



**RADIOLOGIC TECHNOLOGY  
STUDENT HANDBOOK  
2018-19**

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## **OVERVIEW OF THE RADIOLOGIC TECHNOLOGY EDUCATION PROGRAM**

This handbook has been compiled as a guide for the radiologic technology education (RTE) students accepted to Red Rocks Community College. Students should familiarize themselves with the information contained in this book, sign the acceptance form found at the end of the handbook and turn it in. It is a guide but is subject to change. Every RTE student is subject to the policies and procedures found within this manual.

The Red Rocks Community College RTE program is geared toward the passing of appropriate registry exams in the medical imaging program of acceptance. Classes and learning are planned at an accelerated pace and the student is expected to take responsibility for their successful learning outcomes. Classes will be conducted with the expectation that the student will be prepared prior to lecture/lab and to participate and interact with faculty and peers. The classroom and lab learning will be carried over into the monitored clinical setting where consistency, competency and quality of exams will be provided and evaluated. In this program, the educational experience will take place in the classroom, lab, and in a supervised clinical site.

All RTE students will assume the responsibility for observing the college rules and regulations as stated in the current college catalog and this handbook. All RTE students are also responsible for following the individual course syllabus guidelines. Each clinical affiliate also has rules and regulations that must be observed while the student is assigned to their clinical site. The clinical affiliate and specific affiliate personnel have a direct role in the clinical education of the student and are required to observe the policy guidelines contained in this handbook. Each affiliate will provide a clinical site instructor who will have the primary responsibility for the imaging student. All clinical staff will work in conjunction with the college faculty/instructors to ensure a constructive and consistent flow of feedback is maintained.

Completion of the program does not guarantee eligibility for licensing certifications or employment upon graduation. It is the student's responsibility to find out if they meet the specific eligibility requirements of licensing bodies and/or potential employers. Students who are prohibited by any RRCC clinical affiliate to attend their facilities will not be eligible to participate in the program.

The program reserves the right to alter or revise the policy guidelines at any time as needed.

## **RADIOLOGIC TECHNOLOGY EDUCATION (RTE) PROGRAM FACULTY CONTACT INFO**

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## **GENERAL INFORMATION**

### **RED ROCKS COMMUNITY COLLEGE 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.

### **RED ROCKS COMMUNITY COLLEGE 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.

### **RED ROCKS COMMUNITY COLLEGE VALUE STATEMENT**

We value integrity, collaboration, learning, inclusiveness, and communication.

### **RADIOLOGIC TECHNOLOGY EDUCATION (RTE) 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, patient-centered care and quality diagnostic services to the community as entry-level radiologic technologists.

### **RTE PROGRAM GOALS & STUDENT LEARNING OUTCOMES**

- Goal #1: Students will be clinically competent
  - Students will apply positioning skills
  - Students will apply patient care and safety principles
- Goal #2: Students will communicate effectively
  - Students will demonstrate verbal communication skills
  - Students will demonstrate written communication skills
- Goal #3: Students will use critical thinking and problem solving skills
  - Students will adapt methods to accommodate challenging scenarios
  - Students will adequately critique and evaluate images
- Goal #4: Students will demonstrate professionalism
  - Students will demonstrate awareness of organizations that promote the radiologic technology profession
  - Students will exhibit professional behavior in the clinical setting
- Goal #5: Students will serve their communities as radiologic technologists upon graduation\*
  - Students will complete the program
  - Students will pass the national registry exam
  - Students will be employed

\* To view current statistical data for these outcomes, please visit <https://www.rccc.edu/radiologic-technology>

## **ACCREDITATION**

Red Rocks Community College 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).

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
312-704-5300  
Email: mail.jrcert.org  
For more information, or go to [www.jrcert.org](http://www.jrcert.org)

## **APPLICATION AND SELECTION PROCEDURE**

Students wishing to learn more about the application and candidate selection process may visit the following web pages:

RTE admissions requirements: <http://www.rccc.edu/radiologic-technology/admissions-requirements>  
Applying to the RTE program: <http://www.rccc.edu/radiologic-technology/apply>

## **COURSE POLICIES**

### **COURSE DESCRIPTIONS**

Students wishing to view current course descriptions may visit the following web page:  
<http://www.rccc.edu/schedule-catalog>

### **DIDACTIC ATTENDANCE POLICY**

The information presented in class will directly affect the medical diagnosis, treatment and safety of patients. Therefore, students are expected to attend all classes and assigned labs. Students who are frequently absent, tardy, or leaving early will have their course grade reduced.

- The first incident carries no grade deduction
- The second incident results in a 1% grade deduction
- The third incident results in a 3% grade deduction
- The fourth incident results in a 5% grade deduction
- The fifth incident results in a 10% grade deduction
- The sixth incident results in a 15% grade deduction
- Seven or more incidents result in a failing course grade and the student may not be eligible to continue in the program



Students should note that each absence, tardy, or leave early violation is considered a single incident. For example, a student who is late twice and absent twice will have their course grade deducted 5%. **Grade deductions apply only to the course, not the whole program.** After the course is over, the student's attendance record is re-set. Students who can provide documentation verifying the missed time may be eligible to have grade deductions waived.

## GRADING SCALE

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

## ACADEMIC STANDARDS AND PROGRAM PROGRESSION

**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.

## STUDENT CONDUCT

Students must adhere to the standards of conduct as set forth by RRCC. To view current standards in the RRCC Student Handbook, visit <http://www.rrcc.edu/student-life/handbook>. Students found in violation of the student code of conduct may be subject to disciplinary action or dismissed from the program.

## PROFESSIONALISM

At all times, students are expected to 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.

## HIPAA

Students will receive instruction regarding HIPAA compliance in RTE 101 and just prior to clinical internship. Students are expected to 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 DISHONESTY

Academic dishonesty will not be tolerated and may result in dismissal from the program. Academic dishonesty includes, but is not limited to (1) Falsification of paperwork such as comps, timesheets, etc.; (2) use of any unauthorized assistance in taking quizzes, tests, or examinations; (3) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; (4) the acquisition of tests or other academic

materials belonging to the college faculty or staff without permission, or (5) plagiarism or the use of, by paraphrase or direct quotation without correct recognition, the published or unpublished works of another person. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Writing assignments must be 70-80% original. This means that the majority of the work is done in the student's own words, without relying heavily on the works of others.

MIE students are subject to the all policies and procedures of the RTE Student Handbook, RRCC Handbook and course syllabi. The RRCC Student Handbook is your most current source of dates, resources, contacts, and policies: <http://www.rccc.edu/student-life/handbook>.

## **MOBILE DEVICE USE**

Excessive mobile device use is considered disruptive, disrespectful and unprofessional. Students who exhibit this behavior in the classroom, lab or clinical environment may be asked to leave and the missed time will be subject to the attendance policy.

## **DISCIPLINARY ACTION**

Students found in violation of any of the policies found in the RTE Student Handbook, RRCC Student Handbook, or course syllabus will be subject to disciplinary action. The student will be notified of the violation and then given an opportunity to meet with the program director or designee to respond to the allegations. Then the program director or designee will make a determination as to whether a violation has occurred and what the appropriate disciplinary sanction will be. If the violation is verified, one or more of the following sanctions may be imposed: a warning (via a verbal or written advising), probation, academic consequences, suspension, or program dismissal. Multiple written advisements may also result in program dismissal. Should the student wish to appeal the imposed disciplinary sanction, they may follow the appeal and/or grievance procedure found in the RRCC Student Handbook.

## **ACCESSIBILITY**

### **ACCESSIBILITY STATEMENT**

Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, call Accessibility Services at 303-914-6733, 720-336-3893 (VP) or email Accessibility Services ([access@rccc.edu](mailto:access@rccc.edu)). More information is available at the Accessibility Services website ([www.rccc.edu/accessibility-services/](http://www.rccc.edu/accessibility-services/)).

Note: Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive.

### **NON-DISCRIMINATION STATEMENT**

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228-1255, 303-914-6298.

## **HEALTH AND SAFETY POLICIES**

### **PHYSICAL & HEALTH REQUIREMENTS**

In keeping with the accreditation standard of a curriculum that reflects assessment of affective, cognitive, and psychomotor domains, the Medical Imaging Program has adopted technical standards which outline the health and physical requirements for students enrolled in the program. These standards apply to all candidates for admission and to all students at all times during training. Students who experience a health status change in which they no longer meet the program's physical and health requirements must notify the program director or clinical coordinator immediately. For detailed information, please see Physical Requirements (Appendix B).

A physical examination is required for entry to the program. Practitioners who are authorized to complete the physical exam form include any licensed physician, a physician assistant with a licensed physician or an advanced practice nurse whose training is in adult or family medicine. The student must also submit a current immunization record, that documents compliance with program vaccination requirements.

Students are responsible for their own health prior to admission and during the entire educational experience. Students must provide proof of active medical insurance coverage while in the program and are responsible for maintaining 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 Programs are 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 at 303.914.6032.

### **BACKGROUND CHECK & DRUG SCREENS**

Applicants are required to complete a background/drug screen within 90 days after they are offered a spot in the program and may be subject to additional screenings while in the program. Students with a failed background check/drug screen are ineligible for participation in the program. To see what criminal offenses disqualify students from participating in the program, please visit the webpage: <http://dev.rccc.edu/sites/default/files/u837/Disqualifying%20criminal%20offenses%20CCCS.pdf> 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.

### **COMMUNICABLE DISEASE POLICY**

Students who know or have reason to believe that they have a communicable disease are expected to 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.

Communicable diseases include, but are not limited to: Chickenpox, Conjunctivitis (pink eye), Hepatitis A, B, C and D, HIV/AIDS, Influenza, Measles, Meningitis, MRSA, Tuberculosis, Whooping cough, gastrointestinal infections, respiratory infections, leprosy, and tuberculosis. For a current list of

communicable diseases, please visit [www.cdc.gov](http://www.cdc.gov). Individuals with a fever of 100 degrees or higher should stay home during and for at least 24 hours after they no longer have a fever.

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 physician'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](http://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.

## **EMERGENCY PREPAREDNESS**

RRCC's current emergency operations plan can be found at:  
<https://www.rrcc.edu/sites/default/files/campus-police-EmergencyPlan.pdf>

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.

## **INJURY DURING CLINICAL INTERNSHIP**

If a student has an exposure to a contaminated or potentially contaminated instrument or is otherwise injured during clinical, a workman'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 clinical site instructor or 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 Human Resources at 303-914-6297 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 physician.**

## **STUDENT PREGNANCY**

Declaration of pregnancy is voluntary and can be withdrawn at any time. Written declaration or withdrawal of declaration is required. Students are given the option for 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 any physician 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**

Medical Imaging students may enter their clinic site's MRI suite. It is important for the student to practice MRI safety precautions prior to entering the static magnetic field.

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. For additional information, review the American College of Radiology's guidelines for MRI Safety, <http://onlinelibrary.wiley.com/doi/10.1002/jmri.24011/pdf>.

Red Rocks Community College RTE students must complete an MRI safety screening form prior to attending clinical.

**RADIATION SAFETY**

Students will learn safe radiation protection practices within their didactic courses. Each student is expected to follow these learned procedures throughout the course of their clinical experience.

The RTE program practices the ALARA principle for radiation protection. Students of the Red Rocks Community College RTE Program shall practice radiation safety principles on all patients, healthcare providers and themselves, regardless of age.

## PERSONAL RADIATION MONITORING DEVICE GUIDELINES

All RTE students and faculty are subject to the occupational exposure limits as stated by the *Summary of Recommendations No. 116* in the National Council on Radiation Protection Measurements (NCRP). <http://ncrponline.org/wp-content/themes/ncrp/PDFs/Summary-NCRP-Report-No-148.pdf>

### GUIDELINES FOR PERSONAL DOSIMETERS

Students and faculty who work with x-ray equipment will be supplied with a personal radiation dosimeter. This badge must be worn at all times when in the clinical setting. **Students who are not wearing their provided dosimeter will be asked to leave the clinic site and will not be allowed to return until they have their badge.** *Attendance policy will apply.*

### EXCHANGING DOSIMETERS

Students will be responsible for exchanging their dosimeters bi-monthly. **Students who fail to exchange their badge by the Radiation Safety Officer's 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 on time or is lost. *Attendance policy will apply.* Students who declare pregnancy will exchange badges monthly. *See pregnancy policy.*

### LOST OR DAMAGED DOSIMETERS

If a student loses their dosimeter, the Radiation Safety Officer must be notified IMMEDIATELY so that a replacement badge may be requested from the service provider. The student is responsible for any cost associated with the replacement. *Attendance policy will apply.*

### USE OF DOSIMETERS

Dosimeters should be worn at the collar level, outside of the lead apron. Wear it so that the name tag faces toward the source of radiation

### 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.

### ADDITIONAL GUIDELINES FOR DOSIMETER USE

- Students must wear a radiation badge at all times in the lab or during clinical internship
- **Students without a badge are not permitted in the lab or at clinical**
- 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 Radiation Safety Officer (RSO) promptly and request replacement badges. Your RSO is typically the clinical coordinator.
- Do not wear your dosimeter when you receive a medical x-ray or other medical radiation treatment. Your badges 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. *See Pregnancy Policy.*

- If you perform radiation work at another institution, it is the responsibility of that institution to provide you with a separate monitoring badges.

### RADIATION DOSE REPORTS & DOSE LIMITS

The Luxel body badge contains a sheet of radiation-sensitive aluminum oxide sealed in a light and moisture proof packet. When atoms in the aluminum oxide sheet are exposed to radiation, electrons are trapped in an excited state until irradiated with a specific wavelength of laser light. The released energy of excitation, which is given off as visible light, is measured to determine radiation dose. The packet contains a series of filters designed so that the energy and type of radiation can be determined. In order for the radiation type and energy to be determined, the dosimeter must be worn so that the front of the dosimeter faces towards the source of radiation. Luxel body dosimeters are among the most sensitive dosimeters available. The minimum detectable dose is 1 millirem for x-rays.

Student radiation exposure data is maintained and monitored by the RSO and is available to students upon request. Students will be advised if they have received a dose beyond the acceptable threshold.

### DOSE REPORTS

Once dose reports are received the RSO will review to ensure appropriate dose limits. The report consists of the following measurements:

- Deep Dose Equivalent (DDE)
  - Records penetrating radiations such as x-ray or gamma radiation. DDE are applied against the whole body dose limit.
- Lens Dose Equivalent (LDE)
  - Records dose to the lens of the eyes is due to an intermediate range of radiations and energies. LDE are applied against the lens of the eye dose limit.
- Shallow Dose Equivalent (SDE)
  - Records less penetrating radiations such as beta radiation and low energy x-rays. SDE are applied against the skin dose limit.

The minimum reportable dose for body badges is 1 mrem for x-rays and gamma rays or 10 mrem for energetic beta radiation. If a dose of "M" is reported, the total dose received was minimal, i.e., less than the minimum reportable dose. The RSO has established investigational levels at doses that are  $\geq 12\%$  of the federal and state dose limits. **If a dose is reported that exceeds the investigational level, the RSO will contact the student and conduct an investigation and provide counseling to minimize dose in the future.**

### EXPOSURE HISTORY

For a copy of your radiation exposure history, contact the RSO. The RSO maintains radiation exposure records indefinitely. Current and former students may request their radiation exposure history. A signed release statement must accompany any request from the graduate's new employer.

	RRCC Investigational Dose Limits			NRC Dose Limits		
	Bi-Monthly	Annual	Lifetime	Bi-Monthly	Annual	Lifetime
<b>DDE (Whole Body)</b>	<b>100 mrem</b>	1200	2160	833	5000	18000
<b>LDE</b>	<b>300</b>	3600		2500	15000	
<b>SDE (Extremity/Skin)</b>	<b>1000</b>	12000		8333	50000	
<b>Fetal</b>	<b>10</b>	120		83	500	
<b>General Public</b>	2	24		17	100	

LIFETIME DOSE IS AGE X 1,000 MREMS. 18 YEARS WAS USED FOR THIS CHART.

### PATIENT HOLDING PROCEDURES

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 procedure when an immobilization method is the appropriate standard of care. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices

## CLINICAL EDUCATION POLICIES AND PROCEDURES

### INTRODUCTION TO CLINICAL INTERNSHIPS

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 SITE INSTRUCTORS

The Clinical Site Instructor is a staff technologist employed by the clinical facility who acts as a preceptor for RRCC. The instructor works under the direct supervision of the Director of Imaging Services, Department Supervisor, or imaging Lead. In addition to the job requirements and responsibilities of a staff medical imager, the clinical site instructor is responsible for the technical education of medical imaging students in accordance with the guidelines established by Red Rocks Community College. These guidelines will follow the appropriate written standards for each program.

### CLINICAL SITE INSTRUCTOR RESPONSIBILITIES

In addition to the chain of command of the imaging facility, the Clinical Site Instructor may also be expected to fulfill the following duties:

- Coordinate student's clinical assignments with the appropriate scheduling personnel.
- Evaluate student exams for quality and quantity of work being performed.
- Evaluate student's clinical experience for both performance and professionalism.
- Complete appropriate forms supplied by the RRCC medical imaging student.



- Assign the medical imaging student within the scheduled department area to ensure full exposure to procedures performed at your facility.
- Counsel and guide students to help them develop the necessary skills and attitudes needed to perform as medical imagers.
- Report on a regular basis to the program representative of RRCC as to the status of each student in the internship program
- Give regular feedback on the student's progress to both the student and RRCC
- Perform other duties both educational and technical as they apply.
- Maintain competency in the professional discipline through continuing professional development.

### MINIMUM QUALIFICATIONS

- Member in good standing with a registry appropriate for the imaging modality in which the student is assigned.
- Two years' professional experience post registry.
- Skilled in oral and written communication.
- Skilled in interpersonal communication.
- Ability to work efficiently under pressure.
- Ability to willingly accept responsibility.

### CLINICAL SITE VISITORS

The Clinical Site Visitor is employed by RRCC and works under the direct supervision of the Clinical Coordinator and/or Program Director. The visitor's primary responsibilities are to observe and educate students in the clinical setting. The visitor's secondary responsibility is to check-in with the clinical site instructor and department leadership regarding student performance, etc. Visitors are to report back to the Clinical Coordinator or Program Director with any pertinent information. **Due to liability and contractual agreement, visitors are not to participate directly in any exams or services provided by the facility.** Should direct intervention be required during an exam, the visitor should seek assistance from a staff technologist.

### CLINICAL SITE VISITOR RESPONSIBILITIES

- Observe and educate students.
- Check-in with clinical site staff and leadership.
- Evaluate student exams for quality and quantity of work being performed.
- Evaluate student's clinical performance and competence.
- Complete appropriate forms supplied by the RRCC medical imaging student.
- Advise and mentor students to help them develop the necessary skills and attitudes needed to perform as medical imagers.
- Report on a regular basis to the Clinical Coordinator or Program Director with any concerns/issues.
- Ensure the requirement of a 1:1 ratio of student and tech is being observed.
- Ensure that students always have proper supervision from staff technologists.

### MINIMUM QUALIFICATIONS

- Member in good standing with a registry appropriate for the imaging modality in which the student is assigned.
- Two years' professional experience post registry.
- Skilled in oral and written communication.
- Skilled in interpersonal communication.

- Ability to work efficiently under pressure.
- Ability to willingly accept responsibility.

## **CLINICAL AFFILIATES**

Students admitted into the Medical Radiologic Technology program will have the opportunity to be assigned to any of the following clinical facilities (subject to change):

- Lutheran Medical Center
- Good Samaritan Medical Center
- Touchstone Imaging
- Kaiser Franklin
- St. Joseph's Hospital
- St. Anthony's Hospital
- 84<sup>th</sup> Neighborhood Clinic
- St. Anthony's North Medical Center
- Sally Jobe Imaging Center

## **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.

Once a student has been assigned to a clinic site they may not modify their rotation or schedule. Students may not switch schedules or assignments with other students, change their schedules due to work conflicts, or make any other modifications for personal reasons. Only the Clinical Coordinator or Program Director may modify a student's clinical rotation or assignment.

The student will be assigned various shifts and rotations throughout their clinical experience. Students may be required to attend clinic during evening, overnight, or weekend hours.

## **TRANSPORTATION**

Students are responsible for providing 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.

## **CLINICAL ELIGIBILITY**

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.

## **TRAJCSYS REPORTING SYSTEM**

Students are required to use the Trajecsys Reporting system for various functions throughout the program. The registration fee of \$100 is paid by the program and covers all required clinical internship courses. 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 Trajecsys accounts.

### **TIME RECORDS & CLOCK-IN**

Students are required to use the Trajecsys Reporting System to clock in and out of clinic. *See Clinical Attendance Policy.*

### **DAILY LOG SHEETS**

Students are required to use the Trajecsys system to complete daily exam log records to document their clinical experience.

### **DOCUMENTS AND PROTOCOLS**

Students should check Trajecsys for hospital protocols and additional documentation.

### **UNIFORMS**

- Students are responsible for purchasing and maintaining their own clinic uniforms.
- A white scrub shirt worn with navy scrub pants must be worn by all students during clinical education. The uniform shirt will display the program patch on the left upper chest. Removable patches are not allowed.
- A long sleeved, short-white lab coat may be worn over the scrub top. The RRCC program patch must be sewn onto the left sleeve of the lab coat, one inch below the seam of the sleeve. Removable patches are not allowed.
- Uniforms must be neat, clean and pressed at all times in the clinical setting. The uniform must also fit correctly.
- Shoes must be of neutral color (e.g., brown, navy, black, white, grey) with very limited embellishment and OSHA compliant. No high-tops. Canvas or fabric shoes are not advised due to the possibility of allowing fluids to seep through. Open toe or open heel shoes are not permissible. Shoes must be clean and serviceable at all times in the clinical setting. Shoes are subject to approval by program faculty at all times. To avoid disease transmission, students are encouraged to have a dedicated pair of clinical shoes that they do not use outside the clinic setting.
- Appropriate undergarments must be worn at all times in the clinical setting and should not be visible through the scrub uniforms.
- A short or long sleeved undershirt may be worn underneath the scrub top. The undershirt cannot have any writing or design visible and short sleeves cannot hang below the sleeves of the scrub top. The undershirt should coordinate with the colors of the uniform and therefore should maintain a **neutral color** (brown, navy, black, white, grey).
- 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.
- The clinical facility name tag and RRCC Student ID must always be worn in the hospital or clinic at all times. Markers are considered part of the RTE student uniform, and should therefore remain with the student.

## MARKERS

Radiographic right and left markers are considered part of the RTE student uniform. They must be with the student at all times while at clinic and in the lab.

### PURCHASING MARKERS

Each student must purchase **two** sets of markers for use in the lab and clinical setting. This is at the student's expense and should be done prior to the start of the program. It is the student's responsibility to maintain **two or more** complete sets of markers at all times.

Markers must be verified and approved by a Clinical Instructor or Clinical Coordinator.

### LOST MARKERS

If either the 'R' or 'L' marker are lost, the set is no longer complete. Students must have a replacement within **two weeks**. Replacement markers are purchased at the student's expense.

**Students may not attend clinic without markers.** If the student lost their primary set and their backup set, they may request temporary markers from the Clinical Coordinator.

Students who do not replace their markers and do not return the borrowed set to the Clinical Coordinator **after two weeks, will not be allowed to returned to clinic until their replacement markers are received.** *The attendance policy will apply.*

## PROFESSIONAL APPEARANCE & CONDUCT

Students will be expected to maintain uniform dress standards required by the RRCC Medical Imaging Education Programs. These include the highest standards of cleanliness, neatness, professionalism and safety. Students who fail to adhere to the program dress code may be requested to leave the clinical facility until they return in proper uniform. Any clinic time missed for this purpose will be subject to the attendance policy.

### PERSONAL HYGIENE

Students are expected to maintain appropriate personal hygiene. Use of strongly-scented hygiene products are not allowed. Bodily odors or strong fragrances can be unpleasant to patients who are ill or may trigger severe allergic reactions. Hand washing/sanitizing must be done prior to and after patient contact.

Makeup should be tasteful and not distracting or excessive.

### FINGERNAILS

Fingernails should be short and clean. The nail should not be visible when viewing the hand from the palm side. Nail polish may be worn if it is neutral in color and in good repair. **Nail polish is not acceptable in the operating room.** Artificial nails are not permitted at clinic.

### JEWELRY

Jewelry collects bacteria, and therefore should be kept to a minimum. Long necklaces, large hoop earrings, an excessive amount of earrings or rings are not permitted. Students should limit piercings to two studs per ear. No other visible piercings are allowed in the clinical setting.

### TATTOOS

Visible tattoos are discouraged. Students wishing to leave tattoos uncovered must get permission from **both** their Clinical Coordinator and clinical site prior to doing so.

### **GUM CHEWING**

Gum chewing is not allowed in the clinical setting.

### **HAIR**

Hair must be neat, clean and cannot hang in the students face. Hair that surpasses the shoulders must be put up. Long hair that is not tied back or worn up can be grabbed by patients or may drag through body fluids. 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, or otherwise unkempt is not permissible. Head coverings worn for fashionable purposes such as caps, hats, headbands, are not permitted.

### **PHONE/COMPUTER USE**

Usage of any phone or computer (belonging to a student or the department) for personal purposes is strictly prohibited during scheduled clinical hours. Students may use their personal phones during breaks. Students needing a mode of emergency communication with others should distribute the department phone # to friends/family/childcare providers, etc. In the rare circumstance that a student must use any phone or computer for personal purposes, they need to receive approval from the supervising technologist.

### **OTHER PROFESSIONAL GUIDELINES**

- Many of our clinic sites are located on 'smoke-free' campuses, students must adhere to those policies. Smoking must be conducted in designated smoking areas. Students should remain aware that many of the patients are sensitive to the smell associated with smoking.
- Eating food/drinking should be done in designated areas during scheduled breaks
- Working on homework should not be done during scheduled clinical hours, **this includes Trajecsys Daily Logs**

## CLINICAL ATTENDANCE POLICY

Attendance is extremely important within the Medical Imaging programs. Clinical absences will only be excused in extraordinary circumstances and must be approved by the Clinical Coordinator and/or Program Director. Students will receive final course grade deductions for various attendance violations. The student's attendance record is reset after every 8-week clinical course.

*The attendance policy for clinical observations can be found in the RTE 171 course syllabus.* **Definitions**

- **Tardy:** 7 minutes or more past scheduled arrival time
- **Leave Early:** 7 minutes or more prior to scheduled leave time
- **Missed Time Punch:** student fails to clock in or out of Trajecsys for their assigned shift; also refers to students clocking into the wrong clinic site.
- **No Call/No Show:** Failure to notify **both** clinic site **and** clinical coordinator of an **absence, tardy, or leave early.** See *Call-In Procedures.*
- **Absence:** Time absent is measured in 15 minute increments

### Tardy/Leave Early

- 1<sup>st</sup> T/LE = 1%
- 2<sup>nd</sup> T/LE = 3%
- 3<sup>rd</sup> T/LE = 5%
- 4<sup>th</sup> T/LE = 7%
- 5<sup>th</sup> T/LE = 10%
- 6<sup>th</sup> T/LE = 15%

### Missed Time Punches

- 1<sup>st</sup> MTP = 1%
- 2<sup>nd</sup> MTP = 3%
- 3<sup>rd</sup> MTP = 5%
- 4<sup>th</sup> MTP = 7%
- 5<sup>th</sup> MTP = 10%
- 6<sup>th</sup> MTP = 15%

### No Call/ No Show

- 1<sup>st</sup> NCNS = 1%
- 2<sup>nd</sup> NCNS = 3%
- 3<sup>rd</sup> NCNS = 5%
- 4<sup>th</sup> NCNS = 7%
- 5<sup>th</sup> NCNS = 10%
- 6<sup>th</sup> NCNS = 15%

### % Deductions: Unexcused Absences

8-10 hours	0%
10.25-16	3%
16.25-24	7%
24.25-32	10%
32.25-40	15%
40+	20%

### Makeup Days: Excused & Unexcused Absences

8-10 hours	<i>No makeup day required.</i>
10.25-16	<i>No makeup day required.</i>
16.25-24	1 day required
24.25-32	2 days required
32.25-40	3 days required
40+	Add'l time for each absence

**Attendance Violation Example:** *If a student is 45 minutes late to clinic, that student receives both a tardy and 45 minutes towards their total time absent.* Failure to notify the clinic site and the Clinical Coordinator of their late arrival, will also result in an added no call/no show.

## TIME RECORDS

- Hospital computers are the best method of clocking in/out of clinic. Cellphones may be used if a computer is not available. GPS tracking must be turned on.
  - **The clinical coordinator may request that students use a computer to clock in/out at any time.**
- Students should be ready to work, with their belongings put away, prior to clocking in.
- Students should not clock in more than 10 minutes prior to the start of their shift.

- If anyone other than the individual student completes a time punch, it is considered a falsification of records. *See disciplinary actions.*
- Students should maintain professional conduct and complete any exam they have started, even if this means clocking out a few minutes late.
- Students may occasionally stay late for rare exams or required competencies. *If a student stays over 15 minutes late, they must e-mail the Clinical Coordinator and provide a reason. This should be done the same day as the occurrence.*
- **Missed Time Punch**
  - **Missed Clock-In?**
    - Clock in as soon as you remember, do not make a time exception.
    - Notify the Clinical Coordinator.
  - **Missed Clock-Out?**
    - **Do not** clock out from your phone or personal computer if you are offsite.
    - Notify the Clinical Coordinator.

### CALL-IN PROCEDURES

- Notification of any tardy, leave early, or absence must be reported.
  - Absence and tardy notifications must be made within **30 minutes of the start of the shift**. Failure to do so will result in a no call/no show.
  - Leave early notification must be made **prior to the student leaving clinic**. Failure to do so will result in a no call/no show.
- Students must notify both the **clinic staff & clinical coordinator** for each occurrence; tardy, leave early or absence.
  - The **clinic site** must be contacted by **phone**. *Voicemail is not acceptable.*
  - The **clinical coordinator** may be notified by voicemail or e-mail. *The student must also include who they spoke to when they called their clinic site.*
- If the student is absent for consecutive days, they must follow the call-in procedure each day.

### 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.

Makeup days or clinical assignments may be required and are contingent upon individual student hours and will be determined by the Clinical Coordinator.

### SICK-DAYS

Students who miss clinic due to illness will be considered excused only if a doctor's note is provided. Documentation should be provided to the Clinical Coordinator within **3 days of the absence**. If a doctor's note is not provided to the Clinical Coordinator within the designated timeframe, the absence will be considered unexcused.

Students who are absent for 3 or more consecutive days due to illness will be required to produce a doctor's note before returning to clinic. Make-up time may be required. *See Attendance Policy.*

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, they must follow the attendance policy and notify both the clinic site and clinical coordinator.

## **HOLIDAYS**

Students will not be required to attend clinic on college recognized holidays in which campus is closed.

## **UNEXCUSED ABSENCES**

- All absences are considered unexcused, unless otherwise determined by the Clinical Coordinator or Program Director.

## **EXCUSED ABSENCES**

- Students who believe their absence falls under this category should contact the Clinical Coordinator and the request will be reviewed.
- Time missed for excused absences will be documented and makeup days may be required.
- An accrual of 3 or more excused absences within an 8-week clinical course will automatically use the student's 'free' day, even if it was used prior in the course.

## **SCHEDULING MAKEUP DAYS**

- Students are required to complete a *Student Makeup Day Schedule*; this must be submitted to the Clinical Coordinator by a predetermined date. *See course syllabus for date and schedule form.*
- Makeup Day Schedules must be approved by both the clinic site and Clinical Coordinator prior to the student conducting makeup time.
- Makeup days must match the missed shift and rotation.
- Students may not schedule clinic for more than 40 hours/week and shifts may not exceed 10 hours a day.
- Makeup days should be conducted prior to the start of the next semester or graduation, whichever comes first.
- If a student fails to attend or complete their required makeup days, they may not be able to graduate on time.
- The attendance policy will apply to makeup days and deductions will be applied to the current clinical course or will be carried over into the next clinical course.
- Any graded exam performed during a makeup day, must be endorsed by the end of the makeup schedule or clinical course deadline.
- All competencies and evaluations will be applied to the current clinical course or carried over into the next clinical course.

## **DAILY BREAK PERIODS**

- Students are allowed one 30-minute lunch break for any shift greater than 5 hours.
- Students are allowed two 10-minute rest breaks per shift; 1 for the first half and 1 for the second half.
- Students should *not* clock out for these designated breaks.
- Excessive breaks may result in disciplinary action.



- Students are *not* to leave the clinical campus during their scheduled shift. If the student does leave their clinic site for personal reasons they must follow the attendance policy and clock out. A leave early will be applied.
- A student may not skip lunch or adjust their scheduled shift to leave early or come in late.

### **VOLUNTEER DAYS**

Students may attend clinic outside a scheduled semester or clinical course. The following will apply:

- Students must submit a *Volunteer Request* by a predetermined date. *See course syllabus.*
- Volunteer days may be scheduled at a previously assigned facility; however, it is at the site's discretion.
- Students may not schedule clinic for more than 40 hours/week and shifts may not exceed 10 hours a day.
- Disciplinary action will be taken if students are at clinic during unapproved times. All volunteer time must be approved by both the clinic site and clinical coordinator prior to the student attending.
- Volunteer time will not be used as makeup days or accrual days.
- All clinical policies (attendance, grading, daily logs, uniform, etc.) are to be following during this time.
- Any graded exam completed during a volunteer shift must be endorsed before the regular scheduled clinic resumes.
- Competencies and grades will be applied to the current or succeeding clinical course; including attendance deductions.
- Students must be registered and have already paid for the next clinical course before they are allowed to complete volunteer days scheduled between semesters.

### **CLINICAL COMPETENCY**

Students will be graded based on their demonstration of professionalism, skills, and patient care abilities while at clinic. By the end of the clinical internship, each student must successfully complete a specific number of mandatory and elective competencies for program completion. These requirements are determined by the program specific licensing bodies and MIE Programs.

### **CLINICAL COMPETENCY PROCEDURES**

Red Rocks Radiologic Technology students are required to complete a minimum of **55 competencies**. Including 39 mandatory exams and 16 elective exams.

Students will be graded based on their skill demonstration during a clinical procedure on a patient. Clinic site staff technologists are responsible for ensuring the student met all objectives. Once this first phase is passed, the student will demonstrate their ability to perform image evaluation and structure recognition. Students will be required to meet all objectives during both the graded exam and endorsement phase to prove competency on an exam.

### **FAILED COMPETENCY REMEDIATION**

If there is documentation that the student is frequency 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. An action plan will be developed.

## 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 ability

## 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.

## DIRECT AND INDIRECT CLINICAL SUPERVISION

Students are required to always work under the supervision of a registered technologist. There are two types of supervision:

### DIRECT SUPERVISION

Direct supervision is required for exams that have not been comped and for repeat exams. A staff technologist must be physically present and observing.

The following are the parameters of **DIRECT SUPERVISION**

- A qualified medical imager reviews the request for examination in relation to the student's achievement.
- A qualified medical imager evaluates the patient's condition in relation to the student's achievement.
- A qualified medical imager **MUST** be in visual contact with the student during the entire procedure.
- A qualified medical imager reviews and approves the imaging exam.
- A qualified medical imager determines when and if the imaging examination must be repeated. If so, the student will be under the **DIRECT SUPERVISION** of the qualified medical imager.
- After the student has demonstrated competency in performing a specific medical imaging procedure, he/she may be permitted to perform that procedure with indirect supervision.

### INDIRECT SUPERVISION

Indirect Supervision is acceptable for exams that have been comped. A staff technologist is physically adjacent to the student's location, within hearing range. Phone contact does not qualify as indirect supervision. All repeat images must be conducted under 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 uncommonly seen procedures.

### **RADIOGRAPHIC CONTRAST SAFETY**

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

### **CLINICAL OBSERVATION**

Students will attend an observational clinical shift during their RTE 171 Clinical Preparation course. The purpose of these shifts is to orient the student to the clinical setting before attending full clinical internship the following semester. Students are subject to all clinical policies and procedures during observation shifts. However, these clinical shifts are introductory in nature and the student must adhere to the following specific clinical observation policies:

- Students may participate in radiographic exams and procedures at the discretion of the supervising technologist
- **Students cannot make radiographic exposures**
- Students must always operate under direct supervision

See the RTE 171 course syllabus for more details.

### **ADVANCE MODALITY OBSERVATION**

Students who wish to participate in advanced modality shadowing must complete all competency and clinical requirements prior to attending the shadow rotation. Recheck competencies will need to be completed by the predetermined due date. *See course syllabus.*

### **ARRANGING ADVANCED MODALITY SHADOWING**

Students are responsible for arranging their own advanced modality experience. This may be done at any point **after RTE 281.**

Students will complete an *Advanced Modality Shadow Request* for each department they choose to shadow with. Students will return the completed request form to the RTE Clinical Coordinator. *See course syllabus for due date.* **No late requests will be accepted. Students are expected to keep their submitted schedules; no alterations.** Student requests will be declined if their clinical requirements, including rechecks, are not completed prior to the start of their shadow schedule.

### **SCHEDULING ADVANCED MODALITY SHADOWING**

- Schedules should reflect similar days and hours as to the already assigned x-ray schedule.
- Students should first attempt to shadow at their current clinic site, if this cannot be arranged, students may reach out to previously assigned facilities.

- All shadowing will take place during the *final 4 weeks of RTE 282. A maximum of 2 weeks (8-days) may be scheduled for shadowing.*
- Students who wish to schedule shadowing in multiple modalities must arrange for a minimum of 2 days in each modality.

### ADVANCED MODALITY DOCUMENTATION

- Students will use Trajecsys to clock in and must ensure the appropriate site is selected.
- Daily logs are not required for shadowing.
- Students must obtain an *Advanced Modality Shadow Evaluation* from a technologist for every modality they schedule. The original copy of the evaluation must be submitted to the Clinical Coordinator. This evaluation grade will be applied to the student's course grade.
- Students must notify their assigned x-ray department about their shadowing schedule.
  - Notification to their clinic site is to be made at least 48 hours in advance.
  - Students should also write their shadow rotation on the x-ray schedule posted at their clinic site.
  - Failure to notify clinic sites of any absences due to shadowing will result in a no call/no show.
  - The attendance policy, including call-in procedures, will be applied during shadowing.
    - Students will call the Clinical Coordinator and the site in which they were scheduled to shadow at.

### SHADOWING EXPECTATIONS

Students must adhere to any additional requirements as deemed necessary by the department and facility in which they are shadowing. The patient care and procedural responsibilities of the student are left to the discretion of the supervising department.

Students must always operate under direct supervision when shadowing modalities. This means a registered technologist is present and observing the student throughout the procedure. *Technologists and students must operate at a 1:1 ratio.*

Students shadowing in MRI will complete a safety questionnaire prior to their rotation.

### CLINICAL SITE DISMISSAL

If a student is struggling at clinical, the student is strongly encouraged to discuss any issues with RRCC staff before they escalate into clinical site dismissal. A clinical site may permanently or temporarily dismiss a student for a variety of reasons, including if the student is deemed a liability to the facility by clinical staff. Students who are dismissed from clinical are subject to disciplinary action. Clinical site dismissal may result in a failing grade for the internship course and the student may no longer be eligible to continue in the program. **RRCC is under no obligation to transfer a dismissed student to another site.**

The student will be notified of the nature of the dismissal and given an opportunity to meet with the clinical coordinator or designee to respond to the dismissal. Then the clinical coordinator or designee will make a recommendation to the program director as to what the appropriate disciplinary sanction will be. One or more of the following sanctions may be imposed: a warning (via a verbal or written advising), probation, academic consequences, suspension, or program dismissal. The program director

will make the final determination regarding the appropriate disciplinary action. Multiple written advisements may also result in program dismissal. Should the student wish to appeal the imposed disciplinary sanction, they may follow the appeal and/or grievance procedure found in the RRCC Student Handbook.

## 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.

---

Student Printed Name

Student Signature

Date

## APPENDIX B: PHYSICAL REQUIREMENTS

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

