



RED ROCKS COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
STUDENT HANDBOOK

2026-2027

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THE RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

This handbook serves as a guide for radiologic technology (RTE) students accepted to Red Rocks Community College (RRCC). Students should familiarize themselves with the information contained in this book, and sign the student acknowledgement form. Students assume the responsibility for observing the policies as stated in the current college handbook, Radiologic Technology Student Handbook, and syllabi. These policies may be altered or revised at any time as needed.

FACULTY CONTACT INFO

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PROGRAM INFORMATION

The Associate of Applied Science (AAS) degree in Radiologic Technology prepares students for a career in x-ray imaging as a Radiologic Technologist. The program is full-time, spanning 21 month/5 semesters, and is held at the Arvada campus, with clinical internships at area hospitals and clinics. The program is integrated with classroom and clinical internship instruction occurring simultaneously. Basic clinical training is completed on-campus before students enter clinical rotation. A capstone registry review course is required during the final semester prior to graduation. Due to the fast-paced and rigorous nature of the program, students are encouraged to have little to no outside employment responsibilities while enrolled. Graduates will be eligible to sit for the ARRT certification exam to become a Registered Technologist in Radiography, RT(R). Links for information and policies:

PROGRAM INFORMATION & POLICIES

[Associate of Applied Science \(AAS\) in Radiologic Technology](#)

(curriculum and course descriptions)

[AAS Degree in Radiologic Technology > Curriculum & Typical Schedule](#)

(degree requirements, curricular sequence chart, course details, schedule, academic calendar)

[AAS Degree in Radiologic Technology > Clinical Internship](#)

(clinical sites, shifts, locations)

[AAS Degree in Radiologic Technology > Cost of Program](#)

(estimated cost, tuition, fees, refunds)

[AAS Degree in Radiologic Technology > Admissions Requirements](#)

(degree requirements, policies & procedures, multi-phase admissions process)

[AAS Degree in Radiologic Technology > Applying to the Program](#)

(application due date, steps, content, scoring, transfer credit policies)

[AAS Degree in Radiologic Technology > Accreditation](#)

(JRCERT accreditation details, contact info, standards, reporting process, program effectiveness data)

[AAS Degree in Radiologic Technology > Mission, Goals & Outcomes](#)

(mission, goals, student learning outcomes)

RRCC VISION STATEMENT

We envision Red Rocks as a national and international leader in community college education that is recognized for accomplishments of our students' goals, engagement with our community, empowerment in our workplace, and commitment to our values.

RRCC MISSION STATEMENT

Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.

RTE PROGRAM MISSION STATEMENT

Our Radiologic Technology Program is committed to excellence in education demonstrated by providing effective, hands-on classroom and clinical instruction. Graduates of the program provide safe, person-centered care and quality diagnostic services to the community as entry-level radiologic technologists.

RTE PROGRAM VALUES

Program values include:

- Professional Responsibility: Upholding reliability, punctuality, and preparedness
- Accountability: Taking ownership of learning, behavior, and performance.
- Perseverance: Demonstrating self-motivation and resilience under pressure.
- Critical Thinking: Applying sound judgment and problem-solving.
- Professionalism: Maintaining appropriate conduct, appearance, and communication.
- Receptiveness to Feedback: Embracing constructive input to support ongoing growth.
- Teamwork: Collaborating effectively with others.
- Integrity: Adhering to ethical standards and practicing honesty.
- Attention to Detail: Ensuring precision and safety in all procedures.
- Commitment to Serving Others: Showing dedication to patient care and the radiologic profession.

ACCREDITATION

RRCC is accredited by the Higher Learning Commission (Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools), and its programs are approved by the State Board for Community Colleges and Occupational Education and Colorado Community College System. The radiologic technology program is also accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). To view RRCC's accreditation details, visit [AAS Degree in Radiologic Technology > Accreditation](#). If a student believes that the program has acted contrary to JRCERT accreditation standards, or that program conditions jeopardize the quality of instruction or the general welfare of the students, the student may submit allegations of non-compliance via the JRCERT website. The student must first attempt to resolve the complaint directly with RRCC via the program grievance procedure. If a satisfactory resolution is not reached, the student may then submit allegations to JRCERT.

GRADING STANDARDS

Students must maintain a "C" grade or better to continue in the program. This grade will be composed of the specific criteria as outlined in the course syllabus and student handbook. RTE students who receive a failing grade in any course may no longer be eligible to continue on in the program.

Students in the medical imaging programs are subject to the below grade scale.

Grade	%
A	94-100
B	85-93
C	75-84
F	0-74

TUTORING

Tutoring is intended to supplement course instruction by providing targeted support to help students master difficult concepts and develop academic skills. Faculty tutoring is available to students upon request, provided certain conditions are met. Students must actively participate in class and complete assignments independently before seeking tutoring support.

Tutoring sessions are limited to **4** hours per course, per semester. Tutoring support ends once a student has completed the final exam for a course or has graduated from the program. Faculty reserve the right to limit tutoring when it is being used inappropriately or ineffectively. Students who have reached the limit for tutoring sessions or are otherwise ineligible, may be connected with other resources tailored to their needs. This will allow an opportunity for the student to independently reinforce learning to achieve a successful outcome.

DISTANCE EDUCATION

The program may offer some courses in a distance education (DE) format. DE is delivered online synchronously or asynchronously, through the D2L learning management system. DE courses may be hybrid (online and in-person), or remote (entirely online). To ensure integrity of the DE courses, the D2L requires secure student ID login/password access. Exams are taken online through D2L and require the Respondus online testing application. Respondus LockDown Browser restricts access to outside applications and computer functions during exams. Respondus Monitor utilizes a student webcam to survey the at-home exam environment, and record and analyze exam sessions for academic misconduct.

Students who experience technical difficulties that prevent proper submission of online coursework or tests may be offered a submission alternative or extension, at the discretion of the instructor. To be considered for accommodations students must: report the issue immediately and provide valid documentation (e.g., screenshots, photos, IT help ticket).

STUDENT CONDUCT

Students must adhere to the standards of conduct as set forth by the college and the program. Current standards can be found in the [RRCC Student Handbook](#), syllabi, program values, and the RTE Student Code of Ethics below. Students found in violation of these standards may be subject to disciplinary action or dismissal from the program.

RTE STUDENT CODE OF ETHICS*

1. The student acts in a professional manner, responds to patient needs, and supports all members of the healthcare team in providing quality patient care.
2. The student assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
3. The student acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
4. The student uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
5. The student practices ethical conduct appropriate to the profession and protects the patient's right to privacy and quality radiologic technology care.

6. The student refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

**Adapted from the ARRT Standards of Ethics <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>*

PROFESSIONALISM

At all times, students must conduct themselves in a professional manner. Professionalism includes establishing positive relationships and interactions with peers, colleagues, and faculty; attending respectfully to others who are sharing information with the class; being flexible to unforeseen changes in schedules and assignments. All communications in this course, be it written, verbal, or online will be carried out in a professional and courteous manner.

STUDENT EMAIL

Email communications with the student will only be done over student email. Due to the time-sensitive nature of college emails, students must check their student email every 24-48 hours. Failure to check email or respond to deadlines may result in disciplinary action.

DEVICE USAGE

Use of any personal electronic device (mobile phone, smart watch, etc.) during clinical internship or instructional activities is limited to emergency communication only and is prohibited in patient care areas. Student mobile phone numbers will be provided to the clinical department to be used in case of emergency. Students who violate the device usage policy may be subject to disciplinary action and/or asked to leave.

HIPAA

Students will receive instruction regarding HIPAA compliance in RTE 1001 and just prior to clinical internship. Students must comply with HIPAA regulations at all times. Patient information is not to be shared with others in verbal, written or online contexts. For example, students are strictly forbidden to share patient information via social media.

ACADEMIC MISCONDUCT

Academic misconduct includes cheating, plagiarism, unauthorized collaboration, falsification of information, unauthorized use of artificial intelligence (AI), or any other violation of the College's academic integrity standards. Cheating includes, but is not limited to, using unauthorized assistance or materials during graded activities, accessing or distributing exams or other assessment materials without permission, attempting to access assessments outside the authorized time period, or providing or receiving unauthorized assistance on graded work. Reproduction or sharing of academic materials without faculty consent is prohibited. Students who engage in academic misconduct are subject to academic consequences, disciplinary action under the current [RRCC Student Handbook](#), and referral to the Dean of Students.

Consequences may include a grade of zero on the affected assignment, failure of the course, dismissal from the Radiologic Technology Program, dismissal from the College, or other disciplinary action.

Students must ensure that all submitted work reflects their own knowledge, skills, and academic effort. Unless otherwise specified, all graded coursework must be completed independently. AI may be used

only as permitted by the instructor and must not compromise learning outcomes, clinical competency, patient safety, confidentiality, or academic integrity.

ATTENDANCE

Attendance is essential to meeting program requirements and ensuring patient safety. The attendance policy establishes a consistent standard for professional attendance behaviors and supports the Program's values of professional responsibility, reliability, punctuality, and preparedness.

Disciplinary action is based on a student's pattern of unprofessional attendance behaviors, rather than the percentage of clinical time missed. Attendance thresholds identify when disciplinary action occurs; they do not represent an acceptable level of incidents. Students must attend all scheduled clinical and didactic activities, and repeated attendance incidents result in progressive disciplinary action.

ATTENDANCE POINT SYSTEM

Point accrual and disciplinary action applies as follows:

Attendance Incident	Definition	Point Accrual
Absence (A)	Missing more than 50% of any scheduled activity.*	2
Tardy (T)	Arriving 5 or more minutes after the scheduled start time.	1
Leave Early (LE)	Leaving 5 or more minutes before the scheduled end time.	1
No Call-in (NC)	Failure to follow the call-in procedure for an absence, tardy, or leave early. Points are assessed in addition to the associated attendance incident.	1
Missed Time Punch (MTP)	MTP: Failure to properly clock in or out. One point is assessed for every four 4 MTP.**	1
Unapproved Schedule Deviation (USD)	Attending a clinical internship shift that differs from the established schedule (day, time, or location) without prior program approval.	1

**If an attendance incident meets the definition of both an Absence and a Tardy or Leave Early, it will be recorded as an Absence.*

***MTP includes creating an unauthorized time punch exception; or a time punch from a parking lot, a vehicle, or any other location away from the assigned clinical facility. Fraudulent or intentional falsification of time records may result in disciplinary action up to program dismissal.*

Disciplinary Action	Next Steps	Point Accrual Threshold	Course Grade Change
Written Advising	Continuation in the program under the terms of the written advising.	4	None
Probation Advising	Continuation in the program under the terms of the written probation.	8	20% course grade deduction
Dismissal	Failing course grade and dismissal from the program.	12	0% course grade

KEY ATTENDANCE POLICIES

- **All attendance incidents result in point accrual, regardless of the reason.**

- **Students must monitor their attendance status and retain supporting documentation, when applicable.**
- **Points apply only to the course in which they are accrued and do not carry over to other courses or subsequent semesters.**
- **Attendance policy does not apply to online educational activities.**
- **Clinical internship make-up time may be assigned as part of an attendance disciplinary action**

EXTENUATING CIRCUMSTANCES

Extenuating circumstances are unforeseen events beyond the student's reasonable control, that can be supported by appropriate documentation. Non-extenuating events include failure to plan ahead or to manage personal obligations (e.g., oversleeping, forgetfulness, travel delays, childcare, pet care, voluntary travel not necessitated by an extenuating circumstance).

Students may appeal attendance-related disciplinary action based on extenuating circumstances. See the Appeal Process section of this handbook for additional information. Extenuating circumstances will be considered in the appeal, but do not guarantee modification of attendance-related consequences. Repeated attendance incidents, regardless of the reason, may demonstrate an inability to consistently meet program standards and essential learning outcomes of the course.

CLINICAL INTERNSHIP MAKE-UP TIME

Students who are under attendance disciplinary action may be required to complete clinical internship make-up time. Make-up time is assigned based on the amount of missed clinical time and clinical shift availability. All required make-up time must be completed as scheduled by the end of the semester in which it is assigned.

Students should not assume that missed clinical time can always be made up. The program will make reasonable efforts to accommodate required make-up time but cannot guarantee sufficient make-up opportunities for students to meet course requirements. Students who are unable to satisfy course requirements may fail the course.

Missed Time Due To Non-Compliance

Missed time resulting from a student's ineligibility to participate in educational activities is subject to the attendance policy. Students are ineligible to participate under circumstances including, but not limited to:

- Required health and safety documentation not approved by the required deadline (e.g., CastleBranch, My Clinical Exchange).
- Awaiting background check or drug screen results.
- Awaiting a dismissal appeal decision.
- Failure to complete mandatory orientation or training.
- Failure to have required program equipment (e.g., dosimeter, x-ray markers).
- Failure to meet professional appearance and hygiene standards.
- Failure to meet student conduct or safety standards.
- Failure to attend educational activities when the college remains open during inclement weather

Students who attend educational activities when they are not eligible or authorized to do so are subject to disciplinary action, up to and including program dismissal.

CALL-IN NOTIFICATION PROCEDURE

Call-in notifications pertain to any tardy, leave early or absence. **Call-in notification must be made within 30 minutes of the scheduled start time of the class, lab, or clinical or prior to leaving early.** Notification must include the type of attendance incident, date, time, and reason for missing. Failure to follow the notification procedure will result in a No Call- No Show (NCNS) incident.

- **Lecture/Class:** Notify course instructor (e-mail, phone call, voicemail are acceptable).
- **Lab:** Notify course instructor and lab instructor (e-mail, phone call, voicemail are acceptable).
- **Clinic:** Notify Clinical Coordinator and assigned Clinic Site*. Notification to clinical site must be by phone.

CLINICAL SCHEDULING AND TIMEKEEPING

ASSIGNED SHIFTS

The clinical student will be assigned various shifts and rotations throughout the program. Students may be required to attend clinic during evening, overnight, or weekend hours. Student shifts are to be worked as scheduled and cannot be modified. Students cannot swap shifts or alter the beginning/end times of their scheduled shifts. Disciplinary action will be taken if students are at clinic during unapproved times. Only the Clinical Coordinator or Program Director may modify a student's clinical rotation or assignment.

CLINIC TIME RECORDS

- Students should be ready to work, with their belongings put away, **prior** to clocking in.
- Hospital computers are the preferred method for clocking in and out. The Clinical Coordinator may require students to use a computer for this purpose at any time.
- Mobile phones may be used if a computer is not available. GPS tracking must be turned on.
- Students should **not clock in more than 10 minutes prior** to the start of their shift.
- Students may occasionally stay late for rare exams or required competencies, or patient safety reasons but **must notify the clinical coordinator if it is over 15 minutes past their assigned shift.**
- Students should maintain professional conduct and complete any exam they have started, even if this means clocking out a little late.
- If anyone other than the individual student completes a time punch, it is considered a falsification of records and will result in disciplinary action.

CLINIC BREAKS

- Students are allowed **one 30-minute lunch break** for any shift greater than 5 hours.
- Students are allowed **two 10-minute breaks per shift**; 1 for the first half and 1 for the second half. Students may not combine their 10-minute breaks or add additional time to their provided lunch break.
- Students should not clock out for these designated breaks.
- Students are not permitted to skip lunch or scheduled breaks to shorten their shift.
- Excessive breaks may result in disciplinary action.

- Leaving the clinical campus during scheduled shift hours is prohibited.
 - Breaks must be taken outside of the department and patient care areas.
 - Students are required to notify their preceptor or supervising technologist before beginning any break.
- Unless otherwise directed by the student preceptor / supervising technologist students should stagger all breaks.

INCLEMENT WEATHER

RRCC may close its campuses in the event of inclement weather. The decision to close the campus is typically made and reported to local news stations by 6am. If the college is closed due to inclement weather, the student will not be required to attend clinic but may be required to complete coursework online. Students should check D2L and student email for important notifications and guidance. Students are not required to call-in for absences related to college issued delays or closures.

If the campus is opening late or closing early due to weather, the student will follow their scheduled clinic shift according to the closure time. *Example: If a student's shift is 7am to 4pm and the college has a late start of 10am. The student's shift is now 10am-4pm.*

- If the campus is open and the student chooses not to travel to clinic due to weather, the attendance policy applies, including call-in procedure.

ACCESSIBILITY & EQUAL OPPORTUNITY

RRCC is committed to providing an educational environment free from discrimination, harassment, sexual misconduct, stalking, and retaliation. The College prohibits discrimination based on protected characteristics as defined by applicable federal and state law and College policy. This policy applies to all educational environments.

RRCC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices, as required by Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II of the ADA. Please visit the College's [Nondiscrimination](#) webpage for additional information.

REPORTING DISCRIMINATION OR HARASSMENT

Students who experience or witness discrimination, harassment, sexual misconduct, stalking, retaliation, or other prohibited conduct are encouraged to promptly report the concern to an RTE faculty member. Faculty are mandatory reporters and will report the concern to College Human Resources.

Confidentiality will be maintained to the extent possible; however, complete confidentiality cannot be guaranteed when the College is required to respond to a report. Students should report concerns as soon as possible so appropriate supportive measures can be considered.

ACCOMMODATIONS

Students with documented disabilities may be eligible for reasonable accommodations that provide equitable access to courses, programs, and activities. Students must provide documentation and coordinate accommodations through the College Accessibility Services Office.

Accommodations provide access but do not lower or waive essential course requirements. Students must meet all course objectives, with or without accommodation. Accommodations approved by the

College may not be recognized by employers, licensing boards, external testing centers, or other organizations. Students are responsible for understanding the requirements of these entities.

PROGRAM STATUS CHANGES

Students in good standing who experience a program status change may be eligible for continuation under certain circumstances. A student in good standing has complied with all program and college requirements and is not subject to dismissal or other disciplinary sanctions.

WITHDRAWAL

Withdrawal occurs when a student leaves the program for personal reasons (e.g. change in career path, long-term LOA, financial hardship, health issues, etc.). This type of withdrawal does not need to be reported for an ethics review with the ARRT when applying for a license.

Students who notify the program of their intent to withdraw from the Radiologic Technology Program must submit a written withdrawal statement to the Program Director within three (3) business days of that notification. Students who verbally communicate intent to withdraw but fail to submit a written withdrawal statement within the required timeframe will be automatically withdrawn, effective the last date of attendance or the date of notification, whichever occurs first. Students who stop attending the program without any notification of withdrawal will be subject to the program's dismissal policy for non-attendance. Withdrawing students can access the RRCC Academic Calendar for course specific withdrawal deadlines and policies.

LEAVE OF ABSENCE (LOA)

Students may request a Leave of Absence (LOA) when extenuating circumstances require an uninterrupted absence of one week or more from program activities. LOA requests must be submitted to the Program Director before the leave begins and include supporting documentation, any applicable activity restrictions, and the anticipated return date. Approval of an LOA is at the discretion of the Program Director and is based on the student's ability to meet program and course requirements. LOA requests that would result in a student missing more than 2 weeks of scheduled program activities are generally not approved. If an LOA cannot be accommodated, the student may be withdrawn from current coursework and the program, and the students may be eligible to re-enter the program at a later date.

RE-ENTRY

Re-entry occurs when a student has withdrawn but wishes to join a future cohort group. Dismissed students are not eligible for re-entry. Candidates should be aware that re-entry to the program is not guaranteed, may be delayed, and may involve repetition of courses, which cannot be skipped or audited.

Students who wish to re-enter must immediately contact the Program Director, who will provide the student with a re-entry form and associated deadlines and information. The following conditions must be met for the candidate to be considered for re-entry:

1. Candidate must have an average exam score of 75% or higher in all courses taken
2. No more than 1 year has transpired since program withdrawal

Re-entry eligibility determinations are primarily based on prior student conduct/performance, GPA, financial holds, etc. If deemed eligible for re-entry, the candidate will interview with the Program Director and Clinical Coordinator. The Program Director will make the final determination as to whether the student will be granted re-entry. Re-entry determinations may be based on the re-entry interview, prior student conduct/performance, GPA, financial holds, etc. Re-entry may involve a variety of requirements, such as, but not limited to, signing a re-entry contract and successful completion of an admissions screening process (e.g. background/drug screen, etc.). Failure to meet re-entry requirements or denial of re-entry will deem the student ineligible to re-enter or re-apply to the program. Students wishing to appeal re-entry decisions may follow the appeal procedure.

REMEDIATION

If an RTE student receives a failing final grade in a course, program dismissal may occur. Remediation is the process by which an additional opportunity to pass the course is offered to the student so that they can remain in the program. Remediation is not guaranteed, and student eligibility will be determined by the Program Director. It is the student's responsibility to request remediation from the course instructor.

ELIGIBILITY

To be eligible for remediation, the student must:

- Request remediation approval by the due date of their last graded course activity (e.g. on final exam day)
- Have received a passing final course grade in all other RTE courses
- Have no prior history of remediation or in the RTE program
- Be available to complete remediation by the final day of the semester

REMEDIATION PROCESS & SCORING

If remediation is approved by the Program Director, a contract will be developed by the course instructor, approved by the Program Director, and signed by the student. The remediation contract will include a description of the remediation process, timeline, and scoring information. Remediation may consist of one or more assessment methods, including a comprehensive examination, competency assessment, or other evaluation as deemed appropriate. Preparation for remediation is the sole responsibility of the student, and the students will have at least 24 hours to prepare. The program is not obligated to provide access to supplemental resources (study guides, equipment, instructors, etc.) during the preparation process. Remediation will be carried out and assessed by the course instructor or their designee.

To continue in the program, each individual remediation assessment score must be a 75.00% or higher, and all other aspects of the student's performance must be satisfactory. If any score is less than 75.00%, the student's current final grade will not be modified, and the program dismissal process will be initiated. Remediation cannot be repeated for a higher grade.

REINSTATEMENT

Reinstatement occurs when a student who has been dismissed is permitted to return to the program following a successful dismissal appeal. The student must sign a reinstatement agreement outlining any required conditions for continued enrollment. **Reinstatement is permitted one time only during the program.** Failure to meet the terms of the reinstatement agreement will result in program dismissal

without further opportunity for reinstatement.

DISCIPLINARY ACTION

Incidents that may result in disciplinary action include, but are not limited to:

- Clinical Site Complaints
- Clinical Site Dismissal
- Violations of Radiologic Technology Student Handbook policies
- Violations of [RRCC Student Handbook](#) policies
- Violations of course syllabi policies
- Violations of the RTE Student Code of Ethics
- Non-compliance with technical standards or health requirements
- Non-compliance with clinical requirements

The student will be notified of the disciplinary incident and given an opportunity to discuss the issue with the appropriate respondent (e.g. RTE Staff member). The respondent will gather and evaluate the information related to the issue(s), then decide which of the below disciplinary sanctions should be imposed. Deciding on the appropriate sanction is at the discretion of the respondent and is dependent upon the nature of the incident.

DISCIPLINARY SANCTIONS

Possible sanctions include:

- Verbal advising
- Written advising
- Probation
- Academic consequences
- Program dismissal

PROBATION

Probation is a formal disciplinary status indicating that a student has not met program expectations and must demonstrate immediate and sustained improvement. Program staff are not required to issue formal warnings prior to placing a student on probation.

A written probation agreement will outline the reason(s) for probation, any required conditions (e.g., additional coursework, remediation, grade deductions, or other corrective actions), expected timelines, and the consequences of failing to meet the terms of the agreement.

A student may be placed on probation no more than two times during the program. Any subsequent incident that would otherwise result in probation will result in program dismissal. Failure to comply with the terms of a probation agreement may also result in additional disciplinary action, up to and including program dismissal.

DISMISSAL

Program dismissal occurs when a student or candidate is no longer eligible to continue in the program due to inability to meet requirements or expectations. Program staff are not required to issue formal

warnings prior to dismissal. Dismissed students are not eligible to re-enter or re-apply to the program. Dismissal must be reported for an ethics review with the ARRT when applying for a license. Dismissal may occur due to a variety of reasons, which include, but are not limited to:

1. Non-compliance with admissions or orientation requirements
2. A failing grade of <75% in any program course. This applies to final grades and current grades at the time of withdrawal.
3. Violations of RRCC Student Handbook policies, RTE Student Handbook policies, RTE Student Code of Ethics
4. Violations of course syllabus policies
5. Violation of the terms of a probationary or reinstatement period
6. Non-compliance with attendance requirements
7. Non-compliance with Physical & Health requirements
8. Clinical Site Dismissal
9. Over 3 days of absence with no call-in or notification of withdrawal
10. Refusal/Failure of a background check or drug screen
11. Student is prohibited by any RRCC clinical affiliate to attend their clinical facilities
12. Student failure to disclose a dismissible event to the program within three business days of the occurrence of awareness of the event.

CLINICAL SITE DISMISSAL

The clinical facility may dismiss a student from internship at any time. Dismissal typically occurs when a student is unable to meet the expectations or requirements of the site. There are 3 types of clinical dismissal:

- **Temporary:** allows the student to return at a later date
- **Permanent:** does not allow the student to return at all
- **Preventive:** occurs when a facility proactively declines to host a student

Any type of clinical site dismissal may result in academic consequences, including a failing grade for the internship course and the student may no longer be eligible to continue in, or re-enter the program.

RRCC is under no obligation to transfer a dismissed student to another site. If a student is experiencing difficulties at clinical, the student is strongly encouraged to discuss any issues with RRCC staff before they result in clinical site dismissal.

APPEAL PROCESS

A student may submit a written appeal if they believe an adverse decision was based on incorrect information, was inconsistent with program policy, or resulted from extenuating circumstances beyond the student's control. Appeals must be submitted to the Program Director within **24 hours** of the incident.

The appeal must include:

- The decision being appealed (e.g., dismissal, probation, grade penalty).
- A factual explanation of the circumstances using specific, verifiable details.
- Supporting documentation, when applicable (e.g., medical documentation, official records, dated correspondence, or other formal documentation).
- The outcome requested.

ATTENDANCE APPEALS

For attendance-related appeals, the student must also provide a report including:

- The type of attendance incident
- An explanation of the circumstances.
- Official documentation from a third party with direct knowledge of the event (e.g., healthcare provider, court, government agency, employer, school official, funeral home, or law enforcement agency). Documentation must identify the relevant date(s) and include sufficient information to verify its authenticity (e.g., organization, author, signature, and contact information).

APPEAL RECEIPT & DECISIONS

The Program Director will acknowledge receipt of the appeal within five business days. If accepted for review, the Program Director may request additional information or meet with the student before issuing a written decision within five business days of completing the review. During a dismissal appeal, the student may not participate in program activities.

The Program Director will issue a written decision after completing the appeal review. If the appeal is approved, an appeal agreement will outline the decision, any required conditions, and the student's responsibilities. Students whose dismissal appeals are approved will be reinstated to the program under the terms of the agreement. See the Reinstatement section of this handbook for additional information.

If the appeal is denied, the original decision will remain in effect. If the student disagrees with the program's appeal decision, they may request a meeting with the Dean to seek further review.

STUDENT AWARDS

To recognize exceptional performance and celebrate student accomplishments, the program offers awards to students who consistently exceed expectations.

BEAMING WITH PRIDE AWARD

The Beaming With Pride Award recognizes students who consistently exceed expectations during clinical internship. Clinical staff may nominate students who demonstrate exceptional professionalism, initiative, patient care, teamwork, and representation of the Radiologic Technology Program. Students may receive a maximum of two Beaming With Pride Awards per semester.

PERFECT ATTENDANCE AWARD

The Perfect Attendance Award recognizes students who complete a semester without any attendance incidents.

AWARD BENEFITS

- Certificate
- Gift Card or one clinical day off*

Clinical Day Off Guidelines:

- Requires approval from the Clinical Coordinator at least 48 hours before the planned absence.
- Must be recorded on the department's posted clinical department schedule.

- The standard call-in procedure must be followed on the day of the approved absence.
- A maximum of one awarded clinical day off may be redeemed per semester, regardless of the number of awards received.
- May not be used during assigned make-up shifts or in a manner that prevents completion of course requirements.

HEALTH AND SAFETY POLICIES

TECHNICAL STANDARDS

In keeping with the accreditation standard of a curriculum that reflects assessment of affective, cognitive, and psychomotor domains, the program has adopted technical standards (Appendix B) which outline the essential abilities required for safe and competent practice for students enrolled in the program. These standards apply to all candidates for admission and to all students at all times during training. Inability to meet the technical standards at any time during the program may result in disruption of clinical/classroom education, delayed graduation or program dismissal. Students who experience a status change in which they no longer meet the program's technical standards must notify the Program Director or Clinical Coordinator immediately.

HEALTH-RELATED REQUIREMENTS

Students admitted to the program must maintain current, compliant health and safety documentation on file throughout the program. Participation in clinical education requires submission and approval of all required documentation. Documentation must be approved within all applicable compliance platforms (e.g., CastleBranch, My Clinical Exchange, D2L) before students may attend clinical. Because approval by external compliance services may take one week or longer, students must submit all required documentation well in advance of applicable deadlines. Documents may include: background check, physical exam certification, vaccinations MMR vaccination, annual Tuberculosis screening, 10-year tdap vaccination, annual health insurance card, MRI safety form, American Heart Association Basic Life Support (bls) Healthcare Provider certification (including hands-on skills portion) hands-on skills portion, and any other requirements as assigned by the program or clinical site (e.g. vaccinations for emerging infectious diseases etc.)

Students are responsible for their own health prior to admission and during the entire educational experience. Students must submit proof of active medical insurance coverage while in the program and must maintain coverage. During the student's clinical experience, they may be exposed to a variety of illnesses and diseases and should take the necessary precautions to remain in good health. The program is required by the accreditation standards for health career programs to document that students do not have any health condition which could endanger the health or well-being of patients, faculty or to the students themselves. If a student is told or believes they may have a condition which could endanger the health or well-being of others or themselves, they must immediately contact the Program Director. Students may be required to undergo vaccination and/or medical evaluation to be eligible to participate in the program, and these requirements are subject to change.

BACKGROUND CHECK & DRUG SCREENS

Students are required to complete a background/drug screening within 90 days after they are offered a spot in the program and may be subject to additional screenings while in the program. Students who refuse to undergo screening, or are unable to pass the screening will not be eligible to participate in the

program, and are subject to program dismissal. Applicants who fail a screening are also not eligible to re-enter or re-apply to the program.

Students may be required to undergo background/drug screening during the program if deemed appropriate. Students will be notified by the PD or CC that a screening is required, and it must be completed within 24 hours of notification. Students will not be eligible to attend scheduled educational activities while screening results are obtained and a return date is determined by the PD or CC. Results may take several days to be obtained.

Students struggling with substance abuse (dependence on an addictive substance), may seek help through the college. Addiction resources and counseling information are available on the [Behavioral Health website](#).

To see what criminal offenses disqualify students from participating in the program, please visit the [Disqualifying Criminal Offenses](#) webpage. Entry into the program does not guarantee eligibility for licensing certifications or employment upon graduation. Students with criminal backgrounds should find out if they meet the specific eligibility requirements of licensing bodies and/or potential employers prior to pursuing a healthcare career. Failure to disclose a disqualifying event to the program within three business days of the event may result in dismissal from the program.

COMMUNICABLE DISEASE POLICY

As healthcare providers, being exposed to contagious disease is an inherent risk. During their training, students may be exposed to a variety of illnesses and must take precautions to limit exposure to themselves and their patients. Students will receive training in standard precautions and proper protocol for airborne, droplet and contact isolation. Clinical site staff will also communicate facility-specific expectations regarding infection control and transmission-based precautions.

Students who know or have reason to believe that they have a communicable disease must seek professional medical advice and determine measures which can be taken to safeguard their own health and prevent the spread of the disease to others. RRCC and/or the clinical internship affiliate reserve the right to exclude a student with a communicable disease from participating in the program if it is found that, based on a medical determination, such restriction is necessary to protect the person with the illness and/or other students, staff and patients.

A communicable disease is an illness caused by an infectious agent (such as a virus, bacterium, fungus, or parasite) that can be transmitted from one person to another, either directly or indirectly. **Individuals with a fever of 100°F or higher should remain at home and may return only after being fever-free for at least 24 hours without the use of fever-reducing medications.**

Students who have contracted a communicable illness must report the condition to the program director or clinical coordinator, and clinical internship affiliate (if applicable). Failure to report may result in probation and possible dismissal from the program. RRCC, under the advisement of the clinical internship affiliate, will make a determination as to whether the student can attend clinical during the course of a communicable illness. If the student is not able to attend, missed time must be made-up in accordance with the clinical syllabus attendance policy. The clinical internship affiliate may require a licensed healthcare provider's note confirming that the student is no longer contagious before allowing the student to attend clinical again.

Students must follow OSHA guidelines regarding universal precautions at clinical. For more information, please visit www.osha.gov. Clinical facilities who authorize student participation in exams with patients under airborne precautions must undergo an OSHA-approved airborne N-95 respirator mask fitting and training carried out by the clinical site. If the student is not fitted for this specialized mask, they are not allowed to enter airborne precaution rooms.

In the event of an emerging infectious disease epidemic or pandemic, RRCC will follow Colorado Department of Public Health & Environment (CDHPE) and Colorado Department of Education (CDE) recommendations and restrictions of in-person educational activities.

NEEDLE STICKS

Students who experience a needle stick must report it immediately to their supervising technologist and the Clinical Coordinator. Students should take every precaution to prevent injuries caused by accidental needle sticks. Accidental needle sticks may cause the student or patient to be placed in potential danger of contracting infectious diseases, such as hepatitis or AIDS.

To prevent needle stick injuries, students should practice techniques learned in their didactic courses; including not recapping needles and placing needles or scalpels immediately into a Sharps container.

INJURY DURING CLINICAL INTERNSHIP

If a student has an exposure to a contaminated or potentially contaminated instrument or is otherwise injured during clinical, a worker's comp procedure must be initiated. **Students are urged to complete this procedure for any injury, no matter the severity.**

1. If the injury is a threat to life or limb, notify your clinic site preceptor lead technologist and proceed to the nearest ED.
2. If the injury is not life or limb threatening, the student should proceed to a Concentra Medical Center immediately.
3. Contact RRCC Human Resources at 303-914-6292 to file an incident report. This should be done ASAP but no later than 4 days post-injury.
4. Call or email the clinical coordinator ASAP to report the injury.

Students are not cleared to attend classes/clinical until injuries are assessed and the student is cleared by a licensed healthcare provider.

STUDENT PREGNANCY

Student who are pregnant are encouraged to declare their pregnancy and to receive a fetal dosimeter badge. Declaration of pregnancy is voluntary and can be withdrawn at any time (see Appendix C). Written declaration or withdrawal of declaration is required. Students are given the option of continuance in the program without modification. Students can submit a written withdrawal of their declaration at any time. If no declaration is made, the student will continue in the program without modification.

After declaration is made, the student will receive:

- An advising session to discuss radiation safety during pregnancy.
- A fetal radiation badge to monitor exposure to the fetus. The student may choose to stay out of radiation areas until the fetal badge is received. The student's fetal radiation dose will be

monitored by the RSO, and the student will be advised should they receive a dose over the NRC monthly dose limit of 5 mrem.

*If the student ever feels that they are working in an unsafe area or under conditions that they feel are detrimental to themselves or their fetus, they should stop immediately and report to the Program Director.

*Students placed under a licensed healthcare provider's restrictions must immediately notify the Program Director and provide documentation of the restrictions.

TO DECLARE PREGNANCY, STUDENTS MAY CHOOSE ONE OF THE FOLLOWING OPTIONS:

- Student declares pregnancy and continues in the program without modification
- Student declares pregnancy and chooses to take leave from the program for a specified period of time. The student may be eligible to re-enter the program at a later date. The terms of re-entry will be documented and agreed upon by the student and Program Director. The student must complete, upon return, **ALL** requirements for graduation, including length of time in the program, required courses and clinical competencies and rotations. No degree will be issued until all requirements have been successfully met.

TO WITHDRAW PREVIOUS PREGNANCY DECLARATION, STUDENTS MAY CHOOSE THE FOLLOWING OPTION:

- Student wishes to withdraw pregnancy declaration and continue in the program without modification.

MRI SAFETY

Students attending clinical have potential access to the magnetic resonance environment. It is important for the student to practice MRI safety precautions prior to entering the static magnetic field. Students will receive an orientation to MRI safety prior to clinical internship. In MRI, the magnet is always on; therefore, entering the magnetic field or MRI suite with an implanted device, ferromagnetic object, or any other non-MRI safe item is strictly prohibited. Students are required to submit an MRI Safety form, which screens students for specific conditions that pose an MRI hazard. Students are required to submit an updated form if any screening conditions change at any time. Additional information on MRI Safety can be found in the American College of [Radiology's guidelines for MRI Safety](#).

RADIATION SAFETY

It is the student's responsibility to uphold ALARA and follow radiation safety policies at all times when operating radiation-producing equipment. Students must follow appropriate lead shielding practices. Unauthorized or negligent use of x-ray equipment may negatively impact the health & well-being of students and others and is strictly prohibited. Violations of ALARA and radiation safety policies must be immediately reported to the Clinical Coordinator or Program Director.

DOSIMETER USE

Radiation dosimeters must be worn by students and staff when operating x-ray equipment in the clinical/lab setting in accordance with the below requirements. Students without a dosimeter are not permitted in the lab or at clinical.

- Dosimeters should be worn at the collar level, outside of the lead apron, facing the source of radiation.
- Never share your badges or wear another person's badges. Each badge is intended to be worn by only the designated person.
- Do not intentionally expose badges to radiation. Intentional tampering with badges is a very serious matter.
- If you discover that your badges are contaminated, notify the RSO
- Do not wear your dosimeter when you receive a medical x-ray or other medical radiation treatment. Your dosimeters are intended to document occupational dose, not medical dose.
- Contact the RSO if you change your name, if your name is misspelled, or if any other information on the dosimeter is incorrect.
- Students who suspect they are pregnant should stay out of the exam rooms until they confirm the pregnancy. **Students are encouraged to disclose the pregnancy to the RSO so that they can acquire a fetal badge.** The fetal badge is worn at the waist level beneath the lead apron. For more information, see pregnancy policy.
- If you perform radiation work at another institution, it is the responsibility of that institution to provide you with a separate dosimeter.
- Do not bring your badge with you if traveling by plane or undergoing security screening utilizing x-ray.

EXCHANGING DOSIMETERS

Students must maintain their own dosimeters bi-monthly, and must do so in-person, on-campus by the stated deadline. Students who fail to exchange their dosimeter by the Radiation Safety Officer's (RSO) deadline will not be able to attend clinic until they do so. The RSO will conduct an investigation if the badge is not turned in by its owner on time or is lost.

LOST OR DAMAGED DOSIMETERS

If a student loses their dosimeter, the RSO must be notified IMMEDIATELY so that a replacement may be requested from the service provider. The student is responsible for any cost associated with the replacement. Estimated cost to replace a dosimeter via overnight delivery may be as high as \$120.

STORAGE OF DOSIMETERS

Always store your dosimeters in a safe place. Dosimeters should be protected from excessive heat, moisture, and excessive light exposure. If the dosimeter is accidentally washed and/or dried the badge is ruined and will need to be replaced. The student must notify the RSO if improper storage has taken place.

RADIATION DOSE REPORTS & LIMITS

Radiation dose reports summarize the occupational radiation exposure recorded by each student's dosimeter during the monitoring period. Reports are provided to students within 30 days of receipt and reviewed by the Radiation Safety Officer (RSO) for excessive radiation exposure. Students must acknowledge review of their dose report by the assigned deadline. Failure to complete the acknowledgement will make the student ineligible to attend clinical until the requirement is satisfied.

Dose reports are retained indefinitely by the RSO. A reported dose of "**M**" indicates radiation exposure was below the minimum reportable level. The program's investigational level for excessive dose is shown below. If a student's reported dose exceeds this level, the RSO will conduct an investigation and provide counseling to help minimize future radiation exposure.

	X-ray Student Dose Limits		
	RRCC Investigational Dose Limit (Bi-Monthly)	NRC Educational Dose Limits (Annual)	NRC Lifetime Dose Limit
DDE (Whole Body)	10 mrem	100 mrem (1 mSv)	1 rem x age 1,000 mrem x age 10 mSv x age
LDE (Lens of Eye)	150 mrem	1,500 mrem (15 mSv)	
SDE (Extremity/Skin)	500 mrem	5,000 mrem (50 mSv)	
Fetal	5 mrem/month 50 mrem/gestation	50 mrem/month (0.5 mSv/month) 500 mrem/gestation (5.0 mSv/gestation)	

ON-CAMPUS X-RAY EQUIPMENT

All on-campus x-ray equipment (except the stationary equipment in classroom 8240), is capable of producing radiation. It is the student's responsibility to uphold ALARA (As Low As Reasonably Achievable) and follow radiation safety policies at all times. Any violation of radiation safety policies must be reported immediately to the Program Director.

Student utilization of radiation-producing equipment must be authorized by an RTE staff member who can provide permission, access, and supervision. Students wishing to use the campus radiation-producing equipment must notify an RTE staff member in advance, and have an RTE staff member open the lab for them. The last person leaving the lab must secure the door behind them. Students entering the x-ray lab are required to wear a personal dosimeter at all times. Closed-toed shoes must also be worn to ensure foot protection when maneuvering heavy x-ray equipment. Only RTE students and staff are authorized to take part in activities directly involving x-ray equipment; no outside visitors are allowed.

During simulated or mock exposures, students must never place a finger over the exposure button or simulate activation of the control panel in a way that mimics a live exposure. For lab activities involving a live exposure, the x-ray exposure button must not be handled until all individuals are positioned behind an appropriate protective barrier and the lab door is fully closed. Before making the exposure, the individual initiating it must clearly announce "X-RAY" in a loud voice and visually confirm that everyone is properly positioned behind the barrier.

PATIENT HOLDING & RADIATION EXPOSURE

Students must understand basic radiation safety practices prior to attending the clinical settings. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic exposure when an immobilization method is the appropriate standard of care. Students must use their best judgment in scenarios where they are called upon to hold during exposure. One solution is to have the student offer to make the exposure while the tech holds.

CAMPUS SAFETY

RRCC's campus safety information can be found in the current [RRCC Student Handbook](#). This handbook outlines the campus safety services provided by campus police, who can be reached at 303.914.6394 for non-emergencies. Campus police can provide many services, including vehicle battery jump-starts and personal safety escorts, etc.

EMERGENCY PREPAREDNESS

For information on emergency preparedness, visit the RRCC's current [Emergency Operations Plan](#). This plan outlines organizational administration, coordination, communications, logistics, and procedures involved in emergencies such as bomb threat, active shooter, hazardous materials, severe weather, fire, etc.

CLINICAL EDUCATION POLICIES AND PROCEDURES

CLINICAL INTERNSHIP

Internship is one of the most important aspects of the RTE program. Throughout the clinical internship, students apply what they have learned throughout the didactic portion of their medical imaging curriculum. Clinical students are guests at the clinical site and must strive to make a good impression and exceed expectations. Clinical students are responsible for providing proper care to patients, producing quality diagnostic images, demonstrating professional behavior/appearance, following clinical policies and procedures, ensuring the safety of themselves and others and maintaining respectful interpersonal communication.

CLINICAL AFFILIATES

Students admitted into the RTE program will have the opportunity to be assigned to one or more of our clinical facilities. Our [current clinical internship sites](#) are listed on the JRCERT website.

CLINICAL SELECTION PROCESS

Students will be assigned to various clinic sites throughout the course of the program, at the discretion of the Clinical Coordinator or Program Director. Student preference may be taken into consideration; however, it is not guaranteed. Clinical assignments are based upon site availability and providing the student with an optimal experience. Clinical internship spots are very limited. If a student is unable to meet the specific requirements or expectations (health, safety, etc.) of their assigned clinical site, **RRCC is under no obligation to transfer the student to another site.**

TRANSPORTATION

Students must provide their own transportation to clinical facilities. Most clinical sites are located within a 20-mile radius of Denver, but the program may send students to sites within a 100-mile radius. Students must be prepared to travel to any site that is assigned to them during their clinical education.

ORIENTATION

Each clinic affiliate requires students to complete an orientation process which includes submitting required documentation and/or attending mandatory orientation meetings. These requirements must be completed by the deadline determined by the Clinical Coordinator and clinic site. If a student fails to complete their requirements by the prearranged deadline, they may not be eligible to attend clinical, and the attendance policy will be applied to missed time. Students who are prohibited by any RRCC clinical affiliate to attend their facilities will not be eligible to participate in the program and are subject to program dismissal.

PROFESSIONAL LIABILITY

The State of Colorado Community Colleges is insured through a professional liability policy that is renewed every July and is active for a policy period of 365 days. This insurance provides certain protections to students, faculty, advisors, and the college against negligence or other claims initiated by

a complainant. For example, if a patient initiates legal action against a clinical internship student for negligence, this policy may indemnify the student against loss arising from that claim. For specific details of policy coverage or a copy of the certification of professional liability insurance, contact the Program Director.

TRAJECSYS REPORTING SYSTEM

Students are required to use the fee-based Trajecsyst Reporting system for time record clock-in/out, daily log sheets, review of documents and protocols, etc. Students will be provided instruction on how and when to register and orient themselves to the system. Students who register for additional internship courses outside of the 21-month program may be responsible for additional costs to maintain their Trajecsyst accounts.

PROFESSIONAL APPEARANCE & HYGIENE

Students will be must maintain the highest level of professional appearance and hygiene at all times. Students who fail to follow the below standards are subject to disciplinary action and/or academic consequences. Any additional or modified standards imposed by the individual clinical site must also be adhered to.

APPEARANCE STANDARDS

- **Attire:**
 - **Compliant uniform:**
 - Scrubs
 - Shoes*
 - Badges*
 - Markers*
 - **Clothing/fabrics*:** must allow full range of motion while maintaining appropriate coverage of the body
- **Tattoos:** Students who wish to keep tattoos uncovered must obtain approval from both the Clinical Coordinator and the clinical site. All tattoos must be covered on the first day of each new clinical rotation until permission is granted.
- **Jewelry:** Jewelry must be low-profile, fit close to the skin, and comply with safety and infection control standards. Jewelry is limited by the “Rule of 2”:
 - **Piercings:** A maximum of two earrings per ear. All visible piercings outside the ear must be removed. Clear retainers may be worn to maintain the piercing.
 - **Necklaces:** A maximum of two may be worn.
 - **Bracelets, Watches, and Bands:** A maximum of two may be worn.
 - **Rings:** A maximum of two may be worn.

HYGIENE STANDARDS

- **Odors*:** Students must maintain an odor-free presence to avoid impacting nearby individuals who are sensitive to scents.
- **Smoking*:** Educational environments may be designated as smoke-free zones. If smoking is permitted, it must occur only in designated areas.
- **Food/Drink*:** Consumption of food and beverages should be limited to designated areas during scheduled breaks. Gum chewing is prohibited at all times.
- **Hand Washing/Sanitizing:** must be done prior to and after patient contact.
- **Makeup:** understated, of neutral color and not distracting or excessive.

- **Hair:** must be neat, clean and cannot hang in the student's face. Hair that surpasses the shoulders must be put up. Hair extending below the shoulders must be secured. Students are required to maintain natural hair colors. Pink, blue, green or other colors that do not naturally occur in human hair are not permitted. Hair accessories are acceptable as long as they are functional - not decorative. Beards and mustaches must be clean and neatly trimmed. Facial hair that is partially grown-in, unkempt or non-compliant with clinical requirements is not permissible. Head coverings worn for fashionable purposes such as caps, hats, headbands, are not permitted.
- **Fingernails:** Nails must be short and clean, with the nail length not extending beyond the fingertip when viewed from the palm side.

***Starred standards are required for both clinical and college campus settings.**

CLINICAL INTERNSHIP UNIFORM

Students must purchase and maintain their own clinical internship uniforms. Uniforms must be clean, wrinkle-free, and properly fitted to ensure a professional appearance. The following items make up the student uniform and must be worn by students during clinical education at all times:

- **Scrub Top:** dark gray (charcoal), displaying program patch on the left upper chest
- **Scrub Pants:** black, without elastic ankle cuffs
- **Shoes:** black, white or grey with limited embellishment/additional colors
 - Clean, in good condition, non-slip sole, closed toe/heel, below ankle design, and fluid resistant
- **Scrub Jacket (optional):** long sleeved, black; displaying program patch on left sleeve, 1" below the top seam of the sleeve
- **Undershirt (optional):** short sleeved or long sleeved, worn under the scrub top
 - Gray, white or black, hood-free, plain (no writing/embellishment)
 - Short sleeves cannot hang below the sleeves of the scrub top
- **Badges:** clinical facility name tag, RRCC Student ID badge, and radiation dosimeter badge
- **Markers:** R/L patient side identifying lead markers



Students may be required to adhere to additional uniform policies that are site or department specific. For example, when rotating through the surgical department (or other sterile environments) students must adhere to the clinic site's uniform policy (no long sleeves, no nail polish, etc.). Students not assigned to these unique areas must always wear their RRCC student uniform.

Students not wearing the appropriate uniform may be requested to leave the clinical facility until they can return in proper uniform.

X-RAY MARKERS

X-ray markers are required at all clinical and laboratory activities. Each student must purchase two complete sets of approved right and left markers before the start of the program. Lost, damaged, or non-compliant markers must be replaced within two weeks at the student's expense. Temporary markers may be borrowed from the Clinical Coordinator during the replacement period but must be returned upon receipt of the replacement markers. Students who do not have a complete set of

markers, or who fail to return borrowed markers by the required deadline, are not eligible to attend clinical.

INITIATIVE

Judgments about student initiative are constantly being made by staff, including hiring managers. Negative perceptions of student initiative can be formed within seconds and have long-term damaging effects. Such perceptions not only affect the student's ability to find employment but also reflect poorly on the college. Therefore, staff and instructors will report students who fail to meet the following expectations:

- Students should be standing up, alert, attentive and ready to work at all times.
- Sitting is not permitted during down-time. If a student is given permission to sit, the student should politely state that they prefer to stand.
- Constructive activities such as cleaning, stocking, practicing, etc. should be done during down-time.
- If constructive activities are complete and the student wishes to study during down-time, approval must be obtained from lead tech prior to studying. Only pocket-size study materials may be used (notecards, small handbooks/notebooks).
- Students should never demonstrate reluctance or disinterest in doing exams or other work duties.
- If assigned to an area where procedures are occurring, students must stay in that area and participate in all procedures

CLINICAL COMPETENCY

Students must demonstrate competency for various radiographic procedures on patients and will be graded by staff technologists and faculty to ensure all objectives are met. As part of this assessment students will be graded on image evaluation and structure recognition. Students are required to complete a minimum number of competencies as outlined in the clinical internship syllabus.

FAILED COMPETENCY REMEDIATION

If there is documentation that the student is frequently failing their competency attempts or there is indication of multiple repeats, the student may be required to meet with the Clinical Coordinator or Clinical Instructor to discuss their performance.

CLINICAL EVALUATIONS

Students will be evaluated throughout their clinical experience. Staff technologists and RTE Faculty can evaluate students based on their clinical experience. It is the student's responsibility to ask clinic staff technologists to complete evaluations on them. Students will be evaluated based on their performance in the following categories:

- Patient care
- Professionalism and appearance
- Organization and dependability
- Image quality and radiographic skills
- Interpersonal and communication skills
- Radiation protection practices
- Initiative and attitude

- Critical thinking

EVALUATION REMEDIATION

If a student receives an evaluation grade below an 80%, they will be required to meet with the Clinical Coordinator to discuss the evaluation.

CLINICAL SUPERVISION

Radiography students must be directly or indirectly supervised by a licensed staff radiographer at all times. The radiographer is responsible for:

- reviewing the request for examination in relation to the student's achievement.
- evaluating the patient's condition in relation to the student's achievement.
- determining when and if the imaging procedure must be repeated.
- reviewing and approving the radiographic images.

DIRECT SUPERVISION

Direct supervision requires that the **radiographer be physically present and observing** the entire procedure, and is required for:

- exams that have not been comped
- surgical procedures
- mobile procedures (incl. mobile fluoroscopy)
- repeat imaging

INDIRECT SUPERVISION

Indirect supervision is acceptable for exams that have been comped, and requires that the **radiographer is physically adjacent to the student's location, within hearing range.** Phone contact does not qualify as indirect supervision.

1:1 RATIO

All students and technologists must practice a 1:1 ratio. The number of students assigned to a clinic site shall not exceed the number of staff technologists assigned to the department. When working together there should be no more than one student working with a technologist. It may be temporarily acceptable that more than one student is assigned to a staff technologist during unusual procedures.

INTRAVENOUS CONTRAST

Students may participate in exams (such as Intravenous Pyelograms) in which the patient receives an intravenous contrast injection. Students do not undergo formal training in venipuncture and IV contrast administration as part of their training at RRCC. Therefore, students are not to perform venipuncture or to push contrast intravenously. If called upon to do so at clinical, the student must inform the tech that this is out of their scope of practice.

ADVANCED CLINICAL ROTATION

RRCC provides learning opportunities in advanced imaging and therapeutic modalities via curriculum content and an optional advanced clinical rotation at our JRCERT affiliated sites. Advanced Clinical Rotations may also be used by students to explore non-traditional shifts, such as weekends or overnights. Students must be directly supervised by a technologist during advanced clinicals. The patient

care and procedural responsibilities of the student are left to the discretion of the supervising technologist. Students must also adhere to any additional requirements as deemed necessary by the department and facility in which they are attending advanced clinicals. Student performance during advanced clinicals will be evaluated by the supervising technologist in multiple areas, including professionalism and attendance.

PAID STUDENT TECHNOLOGIST POSITIONS

Some students choose to apply for “Student Tech” positions at medical facilities. These positions are offered and managed at the sole discretion of the employer. Students in these roles are not yet licensed by the ARRT and remain under the supervision and policies of the hiring institution. Paid employment is entirely separate from program-related clinical education. Paid work activities do not fulfill program requirements. Clinical internship hours cannot be counted as work hours, nor can employment hours be counted as clinical internship time. While attending clinical internship, students must not use any system access or logins associated with their employee role that are not granted in their student role.

APPENDIX A: STUDENT HANDBOOK ACKNOWLEDGEMENT



RTE STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read the Radiologic Technology Student Handbook and understand the policies and procedures contained therein. I understand that I will be subject to all policies found in this handbook, the RRCC Handbook, and specific course syllabi.

Printed Student Name

Student Signature

Date

APPENDIX B: PHYSICAL REQUIREMENTS

Never (N)		Occasionally(O)			Frequently(F)		Constantly(C)				
0%		1 - 33%			34 - 66%		67 - 100%				
To be moved: Include weight of object and distance carried					Description of movement: lift/lower, push/pull, carry, reach above			N	O	F	C
Patients: (1-300 #/1-200 ft.					All with assistance if > 50#					X	
Supplies: Boxes, linen bags, supply carts- 1-200 ft.					All with assistance if > 50#					X	
Equipment: Carts/O2 tanks, portable monitors - 1-200 ft.					All with assistance if > 50#					X	
Physical		N	O	F	C	Physical		N	O	F	C
Standing:					X	Fingering:					X
Walking:					X	Handling:					X
Sitting:			X			Feeling:				X	
Stooping:			X			Visual acuity: near					X
Kneeling:			X			Visual acuity: far					X
Squatting:			X			Depth perception:					X
Climbing:			X			Color discrimination:				X	
Balancing:			X			Peripheral vision:				X	
Other:						Talking:					X
Reaching-above shoulder:				X		Hearing:					X
Reaching-at or below shoulder:				X		Running:			X		
Grasping:					X	Other: writing				X	
Physical surroundings:		N	O	F	C	Environmental conditions:		N	O	F	C
Cold (50f or less):			X			Chemicals:			X		
Heat (90f or more):			X			Gases/Fumes:			X		
Dampness:			X			Dust:			X		
Inside work:					X	Radiation:			X		
Outside work:			X			Other:					
Walking surface: Tile/Carpet, cement/asphalt				X		Vibration:			X		
Heights: 5 feet			X			Noise: Low-Moderate				X	

APPENDIX C: PREGNANCY CONTRACT



STUDENT PREGNANCY CONTRACT

Student: _____

Declaration of pregnancy is voluntary and can be withdrawn at any time. If no declaration is made, the student will continue in the program without modification. After declaration is made, the student will receive:

- An advising session to discuss radiation safety during pregnancy.
- A fetal radiation badge to monitor exposure to the fetus. The student may choose to stay out of radiation areas until the fetal badge is received. The student's fetal radiation dose will be monitored by the RSO, and the student will be advised should they receive a dose over the NRC monthly dose limit of 5 mrem.

*If the student ever feels that they are working in an unsafe area or under conditions that they feel are detrimental to themselves or their fetus, they should stop immediately and report to the Program Director.

*Students placed under any physician restrictions must immediately notify the Program Director and provide documentation of the restrictions.

To declare pregnancy, please choose one of the following options:

1. Student declares pregnancy and continues in the program without modification
2. Student declares pregnancy and chooses to take leave from the program for a specified period of time. The student may be eligible to re-enter the program at a later date. The terms of re-entry will be documented and agreed upon by the student and Program Director. The student must complete, upon return, **ALL** requirements for graduation, including length of time in the program, required courses and clinical competencies and rotations. No degree will be issued until all requirements have been successfully met.

To withdraw previous pregnancy declaration, please choose the following option:

3. Student wishes to withdraw pregnancy declaration and continue in the program without modification.

Selected option of the Radiography Student _____

Student: _____

Date: _____

Program Director: _____

Date: _____