury member must immediately notify the program director and their clinical preceptor. Students attending jury duty must show documentation of attendance for jury duty to qualify for an excused absence.

### **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.

## **Failure and Dismissal**

### **Dismissal from Clinical Facility**

Each affiliating facility and clinical coordinator has the right to dismiss any student they believe to be clinically unsafe or conduct failing to meet minimum standards established by the facility or RVCC or as presented in this document. The following policy has been adopted by RVCC in the event such a situation should arise. Any

student dismissed from a clinical site for unacceptable conduct or for unsafe clinical practice during any clinical course will be issued a grade AF effective immediately upon notification from the college's clinical coordinator or program director. A student may appeal the AF grade in accordance with the grade appeal policy, which is published in this document and the RVCC catalog.

- A student who is dismissed from a clinical course will also be suspended from all corequisite didactic courses during the appeal process.
- Students are not to contact the clinical site for any reason after dismissal. The grievance policy found in this document should be followed for any questions or concerns.
- The Allied Health department chair will notify students when they can retrieve their personal belongings from the RVCC security office.

Students may be dismissed for a variety of reasons such as:

- Violation of confidentiality, HIPAA and site expectations.
- Falsification of data or reports.
- Failure to abide by [Absence/Tardy or early dismissal policy](#).
- Receiving (2) two UPA's for the same reason or a variety of reasons combined.
- Negligence in performing Radiologic Technology procedures, repeatedly failing to check pregnancy status, and not adequately following ALARA radiation protection principles.
- Academic failure (AF).
- Errors in performance that are excessive and unacceptable or continual errors without signs of improvement as documented in Trajecsyst.
- Failure to adhere to [direct and indirect supervision policy](#), [repeat policy](#) and [acceptance of image policy](#).

\*\*Other reasons for dismissal may exist beyond those listed here.

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 to the grade appeal process can be found here:

<https://catalog.rivervalley.edu/grade-appeal-process>

### **Disciplinary Action**

Certain violations may result in a student being placed on suspension, with the possibility of dismissal from the program. Dismissal results in an Academic Failure (AF) grade from the RADT courses.



Unprofessional, unethical, or immoral conduct includes, but is not limited to:

1. Breaching HIPAA.
2. Taking an exam without supervision prior to completing the required competency.
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 a patient, visitor, employee, another student, or him/herself.
8. Harassing, abuse, 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. Using profane, threatening, or inappropriate language toward faculty, staff, patients, visitors, or students.
16. Unauthorized entry into the 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 students, faculty, visitors, patients, or clinical setting.
19. Performance of radiographic procedure without physician order

\*\*Any of these reasons for disciplinary action will result in a UPA, dismissal from the program, and an AF grade.

## Ethics

### 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 people and 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 List

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 based on 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 confidence entrusted during 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>

### **ARRT Standards of Ethics**

For questions about ARRT ethics violations, visit:

<https://www.rrt.org/pages/earn-rrt-credentials/initial-requirements/ethics/ethics-requirements>

### **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. Considering 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 reflects the mission of the Community College System and its Colleges. Direct link to the college policies and reporting: <https://www.rivervalley.edu/titleix/>.

## Dosimetry Acceptance and Acknowledgement

By initialing each statement, you acknowledge that you have read, understood, and accepted the information provided.

I acknowledge that I must return my radiation dosimeter to River Valley Community College at the completion of my program.

\_ I acknowledge that my course grade will be withheld if my dosimeter is not returned by the designated date.

\_ I acknowledge that I will be responsible for a \$75 fee if I lose, damage or fail to return my dosimeter.

\_\_\_ I acknowledge that I must put "Do not x-ray; radiation monitor inside." on my return envelope if I return my dosimeter by mail.

\_ I acknowledge that I will abide by the radiation safety monitoring requirements outlined in my course syllabus and this Radiation Safety Policy

\_\_\_\_\_ I acknowledge that MRI safety education was provided to me, that I completed the ACR MRI Safety Form, and I understand and agree to abide by the MRI safety policies

\_\_\_\_\_ Date

\_\_\_\_\_  
Student's signature

Student's name (print)

\_\_\_\_\_  
Student Email

## Radiologic Technology Program Acknowledgement

I, (print your full name)

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

I acknowledge that I understand the potential risks associated with the field of Radiologic Technology Science. I am aware of the safety policies in place and agree to follow all safety-related instructions provided by program faculty and supervisors. I understand that failure to comply with any College or Radiologic Technology Program policies may result in dismissal from the program. If I have any questions or concerns, I agree to consult with the Radiologic Technology Clinical Coordinator or Program Director.

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Name

Signature

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Date

\*Checked for WCAGS compliance April 2026