

Kankakee Community College

# RADIOGRAPHY PROGRAM

Handbook



Revised 4/2025- RS

**KANKAKEE COMMUNITY COLLEGE**  
***RADIOGRAPHY PROGRAM***  
**STUDENT HANDBOOK**

## **Welcome to Kankakee Community College's Radiography Program**

Much of the education of a Radiographer is accomplished through hands-on clinical education in the diagnostic imaging department of several area hospitals affiliated with KCC's Radiography Program. Therefore, your goal of joining the medical imaging profession as a Radiographer begins the day you start the Radiography Program, as does your professional reputation which will remain with you upon completion of the program.

This handbook is designed to provide you with the necessary information that you will need throughout the Radiography Program. It will serve as a guide for you in relation to program standards which you are expected to follow. The handbook will also provide valuable information regarding study habits, Licensure, professional organizations as well as guidelines for your new career. This handbook is not a complete document covering all situations and therefore, should a situation occur not addressed in this handbook, it will be addressed and added to this document as a supplement if needed.

You are governed by the policies and procedures outlined in the Kankakee Community College Catalog as well as the standards and guidelines in the Student Radiographer's Handbook. It is your responsibility to become thoroughly familiar with the contents of these two publications. Your success in college will be enhanced if you are knowledgeable regarding expectations, policies, and procedures.

We sincerely hope that you will find the field of Radiography as challenging and rewarding as we do. To make Radiography your profession is to discover strengths and virtues within yourself that you may never have known before.

Good Luck from the  
Radiography Program Faculty

Some thoughts we hope you'll remember as you participate in your clinical education . . .

- your professional reputation is something you will carry on with you throughout your career and it begins with your first day of clinical education
- a lot of good radiography is just common sense
- RTs have earned their position in the field. . . . they are the experts in imaging . . . . listen to their suggestions . . . .and their “tricks-of-the-trade” . . . . you can learn something from every physician, every technologist, every patient, every exam . . . .ask lots of questions!!
- RTs are imaging specialists first and teachers second! They have had training in imaging. . . they haven't had training in teaching. They are trying to help you the best they can, so don't take their style or criticisms personal.
- each of our clinical sites is outstanding however, each hospital is different and provides the student educational opportunities unique to that site, therefore clinical education will not be 100% equivocal from site to site. . . . don't expect it to be.
- you will see many variations of ways to accomplish the same exam . . . . that's o.k. . . . just remember the radiographer's goal . . . “highest possible quality at lowest possible dose”
- protect yourself and your patients. . . use good safety practices with regards to moving and lifting. . . .disease transmission . . . . and radiation protection!
- be an active learner. . . a participant . . . . the techs and physicians are more eager to “help those who help themselves”!!
- even the “stickiest” situation can be managed by practicing tact and good manners!!
- always ask yourself the following two questions when facing a “what to do”:
  - if I or a cherished friend or family member were the patient, what decision and/or action would I want the tech to follow?
  - can I defend my decision and/or action with logic, common sense, and scientific support, instead of ignorance or excuses?
- always follow the program policies . . . . if challenged by someone in an authoritative position. . . . smile . . . . be polite. . . .and if all else fails, reach out to us for guidance!!
- enjoy this time. . . . . the majority of technologists remember their program with fond memories!!!!

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# GENERAL PROGRAM INFORMATION

## **Program & Location**

Kankakee Community College  
Radiography Program

100 College Drive  
Kankakee, IL 60901

## **Curriculum Number**

C - 26

## **Degree Awarded**

Associate in Applied Science, Radiography

## **Semester Hours Required**

70 semester hours

## **Accreditation**

The fundamental framework of the Radiography Program at Kankakee Community College is based on the "Essentials and Guidelines of an Accredited Educational Program for the Radiographer" which is adopted by the American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT), the American College of Radiology and the American Medical Association, and as part of Kankakee Community College The Radiography Program is accredited by the North Central Association of Colleges and Schools- Higher Learning Commission. **KCC's radiography program is actively seeking JRCERT programmatic accreditation.**

The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

312-704-5300

[mail@jrcert.org](mailto:mail@jrcert.org)

Graduates from the Radiography Program are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT) and licensure with the Illinois Emergency Management Agency-Office of Homeland Security (IEMA/OHS)-Department of Nuclear Safety (DNS) for their Illinois state license.

## **JRCERT standards:**

### **Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

### **Standard Two: Institutional Commitment and Resources**

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

### **Standard Three: Faculty and Staff**

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

### **Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices prepare students for professional practice.

### **Standard Five: Health and Safety**

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

### **Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

**KANKAKEE COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM  
ASSOCIATE IN APPLIED SCIENCE  
C-26**

**THE KCC RADIOGRAPHY PROGRAM**

The 70-credit-hour Radiography Program at KCC was opened in 1972 with the support of St. Mary's Hospital and Riverside Medical Center. The program combines traditional classroom work with clinical experiences at various clinical education centers. Two additional centers were added in 1990-1992. They are Iroquois Memorial Hospital in Watseka and Morris Hospital in Morris. St. Joseph Medical Center Joliet IL was added in 2002 and OSF St. James Medical Center Pontiac, IL in 2003. Gibson Area Hospital in Gibson City was added in 2024, and finally Silver Cross Hospital in New Lenox being added in 2025. Clinical experiences give students a realistic idea of what kind of work they will be doing following graduation. Students, in the Radiography program, are required to study anatomy, radiologic positioning, radiologic physics, pathology, surgical and special procedures, medical terminology, and radiation protection & safety.

Enrollment in the Radiography Program requires a full-time commitment from students. Classes start in the summer of each year and continue for a minimum of 24 months of full-time study. To successfully complete the program, the student must meet the following technical standards set forth by the Radiography Program with compliance to the ARRT and ASRT radiologic governing bodies.

The student must:

- Be able to manipulate radiographic equipment.
- Be able to lift, transport and position patients.
- Have the appropriate visual capabilities to accurately view and determine radiographic quality from finished radiograph.
- Be able to hear a patient's blood pressure.
- A complete list of abilities and technical standards may be found in the Program Director's office, M126.

\*Reasonable accommodations will be considered and/or provided to applicants with disabling conditions.

The North Central Association of Colleges and Schools- Higher Learning Commission accredit Kankakee Community College. KCC Radiography Program is actively seeking program level accreditation with JRCERT. Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologist (ARRT) and to make application to the Illinois Emergency Management Agency/Office of Homeland Security- Division of Nuclear Safety (IEMA/OHS-DNS) for their Illinois state license.

**CAREER OPPORTUNITIES**

Like other medical professions, the field of radiography is continually changing. Career opportunities are great for qualified people. As a trained radiographer, you will exercise full use of complicated X-ray generating equipment. Students completing the associate degree in Radiography should be able to find satisfying jobs in a clinic, office, or hospital setting. If they decide to further their education, students may select from a variety of optional specialty programs such as Computerized Tomography, Sonography, Nuclear Medicine, Magnetic Resonance Imaging and Radiation Therapy. The student also can use the associate degree as a stepping-stone for a bachelor's and then master's degree in radiologic administration or education. Starting pay range is from \$25.00 to \$30.00 per hour for a graduate directly out of school. We are currently seeing a significant shortage of Radiographers across the United States. This pattern seems to be growing and has been projected to continue into 2029.

## **RADIOGRAPHY PROGRAM FACULTY**

### **Full-Time Faculty:**

Mrs. Rebecca Sherry M.Ed., MOT, DAE, R.T.(R)(ARRT)  
Program Director / Professor  
(815) 802-8830  
[rsherry@kcc.edu](mailto:rsherry@kcc.edu)

Mrs. Kamron Geiger B.S, R.T.(R)(ARRT)  
Clinical Coordinator / Professor  
(815) 802-8832  
[kgeiger@kcc.edu](mailto:kgeiger@kcc.edu)

### **Adjunct Faculty:**

Ms. Sarah Littrell, AAS, R.T.(R)(ARRT)  
Adjunct Faculty  
[slittrell@kcc.edu](mailto:slittrell@kcc.edu)

### **Clinical Education Centers Administrators:**

#### **Directors, Departments of Radiology**

Riverside Medical Center

Ms. Kathryn Eschbach MHA, R.T.(R)(MR)(CT)

St. Mary's Hospital

Ms. Heather Hebert R.T. (R)(M)(CT), RDMS, RVT

Iroquois Memorial Hospital

Ms. Jennifer Hall CNMT, R.T.(R)

Morris Hospital

Ms. Elizabeth Bates, R.T.(R)

St. Joseph Medical Center

Mr. Clarence Shoot MBA, MSN, RN

OSF St. James

Ms. Erin Enari RDMS RVT, R.T.(R)

John W. Albrecht Medical Center

Orthopedic Associates of Kankakee

Ms. Taryn Mosier, R.T.(R)(MR)

Gibson Area Hospital

Ms. Laura Wahls

#### **Clinical Instructors:**

Riverside Medical Center

Ms. Olivia Skubic R.T. (R)

*In-training-* Ms. Madison Schmidt. R.T. (R)

St. Mary's Hospital

Ms. Wendy Sorensen, R.T.(R)

Ms. Sarah Schneider B.S., R.T.(R)(CT)

Iroquois Memorial Hospital

Ms. Jennifer Hall CNMT, R.T.(R)

Morris Hospital

Ms. Jenny Thai, R.T.(R)

St. Joseph Medical Center

Ms. Roberta Mager R.T.(R)

Ms. Renee Koren R.T.(R)

OSF St. James

(John W. Albrecht Medical Center)

Ms. Hilda Davis, R.T.(R)(CT)

Orthopedic Associates of Kankakee

Ms. Taylor Dunbar R.T. (R)(M)(MR)

Orthopedic Associates of Kankakee- Frankfort

Ms. Alyssa Creger R.T. (R)

Gibson Area Hospital

Brooke Fouse R.T. (R)

Elizabeth Cramer R.T. (R)(M)(RRT)

## **CLINICAL EDUCATION CENTERS**

### **Riverside Medical Center**

350 N. Wall  
Kankakee, IL 60901  
(815) 935-7525  
*\*Riverside Healthcare Bourbonnais Campus*  
300 Riverside Dr.  
Bourbonnais, IL 60904  
(815) 802-7560  
*\*RMG Orthopedic Specialists*  
100 Riverside Dr.  
Bourbonnais, IL 60904  
(815) 802-7090

### **St. Mary's Hospital**

500 W. Court St.  
Kankakee, IL 60901  
(815) 937-2465

### **Iroquois Memorial Hospital**

200 Fairman Ave.  
Watseka, IL 60970  
(815) 432-5841

### **Morris Hospital**

150 W. High Street  
Morris, IL 60450  
(815) 942-2932  
*\*Morris Hospital Orthopedics & Sports Medicine*  
1051 US-6 #100  
Morris, IL 60450

### **St. Joseph Medical Center**

333 North Madison  
Joliet, IL 6035-6595  
(815) 741-7222

### **OSF St. James – John W. Albrecht Medical Center**

2500 W. Reynolds St.  
Pontiac, IL 61764  
(815) 842-4933

### **Gibson Area Hospital**

1120 N Melvin St.  
Gibson City, IL 60936  
(217) 784-4251

### **Orthopedic Associates of Kankakee**

6712 North Convent St.  
Bourbonnais, IL 60904  
(815) 928-8050  
*\* Frankfort Campus*  
19552 S. Harlem Ave.  
Frankfort, IL 60423  
(815) 683-0989

### **Silver Cross Hospital**

1900 Silver Cross Blvd.  
New Lenox, IL 60451  
(815) 300-1100

## **RADIOGRAPHY ADVISORY COMMITTEE**

### **KANKAKEE COMMUNITY COLLEGE**

Mrs. Rebecca Sherry M.Ed., MOT, DAE, R.T. (R)(ARRT)  
Director of the Radiography Program / Professor  
Kankakee Community College  
100 College Drive  
Kankakee, IL 60901

Mrs. Kamron Geiger B.S., R.T. (R)  
Clinical Coordinator / Professor  
Kankakee Community College  
100 College Drive  
Kankakee IL 60901

### **RADIOGRAPHY PROGRAM MEDICAL DIRECTOR**

Dr. John Tricou  
Medical Director of Diagnostic Imaging  
Iroquois Memorial Hospital  
200 Fairman Ave.  
Watseka, IL 60970

### **RIVERSIDE MEDICAL CENTER**

Ms. Kathryn Eschbach MHA, R.T.(R)(MR)(CT)  
Director of Radiology  
Radiography Department  
Riverside Medical Center  
350 N. Wall  
Kankakee, IL 60901

Ms. Denean Bennett R.T.(R)  
Radiology Diagnostic Supervisor  
Department of Radiology  
Riverside Medical Center  
350 N. Wall  
Kankakee, IL 60901

Ms. Olivia Skubic R.T. (R)  
Clinical Instructor  
Department of Radiology  
Riverside Medical Center  
350 N. Wall  
Kankakee, IL 60901

Assistant CI- Ms. Madison Schmidt R.T. (R)  
Assistant- Clinical Instructor  
Department of Radiology  
Riverside Medical Center  
350 N. Wall  
Kankakee, IL 60901

### **IROQUOIS MEMORIAL HOSPITAL**

Ms. Jennifer Hall CNMT, R.T.(R)  
Director of Imaging Services / Clinical Instructor  
Iroquois Memorial Hospital  
200 Fairman Ave  
Watseka, IL 60970

## **ST. MARY'S HOSPITAL**

Ms. Heather Hebert R.T. (R)(M)(CT), RDMS, RVT  
Director of Imaging Services  
St. Mary's Hospital  
500 West Court Street  
Kankakee, IL 60901

Mr. Kyle Murray R.T.(R)(CT)  
Manager of Imaging Services  
St. Mary's Hospital  
500 West Court Street  
Kankakee, IL 60901

Ms. Wendy Sorensen, R.T.(R)  
Clinical Instructor  
Department of Radiology  
St. Mary's Hospital  
500 West Court Street  
Kankakee, IL 60901

Ms. Sarah Schneider B.S., R.T.(R)(CT)  
Clinical Instructor  
Department of Radiology  
St. Mary's Hospital  
500 West Court Street  
Kankakee, IL 60901

## **MORRIS HOSPITAL**

Ms. Elizabeth Bates, R.T.(R)  
Director of Imaging Services  
Department of Radiology  
Morris Hospital  
150 W High Street  
Morris, IL 60450

Mr. Jeffery Thompson B.S., R.T.(R)(CT)  
Manager of Imaging Services  
Department of Radiology  
Morris Hospital  
150 W High Street  
Morris, IL 60450

Ms. Jenny Thai R.T.(R)  
Clinical Instructor  
Department of Radiology  
Morris Hospital  
150 W. High Street  
Morris, IL 60450

## **ST. JOSEPH MEDICAL CENTER**

Mr. Clarence Shoot  
Diagnostic Imaging Director  
St. Joseph Medical Center  
333 N. Madison St.  
Joliet, IL 60435

Mrs. Jennifer Bronakowski R.T. (R)(CT)  
Imaging Manager  
St. Joseph Medical Center  
333 N. Madison St.  
Joliet, IL 60435

Ms. Roberta Mager R.T.(R)  
Clinical Instructor  
St. Joseph Medical Center  
333 N. Madison St.  
Joliet, IL 60435

Ms. Renee Koren R.T. (R)  
Clinical Instructor/ Lead Tech  
St. Joseph Medical Center

## **OSF St. James – John W. Albrecht Medical Center**

Ms. Erin Enari, RDMS RVT, R.T.(R)  
Director of Medical Imaging  
OSF St. James –  
John W. Albrecht Medical Center  
2500 W. Reynolds St.  
Pontiac, IL 61764

Ms. Hilda Davis R.T. (R)(CT)  
Clinical Instructor  
OSF St. James –  
John W. Albrecht Medical Cent  
2500 W. Reynolds St.  
Pontiac, IL 61764

## **Gibson Area Hospital**

Ms. Laura Wahls  
Director of Radiology  
Gibson Area Hospital  
1120 N Melvin St.  
Gibson City, IL. 60936

Ms. Brooke Fouse R.T. (R)  
Clinical Instructor  
Gibson Area Hospital  
1120 N Melvin St.  
Gibson City, IL. 60936

Ms. Elizabeth Cramer R.T. (R)(M)  
Clinical Instructor  
Gibson Area Hospital  
1120 N Melvin St.  
Gibson City, IL. 60936

## **Orthopedic Associates of Kankakee**

Ms. Taryn Mosier, R.T.(R)(MR)  
Director of Imaging Services  
Orthopedic Associates of Kankakee  
400 S Kennedy Drive  
Bradley, IL. 60915

Ms. Taylor Dunbar R.T.(R)(M)(MR)  
X-ray and Clinical Lead Technologist  
Orthopedic Associates of Kankakee  
400 S. Kennedy Drive  
Bradley, IL 60915

Ms. Alyssa Creger R.T. (R)  
Clinical Instructor- Frankfort site  
Orthopedic Associates of Kankakee  
19552 S. Harlem Ave  
Frankfort, IL 60423

## **Silver Cross Hospital**

Ms. Kari Ehlers  
Imaging Services Clinical Assistant Manager  
Silver Cross Hospital  
1900 Silver Cross Blvd.  
New Lenox, IL 60451

Ms. Ashley Beltrame  
Clinical Instructor  
Silver Cross Hospital  
1900 Silver Cross Blvd.  
New Lenox, IL 60451

## **STUDENT REPRESENTATIVES**

First year student representatives – minimum 2 students (TBD)

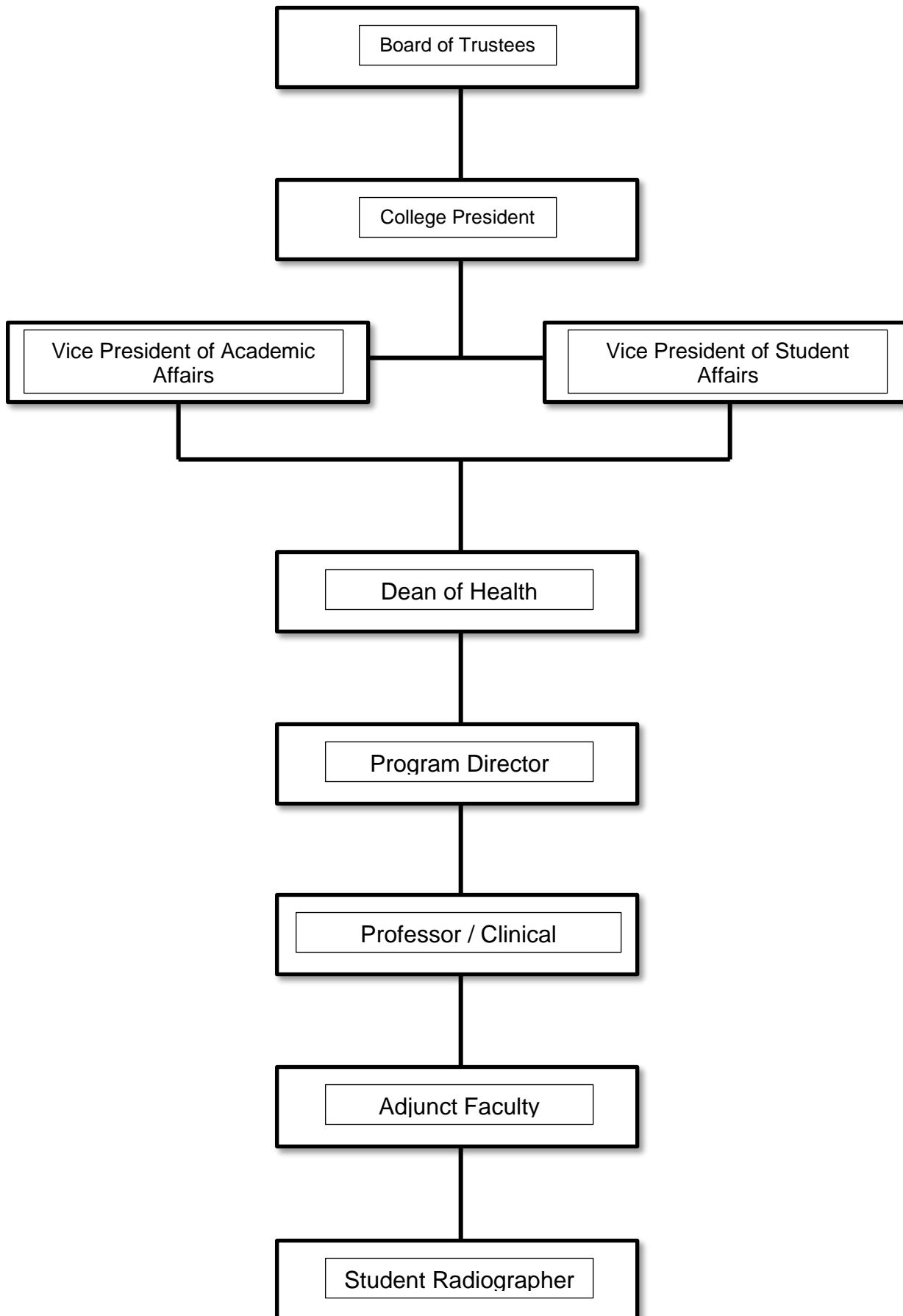
Second year student representatives – minimum 2 students (TBD)

## **GRADUATE REPRESENTATIVES**

Graduate representatives – 2 recent graduates (TBD)



## Radiography Program Organizational Chart



# **PROGRAM PHILOSOPHY AND GOALS**

## **College Philosophy and Mission**

Kankakee Community College's mission, enhancing quality of life through learning, is demonstrated through implementing quality, comprehensive educational programs, and services in a fiscally responsible manner. We provide a supportive environment for lifelong learning for the individual and the development of the community. We provide leadership in identifying the future education needs of our district.

The college is dedicated to providing learning experiences for living as well as for earning, resulting in a comprehensive academic program designed to give students the personalized attention they need to lead fulfilling lives and have successful careers. Kankakee Community College continuously seeks, collects, and assembles information to aid in identifying District 520 educational needs and searches for ways and means to physically and financially provide programs which will address identified needs.

The college believes in general education as well as specialized studies. The purposes of general education courses in degree curricula are to assist students in becoming contributing members of society, to enhance career goals, and to provide appropriate backgrounds to baccalaureate-oriented students. Through completion of general education requirements, students are expected to synthesize, develop, and internalize personal values; increase awareness and develop a more global perspective of the human condition and man's adaptation to the total human environment; strengthen basic skills in communications and computation; and integrate general and career-specific learning.

## **Professional Philosophy**

Supplementing the philosophy of the College is the philosophy of the professional Radiographer.

We believe that health is a state of complete physical, mental, and social well-being, not merely the absence of disease. The enjoyment of the highest attainable standards of health is one of the fundamental rights of every human being without distinctions of race, religion, political belief, economic or social conditions. The health of all people is fundamental to the attainment of peace and security and is dependent upon the fullest cooperation of individuals.

## **Radiography Program's Primary Goal**

The primary goal of the Radiography Program at Kankakee Community College is to train individuals to be competent radiographers. The college will provide students with the necessary variety of didactic and clinical experiences to allow them to develop the skills required of entry level radiographers.

## **Radiography Mission Statement**

The mission for the Radiography associate degree program is to promote and educate students coming from diverse backgrounds the fundamental skills, knowledge, and practice in order to prepare for positions as highly qualified entry level Radiographers. The program will promote life-long learning to keep abreast of the technological advancements within medical imaging. Encourage individuals to be aware of social and health care needs within the community through service projects.

## **Radiography Graduate Outcomes**

### **Program Goals**

In support of the program's mission statement, the following goals have been developed. Upon completion of the radiography program, the graduate will:

GOAL #1: Clinical Competency: Students will perform, in the clinical setting, competently as an entry-level radiographer.

GOAL #2: Communication Skills: Students must employ effective communication skills.

GOAL #3: Critical Thinking Skills: Students will develop and utilize critical thinking skills.

### **Student Learning Outcomes**

- 1.1 Students will produce quality diagnostic images.
- 1.2 Students will comply with the principles of radiation protection standards to ensure a safe environment.
  
- 2.1 Students will implement effective verbal communication skills.
- 2.2 Students will implement effective non-verbal communication skills.
  
- 3.1 Students will utilize critical thinking skills to organize patient radiographic examinations.
- 3.2 Students will evaluate images for diagnostic quality & formulate necessary improvements.

# **STUDENTS RIGHTS AND RESPONSIBILITIES**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Radiography students should expect to be treated fairly, professionally, and with mutual courtesy and dignity. Students have the right to privacy, confidentiality, and non-discrimination. They shall not endure any form of harassment or misconduct on the part of the faculty or the clinical instructor and staff of a clinical facility. Students have the right to a safe practice environment in the lab and clinical setting.

Radiography students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities. If a student is in doubt about any particular matter related to the Radiography program, the student should consult the Radiography Program Director.

Accepting enrollment into the Radiography program acknowledges the student's commitment to the intensive and exciting training period that is required to become a competent entry-level Radiographer.

### **Professional Standards Policies**

KCC is an educational and collegiate environment and thus has the obligation to adopt rules and regulations that both respect and protect the rights of all students.

The Radiography program will strictly enforce all KCC standards and guidelines as outlined in the Code of Campus Affairs and Regulations. This code is in the Kankakee Community College Catalog. Specific attention should be paid to sections 16.0 "Code of Conduct" and 17.0 "Discipline Procedures."

The faculty may remove a student from any situation for exhibiting unprofessional behavior at any time that does not reflect the standards and expectations of a Radiography student at KCC, the Standards of Ethical Conduct for the Radiographer, or the Radiography profession. If an instructor feels further action is warranted or feels that a student's behavior justifies dismissal from a course, program, or college, the matter will be handled in accordance with the policy for dismissal found in the Health Careers Division handbook for recommended courses of action.

### **Professional Ethical Behavior**

Honesty and integrity are fundamental characteristics expected of all Radiography students. Each individual is responsible for their own actions and must inform the program faculty and clinical instructor of any error or accident that occurred related to their role as a Radiography student.

Radiography students must NOT perform any examinations on a relative. The student must disclose their relationship with the patient to the technologist prior to the start of the examination. Failure to follow this clinical guideline is grounds for dismissal.

Radiography students are also guided by the Standards of Ethics set forth by the American Registry of Radiologic Technologists. Students should be able to recognize, identify and abide by these standards. Failure to do so will be considered a violation of professional behavior resulting in disciplinary action leading up to and including dismissal from the program.

### **Confidentiality**

Students are expected to maintain confidentiality in all situations related to the classroom, laboratory setting, and clinical experiences according to HIPAA and FERPA policies. Confidentiality is important to maintain the integrity of the program as well as the trust of others. Students in the Radiography program is expected to abide by the following Confidentiality Policies and understand the Confidentiality Agreement.

## HIPAA Policy

Patients have rights to privacy and confidentiality. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the only communication about patients that is necessary to provide, manage, and coordinate care is permitted. To ensure that students and faculty of the Radiography program understand the importance of this law that requires patient/client information to be kept confidential, the following HIPAA policy is enacted:

1. Students participating in clinical education are in facilities for the purpose of learning, and function under the direction and supervision of a clinical instructor who is an employee of the facility. When KCC students are functioning within a facility for the purpose of education, they are to follow the confidentiality policies and procedures of the facility.
2. In addition to clinical practicums, information gathered during patient/student interaction is to be treated as confidential and in accordance with HIPAA guidelines.
3. Discussion between students and instructors about classroom and clinical experiences are expected to occur so that students may learn from the experiences of others. These discussions are basic to the Radiography education and are not considered to be unethical - providing that the rights and dignity of the patient are maintained and limited to appropriate learning situations. Patient specific information should not be discussed with anyone outside the facility, among employees of the clinical site, or among students unless information is required directly for the care of the patient or as a learning tool within the educational setting. Unauthorized disclosure of patient information may result in civil and/or criminal liability under Federal or State laws.
4. Confidentiality must be maintained for all patient information that is taken from the clinical facility. Students need to make sure that all identifying information is blackened out. Taking any paper documentation with patient identifiers out of the facility building is strictly prohibited. Protected patient information includes but is not limited to name, address, phone, dates (birth date, admission date, discharge date, date of death), fax number, email address, SSN and driver's license number, medical record number and health plan beneficiary number, and any other identifying information. Highly confidential information (must have patient's/client's authorization for release) consists of but not limited to mental health notes/treatment/disability, alcohol and drug abuse, HIV/AIDS; venereal disease, genetic testing, child abuse or neglect/adult abuse, sexual assault.
5. Students must complete required training and documentation for HIPAA prior to entering the clinical experiences. KCC requires that every student in the Radiography program will:
  - a) Sign the Radiography Program **Statement of Confidentiality**
  - b) Complete specific clinical facility training as required during hospital specific orientation.

It is the responsibility of every student to maintain the confidentiality of patient information, personnel information, and competitive information regarding a clinical facility's plans and operations at all times. Failure to abide by the HIPAA policy will result in disciplinary action which may lead up to and include dismissal from the program.

## Confidentiality Agreement

I have been informed and understand that information concerning care and treatment of patients/clients in any clinical setting is confidential and is not to be disclosed to any person or entity without appropriate client authorization, subpoena, or court order. As a student, I agree not to disclose directly or indirectly said information without proper authorization and specifically agree with the following requirements:

1. I will avoid any action that will provide confidential information to any unauthorized individual or agency.
2. I will not review medical records, files, or computer data for which I have no authorization or designated responsibility to review in the performance of my student duties.
3. I will not make copies of any medical records or data except as specifically authorized.
4. I will not remove any confidential identifying information in the form of records, reports, or other files from the clinical facility except as authorized in performance of my student duties.

5. I will not discuss in any manner, with any unauthorized person, information that would lead to identification of individuals described in the medical record.
6. I will not provide my computer password to any unauthorized person.
7. If I observe unauthorized access or divulgement of confidential records or data to other persons, I will report it immediately to my instructor. I understand that failure to report violations of confidentiality by others is just as serious as my own violations.

As a student, I understand that breach of confidentiality may be cause for immediate dismissal from the Radiography program.

## **FERPA Policy**

In compliance with the Family Educational Rights and Privacy Act (FERPA) and all amendments, students at KCC are guaranteed certain rights with respect to their educational records. Refer to the KCC College Catalog, Code of Campus Affairs and Regulations, Section 12.0-12.2 for detail of these rights.

## **Authorization and Consent for Release Agreement**

As part of the Radiography program requirements, students will be scheduled for educational opportunities outside of the classroom. These include clinical experiences outside of the KCC facility. The facilities/agencies where students complete these experiences may require that KCC release the following student information as a condition for placement.

As a Radiography student, I authorize KCC to release the following information, in addition to information deemed appropriate and necessary by the Radiography program faculty, to any facility/agency that may be required to complete the educational program. This information includes, but is not limited to:

1. Criminal background check results
2. Drug screening results
3. CPR certification documentation
4. Health & Immunization records
5. Proof of Professional Liability Insurance (Malpractice) coverage
6. Information related to student strengths and weaknesses, including student profile information, for the purpose of successful completion of the clinical experience.

This permission extends for the duration of my active enrollment in the Radiography program. I understand that the information disclosed pursuant to this authorization, may be subject to disclosure by the recipient facilities/agencies. I also understand that failure to agree to this release of information may prevent me from participating in a clinical experience, and thus completing the necessary requirements for graduation from the Radiography program.

## **Enthusiasm, Cooperation, and Participation**

Enthusiasm, cooperation, and participation are stimulating factors which contribute to interpersonal relationships, learning, and good working conditions. Students are expected to participate in all aspects of learning, whether in the classroom, laboratory, clinical setting, online, or other program related event to the best of their ability. Student may be interviewed, photographed, and/or audio/videotaped related to their participation in Radiography program learning experiences. Students are requested to read and sign the **Consent and Release of Media Materials for Interview, Photographing, Audio/Videotaping and/or Website Use** statement on the Student Informed Consent Signature Form.

Additionally, students are expected to demonstrate and practice radiographic procedures and positioning skills on each other. Students will serve as practice subjects (patient simulators) for other students to perform select radiographic procedures on each other. Students unable to fulfill this requirement should submit a written request with a legitimate reason for reasonable accommodation to the Radiography Program Director. Students must notify program faculty of any contraindications to a simulation prior to the demonstration or practice of the skill.

If students choose not to participate, it may jeopardize their ability to safely complete the course and they may have to withdraw from the course.

Participation in radiographic procedures on real patients in the clinical setting, under the direction and supervision of a staff Radiographer is expected and required of all Radiography students to complete the necessary requirements of the program. Students must be able to touch and be physically touched consistent with professional protocol and responsibilities in patient care.

### **Essential Functions of the Radiography Student**

In order to provide competent patient care, Radiography students must have the necessary abilities and skills which include observation, communication, physical strength and endurance, gross and fine motor skills, hearing, visual, tactile and smell sensory ability, intellectual-conceptual abilities; and behavior/social attributes. Reasonable accommodations can be made for some disabilities in certain areas, but Radiography students must be able to perform in a reasonably independent manner.

Students should be familiar with the Essential Functions of a Radiography Student (See below) and acknowledge their understanding by signing the **Essential Functions Statement** on the Student Informed Consent Signature Form. Students who are unable to perform these Essential Functions of the Radiography Student, with or without reasonable accommodations, may be unsafe in the clinical environment and thus will likely be unsuccessful in the program.

Students must perform medical procedures with accuracy and precision. The nature of the work is such that speed, safety and accuracy are essential skills. While failure to perform these essential functions may not prevent individuals from practicing in the clinical setting, lack of any or all of these abilities may prove challenging to the work experience and may compromise patient safety or the diagnostic value of procedures.

Students must be able to, with or without reasonable accommodation, demonstrate the ability to meet the following technical standards, which are considered essential functions and skills of the profession.

#### **COGNITIVE DOMAIN**

- Read and comprehend technical and medical information.
- Read and interpret patient records and clinical paperwork in written and electronic formats.
- Observe patients from up to 15 feet away during procedures.
- Prioritize and perform tasks related to patient care and technical procedures in a logical, expedient sequence.
- Measure, calculate, reason, analyze, integrate, and synthesize information from various modalities to provide effective patient care.
- Assess patient condition and formulate appropriate action plans according to patient abilities and limitations.
- Adapt to changing environments, display flexibility, and effectively function in an environment of unexpected situations inherent to clinical practice.
- Rapidly respond to emergency signals and alarms.
- Integrate training from several sources to problem solve in a quick, accurate, and highly coordinated manner.
- Follow written and oral instructions from physicians and coworkers.
- Evaluate images and formulate corrective actions as necessary to improve diagnostic quality and patient positioning.
- Multitask and complete tasks and assignments to meet established deadlines.
- Differentiate anatomical structures on radiographic images.
- Transfer knowledge gained from one patient to another, one room to another, or one clinical site to another.
- Process and interpret feedback, both verbal and written, from staff radiographers and faculty and use it to modify and improve clinical performance.
- Perform calculations to determine proper exam parameters in an expedient manner by applying didactic theory to the clinical environment.
- Explain the steps involved in performing complex tasks.
- Interpret and apply professional ethical standards.

## **PSYCHOMOTOR DOMAIN**

- Respond to patients' needs, communicated in an average tone, from as far away as 15 feet.
- Consistently discern a variety of signals on imaging equipment, phones, and patient care devices.
- Assist patients to and from exam tables, wheelchairs, and stretchers.
- Manipulate equipment in the department and portable x-ray devices. This includes pushing, pulling, raising, lowering, and adjusting equipment to achieve desired outcomes.
- Manually position patients and align anatomical structures to the beam.
- Stand and / or walk unassisted for up to eight hours a day.
- Move independently about the department, hospital, clinical facility and / or patient rooms in an expedient manner.
- Perform essential job-related functions including button manipulation on equipment, switches, keyboards, and foot pedals.
- Perform and monitor patient vital signs including blood pressure, pulse, and respiratory rates.
- Be able to lift, transport and position patients, (infant to 500 Lb.) with assistance from department personnel.
- Be able to lift thirty (30) pounds of weight, (ancillary aids to be used in the radiographic department for patient positioning).
- Be able to move immobile patients from stretcher to table with assistance from department personnel.
- Be able to push a wheelchair or cart from any waiting area to radiographic examination rooms and to and from patient's room's (infant to 500 Lb.).
- Be able to manipulate Radiographic Equipment, 3 - 6 feet above the floor and 3 - 4 feet across the radiographic table.
- Be able to push and guide a radiographic unit (c - arm or portable radiographic equipment), equipment dimensions can be as follows: (5 - 6 feet high, 3 - 4 feet wide and 4 - 8 feet long).
- Be able to reach up to six (6) feet off the floor.
- Be able to work (with and around) high energy electric or magnetic fields within the department of radiology.
- Be able to perform CPR in the clinical setting.
- Be able to bend at the knee.
- Possess a high degree of manual dexterity.
- Be able to read dials, monitors, and gauges on medical equipment as well as doses on syringes and vials.

## **AFFECTIVE DOMAIN**

- React calmly and effectively in stressful environments.
- Communicate with patients, doctors, and other personnel clearly and effectively, in the English language, and using appropriate medical terminology.
- Understand and respond to non-verbal communication.
- React and respond quickly and safely to emergency situations.
- Communicate with patients in a manner displaying compassion and empathy.
- Monitor and adapt one's own behavior based on feedback from instructors and clinical staff in order to demonstrate a commitment to professional practice.
- Effectively use verbal and non-verbal methods of communication when interacting with patients.
- Demonstrate sensitivity towards individuals from diverse backgrounds.
- Cope with the anger/fear/hostility of others in a calm manner.
- Demonstrate problem solving and critical thinking skills.
- Demonstrate a high degree of patience.



### **Americans with Disabilities Act**

If a student has a documented disability and will require a reasonable instructional accommodation, it is the student's responsibility to contact the Office of Disability Services at 815-802-8632, or online at <http://www.kcc.edu/students/helpful/disabilityservices/Pages/default.aspx>, as well as notify the Radiography Program Director.

### **Equal Opportunity / Affirmative Action**

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Please refer to the current KCC College Catalog for details.

# GUIDELINES FOR SUCCESS

## GUIDELINES FOR SUCCESS AS A STUDENT

As faculty, we believe that the student is responsible for their own learning. The faculty will create an environment which is conducive to learning and will provide you with ways to develop good study habits and the positive qualities and characteristics which are important not only as a student but as a radiographer.

**1 Attitude.** Your attitude will play a major role in your learning, your relationships with others, and your success, as a radiographer. You must be willing to learn. The faculty will share with you their knowledge, skills, and experiences, but you must be open and receptive to their ideas, help, praise, and criticism.

Acceptance into the Radiography Program at Kankakee Community College is a privilege. This privilege indicates that you have the ability to learn as well as the ability to succeed. Believe in yourself and take an active part in the learning process.

**2. Listen.** You must listen to what is being said to you at all times. Concentrate on what is being said rather than allowing your mind to wander. Be prepared to listen effectively by preparing for class and by reading your assignments ahead of time.

**3. Read.** The material you will be reading is scientific and at times you may find it complex. You must read for understanding, comprehension, and retention. Do not scan the material or skip large sections; your instructors have selected your assigned readings for a purpose, so do not try to "outguess" their intent.

There may be terms in your assigned readings which are not familiar to you. As you study, take time to look these terms up in a dictionary so that you are certain to get the full meaning of the material. You should have a standard desk dictionary and a medical dictionary in your personal library for this very purpose.

**4. Study.**

"PQRST" is a "method" of studying which many students find helpful; it is a five-step method:

**"P"** Preview is the first step. This involves scanning the major topics and sub-topics of your assigned readings. This will allow you to organize your thought processes.

**"Q"** Question the material to find out what you should be learning from your reading. Use your unit objectives to help you decide what you should be learning so that you can be looking for these things as you proceed with your reading.

**"R"** Read and train your mind to absorb the knowledge. Be sure that your mind is alert and that you are involved in your reading.

**"S"** State in your own words what it is that you have just read. In other words, repeat back to yourself what you have just read. This may be accomplished by writing an outline or writing short notes in the margin of your book. Successfully doing this will greatly increase your chances of really understanding what you have read.

**"T"** Test yourself on the material you have just read to see how much of the material you have recalled correctly. You can use your unit objectives for this purpose.

**5. Take notes.** Each student has their own method of notetaking and should continue to use that method which has been successful in the past. Taking notes in an outline form is one of the easiest methods to use and allows one to place emphasis on important aspects. Whatever method you use there are some important principles which you should incorporate into your notetaking:

- a. Study ahead of time. This will improve your chances of understanding class content and will help you decide what notes to take.
- b. Do not try to write down everything your professors say. If you try to write everything down, you will miss a great deal of content and the thought processes which are trying to be conveyed. Fill in the material later when you are reviewing.
- c. If something is unclear, ask for clarification or put a question mark in your notes. This will be a reminder that you need to further review that topic.
- d. Organize a notebook(s) into specific sections for each course and each unit. For example, do not mix Positioning notes with notes from Physics.
- e. Develop a system of identifying things in your notes which a professor has emphasized. Remember, an instructor will not repeat things two or more times if the idea is not important.
- f. Underline key points in your textbook. This makes the locating of essential points much easier when reviewing. Learn to discriminate between the essential and non-essential points. Underlining serves no useful purpose if you underline everything.

**6. Library.** You must learn to use resource materials to research for your-self. Remember that you are responsible for your own learning. (Refer to Kankakee Community College's Student Handbook and Catalog for further information.)

**7. Discuss.** Some students have found it helpful to discuss the material that they have studied and learned with other students. This allows students to ask each other questions, test themselves, receive clarification, and to compare notes and areas of importance. Be sure that your objective is to study, not to have a "gab fest"; otherwise, you will be wasting valuable time.

**8. Prepare.** Before you begin to study, you must be physically and mentally prepared to do so. Budget your time and energy to meet your new study responsibilities, and also to accommodate the needs of your family, friends, and yourself. The following are some suggestions for preparing to study:

- a. Allow yourself a specific time and place to study. The area should be quiet, well-lighted, well-ventilated, comfortable, and should allow space for writing and for books.
- b. Assemble everything that you are going to need before you settle down to study.
- c. Take short breaks from time to time, especially when your attention span is diminishing.
- d. Have an organized pattern. Complete one subject before going on to the next and study those subjects which are going to be covered the next day.
- e. When you feel that you can no longer study--quit. You will be accomplishing nothing if you are exhausted. Go back and study later when your mind and body are refreshed and relaxed.

Being a "good" student will come naturally for some, while others will have to work at it. The faculty believes that a "good" student not only will study, achieve, and meet expectations, but a "good" student will also be good to himself/herself. You must study. But you also must have time to enjoy yourself, and your family and friends. You should incorporate the following into your lifestyle:

- a. Plan a schedule as soon as you become aware of your classes and study needs. Allow time for morning routines, class, study, travel time, meals, recreation, sleep, family, friends, and you.
- b. Watch your attitude. Do not lose your motivation, determination, and enthusiasm; otherwise, you will be jeopardizing your success.
- c. Develop good study habits from the beginning. Study routinely; it is easier to KEEP UP than to CATCH UP! (It takes three 100's to bring one zero (0) up to 75%.)
- d. Review frequently. Knowledge left unused is easily forgotten.
- e. Have the necessary skills for learning: Reading, communication, vocabulary, and math. If you are lacking in one or more of these skills, speak with your counselor so that arrangements can be made for you to get help in Kankakee Community College's Academic Skills Center.
- f. **Be willing to do more than that which is expected of you.** Practice your skills as often as you and/or your professors feel necessary so that you are comfortable and efficient. Excel as a result of your practice.

### **Student Services**

Student Services at KCC provides assistance to students in attaining their educational and personal goals. A complete listing and description of student services can be found in the KCC College Catalog or visit the website at [www.kcc.edu](http://www.kcc.edu).

### **Academic Advisement**

Radiography program faculty are committed to the success of students in their learning journey at KCC. Any student who feels he/she is having difficulty in any part of the program should make an appointment to talk with the class instructor or program faculty and share any concerns BEFORE problems escalate. If the problem is in an area beyond the faculty's expertise, the faculty will direct the student(s) to an appropriate college service or individual.

Should an instructor identify a student as having academic difficulties, the instructor may refer that student to KCC's office of Learning Services or Student Services for further assistance/advisement. Students referred for additional services may participate voluntarily. Students are encouraged to take advantage of available resources at KCC to assist with overall success in the program.

Students wishing to voluntarily withdraw themselves from the Radiography program should first seek advisement from the Program Director. Students are encouraged to make all reasonable attempts to rectify the situation and set a journey for success in the Radiography program before withdrawal occurs.

## **Learning Services**

The Department of Learning Services at KCC is dedicated to providing a high standard of academic instruction and outstanding support services designed to assist and empower all learners to be successful in their academic and personal development. Some of the services you may find helpful include, but are not limited to:

- Learning Resource Center - L150                      815-802-8400    [www.kcc.edu/library](http://www.kcc.edu/library)
- Office of Disability Services - L326                      815-802-8632    [www.kcc.edu/disabilityservices](http://www.kcc.edu/disabilityservices)
- Tutoring- Student Success Center                      815-802-8403    [www.kcc.edu/tutoring](http://www.kcc.edu/tutoring)
- Testing Center- D218                                      815-802-8530    [www.kcc.edu/community/testing-center/](http://www.kcc.edu/community/testing-center/)

## **Financial Aid**

- Financial Aid, D222                                      815-802-8550    [www.kcc.edu/financialaid](http://www.kcc.edu/financialaid)
- Workforce Services, NEC                                      815-802-8963    [www.kcc.edu/wioa](http://www.kcc.edu/wioa)

## **Student Computer Labs**

Several computer labs on the KCC campus are available for student use. The computer lab in the Health Careers division is located in M120. Students are encouraged to use the computer labs for their academic needs. Please refrain from using the College's computers for personal use. Please contact the KCC Helpdesk at 815-802-8900 or <http://helpdesk.kcc.edu> with any Information Technology questions.

**The Helpdesk hours:** Monday - Thursday 8:00 a.m. - 10:00 p.m., Friday 8:00 a.m. - 5:00 p.m.  
Saturday 8:00 a.m. - 2:00 p.m., Sunday & Holidays CLOSED

The Helpdesk closes at 8 p.m. (Monday through Thursday) when classes are not in session. If you are on campus, please visit the Helpdesk in L364.

## **EMPLOYMENT**

We strongly recommended that students in the Radiography Program are not employed more than 20 hours a week while in the program. Past experience has demonstrated that those students who are employed more than 20 hours and going to school suffer academically, physically, and emotionally.

The student must set priorities regarding school and employment. A student who is employed must still meet all of the requirements and objectives of the program and the faculty will remain objective in evaluating all students upon the same criteria. Being late for a class or clinical experience or leaving early from a class or clinical experience because of employment will not be acceptable behavior.

## **FACULTY OFFICE HOURS AND TELEPHONE NUMBERS**

Faculty will be available to meet with students during regularly scheduled student support hours and by appointment.

The student support hours of each faculty member will be posted outside the respective office in the space provided for that purpose. Students are expected to exercise courtesy and patience when a professor is involved in a conference with another student, a professor, or having a telephone conversation; the professor will see you as soon as the situation allows.

Professors will schedule appointments with students at either the student's or professor's request. If you will be unable to keep the appointment, you are expected to notify the professor as soon as possible.

Office locations, telephone numbers, and email addresses are as follows:

Program Director – M126, (815) 802-8830, [rsherry@kcc.edu](mailto:rsherry@kcc.edu)

Professor / Clinical Coordinator - M126, (815) 802-8832, [kgeiger@kcc.edu](mailto:kgeiger@kcc.edu)

# PROGRAM CURRICULUM

## Radiography Curriculum-

The radiographic program is based on a minimum of two years of full-time study which combines classroom theory with clinical experiences. The program is designed to prepare a person to be a competent professional member of the health care team. Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT) and also to make application to the Illinois Emergency Management Agency (IEMA) - Department of Nuclear Safety (DNS) for their Illinois State License. This degree typically is not designed for transfer.

### **Summer Semester (First semester)**

*XRAY 1014 - Introduction to Radiography	4
*ENGL 1613- English I	<u>3</u>
	7

### **First Fall Semester (Second semester)**

*XRAY 1033 - Radiographic Anatomy and Positioning I	3
*XRAY 1212 – Radiographic Image Analysis I	2
*XRAY 1316 - Clinical I	6
*BIOL 2644 - Anatomy & Physiology I	<u>4</u>
	15

### **First Spring Semester (Third semester)**

*XRAY 1053 - Radiographic Anatomy and Positioning II	3
*XRAY 1232 – Radiographic Image Analysis II	2
*XRAY 1042 - Radiographic Quality	2
*XRAY 1326 - Clinical II	6
*BIOL 2654 - Anatomy & Physiology II	<u>4</u>
	17

### **Summer Semester (Fourth semester)**

*XRAY 2212- Surgical and Special Procedures	2
*XRAY 1333 - Clinical III	<u>3</u>
	5

### **Second Fall Semester (Fifth semester)**

*XRAY 2103 - Advanced Radiologic Technology I	3
*XRAY 1346 - Clinical IV	6
*SPCH 1553- Introductory Speech	<u>3</u>
	12

### **Second Spring Semester (Sixth semester)**

*XRAY 2125 - Advanced Radiologic Technology II	5
*XRAY 1356 - Clinical V	6
PSYC 1813 - Introduction to Psychology	<u>3</u>
	14

**Minimum credit hours for completion: 70**

\*Course has prerequisite

Revised Fall 2023

## **Course Descriptions**

### **XRAY 1014 - Introduction to Radiography (Su/D) 4/0 (4)**

**PREREQUISITE:** Admission to Radiography Program

The student will learn and have an understanding of radiographic history, radiographic room terminology, equipment, physics, radiation biology and protection. The student will be exposed to basic patient care, medical ethics, medical-legal consequences, and program regulations.

### **XRAY 1033 - Radiographic Anatomy & Positioning I (F/D) 2/2 (3)**

**PREREQUISITE:** XRAY 1014 and BIOL 2644 (may be taken concurrently)

This course is designed to provide for the student precise and detailed information on the various positions of the chest, abdomen, upper and lower extremities, and upper and lower gastrointestinal system. A carefully correlated instruction in anatomy will precede each unit. Knowledge of the anatomy is essential to enable the student to understand the importance of routine positions as well as a basis for future understanding of many more specialized procedures.

### **XRAY 1212 – Radiographic Image Analysis I (F/D) 2/0 (2)**

**PREREQUISITE:** XRAY 1014 and concurrent enrollment with XRAY 1033 and XRAY 1316.

This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity will consist of instructor demonstration and student return demonstration designed to develop the necessary skills needed for the beginning radiography student to perform future clinical assignments.

### **XRAY 1316 - Clinical I (F/D) 0/18 (6)**

**PREREQUISITES:** XRAY 1014 and concurrent enrollment with XRAY 1033 and XRAY 1212.

The student will observe/participate in a programmed practical experience within the Radiology Departments at area hospitals.

### **XRAY 1053 - Radiographic Anatomy & Positioning II (Sp/D) 2/2 (3)**

**PREREQUISITE:** XRAY 1316, XRAY 1212, and XRAY 1033 and BIOL 2654 (may be taken concurrently)

This course is designed to provide the student precise and detailed information on the various positions of the gallbladder, urinary systems, cranium, sella turcica and petrous bones, facial bones, zygomatic arches, optic foramen, mandible, TMJ, sinuses, temporal bones of the skull and face, spine to include cervical, thoracic, lumbar, sacrum & coccyx, ribs to include sternum and mammary glands.

### **XRAY 1232 – Radiographic Image Analysis II (Sp/D) 2/0 (2)**

**PREREQUISITE:** XRAY 1212 and 1033 and 1316 and concurrent enrollment with XRAY 1053 and 1326 and 1042.

This course will be taken in a laboratory setting. Reading assignments and preparation time for specified anatomical positioning will be included. The laboratory activity will consist of instructor demonstration and student return demonstration designed to develop the necessary skills needed for the beginning radiography student to perform future clinical assignments.

**XRAY 1042 - Radiographic Quality (Sp/D) 2/0 (2)**

**PREREQUISITE:** XRAY 1212 and 1316 and 1033 and concurrent enrollment with XRAY 1053, XRAY 1326, and XRAY 1232.

This course covers concepts involved with digital x-ray equipment operation and quality assurance. It includes image acquisition, digital imaging characteristics, and technical evaluation. Focus is placed on the correlation between x-ray exposure and the effect on image quality. The properties of image receptor exposure, contrast, detail, and distortion are analyzed extensively with emphasis on the factors that control and influence them (mAs, SID, OID, kVp). Other topics include collimation, filtration, and grid usage. Students will gain a better understanding of exposure factor formulation by performing experiments in the energized lab utilizing anthropomorphic phantoms.

**XRAY 1326 - Clinical II (Sp/D) 0/18 (6)**

**PREREQUISITE:** XRAY 1316, XRAY 1212, and XRAY 1033 and concurrent enrollment of XRAY 1053, XRAY 1042, and XRAY 1232.

The student will continue to observe/participate in a programmed practical experience within the Radiology Departments at area hospitals.

**XRAY 2212- Surgical and Special Procedures (Su/D) 1/2 (2)**

**PREREQUISITE:** XRAY 1042, XRAY 1053, and XRAY 1326 and concurrent enrollment in XRAY 1333.

The student will gain a better understanding of the principles of their previous classroom and clinical studies as they affect advanced radiographic techniques and positioning, special procedures, and surgical procedures. The student will explore topics in advanced imaging modalities such as computed tomography (CT), magnetic resonance imaging (MRI), nuclear medicine, mammography, cardiac interventional radiography, positron emission tomography--computed tomography (PET-CT), bone densitometry, ultrasound, and radiation oncology and how these imaging modalities correlate with the studies completed in diagnostic radiology.

**XRAY 1333 - Clinical III (Su/D) 0/9 (3)**

**PREREQUISITES** XRAY 1042, XRAY 1053, and XRAY 1326 and concurrent enrollment in XRAY 2212.

The student will participate in a programmed practical experience within the radiology department of area hospitals.

**XRAY 2103 - Advanced Radiologic Technology I (F/D) 3/0 (3)**

**PREREQUISITES:** XRAY 1333 and 2212 and concurrent enrollment in XRAY 1346.

The student will be acquainted with the complex, specialized, and highly technical field of advanced radiologic technology. The student will gain a better understanding of the principles of their previous classroom and clinical studies as they affect digital radiography, fluoroscopy, mobile radiography, radiographic pharmacology, and the medical-legal aspects of these procedures. The student will explore the advanced levels of radiologic physics, image production, and electrical components and will be exposed to new regulations in radiation safety and advanced techniques governing radiation protection.

**XRAY 1346 - Clinical IV (F/D) 0/18 (6)**

**PREREQUISITES:** XRAY 1333 and 2212 and concurrent enrollment with XRAY 2103.

The student will continue to participate in a programmed practical experience within the radiology department of area hospitals, dealing with advanced radiographic procedures.



XRAY 2125 - Advanced Radiologic Technology II (Sp/D) 5/0 (5)

PREREQUISITES: XRAY 1346 and 2103 and concurrent enrollment of XRAY 1356.

This course is designed to give the student a comprehensive review of radiologic technology. The student will cover a vast amount of material--some new, but most in the form of review with emphasis in the areas most needed.

XRAY 1356 - Clinical V (Sp/D) 0/18 (6)

PREREQUISITES: XRAY 1346 and 2103 and concurrent enrollment with XRAY 2125.

The student will continue to participate in a programmed practical experience within the radiology departments of area hospitals dealing with difficult exams and special procedures. Students will be exposed to the diagnostic tools of computed tomography, nuclear medicine, radiation therapy and ultrasound.

# **RADIOGRAPHY STANDARDS AND PROCEDURES**

## **Radiography Standards and Procedures**

The faculty in the Radiography Program at Kankakee Community College, reserves the right to institute new standards and procedures as the need becomes evident. Students will be provided with the new or changed standard or procedures as well as the date that they will become effective.

We welcome any suggestions that you may have in relation to new or current standard and procedures. Your suggestions should be given to the Program Director or Clinical Coordinator/Professor.

## **Electronic Communication**

To ensure a student's privacy under all applicable education laws and to facilitate timely interactions, two College-authorized methods of electronic communication exist: KCC-issued student email accounts (using the domain name of @student.kcc.edu) and the Canvas Learning Management System. Students are expected to regularly check their KCC email accounts and Canvas for important incoming communication from the college or from individual instructors. Students understand that emails they send from personal email accounts (other than those listed above) may not be delivered to the KCC recipient, and students should have no expectation that such messages will be answered.

Students should not use text messaging via cellular devices as a routine means of communication with faculty (i.e., questions regarding class materials/clinical or calling in sick); email communication as stated above should be used for this type of communication. In the case of an emergency and a student will be absent or late, text messaging will be acceptable as long as the student sends a follow up email for documentation purposes, regarding why they were absent or were late to class or clinical. Please remember that verbal communication is sometimes best. You will be provided faculty office phone numbers as well as clinical site phone numbers in order to speak to one of us directly if necessary.

## **Retention and Promotion**

Admission to the Radiography Program does not guarantee continued enrollment. At the discretion of the Radiography faculty, the student may be considered for dismissal for unsatisfactory performance, unprofessional conduct, unethical behavior, unsatisfactory grades, or attendance problems. Any evidence of cheating, plagiarism, or dishonesty regarding course work, will be justification for a grade of "F". Students may be referred to student services for disciplinary action.

The student radiographer will be evaluated each semester in general education, fundamental theory, and clinical education courses. To remain in good standing, the student must:

- A. Maintain a grade of "C" or above in all Radiography courses and maintain a grade of "C" or above in all Anatomy & Physiology courses. If a student performs below a "C" level in Radiography or an Anatomy & Physiology course, he/she must repeat the course (s) before continuing in the Radiography Program. The repeated course (s) must be completed with a "C" or higher grade before enrolling in the advanced course. Please see regulation 11.4 in the KCC catalog.

**The following are expectations of all Radiography students to demonstrate satisfactory academic progress:**

- Earn an average score of 75% or better on ALL examinations in the course before other graded activities are averaged into the course grade. In the event a student does not have an average exam score of 75% or better but achieves a 75% or better on a cumulative course final, this will be considered satisfactory for the written exam/test criteria so long as the student still meets the expectation of earning a minimum grade of "C" for the course when all grades are averaged together. A student who does not achieve an average score of 75% or better on all written exams or who does not achieve a

score of 75% or better on a cumulative course final with the overall course grade of a “C” or better will receive the grade determined by the average of all written exam scores.

- If a student earns an average exam score of 75% or higher but then fails the cumulative course final, the overall exam score average (unit examinations and final examination) must be a 75% or higher for the homework graded activities to be averaged into the final grade.
- Once the above criterion has been met, all other graded activities will be averaged into the student’s final grade.
- Homework assignments are **NOT** optional. The faculty believes there is validity and merit to all assignments given to the student. **ALL** assignments will be given a point value and **MUST** be completed by the student. If the student fails to complete an assignment, it will be recorded as a zero and will affect the student’s final average for the course.

**A student’s final grade in a course may be reduced due to attendance, tardiness, or participation problems. In addition, a grade may be reduced due to failure to meet expectations related to course work. A student should communicate with the instructor about any extenuating circumstances or needs as soon as possible.**

#### **Grading Scale**

<b><u>Percentage of Total Points</u></b>	<b><u>Letter Grade</u></b>
91% or above	A
90% - 83%	B
82% - 75%	C
74% - 67%	D
66% and below	F

- B.** Abide by the rules and regulations established by the Radiography Program, Kankakee Community College, and the assigned Clinical Education Center.

### **Remediation**

Students maintain the primary responsibility of recognizing their own academic or clinical deficiencies. The student has many resources available for self-evaluation and recognizing the need for individual help in the radiography classroom or hospital. These resources include but are not limited to the student’s progress as evidenced by test, quiz, and assignment scores, lab competency and clinical objective evaluations scores, professional behavior competency evaluations, and attendance. The faculty and administration expect that the responsible and serious student will seek out assistance as needed from their didactic instructor, clinical instructor, or program director.

In the event that a student fails to recognize the potential for academic or clinical failure, the student will be notified of the potential for failure by the didactic/clinical instructor. The need for re-mediation will be determined by the individual instructor. The purpose of instructor intervention is to assist the student achieve academic and/or clinical success.

For academic re-mediation, the instructor may offer individual tutoring sessions to be conducted at the college dependent upon the time availability of the instructor.

### **Clinical Experience**

Clinical education is a competency-based clinical experience. Students will be assigned to a clinical site by the Program Director. The students will be given an opportunity in their first semester to voice their requests for clinical assignment in a discussion post, but the decision ultimately lies with the program director. There are some stipulations as to why a student could not be placed at a clinical facility, such as, but not limited to, place of employment, family members employed there, or per clinical facility request. At the clinical education centers, students will be given the opportunity to apply the principles of Radiography in a supervised environment for a scheduled number of hours each week. Students will be

involved in all areas of general diagnostic radiography and may be introduced to specialized imaging modalities, such as CT. Students will be sent to at least 2 affiliated Clinical Education Center to observe and/or participate in these procedures.

The student will be expected to use the clinical experience to develop the skills required of an entry-level radiographer. Clinical education experiences will be guided by specific educational objectives.

Prior to assigning students to the Clinical Education Centers, an eight-week Introduction to Radiography course will be held at the college. This course will consist of the following: patient transportation and safety, radiation safety, OSHA and CDC guidelines for blood-borne infections, and general patient care. Students will be required to complete a clinical orientation prior to their clinical rotation beginning in the fall. Each clinical education center provides the orientation to the Clinical Coordinator. MRI safety modules and a questionnaire are required of all students prior to attending clinical.

### **Clinical Hours**

In the Fall Semester, following the eight-week Introduction to Radiography course, the student will begin the clinical education. Clinical is approximately 16 hours per week for the first fall and spring semesters, 16 hours per week in the first summer semester, and 20 hours the second fall and spring semesters.

Beginning the 1st fall semester and every semester thereafter, the student will be scheduled with primarily day shifts (7am-3:30pm) but will also rotate through mid-shifts (11am-7:30pm) and afternoon shifts (1:30pm- 10pm) at clinical. A schedule will be provided in advance so that the students' personal/work schedules may be adjusted if needed.

Students will clock in and out through Trajecsys on daily basis. These times will be recorded into each student's (permanent) record by KCC faculty. Students are not allowed to document their own time. Time exceptions will be entered by faculty, not students.

Students **MUST NOT CLOCK IN OR OUT** for another student. If a student is found to be in violation of this or are found to be falsifying their own time records, they may be dismissed from the program at the discretion of the program director. (**College Code of Conduct 16.1**).

### **Clinical Evaluation**

The student's clinical performance will be evaluated on a daily basis by a staff radiographer. These evaluations are graded and then submitted via Trajecsys. When necessary, a discussion regarding the student's areas of strengths and areas needing improvements will take place. Students must keep track of their staff evaluations. This clinical evaluation becomes part of the final grade for clinical.

Students are required to keep track of who they worked with each day and ensure they send the appropriate technologist a request for the daily evaluation.

The student will also receive performance evaluations completed by the clinical instructor(s). These evaluations will take place at the end of the semesters.

## Clinical Supervision

Prior to a successfully completed Competency, the student will be under the direct supervision by the staff radiographer. The responsibility of the staff radiographer is to:

1. Review the request for examination in relation to the student's achievement.
2. Evaluate the condition of the patient in relation to the student's knowledge.
3. Observe and assist during the conduct of the examination.
4. Review and approve the radiographs and, along with the student's initials, place their own initials on the patient's requisition.

**5. IN SUPPORT OF PROFESSIONAL RESPONSIBILITY FOR PROVISION OF QUALITY PATIENT CARE AND RADIATION PROTECTION, UNSATISFACTORY RADIOGRAPHS MUST BE REPEATED ONLY IN THE PRESENCE OF A QUALIFIED RADIOGRAPHER, REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.**

Upon successful completion of a Competency for any specific examination (with the exception of mobile, surgical, and mobile fluoroscopy examinations), the student will be under indirect supervision for subsequent examinations. A radiographer will remain on the premises in the vicinity of the radiographic area and be available for immediate assistance to the student.

## Competency Exams

There are a specified number of competency requirements each semester of the Radiography Program. The specific amount and types of Competencies that are required will be given to the students in the Clinical Objectives / Task List handed out in the beginning of each semester.

Procedure for the Competency is as follows:

1. The student must have the 2 approved Pre-Competency (aka. Practice Sheets) completed prior to the completion of a Competency.
2. The competency examination will be performed on a patient with minimal assistance from the staff radiographer.
3. The examination will be performed in direct supervision by the staff radiographer and the staff radiographer then grades the Competency.
4. Upon completion, KCC faculty will review the images and Competency form with the student.
5. The KCC faculty will validate each Competency grade after discussing and critiquing the examinations' radiographs.
6. The original Competency date will then be recorded on the ARRT form and kept at the clinical site until graduation. Upon graduation, KCC will maintain records for a period of five years.
7. The Competency will become part of the final grade for the clinical experience.

## **Pre-Clinical Placement Education Policy**

All students beginning a new clinical assignment must receive education on the policies and procedures of the specific clinical facility prior to participating in clinical education. Policies and procedures that must provide to the student include, but are not limited to confidentiality (HIPAA), safety, and professional conduct. The clinical coordinator will facilitate this instruction to take place prior the first day of the clinical assignment. The clinical instructor at each facility is responsible for keeping the student abreast of any new or revised policies and procedures that may arise during their assignment with the clinical facility. Some clinical facilities require students to participate in their “New Employee Orientation” program. Often these orientation programs are scheduled outside of the KCC radiography program schedule, however, students assigned to the facility will be required to participate.

## **Clinical Binders & Forms**

Students are provided a clinical binder during XRAY 1316 (Clinical I). The log sheets are kept in this binder. These binders are to remain at the student’s primary clinical site at **ALL** times throughout the duration of the program. These binders are to not be removed from the clinical site for any reason unless otherwise directed by KCC Radiography Program faculty.

**Violation of the above policy described would be considered a breach of confidentiality (HIPAA) and dealt with appropriate disciplinary action.**

Once an exam log, or any exam form that contains patient information, has been filled out by the student with patient information of any type, those forms are to **NEVER** be taken from a clinical facility by the student unless otherwise directed to do so by KCC Radiography Program faculty (See off site clinical grading policy). In addition, once the exams have been graded by the appropriate technologist the forms are to **NEVER** be taken from a clinical facility by the student unless otherwise directed to do so by KCC Radiography Program faculty (See off site clinical grading policy). Once the exam forms have been graded by KCC faculty the forms are to **NEVER** be taken from a clinical facility by the student unless otherwise directed to do so by KCC Radiography Program faculty (See off site clinical grading policy).

Productivity forms or Repeat Documentation forms are to **NEVER** be taken from a clinical facility by the student unless otherwise directed to do so by KCC Radiography Program faculty (See off site clinical grading policy).

**Violation of the above policy described would be considered a breach of confidentiality (HIPAA) and dealt with appropriate disciplinary action.**

## **Off Site Clinical Grading Policy**

Occasionally it may be necessary for the student to be graded by Radiography program faculty on KCC campus. The student **MUST** be instructed by KCC Radiography program faculty that off-site grading will be necessary. Prior to taking CD’s and relevant KCC competency grading forms associated with the examination from the hospital, students **MUST** secure the permission from their clinical instructor or staff radiographer to burn a CD of the images for the purpose of grading. To ensure proper removal of patient information, CD’s will **ONLY** be made by radiology staff. All patient identification **MUST** be removed from the images prior to taking them from the radiology department. In addition, no patient information shall be included on the front of the CD. All CD’s and paperwork must be placed in a secure envelope, sealed, and signed over the closure by the clinical instructor if available or staff radiographer.

**The envelope seal MUST be unopened with signature in place and not tampered with upon arrival at KCC.** Only appropriate faculty member can open the envelope containing the documents. If there is evidence of tampering with the envelope it will be assumed that a breach of confidentiality has occurred and dealt with according to appropriate disciplinary action as defined in this handbook.

Complete patient confidentiality must be maintained at all times or will be considered a breach and dealt with according to the appropriate disciplinary action as defined in this handbook. CD's and paperwork are to go directly from the hospital to KCC Radiography program faculty and not shared with anyone except the faculty member.

**Violation of the policy described would be considered a breach of confidentiality (HIPAA) and dealt with appropriate disciplinary action.**

### **Case Study Confidentiality Policy**

Students are encouraged to bring case studies to the classroom to share for educational purposes. Prior to taking cases from the hospital, students must secure the permission of their clinical instructor to burn a CD of the images for use in the classroom. To ensure proper removal of patient information, CD's will **ONLY** be made by radiology staff. All patient identification must be removed from the images prior to taking them from the radiology department. In addition, no patient information shall be included on the front of the CD. All CD's and paperwork must be placed in a secure envelope, sealed, and signed over the closure by the clinical instructor if available or staff radiographer. **The envelope seal MUST be unopened with signature in place and not tampered with upon arrival at KCC.** Only appropriate faculty member can open the envelope containing the documents. If there is evidence of tampering with the envelope it will be assumed that a breach of confidentiality has occurred and dealt with according to appropriate disciplinary action as defined in this handbook.

Complete patient confidentiality must be maintained at all times or will be considered a breach and dealt with according to the appropriate disciplinary action as defined in this handbook. Case studies are to go directly from the hospital to the classroom and not shared with anyone except KCC Radiography program faculty and fellow classmates in the classroom setting.

**Violation of the policy described would be considered a breach of confidentiality (HIPAA) and dealt with appropriate disciplinary action.**

### **Clinical Supervision Policy**

It is the responsibility of the student to secure proper supervision for completing an exam or procedure. Inability to secure proper supervision must result in the student not completing the exam or procedure. Students who find it difficult to secure proper supervision must discuss the problem with the clinical instructor immediately.

Students completing exams listed on the ARRT competency list, in the clinical setting, prior to achieving final competency status will be under the **direct supervision** of a registered radiologic technologist. Direct supervision assures patient safety and proper educational practices. Direct supervision is student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is physically present during the conduct of the procedure.
- Reviews and approves the procedure and/or image(s)

Students **MUST** be directly supervised until competency is achieved.

**\*\*Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of level of competency.**

Upon successfully achieving final competency of an exam listed on the ARRT competency list, (with the exception of mobile, surgical, and mobile fluoroscopy examinations), a student may perform that exam under **indirect supervision** of a registered radiologic technologist.

Indirect supervision promotes patient safety and proper educational practices. Indirect supervision is that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as a physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is in use on patients.

Students completing exams or procedures not listed on the ARRT competency list must be under the **direct supervision** of a registered radiologic technologist.

**Venipuncture is not to be practiced in the clinical setting.**

**All digital imaging post-processing must be under direct supervision. A student is not allowed to adjust window level and width or apply filtering of images unless the supervising technologist directs the process with the student. Post-processing images can result in limiting information available to the radiologist for diagnosis.**

**All repeated images must be under the direct supervision of a registered radiologic technologist, regardless of level of competency.** The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

**"Direct Supervision" can be defined as a supervising registered radiologic technologist in the physical presence of the student performing medical imaging exams. The technologist must supervise and direct the practicing student by being able to hear and see all student actions and efforts. This applies to all areas where ionizing radiation equipment is in use.**

**"Indirect Supervision" can be defined as the supervising registered technologist immediately available to assist students regardless of the level of student competency. The supervising technologist must maintain a physical presence adjacent to the room or location where a procedure is being performed. The physical distance of the technologist must be conducive to the student verbally summoning assistance. This applies to all areas where ionizing radiation equipment is in use.**

**To ensure patient safety, students are not allowed to facilitate patient transfers or the handling of medical devices without prior clinical instruction and technologist supervised practice.**

**All images and associated paperwork completed by a student regardless of level of competency or check-off status must be reviewed and initialed by a registered technologist. In other words, a technologist must assume the responsibility for all images and paperwork.**



## **Name Identification Badge Policy**

Each student must wear a KCC name identification badge at all times while at the clinical site. This identification badge is a Kankakee Community College picture ID and **must be visible** and in good condition at all times while the student is in the clinical environment. The badge is to be worn at chest level making it clearly visible to staff and patients. Any hospital-issued badges are to be worn in addition to the KCC badge and are not to obscure its visibility. The KCC badge will be provided to the student prior to the first day of clinical. All hospital issued badges are required to be surrendered to the program director upon the completion of clinical education at a clinical site. The KCC clinical ID badges are required to be surrendered to the program director upon leaving the radiography program.

## **Anatomic Marker Policy**

Students are required to use anatomic markers on **all** images. The student will be provided 1 set of markers at the beginning of the program. The cost of these will be covered utilizing student course fees. Should the anatomic markers become lost in the course of a clinical day, the student must obtain a temporary marker to use on all images. The student must inform the program director that same day and a new set of markers must be purchased at the expense of the student.

## **Computer Usage Policy**

Using hospital computers to access the internet is prohibited. Should a student wish to access an internet site or send an email relevant to their radiography studies, permission must be obtained from the clinical instructor for each incident.

Students will not use their personal electronic devices at clinical for any reason, unless granted by the facility. If granted, students must not use their personal electronic devices for anything other than clinical related requirements.

## **Lunch and Break Policy**

Breaks and meal schedules during clinical education time will be assigned by the clinical instructor or managing technologist. Each student is expected to adhere to the policies of the affiliate. Students must punch-out or be signed out by a designated technologist if leaving the hospital campus for lunch or breaks.

# **SAFETY & RADIATION PROTECTION POLICY**

## **A. Radiation monitoring for all students**

1. Each student will be issued a radiation monitoring badge (Dosimeter).
2. The radiation monitoring dosimeter will be properly worn on your uniform collar.
3. During fluoroscopic exams dosimeter must be worn correctly on the collar outside the lead apron and not under a thyroid collar.
4. Dosimeters will be worn at all times during working hours. (See below)
5. Dosimeters will be kept in the department and will not be taken home. If a student brings their dosimeter home it must be returned to the clinical education center **immediately**. (See below)
6. Never wear a dosimeter issued to another person.
7. The dosimeter will be changed every two months.

8. Maintain the dosimeter properly.
9. Report the loss of or damage to a dosimeter immediately to the Clinical Coordinator/Instructor or Program Director.
10. Report any other incident relative to the wearing of the dosimeter (such as accidental exposure) to the Clinical Coordinator or to the Program Director.
11. The dosimeter report will be posted in the Radiography classroom. Students must sign the document stating they have reviewed their dose from the dose report.

### **Radiation Monitoring- Dosimeter Storage**

Students will receive 2 dosimeters. One dosimeter will be kept in the clinical site department and the other in the campus lab. They will not be taken home. If a student brings their dosimeter home, they must return to the clinical education center or campus **immediately** and return their dosimeter.

If a student is found to be in violation of the above policy, the following progressive disciplinary action plan will occur:

1<sup>st</sup> Offense – Verbal Warning

The student will be required to immediately return the dosimeter to the clinical education center.

2<sup>nd</sup> Offense – Written warning

The student will be given a written warning. The student will be required to immediately return the dosimeter to the clinical education center.

3<sup>rd</sup> Offense – 1-day clinical suspension

The student will be required to immediately return the dosimeter to the clinical education center and they will receive a 1-day suspension. The suspension is an unexcused absence, the time will not be allowed to be made up and the student will receive a zero on the staff evaluation for the day.

4<sup>th</sup> Offense – Immediate dismissal from the Radiography Program. Once the student has reached their 4<sup>th</sup> offense it will be deemed gross insubordination of program policies. Re-entry into the Radiography Program will not be guaranteed.

In the event that a student loses their dosimeter, they need to contact the program director **immediately**. The program director will instruct the student of the procedure to follow.

### **Radiation Monitoring- Wearing of the Dosimeter badge**

Dosimeters will be worn at all times during clinical hours and during lab/simulation. It is a violation of the ASRT Code of Ethics and IEMA-DNS to administer ionizing radiation and not utilize a dosimeter. The absence of a dosimeter is deemed unsafe practice and could result in immediate dismissal of a student from the Radiography Program if repeated infractions occur.

1<sup>st</sup> Offense – Written warning

The student will be given a written warning. The student will be required to leave clinical immediately to get the dosimeter and then may return to clinical OR the student will receive a 1-day suspension.

2<sup>nd</sup> Offense – 1-day clinical suspension

The 2<sup>nd</sup> offense will require the student to leave clinical immediately and they will

receive a 1-day suspension. The suspension is an unexcused absence, the time will not be allowed to be made up, and the student will receive a zero on the staff evaluation for the day.

3<sup>rd</sup> Offense – Immediate dismissal from the Radiography Program. Once the student has reached their 3<sup>rd</sup> offense it will be deemed gross insubordination of program policies as well as unsafe radiation practices. Dismissal from the program will require a student to notify the ARRT Ethics Review board regarding the violation that resulted in the dismissal. In the event the student is deemed eligible for certification, re-entry into the Radiography Program will be considered but not guaranteed.

In the event that a student loses their dosimeter, they need to contact the program director immediately. The program director will instruct the student of the procedure to follow.

### **Report of Radiation Exposure**

1. Bi-monthly reports received by Landauer, Inc., will indicate total body exposure for each monitored student per month. Every student must review their dose and sign the dosimeter dose report form.
2. For students, KCC radiography program has set the **Total Effective Dose is limited to 5 mSv, 500 mrem, or 0.5 rem per year** for adult students. Students should not exceed 1 mSv, 100 mrem or 0.1 rem in any given clinical semester (for a total of 5 clinical semesters). If the semester dose is reached, the total dose will be assessed, and the subsequent semesters dose limits are adjusted. Any student at or exceeding the semester dose limit will be given an advisement form with a remediation plan.

### **Safety Procedure**

1. No student will hold the image receptor during any radiographic procedure.
2. No student will hold a patient when immobilizations devices are accessible. Immobilization devices are the standard of care.
3. All students must complete the MRI screening form and notify faculty if there is a change in status.
4. All students must read the MRI safety handout and review the MRI safety manual.
5. Students cannot utilize the energized lab without supervision of a qualified radiographer who is available should students need assistance. If a qualified radiographer is not readily available to provide supervision, the radiation exposure mechanism will be disabled.

### **Pregnancy Procedure**

A declaration of pregnancy is done voluntarily. If a student is declaring pregnancy, it must be done in writing via the declaration of pregnancy form. No declared pregnant student radiographer will be terminated from the program or forced to take a leave of absence (unless specifically ordered to do so by her obstetrician). The ultimate decision on what educational option to be taken will be made by the student.

Any time missed from the program due to pregnancy/delivery must be made up in terms of clinical hours in order to become eligible for graduation.

Upon completion of a pregnancy leave of absence, the student will be allowed to resume her studies without prejudice. Regardless of the educational option the student radiographer chooses, all academic and clinical standards **MUST** be met, including attendance requirements. (See also attendance policy)

Any student who wishes to voluntarily declare pregnancy must follow these procedures.

1. The student is to notify the Program Director in writing thus allowing for changes in the clinical assignment when necessary. The student will be asked to complete the Voluntary Declaration of Pregnancy Form.  
The importance of notification is to protect both MOTHER and EMBRYO/FETUS.
2. Following notification, the Radiation Exposure Risks will be reviewed by the Program Director/Clinical Coordinator with the student.

\*A student can withdraw, in writing, their declaration of pregnancy at any time for any reason.

### **Radiation exposure risks for the pregnant student:**

Research studies show that the risk of medical disorders such as leukemia and other cancers increases when individuals are exposed to significant amounts of radiation. With new diagnostic imaging systems, the radiation dose required to perform radiologic procedures has been greatly reduced for both the patient and radiographer. In addition to technological advances in the equipment, the following measures will reduce the amount of radiation a patient or radiographer could receive during a radiologic procedure.

- a. Distance: A greater distance between the radiation source and the individual will greatly reduce the radiation exposure dose.
- b. Area of Radiation Exposure: The smaller the area of radiation exposure the greater the reduction in radiation exposure to the individuals in the room.
- c. Lead Shielding: Shielding with lead will block or eliminate most secondary radiation during diagnostic radiography procedures.
- d. Duration of Exposure to Radiation: Any exposure to radiation increases with the time an individual is exposed. Time spent in a radiation exposure area should be as limited as possible.
- e. At **NO** time will a pregnant student hold a patient during an exposure.

Kankakee Community College Radiography Program follows the National Council on Radiation Protections and Measurements (NCRP) and the Illinois Emergency Management Agency/Department of Nuclear Safety (IEMA/DNS) Statutes and Regulations. (IEMA/DNS) has set an "explicit limit" on radiation dose to the embryo/fetus of 500 mrem or 5 mSv over the duration of the pregnancy and a monthly dose maximum of 50 mrem or 0.5 mSv. **The program has set a lower dose limit for pregnant students. 1 mSv will be in place for all pregnant students instead of the 5 mSv, since the set student dose is lower, and will receive no more than 0.1 mSv per month.**

All students in the Radiography Program are encouraged to voluntarily declare their pregnancy. This allows the faculty to monitor radiation to the fetus during all clinical experiences and during their time in the lab. Students who are pregnant and choose to remain in the Radiography program, that declare their pregnancy, will be required to wear a second dosimeter at the waist (fetal) dosimeter at **all** times during clinical and lab. This dosimeter will be provided by KCC. The dosimeter records how much radiation a student and fetus receives. Radiation fetal dosage reports are reviewed monthly by the Radiation Safety Officer/Program Director. The total effective dose a participant can receive is calculated in accordance with federal and state regulation.

3. After reviewing any possible Radiation Exposure Risks that the student may encounter, the student will need to make an educated decision, choosing one of the following options.

- a. Student voluntarily chooses to continue with the didactic portion of the program and take a leave-of-absence from clinical until after delivery. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical.
- b. Student voluntarily chooses to continue with the didactic and clinical education portions of the program, but with an altered clinical rotation scheduled by the program director and clinical coordinator to ensure the lowest possible radiation dose to the developing fetus. The student agrees to assume all responsibility for any abnormalities or illnesses of the child, if any should occur, thereby eliminating or releasing Kankakee Community College, the Radiography Program faculty, and Clinical Education Centers from all liability and damages that arise from continuing in the Radiography Program. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical.
- c. Student voluntarily chooses to continue in both the didactic and clinical portions of the program without interruption or modifications to my clinical rotation schedules. The student agrees to assume all responsibility for any abnormalities or illnesses of the child, if any should occur, thereby eliminating or releasing Kankakee Community College, the Radiography Program faculty, and Clinical Education Centers from all liability and damages that arise from continuing in the Radiography Program. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical.
- d. Student voluntarily chooses to withdraw from the Radiography program.

**KANKAKEE COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM**

**VOLUNTARY DECLARATION OF PREGNANCY**

In accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus," I \_\_\_\_\_ (student name) am voluntarily declaring that I am pregnant. My estimated date of conception was \_\_\_\_\_ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 100 mrem (1 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I understand that Kankakee Community College will take measures to ensure that the total dose to my embryo/fetus during the entire pregnancy from occupational exposure does not exceed 1 mSv (100 mrem).

The program director will closely monitor both student and fetal radiation exposures. Any radiation exposure to the fetus shown on monitoring reports will result in a conference between the student, program director, and clinical coordinator to re-evaluate continuation with clinical activities relative to the risk of further radiation exposure.

It has been explained to me and I understand that these measures may require a change/reassignment of clinical experiences that will result in lower occupational exposure during my pregnancy as well as possible extension of the educational period.

I am also aware of the radiography programs policy on pregnancy and will abide by all rules and regulations presented in this policy.

Furthermore, I understand that documentation must be obtained by my Obstetrician outlining restrictions (if applicable) including medical clearance to continue with my program of study (See Pregnancy Medical Release Form). This documentation must be submitted at the same time as this declaration, and I will not be allowed to attend clinical until the program director has received both forms. I further understand that, at all times, the specific recommendations of my Obstetrician will be followed by the program in an effort to protect my unborn child. I also understand that I will be provided with a fetal dosimeter to be worn at all times during any clinical or lab activities throughout the duration of my pregnancy.

If at any time during her pregnancy, there is a change in health status, the student must have her Obstetrician complete a change in health status form. In addition, the student must re-evaluate their original course of action chosen in order to continue in the program.

A student can withdraw, in writing, their declaration of pregnancy at any time for any reason.

I, the student, voluntarily choose the following course of action: (please initial)

- ☐ Student voluntarily chooses to continue with the didactic portion of the program and take a leave-of-absence from clinical until after delivery. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical. \_\_\_\_\_
- ☐ Student voluntarily chooses to continue with the didactic and clinical education portions of the program, but with an altered clinical rotation scheduled by the program director and clinical coordinator so as to ensure the lowest possible radiation dose to the developing fetus. The student agrees to assume all responsibility for any abnormalities or illnesses of the child, if any should occur, thereby eliminating or releasing Kankakee Community College, the Radiography Program faculty, and Clinical Education Centers from all liability and damages that arise from continuing in the Radiography Program. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical. \_\_\_\_\_
- ☐ Student voluntarily chooses to continue in both the didactic and clinical portions of the program without interruption or modifications to my clinical rotation schedules. The student agrees to assume all responsibility for any abnormalities or illnesses of the child, if any should occur, thereby eliminating or releasing Kankakee Community College, the Radiography Program faculty, and Clinical Education Centers from all liability and damages that arise from continuing in the Radiography Program. All missed clinical hours must be made up to ensure completion of all necessary competency evaluation and equitable learning opportunities. The student will need to supply written verification from her Obstetrician that she is cleared to return to clinical. \_\_\_\_\_
- ☐ Student voluntarily chooses to withdraw from the Radiography program. \_\_\_\_\_
- ☐ Student is withdrawing their declaration of pregnancy. \_\_\_\_\_

I have read and understand the above policy, and this is the option I wish to take at this time.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name Printed)

### **Acknowledgement of Voluntary Declaration of Pregnancy**

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date of receipt

\_\_\_\_\_  
Clinical Coordinator Signature

\_\_\_\_\_  
Date of Receipt

**Kankakee Community College**  
**Pregnancy Medical Release to Continue Lab/Clinical Form**  
**Radiography Program**

100 College Drive • Kankakee, IL 60901-6505 • (815) 802-8832 • FAX: (815) 802-8801

**Instructions:** Any Radiography student with a declared pregnancy must have this form completed by the physician/health care provider and submit it to the Radiography program immediately. The medical release portion must then be submitted to the Radiography program prior to returning to any laboratory class or clinical to ensure the student is medically able to continue at the level of activity necessary for success in the Radiography program.

Please print:

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

**VERIFICATION OF PREGNANCY**

Please print:

Date of exam: \_\_\_\_\_

Estimated date of conception: \_\_\_\_\_

Estimated date of delivery: \_\_\_\_\_

The student's ability to continue in lab/clinical status is:

☐ May continue lab and/or clinical and perform the essential functions of a Radiography student (provide your doctor with a copy of these essential functions) with **NO restrictions**. Effective Date: \_\_\_\_\_

☐ May continue lab and/or clinical with **restriction(s) noted below**. Effective Date: \_\_\_\_\_

List the specific restrictions/comments if full duty or full-time hours are not permitted:

\_\_\_\_\_

Restrictions needed through: \_\_\_\_\_ (specific date). Next appointment date: \_\_\_\_\_

Estimated **full duty/release to return to lab/clinical** date: \_\_\_\_\_

☐ **Unable to return** to lab and/or clinical until next evaluation. Effective Date: \_\_\_\_\_

☐ Referred to another health care provider. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Health care provider's signature/credentials

Health care provider's name (**please print**)

Date signed

Telephone

Street address

City, State, and Zip code

**MEDICAL RELEASE TO RETURN TO LAB AND/OR CLINICAL** The above-named student was seen for a follow-up appointment related to the noted pregnancy restrictions.

**Date of exam:** \_\_\_\_\_

The student's return to lab/clinical status is:

☐ Return to lab and/or clinical and perform the essential functions of a Radiography student (provide your doctor with a copy of these essential functions) with **NO restrictions**. Effective Date: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Health care provider's signature/credentials

Health care provider's name (**please print**)

Date signed



Telephone	Street address	City, State, and Zip code

Radiography Program Forms 7/2015

Original/pink – Student's File in Radiography program

Yellow – Student's Copy

**Kankakee Community College**  
**Post Pregnancy Medical Release to Return to Lab/Clinical Form**  
**Radiography Program**

100 College Drive • Kankakee, IL 60901-6505 • (815) 802-8832 • FAX: (815) 802-8801

**Instructions:** Any Radiography student that wishes to return to lab/clinical after her pregnancy is complete must have this form completed the physician/health care provider and submit it to the Radiography program immediately. The medical release portion must then be submitted to the Radiography program prior to returning to any laboratory class or clinical from a medical leave of absence or a light/restricted level of activity.

Please print:

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

**POST PREGNANCY HEALTH STATUS**

Please print:

Date of exam: \_\_\_\_\_

Date of delivery: \_\_\_\_\_

The student's ability to continue in lab/clinical status is:

- ☐ May continue lab and/or clinical and perform the essential functions of a Radiography student (provide your doctor with a copy of these essential functions) with **NO restrictions**. Effective Date: \_\_\_\_\_
- ☐ May continue lab and/or clinical with **restriction(s) noted below**. Effective Date: \_\_\_\_\_

List the specific restrictions/comments if full duty or full-time hours are not permitted:

\_\_\_\_\_  
 \_\_\_\_\_

Restrictions needed through: \_\_\_\_\_ (specific date). Next appointment date: \_\_\_\_\_

Estimated **full duty/release to return to lab/clinical** date: \_\_\_\_\_

- ☐ **Unable to return** to lab and/or clinical until next evaluation. Effective Date: \_\_\_\_\_
- ☐ Referred to another health care provider. Name: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
 --- \_\_\_\_\_

Health care provider's signature/credentials \_\_\_\_\_ Health care provider's name (**please print**) \_\_\_\_\_ Date signed \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Telephone \_\_\_\_\_ Street address \_\_\_\_\_ City, State, and Zip code \_\_\_\_\_

**MEDICAL RELEASE TO RETURN TO LAB AND/OR CLINICAL**

The above-named student was seen for a follow-up appointment related to the noted pregnancy restrictions.

**Date of exam:** \_\_\_\_\_

The student's return to lab/clinical status is:

- ☐ Return to lab and/or clinical and perform the essential functions of a Radiography student (provide your doctor with a copy of these essential functions) with **NO restrictions**. Effective Date: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Health care provider's signature/credentials \_\_\_\_\_ Health care provider's name (**please print**) \_\_\_\_\_ Date signed \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 Telephone \_\_\_\_\_ Street address \_\_\_\_\_ City, State, and Zip code \_\_\_\_\_

**RADIATION MONITORING OF PREGNANT STUDENTS:** Students who have voluntarily declared pregnancy, will always wear the radiation monitoring badge (dosimeter) while on clinical assignment and in the lab. The pregnant student will wear two dosimeters; one at the collar and one at the waist to monitor fetal dose (under the protective lead apron).

It is the student's responsibility to check the monthly dosimeter exposure reports. The student, Program Director, and Clinical Coordinator shall ALL sign the dosimeter reports monthly to verify that they have checked the exposure dose. (Ref. 32 IL Adm. Code 310 and 340)

## **CLINICAL ROOM ROTATION**

The radiography student will be assigned to a clinical room. The room rotation schedule will be provided by the student's instructor at the beginning of each semester. The student must stay in their clinical assigned area and not leave this area unless it is for a 10-15 minute break or 30-minute lunch.

### **A. Diagnostic Radiography**

1. Only the patient and persons required for the radiographic procedure shall be in the radiographic room during exposures.
2. Radiation workers should only hold or support patients under-going radiographic examinations in case of extreme emergency. Mechanical immobilization devices should be used whenever practical.
3. The person or persons holding or supporting a patient shall wear the appropriate shield apparatus including lead aprons and gloves. No part of the body of the supporting person or persons shall be in the unattenuated useful beam.
4. Collimation shall be restricted to cover the area which is clinically necessary; or to the exposed area limited by the size of the image receptor being used; or by the body part being examined.
5. All exposures shall be made with the radiographer behind the protection control panel.
6. Doors leading to and from the radiographic rooms will be shut during all radiographic procedures.
7. During surgical procedures the operator shall wear a lead apron. Surgical attendants shall be provided with lead aprons and wear them during exposure.
8. Fluoroscopy shall not be used as a substitute for Radiography or in lieu of proper anatomical positioning or centering procedures prior to radiographic studies.

### **B. Fluoroscopy**

1. All personnel will wear lead aprons when assisting fluoroscopic procedures. Lead gloves will be worn by the operator and any assistant working in the area of the primary beam.
2. Assistants should position themselves behind the radiologist or at least three feet away from the fluoroscopic unit. The radiographer should refrain from standing close to the fluoroscopic unit when direct assistance is not necessary. Assistants should avoid working directly to the Radiologist's left or right side in the horizontal table position and to his left when the table is in the vertical position. The student should be positioned as far as practical from the source of radiation.
3. Only necessary attendants and/or observers shall be permitted in the room during fluoroscopy. Lead aprons will be provided for all personnel in the room and/or outside the control panel area during the fluoroscopic procedure.

4. During the fluoroscopic exam, dosimeters must be worn correctly on the collar outside of the lead apron.
5. Thyroid collar and eye protection shall be worn during fluoroscopic examinations.
6. Doors leading to and from the fluoroscopic room will be shut during all fluoroscopic procedures.
7. During exposures following the fluoroscopic procedures, the student will be positioned inside the control booth.
8. When assisting a patient during exposures, a lead apron and gloves will be worn. The x-ray beam shall be restricted to cover the film size selected.

**C. Portable Radiography**

1. The operator shall stand as far as possible from the x-ray tube and patient during exposure. The operator and assistants shall not stand in the useful beam.
2. Lead aprons must be worn during portable radiography along with thyroid collars and eye protection (recommended).
3. Dosimeters must be properly worn on the collar outside of the apron.
4. Collimation of the beam shall be restricted to cover the area which is clinically necessary; or by the size of the image receptor being used; or by the body part being examined.
5. Visitors and unnecessary attendants will be required to leave the room while x-rays are being performed.

**D. Specialized Modalities Policy**

Clinical observation in specialized modalities may be available to students. Specialized modalities available include MRI, Bone Densitometry, Ultrasound, Nuclear Medicine, Radiation Therapy, and Cardiovascular/Interventional imaging. Advanced modalities are considered beyond the requirements of the radiography program so, it is imperative that the student has met and mastered all the requirements of the radiography program before consideration are given to advanced modalities.

Assignments to advanced modalities will be based on the following:

- Number of required ARRT competencies a student has completed.
- Mastery and confidence of all required ARRT required skills.
- Mastery and confidence with regard to patient care.
- Attendance and punctuality throughout the program.
- Professional growth with regard to attitude, values, and behaviors demonstrated throughout the program.
- Initiative demonstrated throughout the program.

Clinical observations are left to the discretion of the program director and clinical coordinator.

## ATTENDANCE

The student radiographer is expected to attend scheduled theory classes and clinicals regularly and promptly. The two experiences are interrelated and absence from the lecture sessions will lessen the student's efficiency in the clinical. Repeated absences will jeopardize the student's status in the program. Additional and specific attendance requirements will be found in each course and clinical objective and/or syllabus.

### Absence Procedure

Occasionally the student radiographer may need to be absent from classroom or clinical. In order to acquire an excused absence for a missed theory class, the student must call or email the professor within 15 minutes of the scheduled start time.

### Clinical Attendance Policy

When a student is absent from their clinical education course, they are sacrificing valuable experience, and it is through much experience of performing numerous imaging exams of various types on numerous patients under various conditions that a solid knowledge base, skill set, professional judgment, and competent practice can be achieved. One missed clinical day translates into approximately 8-20 missed clinical experiences. **Therefore, clinical attendance is mandatory and should be valued as necessary experience by the committed radiography student.**

Students are expected to practice the same exemplary work ethic regarding clinical education as they would if it were their employment post-graduation. Clinical education is an opportunity and a privilege, and a unique component of radiography education. Besides being crucial in developing the necessary knowledge, skill, judgment, and competence of the successful radiographer, clinical education offers the student an opportunity to display their clinical abilities, as well as a favorable work ethic to potential employers.

Students are expected to report to clinical education on the scheduled days and time and remain for the duration. In other words, arriving late and/or leaving early constitutes absenteeism. **Therefore, students are expected to plan ahead, be prepared, and make good judgment so to avoid missing time from their clinical education.**

Clinical education provides opportunity for the following:

- develop a sound knowledge base.
- develop high skill competence.
- develop sound judgment.
- build confidence.
- gain experience working with actual patients in a modern-day medical imaging department.
- experience professional growth with regards to developing the attitudes, values, and behaviors necessary of the successful radiographer
- demonstrate abilities to potential employer.

Absenteeism most often results in one or more of the following:

- limited knowledge of important information regarding patient care and quality imaging
- limited skill of important tasks with regard to patient care and quality imaging.
- lost clinical experiences and valuable class time with clinical instructor, technologists, physicians
- limited confidence
- risk to the patient, self, clinical education facility, and to the college.
- demonstration of a lack of commitment and responsibility in the desire to develop as a highly knowledgeable, highly competent, professional radiologic technologist

- damage to one's professional reputation among peers, mentors, and potential employers.
- failure of the course and dismissal from the program.

**Students are expected to plan ahead, be prepared, and make good judgment to avoid missing clinical education** but, while clinical attendance is mandatory, it is realized that there are times when it is unsafe, unhealthy, or impossible for a student to report to their clinical assignment. It is expected that students understand and consider the potential consequences as listed above when making decisions regarding attendance.

While the list offered here may not be all-inclusive, it represents examples that may warrant clinical absence:

- illness or injury of the student
- emergent situation of the student
- non-routine or emergent medical/dental appointments of the student
- subpoenaed legal appearances of the student.
- unsafe travel conditions for the student due to inclement weather

**\*\*Documentation of the above reasons may be requested.**

While the following list is not all-inclusive, it defines examples that would NOT be considered acceptable reasons for clinical absence:

- vacation days.
- personal days
- class-related activities outside the radiography curriculum.
- hunting season
- children's school activities
- routine medical/dental appointments

**\*\*\*\*AGAIN, SOUND JUDGEMENT OF THE ADULT STUDENT IS EXPECTED IN MAKING DECISIONS WITH REGARD TO CLINICAL ABSENCE.**

It must be noted that should a student report to clinical education, yet the clinical instructor determines it unsafe or unhealthy to either the student or to others, for the student to participate in clinical education, the instructor has the authority to send the student home. The instructor will notify the program director / clinical coordinator and the absence will be documented.

Students are required to use Trajecsyst to document attendance and punctuality. When Trajecsyst is unavailable, the student must contact the faculty member immediately, via email, to explain the situation. Self-reporting (time exceptions) is not an acceptable means of time tracking and will not be considered valid.

Students leaving the hospital campus for any reason including lunch and breaks, must clock out, upon departure and, clock in upon return, again under the direction of a designated technologist as determined by the clinical instructor.

Students are to report to clinical according to scheduled days and time as defined in the syllabus.

- Clinical time cannot be "banked" or "stored up" in anticipation of absenteeism.

For a missed clinical, the student must call and email the appropriate KCC professor and call the clinical site by 7:00 a.m. for a day-time clinical, 11:00 a.m. for a mid-shift, and by 1:30 p.m. for a p.m. clinical and have a legitimate excuse. If the KCC professor is not in at the time of the call, the student is to leave a message (reason, date, and time of the call) on the voicemail. When calling the clinical site, leave a message with Radiography department staff. It is the responsibility of the student to know whom they left the

message with. Non-emergency physician and dental appointments will be scheduled on off-duty time. If a student is aware that he/she needs to be absent on a particular day, an advance request may be made in writing to the KCC professor.

Students must attend 90% of the scheduled hours for each semester. If the student has not attended at least 90% of the scheduled hours, he/she will not receive a passing grade of “C” or better for the course.

Each student is allotted one (1) **personal day** per semester that will not affect their final clinical grade. In order for a personal day to be used the student must call or email the appropriate KCC professor and call the clinical site by 7:00 a.m. for a day-time clinical, by 11:00 a.m. for mid shifts, and by 1:30 p.m. for a p.m. clinical and have a legitimate excuse. The student will be required to make the missed day up in no less than **two (2)** hour increments, and no more than 10 hours per day. All time **MUST** be made up prior to the last scheduled day of clinical for that semester. If the time is not made up, the absence will count against their final grade according to the attendance policy.

**All make up time must be scheduled with program faculty prior to completing the time.**

If a student is absent during a clinical rotation at a visiting site, the time will have to be made up at the visiting site in order to gain the most from the visiting site experience. Even if the student chooses to not use the absent clinical day a “personal day”, he/she will still have to switch a day at their primary clinical site to attend a day at the visiting clinical site.

For each additional absence (other than the one allowed personal day), the student will receive a reduction in their attendance grade for each clinical session missed. An absence will result in a zero for the student's staff evaluation for the unattended rotation. The students in the Radiography Program will not have the option of making up any additional unattended days in order to expunge the absence.

Excessive absences for XRAY 1316 & XRAY 1326 are defined as more than **THREE** missed clinical sessions (excluding the one personal day allowed when requirements are fulfilled). Once the student misses the **FOURTH** clinical day a grade of “F” will be recorded for the semester and the student will be removed from the Radiography Program.

Excessive absences for XRAY 1333 are defined as more than **TWO** missed clinical sessions (excluding the one personal day allowed when requirements are fulfilled). Once the student misses the **THIRD** clinical day a grade of “F” will be recorded for the semester and the student will be removed from the Radiography Program.

Excessive absences for XRAY 1346 & XRAY 1356 are defined as more than **FOUR** missed clinical sessions (excluding the one personal day allowed when requirements are fulfilled). Once the student misses the **FIFTH** clinical day a grade of “F” will be recorded for the semester and the student will be removed from the Radiography Program.

**For more information, refer to your specific class syllabus and clinical objective handouts.**

## **Tardiness**

Tardiness is considered to be a late arrival or an early departure of 10 minutes or more. **Two (2)** tardies constitute one absence. Habitual tardiness will not be tolerated by the radiography program faculty, as it demonstrates a poor work ethic and makes an individual unemployable. Any student that violates the rules will be subject to enforcement of the grading policy set forth and may possibly be at risk for failure of clinical.

*\*Leaving the clinical site 1 hour or more early or arriving an hour or more late will be counted as an absence.*

## **Jury Duty Policy**

Any clinical or didactic time missed for documented jury duty will not be counted as an absence in the grading process. The student must notify the program director, didactic faculty, and clinical instructor, and is required to follow the clinical call-in policy each day they are to serve the court. If the student's service is only for a half day, they will be required to report to clinical in the afternoon. The student must submit documentation to the program director from the court proving their service time. The student will be scheduled by the clinical faculty to make up the missed clinical opportunity and is responsible for maintaining their didactic course work. If the student is unable to meet all the clinical and course requirements by the end of the semester, they will be given an "incomplete" and allowed to finish the work by the date designated by the faculty member.

## **Extra Clinical Time**

Occasionally it may be necessary for a student radiographer to stay later than the assigned time. If a student radiographer is performing a radiographic procedure, he/she should not drop everything and leave because of the shift ending. However, once the exam that began before the end of clinical shift is finished, the student must leave clinical or call the Program Director or Clinical Coordinator/ Instructor for permission to extend their clinical hours. The Clinical Education Center (CEC) may at times elect to call a student in to the clinical site to perform a specific radiographic examination. This may take place only as long as the student lives within a 5 to 10-minute drive time to the clinical area.

### **Procedure for Extra Clinical Time**

1. All extra clinical time performed outside of the routine clinical rotation must be approved by the Program Director or Clinical Coordinator/Instructor or the (CEC) program designate.
2. The student will punch in and out on the student timecard. This will be used to verify that the time spent in the clinical area is correct and that the time has been completed. A minimum of 1 hour must be completed by the student.
3. The student will:
  - a. Let the designated clinical supervisor know that the extra clinical time has been preapproved by the Program Director or Clinical Coordinator/Professor or program designate.
  - b. Give the reason why they are at the Clinical Education Center.
  - c. Give a time that they will be at the Clinical Education Center from start to finish.
  - d. The students will arrive at the Clinical Education Center in full uniform as prescribed by the programs uniform code.



## **Snow Days**

If the weather is such that the college is closed by poor weather conditions, the regularly scheduled academic classes will not be held. Students will not be required to report to clinical sites. No clinical grades will be deducted for days missed due to college closure due to poor weather. Listen to the radio on the following stations:

<b>Kankakee</b>	<b>Pontiac</b>
WVLI - FM 95.1	WJEZ - FM 93.7
WONU - FM 89.7	WLDC - FM 98.9
WIVR - FM 101.7	<b>Watseka</b>
WKAN - AM 1320	WGFA - FM 94.1
<b>Chicago</b>	WGFA - AM 1360
WBBM - FM 96.3	<b>Wilmington/Joliet</b>
WBBM - AM 780	WBVS - FM 100.7
WLS - AM 890	WJOL - AM 1340
WMAQ - AM 670	WJTW - FM 93.5
WGN - AM 720	WLLI - FM 96.7
<b>Hoopeston</b>	
WHPO - FM 100.9	

You can also check KCC's webpage for weather information at [www.kcc.edu](http://www.kcc.edu).

If clinical is missed due to weather-related reasons, and the college is not closed, makeup time will be granted at a later date if the proper protocol was used, i.e., call in with proper notification.

## **EXTENDED ABSENCES**

Absences of three or more day's duration for reasons of illness, injury, or pregnancy will require a physician's statement regarding the student's capability of resuming clinical assignment with unlimited restrictions. Any long-term illness, injury or medical condition will be considered on an individual basis by the program director.

### **Extended Absence Policy**

Any student who is absent from either the didactic or clinical component of the program due to confirmed illness/injury, personal, family, employment, or military obligations for a period greater than the program or course policies allow, must inform the program director in writing of the circumstances.

The student must meet with the program director to discuss options available regarding their continuation in the Radiography program. They also must indicate in writing their desire to return to the program after the circumstances have subsided.

In the event that the student chooses to withdraw from the Radiography program under the Extended Absence Policy they will be re-admitted based on the following:

1. Didactic standing throughout the program and at the time of withdrawal.
2. Clinical standing throughout the program and at the time of withdrawal.

3. Evidence of positive professional attitudes, values, and behaviors throughout the program and at the time of withdrawal.
4. Clinical education availability within the program.

With a clinical education assignment available, only students who have demonstrated dedication and commitment to their education through acceptable didactic exam grades (avg. overall exam grades in each course of a “C” or above), positive clinical evaluations, good attendance, and punctuality in both the didactic and clinical components, and having maintained positive professional attitudes, values, and behaviors throughout the program will be re-admitted. Those with poor didactic exam grades, (avg. overall exam grades in each course of a “C” or below) reports of clinical misconduct, or suspension, poor attendance, and punctuality in class or clinical and, lacking evidence of professional growth through appropriate attitudes, values and behaviors will not be re-admitted.

Written application for re-admission is required. Some, if not all of the medical/health, drug screen, and criminal background requirements may require repeating upon re-admission.

To determine the point of re-admission, the student may be required to complete a comprehensive exam(s) and/or demonstrate skill competencies. The student must meet with the program director to initiate the re-admission process. Each student’s circumstance will be considered on an individual basis.

Out of concern for competency and safe practice, a student will not be re-admitted if they have been away from the program longer than one year. However, they are welcome to re-apply to the program and if accepted, will be required to complete the program from the beginning.

Depending on the student’s standing when they left the program, changes in the curriculum, and length of time the student has been away from the program, radiography courses may be required to be repeated. Each re-admission request will be evaluated individually, and determination will be made by the program director with advice from the program faculty and college administration. A written educational plan will be drafted and must be mutually agreed upon by the student and the program director prior to re-admission.

### **MISSED ASSIGNMENTS, HANDOUTS & LECTURE NOTES DUE TO ABSENCE**

It is the student's responsibility to acquire missed lecture notes and assignments from other students unless special arrangements have been made with the professor. Refer to the professor’s course syllabus for specific criteria.

The professor, upon request, may give assistance to the student who has been absent, provided the student has received notes of lecture(s) and has completed the assignments before the meeting.

It is the student's responsibility to collect missed handouts from the professor. These handouts should be obtained from the professor prior to the class period. It is unlikely the professor will carry extra copies of handouts to class; therefore, the student needs to see the professor in their office to obtain the handouts.

### **NOTIFICATION OF GRADES**

Faculty is required to have final grades calculated by the time specified by the Office of Admissions and Records. Faculty is not required to have grades available prior to that time. Grades are submitted electronically and will be available to the student by accessing Self Service at [www.kcc.edu](http://www.kcc.edu).

Students are not to call the professor's personal phone number or Kankakee Community College inquiring about a grade earned. No grades will be given over the phone or to another student, parent, husband, wife, or other family member.

## **TRANSPORTATION**

Radiography students will be responsible for providing their own reliable transportation to attend class, clinical and lab assignments.

## **DRESS REQUIREMENTS**

The personal appearance and demeanor of the radiography students at Kankakee Community College reflect on both the college and the program and are indicative of the students' interest and pride in their profession.

- A. Students in the Radiography Program at Kankakee Community College are to wear the official uniform of the Radiography program during the clinical and laboratory experiences. The uniform is not to be worn when employed by any outside agency during the academic year or vacations.

Full professional attire for female and male students consists of:

The Radiography Program Uniform purchased from the KCC Hammes Bookstore, an optional clean **white** only short or long sleeve T-shirt may be worn under the scrub top, KCC Clinical Photo-ID, Dosimeter, all-white socks, and all **white** professional shoes. If clogs are the chosen style, they must have back straps securing the heel and not have holes on the top of the shoe. Shoes must be chosen with safety and comfort as priorities.

**THE UNIFORM MUST BE KEPT NEAT, CLEAN, PRESSED AND IN GOOD REPAIR AND WELL FITTING AT ALL TIMES. SHOES AND SHOELACES MUST BE CLEAN AT ALL TIMES.**

- B. Undergarments will be worn at all times during clinical assignments.
- C. KCC Radiography Program lab coats may be worn while in the clinical setting.
- D. The student is responsible for the care and maintenance of the uniforms and lab coat.
- E. Pants must not drag on the floor.
- F. Surgery scrubs provided by the hospital will be worn only during the performance of surgery or similar assignments.
- G. Embellishments to the required uniform and shoes, such as decorative socks, pins, shoelaces, etc. are prohibited.

## **PERSONAL APPEARANCE & HYGIENE**

Kankakee Community College and the Affiliated Clinical Education Centers maintain high standards for all their staff and ask that dress or grooming be in a manner befitting the important assignment in terms of dress, makeup, hair styles, jewelry, cologne, etc. Each clinical education center may have particular guidelines to be followed that differ slightly or include additional guidelines from the requirements listed below.

- A. Students' hair must be kept clean, off of the collar, and away from the face and eyes. If necessary, hair may be held in place with an appropriate device. It is important that every effort is made not to allow your hair to touch the patient in order to reduce any risk of contamination between you and your patient, (extreme hair styles should be avoided in the clinical education centers as it "presents a non-professional appearance" to your patient).
- B. The student must not comb hair in presence of patient or other members of the medical team.

- C. Discreet and subtle use of makeup will be required. Heavy eye shadow, mascara and rouge will be avoided.
- D. All students' fingernails will be short, neat, and clean. If nail polish is worn only soft pastel shades of nail polish will be acceptable. Acrylic or Gel fingernails are prohibited.
- E. The use of perfumes and after-shave lotions are discouraged. Strong scents which may be offensive to patients will not be allowed.
- F. The student's body and clothing must be kept clean and free of all odors. Deodorants should be used daily and as necessary to protect against offensive odors.
- G. The student should take measures to guard against halitosis (bad breath) by brushing their teeth regularly, using antiseptic mouthwashes and avoiding food or drink that leave a pungent odor such as onions, garlic, and smoking materials.
- H. Visible hickies are not allowed. Any student reporting to the clinical area with this problem will be sent home to cover it, before returning to the Clinical Education Center.
- I. Students are permitted to wear wedding, engagement or class rings and watches. It is suggested that no costume jewelry (necklaces, earrings, pins, medallions) be worn.
- J. Simple earrings may be worn on the ear lobe only. No dangle or hoop earrings may be worn. Limit 2 per ear. Jewelry with the intent to stretch or gauge ears or nostrils is prohibited.
- K. Extremes in make-up, hair styles, jewelry, cologne, etc., are not acceptable. According to clinical education center standards and policies students will only be allowed to have 2 natural looking hair colors. No primary hair colors will be allowed.
- L. Body Piercings are not acceptable, if they are visible to the patients and staff. (Not limited to the following eyebrows, nose, lips, and tongue). All facial piercings must be removed during clinical. Jewelry with the intent to stretch or gauge ears or nostrils is prohibited. If the student entered the program with ear gauges already in place, skin-tone plugs are required to be worn while at clinical.
- M. Tattoos that are visible are not acceptable in most clinical facilities and the student may be asked to cover the tattoo while at clinical.

**During all clinical education participation, the program dress code and appearance standards must be maintained. Any additional dress code, or appearance standards imposed by the individual clinical site, beyond the program standards listed, must also be adhered to by the student.**

Any student reporting to clinical education in violation of the defined program and/or clinical education facility standards will be sent home by the clinical instructor and the absence documented.

Please refer to the Professional Growth objectives pertaining to professional appearance standards and evaluation.

## **SMOKING**

Smoking is viewed as an unhealthy practice and is therefore highly restricted on the hospital and college property. Students are required to follow all smoking regulations on campus and at the Clinical Education Centers.

Smoking odors are offensive to many people. Students should avoid smoking or take measures to avoid offending odors.

## **CLASSROOM**

- A. Students will not bring children into the classroom during class periods.
- B. Students will not wear hats in the classroom during lecture, demonstrations, or testing.
- C. Students will turn off all pagers and/or cellular telephone equipment during class periods. Exceptions will be discussed with the student's professor and/or the Program Director and must be cleared before the student will be allowed to turn on pager and/or cellular phone.

## **RADIOGRAPHY / SIMULATION LABORATORY**

- A. Clinical uniform guidelines apply including wearing your lab designated dosimeter.
- B. Participants are expected to demonstrate professional and ethical behavior, ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner, and demonstrating mutual respect throughout the simulation learning experience.
- C. Confidentiality agreement and audiovisual/photography release forms will be on file for all participants.
- D. No food or drink is allowed in the simulation (lab) area.
- E. Standard precautions will be followed during simulated clinical experiences and adhered to as in the clinical environment.
- F. Once the simulation experience is completed, participants must help restore the mannequin and environment to the baseline status.
- G. All non-radiography student "live patient" participants will be required to sign a human subject waiver form prior to the simulation.

## **SUBSTANCE ABUSE**

Drugs: Students should take drugs only upon the advice, prescription and supervision of a physician and the student should inform the instructor when they are taking any drug so that the instructor is in a knowledgeable position should an emergency situation arise.

Students in the Kankakee Community College Radiography Program are strongly encouraged to avoid the use of drugs which affect the central nervous system unless the drugs are taken under the prescription and supervision of a physician. Such drugs can affect one's psychomotor abilities and consequently jeopardize the welfare and safety of the patient and decrease the student's ability to achieve in the program.

Alcohol: No student will be allowed in the clinical area under the influence of an alcoholic agent. Students are encouraged to utilize good judgment when indulging in alcohol prior to clinical experiences. A student who is dismissed from the clinical area will receive an "F" (0) for that day.

Any student who has been dismissed from the clinical area by an instructor due to drug or alcohol usage must report to the Program Director prior to returning to the clinical area. The Program Director may request the involvement of the Dean of Health Careers, the Dean of Student Development, and / or the Vice-President of Instructional and Student Success in resolving the situation.

## **PERSONAL TELEPHONE CALLS / CELL PHONES**

Students should inform their families and childcare personnel where they are in case of an emergency. This includes the name of the clinical facility during clinical days. Persons wishing to get a message to the student (emergency only) should contact the Health Careers Division Office (815-802-8800) or during clinical the imaging department receptionist who will locate the student or relay the message to the student. Students should not receive “non-emergency” phone calls or visitors during a clinical experience time, nor should students make non-emergency phone calls from the clinical facility. Personal phone calls or checking messages should only be made during appropriate times and using a personal cell phone. Students may **NOT** carry cell phones while caring for patients.

Cellphones are only used for clocking in and out via Trajecsyst. If prohibited by the clinical facility, students may use their cellphone for logging exams into Trajecsyst. No personal usage of the cellphone is allowed.

## **HEALTH REQUIREMENTS**

Students must be physically able to fulfill the requirements and objectives of the Radiography program. Any difficulty in performing the required tasks and competencies because of a health problem or disability will be reviewed by the program faculty, program's Medical Director and Kankakee Community College Disability Chairperson, in accordance with Section 504 and the (American Disabilities Act) ADA. A decision will be presented to the student: (1) the student will be allowed to continue in the program unrestricted, or (2) reasonable accommodations will be presented to the student, or (3) the student may be counseled out of the program. Students who feel they have a legitimate disability are encouraged to present this information to the Office of Disability Services, (call for an appointment at 802-8632) as needed.

A. Physical Examination - A physical examination by the student's private physician utilizing the school form, is required prior to starting clinical experience in the hospital. It is the student's responsibility to complete any recommendations made by the physician.

B. Immunizations - Students are required to complete appropriate immunizations and / or titers that are specified by each hospital facility. It is the student's responsibility to complete all requirements.

**It is the student's responsibility to secure the continuation of their HEP B vaccine series, annual TB tests and provide the Clinical Coordinator with the supporting documentation.**

**The cost and scheduling of the physical examination, vaccines, and laboratory testing is the responsibility of the student.**

Failure to conform to the medical requirements and submission of supporting documents will result clinical suspension and will affect the student's grade, as well as course and program completion. Suspension will be in effect from the first day of non-compliance and absences applied appropriately.

C. CPR – Students are required to complete CPR for Health Care Providers (BLS). This should include resuscitation, airway obstruction, and AED for adult, pediatric, and infants. Maintenance of the CPR certification throughout the duration of the program is the responsibility of the student.

**Failure to maintain CPR at any time throughout the program will result in clinical suspension, affecting the student's grade, as well as course and program completion. Failure to provide the Program Director with a copy of the front and back of the card with student signature at any time throughout the program will result in clinical suspension, affecting the student's grade, as well as course and program completion.**

D. Health Insurance - Students are required to carry health insurance. If the student does not have health insurance or is not covered under a parent or spouse, they must purchase their own policy. A verification

of the student's intent to carry personal medical insurance must be signed and returned to the Program Director. This will become part of the student's permanent file.

E. Health Problems - If a student radiographer has a current health problem, develops a health problem, or has a change in medication (new or old) that could potentially interfere with their clinical experience, they must notify the Radiography Program Director or Clinical Coordinator. A student with a health problem may continue in the Radiography Program only with their doctor's written permission, completed via the Change in Health Status form, and as long as the student can fulfill the responsibilities and objectives of the Radiography Program. A leave of absence may be recommended if the student is required to be on restrictions or requires an extended absence. The Change of Health Status form can be found in the KCC Radiography Program Canvas shell, or in the Radiography Program faculty office.

F. Mask-Fit Test Policy- Some clinical sites require pre-placement mask-fit testing for use during the student's clinical education. This mask is a special protective device worn when in the presence of patients with airborne transmitted disease. The program director will direct the student where to go to have the fit completed. The cost is covered through student course fees.

## **INFECTION CONTROL PROCEDURES**

Students enrolled in the Radiography Program will work under the guidelines for "Infection Control in Hospital Personnel" as delivered by the Department of Health, federal, state, and local, as well as hospital guidelines. The Clinical Education Centers shall supply an updated copy of their "Infection Control Procedures."

Any student who contracts a communicable disease or any illness that could affect students, patients, and staff must notify the Program Director of the situation. If the disease is transmitted through airborne or direct contact, and if it is of a short duration, the student may be removed from clinical until the Clinical Education Center is sure that the student's condition is not contagious. This decision may be based on certain diagnostic tests and/or doctor's "return to work" slip. General absence policies will take effect. If the disease is of a long-term duration, a written diagnosis must be provided by the student's physician. The circumstances will be evaluated and dealt with on an individual basis, dependent upon the nature of the illness and the infection control policies of the Clinical Education Center involved. General policies for leave of absence will apply.

If a student is exposed to an infectious disease when at clinical, it is the student's responsibility to pay for the tests and treatments needed for the control of this infection. Make-up time will be arranged by the Program Director/Clinical Instructor.

CDC recommends Hepatitis B immunization for health care workers. Arrangements for this immunization may be made at each of the clinical education centers, your doctor's office, or your county health department. You may want to shop for the best price per injection.

### **ALL BODY FLUIDS SHOULD BE CONSIDERED POTENTIALLY INFECTIOUS.**

In order to prevent the transmission of infectious agents, the following precautions are necessary:

- A. HANDS should always be washed for a full 15 seconds before and after contact with patients, or a suitable anti bacteria hand gel must be used as directed. Hands should be washed even when gloves have been used. If hands encounter blood, body fluids or human tissue, they should be immediately washed with soap and water for a full 30 seconds.
- B. APPROVED GLOVES must be worn when contact with blood, body fluids, tissues or contaminated surfaces are anticipated.
- C. GOWNS (fluid impervious) or plastic aprons are indicated if blood splattering is likely.

- D. MASKS and PROTECTIVE GOGGLES should be worn if aerosolization or splattering are likely to occur, such as in certain dental and surgical procedures, wound irrigation's, post-mortem examinations, and bronchoscopy.
- E. To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags or other ventilation devices are strategically located and available for use in areas where the need for resuscitation is predictable and it is the student's responsibility to be aware of their location.
- F. Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, or inserted into their original sheath, or unnecessarily handles. They should be discarded intact immediately after use into an impervious needle disposable box (sharps box) readily accessible (placed in all clinical areas including patient rooms). All needle stick accidents, mucosal splashes, or contamination of open wounds with blood or body fluids must be reported immediately.
- G. Blood spills should be cleaned up promptly with a disinfectant solution such as 1:10 (10%) dilution of bleach.
- H. Patients with known or suspected Active Tuberculosis (TB) will be treated by personnel equipped with a HAPA mask, properly fitted. Students should not be involved with the care of this patient, until cleared by the Radiographer

### **TB EXPOSURE POLICY**

Occasionally a student comes into contact with a patient who is later diagnosed with active TB. When this occurs, the clinical education facility notifies the program director. The student will be required to obtain a TB test within a specified range of time. The cost of the TB test is incurred by the student and can be obtained through their personal physician or the County Health Department. The test results must be submitted to the program director by the designated date to continue participation in clinical education.

### **PREGNANCY**

Before any student enters their first fall semester of clinical, they will receive, in its entirety, the Pregnancy Procedure, including New Student Voluntary Notification of Pregnancy, Verification of Pregnancy and Medical Release, Forms, and Return to Clinical Forms.

The intention of the Pregnancy Procedure is to ensure that a pregnant student makes an informed decision about whether to continue in the Radiography Program. While this decision lies ultimately with the student and her physician, the Radiography Program Director and faculty feel that they must make all of the risks and possibilities clear. If a student radiographer becomes pregnant, she may voluntarily notify the radiography Director/ Clinical Coordinator/Professor.



## **APPLICATION FOR RE-ENTRY**

If a student leaves the Radiography program due to personal, medical, or academic reasons and desires to re-enter the Radiography program, they must re-enter within two years. Students requesting to re-enter are subject to curriculum changes and available space in clinical sites. In order to be considered for re-entry, a student must meet all minimum re-entry eligibility requirements. Students demonstrating the greatest potential for success will be selected for re-entry as class space allows. (See policy below)

### **Re-Entry to a Health Careers Program Policy**

**Policy:** It is the policy of the Health Careers division to allow a student to re-enter a Health Careers program using the following procedural guidelines.

#### **Procedure: General Guidelines**

1. A student who has withdrawn from or earned less than a final grade of “C” in a health careers program specific or general education course may be eligible for re-entry. A student dismissed by a program for any reason other than academic failure may not be eligible for re-entry.
2. A student who applies for re-entry after successfully completing a first semester program specific course will follow the initial admission eligibility requirements; otherwise, the current catalog will apply.
3. Re-entry will be considered only if a vacancy exists in the program cohort the student is to re-enroll. Should there be more students applying for re-entry than available class space, a review committee will consider each student’s Application for Re-Entry. The student(s) demonstrating the greatest potential for success will be selected as class space allows. The review committee will consist of the specific Program Director, the Dean of Health Careers, and a representative advisor from Student Services.
4. If the student is unable to complete program degree requirements within 150% of the normally expected time to complete the program, the student will be considered in the same manner as a student who is applying to the program for the first time. Previously completed program specific courses in the curriculum must be repeated by the student.
5. A student may apply for re-entry to the respective health career program under the following categories:

Category	Scenario	Student will:
1	If the student has withdrawn from or is unsuccessful academically in a program specific or general education course <b>by the end of the first semester of the program.</b>	Proceed through the regular selection and acceptance procedures along with all other candidates.
2	If the student had withdrawn from or is unsuccessful academically in a program specific or general education course <b>after the first semester of the program.</b>	Complete the following: (a) Application for Re-Entry to a Health Careers Program. This form must be on file in Student Services by noon on the Friday of finals week during the unsuccessful semester.  (b) Notify the respective program director in writing with a letter of intent to re-enter. The letter should include evidence of resolution of factors contributing to previous unsuccessful completion. Students may also be required to furnish written evidence of remedial study and additional preparation.  (c) Demonstrate retention of fundamental knowledge in previously completed courses and successfully complete competency requirements.

## A2 Test

A2 test score is valid for one year. The A2 test may be taken twice per calendar year. The highest cumulative score will be used for ranking.

### Physical Requirements

Students accepted for re-entry must have all physical requirements including a current CPR Health Care Provider card submitted to their program director prior to the first day of class. Titters may not need to be repeated. Nursing students re-entering into the program the semester immediately following their withdrawal may not have to repeat the physical, drug screen or background check. Please contact the Associate Dean or Program Director for details of current requirements.

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### Radiography Students

Students will be required to score 75% or greater to be considered for re-entry.

Exams per course -

- *XRAY 1033 – Radiologic Anatomy & Positioning I*
  - Benchmark exams for XRAY 1014 & XRAY 1212. Student must audit XRAY 1316 (Clinical I).
- *XRAY 1212 – Radiographic Image Analysis I*
  - Benchmark exams for XRAY 1014 & XRAY 1033. Student must audit XRAY 1316 (Clinical I).
- *XRAY 1316 – Clinical I*
  - Benchmark exams for XRAY 1014, XRAY 1033, & XRAY 1212.
- *XRAY 1042 – Radiographic Quality*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1053, & XRAY 1232. Student must audit XRAY 1326 (Clinical II).
- *XRAY 1053 – Radiographic Anatomy & Positioning II*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, & XRAY 1232. Student must audit XRAY 1326 (Clinical II).
- *XRAY 1232 – Radiographic Image Analysis II*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, & XRAY 1053. Student must audit XRAY 1326 (Clinical II).
- *XRAY 1326 – Clinical II*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, & XRAY 1232.
- *XRAY 2212 – Surgical and Special Procedures*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232. Student must audit XRAY 1333 (Clinical III).
- *XRAY 1333 – Clinical III*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232, & XRAY 2212.
- *XRAY 2103 – Advanced Radiologic Technology I*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232, & XRAY 2212. Student must audit XRAY 1346 (Clinical IV).
- *XRAY 1346 – Clinical IV*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232, XRAY 2212, & XRAY 2103.
- *XRAY 2125 – Advanced Radiologic Technology II*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232, XRAY 2212, & XRAY 2103. Student must audit XRAY 1356 (Clinical V).
- *XRAY 1356 – Clinical V*
  - Benchmark exams for XRAY 1014, XRAY 1033, XRAY 1212, XRAY 1042, XRAY 1053, XRAY 1232, XRAY 2212, XRAY 2103, & XRAY 2125.

Once the student has been re-admitted they will be required to demonstrate (in the clinical setting on patients) the ability to competently repeat **ALL** clinical objective evaluations previously performed in the clinical setting.

- *Course Audit*  
Students may choose to audit previously completed coursework. Students auditing a course for proficiency must attend class, participate, and successfully complete course requirements. Students may petition to retake a course in lieu of course audit. Students must audit all successfully completed courses from the unsuccessfully completed semester.
- *Clinical Placement*  
Students that are re-admitted will be assigned a different clinical site than they were previously assigned. If a student fails a clinical course, in order to be successful in completing all required competencies, the student must audit the last clinical semester that they were successful.

**Kankakee Community College**  
**Application for Readmission to a Health Career Program**

HEALTH CAREERS DIVISION  
100 College Drive • Kankakee, IL 60901-6505 • 815-802-8800 • FAX: 815-802-8801

**STEP 1: Student**

Readmission is determined by the program director based on space availability. If more applicants are applying for readmission than there are seats available, a review committee will use the following criteria to determine which students demonstrate the greatest potential for success: overall GPA, A2 admissions score, available benchmarking scores and classroom and clinical performance emphasizing professional behavior. The application for readmission is due by **noon on the Friday of finals week**.

**PLEASE PRINT**

Name: \_\_\_\_\_  
(last) (first) (middle) (previous name)

Address: \_\_\_\_\_  
(street) (city) (state) (ZIP code)

Student ID number: \_\_\_\_\_ Telephone \_\_\_\_\_ Birth date \_\_\_\_\_

Semester and year you were last enrolled in the program: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_  
year year year

Desired date for readmission to the program: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ ☐ Summer \_\_\_\_\_  
year year year

☐ Degree Audit attached ☐ Attach letter of intent ☐ Confirm GPA upon re-entry

Health career program for which you are seeking readmission (check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Massage Therapy                                  | <input type="checkbox"/> Radiography                              |
| <input type="checkbox"/> Medical Laboratory Technology                    | <input type="checkbox"/> Practical Nursing                        |
| <input type="checkbox"/> Medical Laboratory Technology Advanced Placement | <input type="checkbox"/> Respiratory Therapist                    |
| <input type="checkbox"/> Physical Therapist Assistant                     | <input type="checkbox"/> Respiratory Therapist Advanced Placement |
| <input type="checkbox"/> Degree Audit attached                            |   |

I understand that submitting this form does not guarantee re-admittance to the program.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: Director / Associate Dean**

Courses in the curriculum that need to be repeated:

\_\_\_\_\_  
\_\_\_\_\_

Additional information/exceptions and/or requirements that need to be met:

\_\_\_\_\_  
\_\_\_\_\_

Number of attempts \_\_\_\_\_. Semester/year student will be eligible to return (if accepted): \_\_\_\_\_

Director/Associate Dean signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 3: Academic Advisor**

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Student entered: \_\_\_\_\_ Date \_\_\_\_\_ Recorded term: \_\_\_\_\_ Sem/Year \_\_\_\_\_

Additional notes: \_\_\_\_\_

White: Admissions Yellow: Student copy Pink: Advisor

REV.10/2013

## **INCIDENTS**

An incident is any situation which involves a patient, visitor, student, or radiographic equipment which is not consistent with the routine of the clinical education. This incident might be an injury, an accident, a theft or some other abnormal happening. Report all incidents immediately, no matter how slight, and assist in the completion of an incident report. Report the incident to the Radiology Department Director/Manager or designated supervisor and K.C.C.'s Radiography Program Director and Clinical Coordinator/Professor. A copy of the Kankakee Community College incident report must be filled out signed and delivered to the Program Director within 24 hours of the incident (See below). Students will also need to fill out and submit any reports deemed necessary by the clinical education center regarding the incident.

Students participating in clinical education are NOT covered by "Workman's Compensation" policies. It is the student's choice to seek medical attention for an injury or illness obtained during the course of their educational pursuits and is the student's financial responsibility.

KANKAKEE COMMUNITY COLLEGE  
RADIOGRAPHY PROGRAM

VARIANCE REPORT

This form is to be used to document incidents of an unusual nature or a variation from the normal protocol and procedures to include; patients, visitors and personnel associated with Kankakee Community College. Additional forms may be used for a single incident when the circumstances are different for different individuals.

Name of Student Involved: \_\_\_\_\_

Person involved was a: \_\_\_\_\_ Student \_\_\_\_\_ Patient \_\_\_\_\_ Visitor \_\_\_\_\_  
\_\_\_\_\_ Hospital employee \_\_\_\_\_ KCC faculty \_\_\_\_\_

Patients Identifier (s), DO NOT USE PATIENTS NAME: \_\_\_\_\_

Date and Time of incident: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_ am \_\_\_\_ pm \_\_\_\_

**Exact** Location of Incident: \_\_\_\_\_

Describe in detail events leading to the injury or event in chronological order as well as immediate action taken. Include all pertinent details. Include any and all directions given to those involved. ADD a second sheet of plain paper as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the person(s) examined by a Doctor or other medical personnel? Yes \_\_\_\_ no \_\_\_\_ refused \_\_\_\_

\_\_\_\_\_  
Signature of Person Preparing Report Date

\_\_\_\_\_  
Witness Date

Rvsd 4-2015

## **HEALTH INSURANCE**

Working in the health care field involves an assumption of risk. If the student, after appropriate instruction, follows correct protocol, procedures and policies, the risk of injury or illness is minimal. Should an incident or illness occur, the student assumes the responsibility for testing, treatment, and any other expenses.

KCC requires assurance that medical costs for personal injuries incurred, or disease contracted by a program student will be paid. To meet this consideration, KCC requires that all health career student either have their own health insurance or sign the health insurance waiver and assume responsibility for medical costs. KCC strongly recommends carrying major medical insurance coverage. The Health Insurance Policy (see H.C. Handbook page 31) must be read in its entirety and the Health Career Policy Acknowledgment Signature Form must be signed and on record with the program director for your program. If a student's health insurance status changes during the course of the program, the student should request a new form from the program director to update their file.

## **LIABILITY INSURANCE**

Due to direct patient contact, the student will have malpractice and professional liability insurance. Information on this insurance may be found in the Student Handbook and is part of the student's clinical lab fee.

## **BREACH OF CONFIDENTIALITY**

All hospital, patient and student records and personal problems are confidential in nature. Requests for information concerning patients' medical records should be referred to the Program Director or Clinical Coordinator or Clinical Instructor. Students are expected to maintain the confidentiality in a professional and medically ethical manner.

The unwarranted disclosure of a patient's ailment, affliction or injury may not be taken or given without the express authorization to do so. Information may be shared with and only with people directly involved in the care of the patient. There is little harm in discussing one's activities with another student. However, it is unethical to discuss one's activities when the discussion includes names, personalities, and the physician's treatment of a patient as well as aspects of the patient's condition and personal life.

Do **NOT** discuss your activities in public places, cafeterias, home, etc. **UNETHICAL DISCUSSIONS MAY RESULT IN COURT ACTION DUE TO SLANDER.**

Discussion of clinical experiences will often occur in the Radiography classroom so that students may learn from the experiences of others. These discussions are basic to radiography education and are not considered to be unethical providing that the rights and dignity of the patient are maintained. Classroom discussions are to be treated with the same confidentiality as other patient care activities.

## **HONESTY AND INTEGRITY**

You will be expected to demonstrate the highest integrity of moral and ethical principles as radiography students. Honesty and integrity are indicative of personal character and are necessary, required, and expected of any professional. Honesty and integrity are necessary, required, and expected of every student participating in this program with every aspect of this program, didactic and clinical. Therefore, if it is discovered that a student lying, cheating, or falsifying information in any form, whether that be verbal or written, they will be subject to disciplinary action.

For example, the student will:

1. not engage in theft of any articles from Clinical Education Centers.
2. not accept any type of gratuity or "tip" from a patient or a patient's family.
3. not cheat.
4. not expose the patient to excessive radiation for the convenience of a better grade.

5. select the appropriate patient difficulty level when performing a competency for a grade.
6. complete a competency in its entirety with minimal assistance from the staff radiographer grading the competency.

NOTE: This list is not all-inclusive but only serves as a sample of independent judgement calls that a student may encounter.

## **COURTESY**

Courtesy is a polite act or remark made to another and is necessary for the establishment of satisfactory interpersonal relationships. You must demonstrate courtesy when interacting with all persons including patients, families, peers, members of the health team, and instructors. You will be expected to be polite, gracious, understanding and concerned about the feelings and comforts of others, and to speak kindly and tactfully to and about others.

Students are expected to speak in a quiet and professional manner and to address others appropriately. Loudness, profanity, yelling and other unprofessional behaviors will not be tolerated.

## **ENTHUSIASM AND COOPERATION**

Enthusiasm and cooperation are stimulating forces which contribute to good interpersonal relationships, learning and good working conditions. You will be expected to help and work with others for the patient's welfare.

## **PROFESSIONAL CONDUCT**

As a radiography student certain behaviors and characteristics will be expected of you. You will be expected to abide by acceptable civil and moral behavior during your daily life and while interacting with peers, professors, college personnel and personnel at the health care facilities.

The radiography student will:

1. not be insubordinate to KCC faculty or hospital staff.
2. not demonstrate incompetence, neglect of duty or poor performance.
3. not leave early or arrive late without notifying the Program Director/ Clinical Coordinator or designated hospital staff.
4. not violate Safety and Radiation Protection rules.
5. be in compliance with OSHA Safety Rules for Blood Borne Pathogens (29 CFR, Part 1910.1030) March 6th, 1992.
6. not refuse to accept radiographic patient assignments by the Clinical Coordinator/Instructor designate or Program Director, commensurate with their capabilities, or to take directions from an individual designated by the Clinical Education Center.
7. not loiter in the Radiology Department of the Clinical Education Center at times not specified for clinical assignment.
8. not leave their patients unattended while undergoing diagnostic procedures.
9. follow all of the departmental protocol designated by the KCC Radiography Program or Clinical Education Center.



10. not physically or verbally fight on KCC or clinical site property.
11. report to the clinical assignment in an alert condition.
12. exhibit a positive attitude toward the field of Radiologic Technology and conducts themselves in a professional manner at all times.
13. not in any form sexually harass KCC faculty, hospital staff, patient, visitor, or fellow student, (KCC Board approved policy 12-12-94).
14. not take home or wear any hospital uniforms home for any reason, with only one exception, if a student has a soiled uniform from a clinical mishap, the student may ask if they could wear the hospital scrubs home and return them the next day or the next clinical rotation. Keeping the hospital uniforms could be classified as theft of Hospital property.

\*NOTE: This list is not all inclusive but simply serves as a sample of independent judgement calls a student may encounter.

The Clinical Education Centers reserve the right to refuse admission to any radiography student who is involved in any activity not considered professional or conducive to proper patient care.

## **PROBLEM RESOLUTION**

All problems and concerns at the Clinical Education Center should be discussed with the Program Director, Clinical Coordinator or Clinical Instructor. Students should feel free to communicate with the Instructors and Program Director regarding all aspects of their learning experience at the college and Clinical Education Centers.

### **Formal student complaint policy**

Kankakee Community College is required to compile and share formal student complaint information with its regional accreditation agency. KCC is accredited by The Higher Learning Commission and is a member of the North Central Association. For the purpose of this reporting requirement, KCC considers as formal complaints only those which are written complaints/ appeals/grievances from enrolled students mailed or delivered to the offices of an associate dean/program director, the vice president for instructional and student success, the dean of student development, and/or the president. Records of student complaints shared with NCA representatives will not mention by name any individual in a complaint/appeal grievance. Student complaint records are not otherwise considered public records to which non-KCC individuals or organizations have access. A student who wishes to file a formal complaint/appeal/ grievance regarding an issue pertaining to enrollment, attendance, or provision of services at Kankakee Community College shall first meet with the program division associate dean/director to obtain the proper forms and be advised on the proper appeal process to be followed and the person with whom the process should begin.

### **Student Complaint Procedure**

The student complaint policy addresses concerns about a grade received, a member of the instructional staff or a process of the college. This information also is available in the Department of Student Services and division offices.

You are asked to attempt to resolve the concern directly with the appropriate faculty member before starting the formal resolution process. If you are not satisfied or willing to address the issue with the faculty member, a formal process may be initiated.

### **Formal resolution**

You can complete, sign and submit the Instructional Complaint/Grievance Form (Found on KCC's website. Also see below).

### **Appeal**

If the complainant feels due process was not followed, an appeal can be made to the vice president for instructional and student success within 10 working days from the receipt of the administrative decision.

The appeal must establish **one** of the following:

- The procedures were not properly followed **or**
- An adequate opportunity to present evidence was not allowed

A decision regarding the appeal will be made within 10 working days by the vice president for instructional and student success. The decision on the appeal is final.

A complete copy of Kankakee Community College's "Code of Campus Affairs and Regulations" may be found in the college catalog or in the Office of Student Services.

**Kankakee Community College**

The student is strongly encouraged to first seek a resolution with the party in question prior to submitting an Instructional Complaint Form.

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

**PLEASE PRINT.**

Name: \_\_\_\_\_

LAST FIRST MIDDLE (FULL)

Email: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (cell/work): \_\_\_\_\_

Student: Please complete Section I & Section II and email it to [instructionalcomplaint@kcc.edu](mailto:instructionalcomplaint@kcc.edu) or bring printed copy to the appropriate division office. Please attach any relevant documentation.

Section I – Student concern(s)
Section II – Recommended resolution (if applicable)

The associate dean will discuss the complaint or grade grievance with the student within 10 (ten) working days of submission of this form. He/she may request a combined or individual meeting with parties involved. Within 10 (ten) working days of that discussion, a written response will be provided to the student and all parties involved. The time for response may be extended by mutual agreement.

REV. 2/2015

# DISCIPLINARY ACTION

## DISCIPLINARY ACTION

As a radiography student at Kankakee Community College, you will be expected to abide by all of the policies of the college, standards and guidelines of the Radiography Program, the Clinical Education Centers' guidelines and the "Code of Ethics" adopted by the ASRT, ARRT.

Kankakee Community College Radiography Program utilizes a progressive disciplinary procedure; the objective of the procedure is to correct student disciplinary concerns in a constructive manner and to reduce the potential for programmatic dismissal or legal action taken by a patient or the patient's family, guardian, or Clinical Education Center.

### Warnings

- A. Verbal Warning  
For minor infractions of the program's policies and procedures, the Clinical Coordinator, Clinical Instructor, or Program Director, will talk to the student, remind him/her of the correct behavior, and answer questions about the incident.
- B. Written Warning  
For more serious or repeated infractions of the program's policies and procedures, documentation of the event will be made by the Clinical Coordinator, Clinical Instructor, or Program Director, signed by the student, and placed in the student's file.

### Suspension

Under certain circumstances, if deemed necessary by the Clinical Coordinator, the Clinical Instructor, the Director of the Imaging Department, and the Program Director, a student may be suspended for a first-time serious infraction of the program's policies and procedures. In addition, repetition of an infraction of a policy for which the student has received written warning also warrants a suspension.

Suspension is defined as removal of the student from the clinical site for any violation of the rules and regulations of the radiography program or Clinical Education Center. Clinical Suspension will be one day per violation. The suspension allows a student to reflect and re-focus on their commitment to their education. The student must provide the program director with written evidence of their willingness and ability to rectify the problems causing the suspension before they can return to the Clinical Education Center. All clinical hours missed due to suspension cannot be made up and will be counted as one absence as part of their attendance grade. A record of the suspension and reasons for the suspension will become part of the student's file.

Listed below are examples of acts of conduct that will be considered serious enough to warrant **1 Day Clinical Suspension** from the Radiography Program. All acts apply to **ALL** components of the program curriculum.

- Lying, cheating, or falsifying information in any form (verbal or written)
- Gross insubordination
- Failure to adhere to any hospital and/or program policies and procedures
- Engaging in disorderly conduct.
- Leaving the hospital premises during assigned clinical hours without proper authorization.
- Sleeping during scheduled clinical hours.
- Restricting or impeding clinical procedure output.
- Violation of safety rules, regulations, or policies. Failure to use safety equipment.

- Violation of the personal cell phone policy.
- Violation of the computer usage policy.
- Violation of the clinical supervision policy.
- Using equipment and supplies without proper authorization.
- Smoking in restricted areas.
- Individual acceptance of gratuities from patients.
- Inappropriate dress or appearance based upon program and department policy.
- Inappropriate or offensive comments, conversation, or language

A separate progressive disciplinary action plan will be enforced for Dosimeter violations and infractions. (See Radiation Monitoring Policy pg. 51-53).

### **Dismissal**

Repeated violations of the policies of the radiography program and/or Clinical Education Center or failure to meet the academic standards for the course can result in the dismissal of a student.

Listed below are examples of acts of conduct that will be considered serious enough to warrant **immediate dismissal** from the Radiography Program. All acts apply to **ALL** components of the program curriculum.

- Knowingly imaging a relative
- Failure to demonstrate safety and/or are a threat to patient safety
- Failure to demonstrate radiation safety
- Gross insubordination
- Failure to maintain confidentiality and/or the disclosure of confidential information about any patient, student, or hospital employee without proper authorization
- Immoral, indecent, illegal, or unethical conduct on college or hospital premises
- Falsifying student or hospital records
- Misuse of patient, student, or official hospital records
- Removal of patient, student, or official hospital records without proper authorization
- Altering one's own timecard, another student's timecard, or inducing any student or employee to do so
- Falsification or invention of information
- Cheating; using or attempting to use unauthorized material, information, or study aides during an academic exercise or examination
- Theft, abuse, misuse, destruction, or willful damage of the property or equipment of any patient, visitor, student, hospital employee, hospital, or college.
- Intoxication or being under the influence of drugs or alcohol during clinical or classroom time
- Possession of alcohol, illegal drugs, or drug paraphernalia
- Possession of a firearm or other dangerous weapon
- Failure to accept criticism
- Failure to meet expected level of performance or course achievement
- Failure to maintain previous level of competence
- Failure to demonstrate professional behavior
- Verbal or physical threatening behavior
- Assault or threat on any patient, visitor, student, college, or hospital employee
- Failure to follow policies of the Radiography program and the college
- Excessive absences or failure to follow program policies and procedures stated in the student handbook and course syllabi

The above examples are not all inclusive. A student may be dismissed for a serious offense not listed, as deemed necessary by Radiography Program Director or other KCC administrators.

The radiography program faculty and the administrators of the Clinical Education Centers also reserve the right to request the withdrawal of any student whose integrity, health or conduct conflicts with the ethical standards of the profession of Radiologic Technology.

A student who is dismissed from the program for violations of the college code of conduct or program violations will not be allowed re-entry into the program, nor will the student be allowed admission to any other health career program at Kankakee Community College

### **ARRT Competency Remediation Plan**

Students are expected to proficiently perform all radiographic examinations, including previous and current competencies. Students not able to complete this requirement will not fulfill the American Registry of Radiologic Technologists clinical requirements for registry eligibility. Guidelines for repeating a competency (Clinical Competency Evaluation) are as follows:

1. The staff radiographer at the clinical education site must report in writing, on the KCC Radiography Student Clinical Behavior form (see form below), the concern to the clinical instructor or directly to the KCC faculty.
2. In the case the concern was reported to the clinical instructor, he/she would then report to KCC faculty.
3. The student at that point would have to demonstrate competency on a live patient with direct supervision of the clinical instructor.
4. The clinical instructor would then need to complete a competency verification form and submit to KCC faculty. If the student successfully performs examination with competence, he/she may resume performing that examination with indirect supervision. If the student fails to prove competency, he/she will have to move to step #5.
5. If the student is not able to prove competency with the clinical instructor, the student must demonstrate competency on a live patient with direct supervision of the KCC faculty.
6. In the event that a student cannot prove competency, the program director may dismiss the student from the Radiography program due to patient safety concerns.

**Kankakee Community College**  
**DOCUMENTATION OF RADIOGRAPHY STUDENT CLINICAL BEHAVIOR**  
**RADIOGRAPHY PROGRAM**

100 College Drive • Kankakee, IL 60901-6505 • (815) 802-8830 • FAX: (815) 802-8801

All Clinical Instructor (CI) concerns about the student's unsafe and/or unprofessional behavior should be documented and not wait until problems escalate. Significant safety or ethical violation by the student while practicing in the clinical setting must be documented and communicated by telephone or in person to the KCC Radiography Program the day of the violation. If it occurs at the end of the day, the Radiography Program should be notified immediately the following day.

Use this form to document any student behaviors which cause concern regarding the student's ability to perform safely and/or professionally in their Clinical. Please fax this form and mail a copy of this form to Kankakee Community College:

Kankakee Community College  
Radiography Program Director  
100 College Drive  
Kankakee, IL 60901  
Fax (815) 802-8801

In addition, please call the KCC Radiography Program Director at (815-802-8832) to report the incident and to discuss whether additional action is needed.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Facility: \_\_\_\_\_ Name of CI: \_\_\_\_\_

Name of person/role completing this report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Briefly describe the incident (use additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CI's Actions Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does the incident warrant further discussion with Kankakee Community College? \_\_\_\_ yes \_\_\_\_ no  
If yes, please explain on back.

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# PROFESSIONAL GROWTH AND BEHAVIOR

## Professional Growth Evaluation Process

Professional growth, as in values, attitudes and behaviors which are conducive to successful employment in a healthcare environment are just as important as the development of technical skills. Therefore, the program is committed to helping a student develop the values, attitudes and behaviors that will lead to a rewarding career as a professional radiologic technologist.

- Students are made aware of the required professional behaviors by way of the Program Policies, as well as the Professional Growth Objectives. Both of these documents are found in this Student Handbook and explained by the program director upon entering the program.
- It is the responsibility of the program director and the clinical coordinator/instructor to monitor, advise, and evaluate the student's professional growth. Should the program director or the clinical coordinator/instructor feel that a student is submitting to behaviors contrary to professional growth which
- may lead to a reduced or failing grade, the program director or clinical coordinator/instructor will advise the student and help them develop alternatives to their behavior so that success in the program can be realized. The Advisement Form will be utilized to document that a discussion/advisement with the student has taken place. A copy of the form will be provided to the program director at the time of advisement and included with the Professional Growth Evaluation Form at the end of the course. A copy of the Advisement Form can be found in this section of the Student Handbook. While it is the responsibility of the program director and instructors to advise the student, it is ultimately the student's responsibility to demonstrate the values, attitudes, and behaviors necessary for success in the program and in the career.
- All Clinical Instructor (CI) concerns about the student's unsafe and/or unprofessional behavior will be documented and not wait until problems escalate. Significant safety or ethical violation by the student while practicing in the clinical setting will be documented and communicated by telephone or in person to the KCC Radiography Program the day of the violation. If it occurs at the end of the day, the Radiography Program will be notified immediately the following day. A copy of the Student Clinical Behavior Form can be found in this section of the Student Handbook. This form will be used to document any student behaviors which cause concern regarding the student's ability to perform safely and/or professionally in their clinical.
- To assist the program director and clinical coordinator in evaluating the professional growth of a student, the clinical instructor at each facility will be asked to complete a Professional Growth Evaluation – Clinical Instructor Form. A copy of the Clinical Instructor Professional Behavior/Skill Competency Evaluation form can be found in this section of the Student Handbook.
- KCC faculty will also fill out a Professional Growth Evaluation Form just prior to the end of each clinical semester. A copy of the Faculty Professional Behavior/Skill Competency Evaluation form can be found in this section of the Student Handbook.
- A final clinical conference will be held at the end of each clinical semester with KCC faculty and will include discussion of the student's professional growth status. The score earned through professional growth evaluations will be factored into the final grade of the course.



## **Professional Behavior Objectives**

Besides the required skill competencies, there are certain behavioral characteristics that help a student become a successful radiographer. Students will be evaluated each semester by their clinical instructor and faculty member on several professional behaviors that have been identified as necessary traits of the successful radiographer. The following list provides a description of those traits and is utilized in conjunction with the ***PROFESSIONAL BEHAVIOR/SKILL COMPETENCY EVALUATION***.

### **Punctuality:**

- The student is at their assigned work site and ready to begin work at the assigned time.

### **Attendance:**

- The student reports to their clinical facility on assigned days according to the program schedule.

### **Appearance:**

- The student maintains a neat, clean appearance at all times.
- The student wears clean and pressed uniforms of the required color and style.
- The student wears safe, appropriate, and clean shoes.
- The student practices modest use of perfumes or other scents.
- The student practices good personal hygiene.
- The student is conservative with regard to make-up, hairstyle, fingernails, jewelry, and body art.
- The student respects and adheres to the appearance policy of their specific clinical site.
- The student wears their name badge properly at all times.

### **Cooperation:**

- The student demonstrates a willingness to assist with the workflow by seeking out or recognizing tasks needing done.
- The student readily assists when asked.
- The student demonstrates “flexibility”
- The student demonstrates a “team-player” attitude.
- The student takes “ownership” for the success of the department.

### **Professionalism:**

- The student is always aware of their surroundings and behaves both physically and verbally in the appropriate manner
- The student takes their role and responsibility on the health care team very seriously.
- The student demonstrates respect to people, property, and policy.

### **Judgment:**

- The student is consistently clear and rational in their decisions and actions.
- The student bases their decisions on common sense, scientific support, and proven practice.
- The student responds to urgent or emergent situations in the appropriate manner.
- The student exercises discretion in conversation with patients, technologists, and others.
- The student maintains patient confidentiality and the “need-to-know” policy at all times, both inside the hospital and out.

**Efficiency:**

- The student recalls information readily and does not have to be reminded or “re-taught” how to do things.
- The student performs their work in a logical sequence.
- The student performs quality work in a timely manner, without sacrificing patient care or comfort.
- The student completes tasks started including preparing a room for the next technologist and patient to enter.
- The number of exams performed is appropriate for the amount of time within the program
- The student documents clear, appropriate, accurate and thorough medical histories and other information important to the patient’s care.
- The student is mindful of the exposure to the patient. This is referring to ALARA (how many repeats and was the patient shielded).

**Communication:**

- The student documents and verbalizes appropriate, accurate, and thorough medical histories and messages.
- The student demonstrates the ability to recognize important information and relays it to appropriate people in a timely manner.
- The student uses both written skills and verbal skills to communicate with the instructor during the grading process.
- The student demonstrates appropriate non-verbal communication through their appearance and body language.
- The student demonstrates the ability to answer critical thinking skills during the grading process.
- The student demonstrates responsibility and accountability.

**Confidence:**

- The student consistently demonstrates confidence in their decisions and abilities.
- The student readily accepts new challenges and situations.
- The student can be relied upon to perform as expected.

**Initiative:**

- The student demonstrates the desire to learn and master practices and procedures.

**Image Critique:**

- The student is consistently using the proper lead marker
- The student annotates their images correctly and when necessary
- The student takes high quality images regularly
- The positioning skills of the student are where they should be for the amount of time in the program
- The student demonstrates the ability to recognize common pathologies.

**Radiation Protection:**

- The student uses beam restriction/collimation skillfully
- The student is mindful of the number of repeated images
- The student is aggressively shielding to reduce patient exposure

**Behavior**

- The student is consistent with attendance and punctuality.
- The student readily accepts constructive criticism.
- The student can be relied on to perform as expected.
- The student consistently strives to perform beyond the “bare minimum” requirements.



## **Radiography Program Advisement Form**

**Student Name** \_\_\_\_\_ **Date**\_\_\_\_\_

**Incident / Concern:**

**Remediation Plan:**

**Potential Consequences:**

**Student:** \_\_\_\_\_

**Instructor/Faculty:** \_\_\_\_\_

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

# **GRADUATION**

## **GRADUATION**

Students may graduate upon meeting all of the following requirements:

- a. Submit a Petition to Graduate to the Office of Admissions and Records at least seven (7) working days prior to the commencement ceremony. Students must call for an appointment with a councilor to obtain a required signature.
- b. Must have settled all financial and records obligations.
- c. Candidates for an Associate Degree in Applied Science must have a minimum cumulative GPA of 2.0, any course substitutions must be approved by the Graduate Review Committee.
- d. Complete all required general education courses.
- e. Complete all required radiography courses.
- f. Complete all required clinical education courses and required clinical competency tests/skills.
- g. Graduates of Kankakee Community College must satisfy the college's residency requirements.

## **National Certification Exam**

When the student has successfully completed all Graduation requirements, the Program Director will notify the American Registry of Radiologic Technologists and change the student's status, enabling them to sit for the registry.

The student will be responsible for submitting the completed application form and fee to the registry office on time.

## **Illinois License**

Once all Graduation requirements have been completed and application has been made to take the ARRT exam, the student may apply to the Illinois Emergency Management Agency/Division of Nuclear Safety (IEMA)(DNS) for a license.

A license is required in order to work as a radiographer in the State of Illinois.

## **Continuing Education Requirements**

Upon graduation all R.T.s are required to comply with Continuing Education requirements. Certification is a method of assuring the medical community and the public that an individual is qualified by knowledge and skills to practice within the profession. After initial certification, advancing technology and changing job responsibilities may require technologists to update their knowledge and skills consistent with any new developments in medical imaging and interventional procedures.

The purpose of the Continuing Education (CE) Requirements is to provide a mechanism for Registered Technologists to fulfill their responsibility to maintain competence in their categories of certification. Participation in CE demonstrates accountability to peers, physicians, healthcare facilities, and the public. It also reinforces the Code of Ethics jointly endorsed by The American Registry of Radiologic Technologists and The American Society of Radiologic Technologists (ASRT).

As a Radiography student you are expected to maintain compliance with CE requirements set forth by the ARRT (24 in two years). Through course fees, a membership to the American Society of Radiologic Technologist (ASRT) will be purchased for you. Once a member you will receive bi-monthly professional journals that give you the opportunity to earn CE points. In addition, students will be given other opportunities to attend seminars and conferences to acquire CE points. Any student that does not have their CE points at the end of the program will be considered non-compliant and will not meet the program requirements for graduation. The student will also be ineligible to sit for the ARRT certification examination.

# **FUTURE EMPLOYMENT**

## **BECOMING EMPLOYED**

As you near completion of the program, you will find yourself giving considerable thought to future employment. Before you make a final decision about where to accept a position, there are some considerations to make and to accept:

1. Hospitals and some health care agencies operate seven days a week, 365 days a year; they operate 24 hours a day. This includes, of course, all weekends and holidays. Do not expect to enjoy having Monday through Friday work week with weekends and holidays off.
2. Clinics and doctor's offices are other opportunities of employment.
3. Many facilities have a policy regarding seniority. That is, the longer one has been employed by an institution, the more benefits one receives. As a new employee you may be expected to work evenings, nights, and some weekends. Your option of workdays will increase as your seniority increases
4. Before applying for and/or accepting a position, be sure that it is what you want. Once you have made the decision, stick to it. Do not drift from job to job. You will be decreasing your chances for success and your employer and future employers; will question your inability to maintain a position for any length of time. It is often said that your first job is the most important; remember it is your first position as a Registered Radiographer.
5. Before accepting a position, there are some major questions, which you must ask your prospective employer. Be sure to ask about salary, fringe benefits, work schedule, vacation time, sick leave, retirement, and, most importantly--a published job description for staff radiographers employed by that agency. You must review the job description and be thoroughly familiar with what is to be expected of you to avoid misunderstandings at a later date. Be sure that the job description is in writing. Do not accept the position if there is anything in the job description with which you cannot comply after employment.

## **Applying for a Job**

Positions may be found in a variety of ways including professional journals, online job postings and search engines, newspapers, and networking (word-of-mouth). Most places of employment encourage completing an application online.

## **Application Forms**

The application should be filled out in ink, unless completing an online application; in all cases it should be neat and legible with correct responses. Be sure that all requested information be provided; if requested information does not apply to you, mark it "not applicable." Do not leave the space blank; otherwise, you will give the employer cause for doubt.

Read the instructions carefully before filling out the application and read each item carefully before responding.

Be sure that all spelling is correct. The appearance and correctness of the application will make an impression on your employer.

## **The Interview**

The interview may be the time during which you will make your first impression. You must make every effort to make the interview successful. Often first impressions, positive or negative, are incorrect but they are often very lasting.

Prepare for the interview by collecting items which you may be asked to present, such as your Radiography Registry (ARRT), Illinois State Radiography License, Social Security number, diploma, and references. It is very important to prepare a resume to outline information about yourself for your future employer. Place the items you have collected in an envelope or folder so that they are readily accessible to present to the interviewer.

Be sure to contact each person whom you plan to use for a reference. It is considered to be a common courtesy to receive their permission to use them as a reference. You should have the correct name, title, address, and telephone number of each of your references written out for the interviewer. This information may be requested on the application form.

Your attire for the interview should be neat, clean, attractive, well-fitting, and modest: shoes and hose should be in good repair and hair should be neat, clean, and attractively arranged. Makeup should be modest and skillfully applied. Remember, this is your opportunity to sell yourself as a professional person.

Be prompt for the interview and smile and relax. Do not over- or under-exaggerate your strengths and abilities. Be honest and be yourself. After the interview is completed, thank the interviewer for their time and ask that you be notified of the decision as soon as possible. If you decide that you do not want to accept the position, tell the interviewer that the position is not what you have in mind with honesty and kindness.

## **Maintaining Licensure**

### **Continuing Education (CE) Requirements**

Every other year, when the CE biennium ends, the R.T. is required to report at least 24 Category A or A+ CE credits with the renewal of certification and registration.

CE credits must be earned during the biennium that ends on the last date of the month preceding the individual's birth month. Technologists already certified and registered in a discipline who become certified and registered in additional disciplines maintain their original CE reporting schedule based upon their first certification and registration.

The CE requirement for R.T.s is 24 credits regardless of the number of ARRT certificates an individual holds.

Acceptable credits (Category A or A+) to satisfy ARRT CE requirements may be earned in two ways:

- Earning 24 credits by passing a post-secondary ARRT-approved exam. Timing is critical, so the exam should be attempted well in advance of the end of the biennium.
- Accumulating a minimum of 24 credits by completing Category A or A+ educational activities that are accepted by ARRT, including:
  - Activities approved by Recognized CE Evaluation Mechanisms (RCEEMs).
  - Advanced CPR certification (ACLS or PALS) through the American Heart Association, American Red Cross, or American Safety and Health Institute can count for 6 credits. Limited to one certification per biennium.
  - Academic courses relevant to the profession taken through a regionally accredited university or college can count for 16 CE credits for each academic semester credit or 12 CE credits for each academic quarter credit. Additional information can be found [here](#).

- Activities completed for licensing purposes in the following approved states may count for CE credit for individuals licensed to practice in those states: Florida, Iowa, Illinois, Kentucky, Massachusetts, New Mexico, Oregon, or Texas.

### **Continuing Qualification Requirements (CQR)**

For all R.T.s, primary and post-primary certifications and registrations earned on or after January 1, 2011, are time-limited to 10 years. Recertification requires completion of the CQR process, and the very first CQR deadline is not until 2021. Registered Radiologist Assistants (R.R.A.s) are unique in that R.R.A. certification and registration has always been time-limited and the CQR process begins in 2013.

With that to ease your mind, here's an update for you. CQR has three related components. First, R.T.s will assemble a professional profile that highlights achievements related to education, work, special skills and professional development. This important first step gives a big picture look at how an R.T. has maintained qualifications since first becoming certified and registered. Second, ARRT is developing a unique structured self-assessment process. It's not a test – it's different – particularly because it can't be passed or failed. It's a learning tool designed to evaluate strengths and weaknesses in knowledge and skills based on the qualifications expected of those becoming certified and registered in the current year. Assessments will use the current content specifications based upon the most recent practice analysis. Through the self-assessment findings, participants may receive a customized list of "targeted" learning opportunities. These are learning-specific topics targeted to the identified knowledge areas. Completing continuing education activities in these identified areas is the third component of the CQR process. The CQR process is complementary to existing components of certification and registration requirements. CQR provides the opportunity to demonstrate that your knowledge and skills are up to date, helping you re-energize your passion and enjoyment of work and your connection to patients and healthcare.

Because of accelerating advancements in technology and growing capabilities in the healthcare field, the idea of "Once certified, forever qualified" no longer meets the expectations of patients or the profession. Today, this is more accurately described as "Once certified, forever learning, evolving and developing as a qualified professional." Continuous quality improvement is an expectation across all healthcare facilities, systems, and professions. An R.T.'s compliance phase with CQR will begin seven years into the initial 10-year certification and registration period. For example, for R.T.s earning certification and registration in 2011, the compliance phase can begin in 2018, allowing three years to complete the professional profile, self-assessment, and targeted continuing education by 2021. And remember, CQR applies to R.T.s with primary or post-primary certifications and registrations earned since January 1, 2011.

ARRT is working with several committees made up of volunteers from across the profession to develop a meaningful CQR process – and is committed to helping you stay up-to-date and preparing you to take full advantage of the opportunity when CQR phases begin for the very first R.T.s in 2018.

### **Resignation**

If it becomes necessary that you resign from a position, be sure that you give the matter careful consideration before resigning.

You should give adequate notice of your resignation, which includes your termination date. Some employers will have resignation forms, which must be filled out; it should be neat, legible, and completed in its entirety. You may be asked to submit a formal letter of resignation, which should also be neat, legible, brief, and courteous. A resignation letter should express your regret that you are leaving and your reasons for leaving. Do not express accusations, bitterness, or criticism. Remember that your resignation will be a permanent part of your employment file.

# PROFESSIONAL ORGANIZATIONS

## **PROFESSIONAL ORGANIZATIONS**

Membership in professional organizations is highly recommended for they provide a means for continued growth as a person and as a professional, continuing education, legal counsel, and many other benefits. You may join an organization after Graduation or while still enrolled in the Radiography Program. The professional organizations each publish a journal which you will receive on a regular basis as a part of your membership fees.

The professional organization which you should become familiar with before Graduation and during your student years are:

The American Society of Radiologic Technologists  
15000 Central Avenue, SE.  
Albuquerque, New Mexico 87123  
(800)444-2778  
[www.asrt.org](http://www.asrt.org)

Illinois State Society of Radiologic Technologists  
1701 E. Empire, Ste #360  
PO Box 276  
Bloomington, Illinois 61704  
(800) 947-7789  
[www.issrt.org](http://www.issrt.org)

Just prior to Graduation the following organizations will be very important to your professional career, regarding licensure and certification:

The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, Minnesota 55120  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

Illinois Emergency Management Agency (IEMA)(DNS)  
Division of Nuclear Safety  
2200 South Dirksen Parkway  
Springfield, Illinois 62703  
(217) 785-9913  
[www.iema.org](http://www.iema.org)



**"Success doesn't come from what you do occasionally, it comes from what you do consistently." — Marie Forleo**