



**RADIOLOGIC TECHNOLOGY
STUDENT HANDBOOK**

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OVERVIEW

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).

This handbook is 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

Charlotte Briscoe, MS, BS, RT(R)
Program Director
Office: (303) 914-6032
Charlotte.Briscoe@rrcc.edu

Teresa Bieker, MHA, RT(R)(MR)
Clinical Coordinator
Office: (303) 914-6038
Teresa.Bieker@rrcc.edu

Sara Chism, RT(R)(M)
Instructor
Sara.Chism@rrcc.edu

Bonnie Barcelo, RT(R)
Instructor
Bonnie.Barcelo@rrcc.edu

Crystal Matthews, RT(R)(BD)
Instructor
Crystal.Matthews@rrcc.edu

GENERAL INFORMATION

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.

RRCC VALUE STATEMENT

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

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, person-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 demonstrate competency in patient positioning
 - Students will demonstrate competency in technical skills
 - Students will demonstrate competency in patient care and patient safety skills
- Goal #2: Students will communicate effectively
 - Students will demonstrate competency in verbal communication skills
 - Students will demonstrate competency in written communication skills
- Goal #3: Students will employ effective critical thinking skills
 - Students will effectively adapt radiographic exam methods to accommodate challenging scenarios
 - Students will properly evaluate images for diagnostic quality
- Goal #4: Students will obtain the knowledge and skills necessary to serve their communities as radiologic technologists upon graduation*
 - Students will pass the ARRT licensing exam
 - Students will complete the program and find employment

* To view current data for these outcomes, please see [Program Effectiveness Data](#)

AAS IN RADIOLOGIC TECHNOLOGY

The following general information about the AAS Degree in Radiologic Technology can be found on the website:

- Graduation requirements: [Radiologic Technology Degree Map](#)
- [Academic Calendar](#)
- [Cost of the program](#)
- Tuition, fees, and refunds: [Tuition at RRCC](#)

ACCREDITATION

RRCC is accredited by the 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. To view RRCC's accreditation status, visit [JRCERT Accredited Program Details](#).

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, go to www.jrcert.org. This website provides information about the [JRCERT Standards](#) and how [reporting process](#).

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.

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](#)
[Applying to the RTE program](#)

- Applicants 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.
- Students who have been dismissed from the program are not eligible to re-apply to the program.

- Entry into the program is contingent upon completing all prerequisites and undergoing a fee-based screening process which includes a background check/drug screen, immunizations, TB testing, etc.
- A failed background check/drug screen may disqualify applicants from participation in the program.
- Completion of the program does not guarantee eligibility for licensing certifications or employment upon graduation. It is the applicant's responsibility to find out if I meet the specific eligibility requirements of licensing bodies and/or potential employers.

COURSE DESCRIPTIONS

Current course descriptions can be found on the [RRCC Catalog](#) webpage.

ATTENDANCE

Knowledge gained from courses and clinical experiences in the program are directly applied to the medical diagnosis, treatment and safety of patients. Therefore, students are expected to attend all required course activities and excessive attendance incidents will result in grade deductions and/or disciplinary action.

CLASS/LAB ATTENDANCE

If the student will be absent, they must notify their instructor. Students who are frequently absent, tardy, or leaving early may have their course grade reduced. Class/Lab attendance incidents are defined as follows:

- **Tardy (T):** arriving after class/lab begins
- **Leave Early (LE):** leaving prior to class/lab dismissal
- **Absence (A):** missing entire class/lab
- **No Call/No Show (NCNS):** Failure to follow the call-in procedure

CLASS/LAB CALL-IN PROCEDURE

Notification of any tardy, leave early, or absence must be reported to the instructor via email/phone on the day of the incident.

- Absence and tardy notifications must be made within **30 minutes of the start of the class/lab**. Failure to do so will result in a no call/no show (NCNS).
- Leave early notification must be made **prior to the student leaving class/lab**. Failure to do so will result in a NCNS.

CLASS/LAB ATTENDANCE INCIDENT GRADE DEDUCTIONS

- 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

Once a student reaches 3 excused or unexcused attendance incidents in a particular course, they will receive a written advising. Further attendance incidents may affect the course grade and/or eligibility to remain in the program.

Students should note that each attendance incident is considered a single incident. Grade deductions apply only to the course, not the whole program. After the course is over, the student's attendance record is re-set.

CLINICAL ATTENDANCE

The clinical 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. Student assigned shifts are to be worked as scheduled and cannot be modified. Students cannot swap shifts or alter the begin/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.

Students who experience multiple attendance incidents may have their course grade reduced. Clinical attendance incidents are defined as follows:

- **Tardy (T):** Clocking in after shift start time
- **Leave Early (LE):** Clocking out prior to the scheduled leave time
- **Absence (A):** A missed clinical shift
- **Every Third Missed Time Punch (MTP):** A student fails to clock in or out, clocks into the wrong site, creates a time exception without permission, or clocks in or out while off campus (i.e. parking lot, drive home, etc.). 6 MTPs equates to 2 incidents and so on.
- **No Call/No Show (NCNS):** Failure to follow the call-in procedure

MISSED TIME PUNCH PROCEDURES

Notify Clinical Coordinator if time punch is missed. Do not make time exceptions.

- **Missed Clock-IN:** Students are to clock-in as soon as they realize
- **Missed Clock-OUT:** If the student is offsite they should **not** clock-out

CLINICAL CALL-IN PROCEDURES

Notification of any tardy, leave early, or absence must be reported on the **day** of the incident. Students are responsible for notifying **both** the **Clinical Coordinator** and the **Clinic Site**.

- Absence and tardy notifications must be made within **30 minutes of the start of clinical**. Failure to do so will result in a no call/no show (NCNS).
- Leave early notification must be made **prior to the student leaving class/lab**. Failure to do so will result in a NCNS.

- Over 3 days of absence with no call-in or program withdrawal notification may result in program dismissal.

Notification:

- The **clinic site** must be contacted by **phone**. *Voicemail is not acceptable.*
- The **clinical coordinator** must be notified by voicemail or e-mail. *The student must include who they spoke to when they called the clinic site.*

CLINICAL ATTENDANCE INCIDENT GRADE DEDUCTIONS

- The first incident carries 1% grade deduction
- The second incident results in a 5% grade deduction
- The third incident results in a 10% grade deduction
- The fourth incident results in a 15% grade deduction
- Five or more incidents result in a failing course grade and the student may not be eligible to continue in the program

Once a student reaches 3 excused or unexcused attendance incidents in a particular course, they will receive a written advising. Further attendance incidents may affect the course grade and/or eligibility to remain in the program.

Students should note that each attendance incident is considered a single incident. Grade deductions apply only to the course, not the whole program. After the course is over, the student's attendance record is re-set.

TIME RECORDS

- Students should be ready to work, with their belongings put away, prior to clocking in.
 - Hospital computers are the best method of clocking in/out of clinic. **The Clinical Coordinator may request that students use a computer to clock in/out 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.
- If anyone other than the individual student completes a time punch, it is considered a falsification of records and will result in disciplinary action.
- Students should maintain professional conduct and complete any exam they have started, even if this means clocking out late.
- Students may occasionally stay late for rare exams or required competencies.

MANDATORY MAKEUP DAY ACCRUAL

- 16.25-24 hrs missed = 1 day required
- 24.25-32 hrs missed = 2 days required
- 32.25-40 hrs missed = 3 days required
- 40.25+ hrs missed = Excessive absenteeism resulting in written advising and further make-up time

SCHEDULING MAKEUP DAYS

- Students requiring makeup days will complete a *Makeup Day Schedule Request* by the designated due date in the course syllabus. These must be approved prior to the student conducting makeup time.
- Makeup days should be conducted as similar shifts as to those missed.

- The attendance policy will apply during makeup days; deductions will apply to the current clinical course or will be carried into the next clinical course.
- Graded exams must be endorsed by the end of the makeup day schedule. All competencies and evaluations will be applied to the current clinical course or carried over into the next clinical course.
- Students who do not complete their makeup days prior to the start of the next semester or graduation (whichever comes first) will have an attendance incident applied for *each* required makeup day.
- Makeup days will be scheduled at the Clinical Coordinator's discretion, preferably before the semester ends.

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. Students are not required to call-in for absences related to college issued delays or closures. It is the student's choice to attend clinic when the college is closed.

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.

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 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.
- 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 they must clock out and the attendance policy applies.

VOLUNTEER DAYS

Students may attend clinic outside a scheduled semester or clinical course and will be scheduled at the Clinical Coordinator's discretion. The following will apply:

- Students must submit a completed *Volunteer Request* by a predetermined date. *See course syllabus.*
- Volunteer days may be approved for a previously assigned facility.
- Volunteer time will not be used as makeup days or accrual days.
- All program policies (attendance, grading, daily logs, uniform, etc.) are to be followed during this time.
- Competencies and grades will be applied to the current or succeeding clinical course (including attendance deductions) and must be endorsed prior to end of volunteer period
- Students must be registered for the next clinical course before they are allowed to complete volunteer days scheduled between semesters.

ADVANCED ABSENCE NOTIFICATION

Students who have planned absences may completed an *Advanced Absence Notification* form. These must be fully completed and submitted a minimum of 48 hours before the absence.

EXCUSED ABSENCES

All attendance incidents are initially considered unexcused. A student may request to have an incident excused due to extenuating circumstances in order to have a course grade deduction waived. Missed time due to childcare issues, work, vacation, traffic/road conditions, inclement weather (campus open), over-sleeping, routine appointments or any other non-extenuating circumstance will not be excused. The student must submit an excused absence request in writing to the instructor, along with adequate documentation, such as a physician's note, etc. All determinations regarding excused attendance incidents will be made on a case by case basis, at the discretion of the instructor.

ACADEMIC 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.

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

DISTANCE EDUCATION

The program may offer some courses in a distance education (DE) format. DE is delivered synchronously or asynchronously, through the D2L learning management system. DE courses may be hybrid (online and in-person), or remote (entirely online). To insure 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 prevents students from accessing outside applications and also prevents use of copy/paste, printing/screen capture during exams. Respondus Monitor utilizes a student webcam to survey the at-home exam environment, record and analyze exam sessions for cheating, and provides visualization of student ID card to help confirm identity.

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 eligible for this, students must provide valid documentation of the problem with screenshots/pictures

and provide an explanation as to why the problem could not be fixed with help from technical support

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 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 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.

DEVICE USAGE

Excessive use of a technology device for personal purposes is considered disruptive, disrespectful and unprofessional. Technology devices include, but are not limited to: computers, laptops, tablets, smart watches, and mobile phones. Students who use a technology device for personal purposes in the classroom, lab or clinical environment may be subject to disciplinary action and/or asked to leave. Missed time will be subject to the attendance policy.

In the rare circumstance that a student needs access to a device for emergency purposes, they must have approval from the instructor or lead technologist prior to device use. As an alternative point of contact, clinical students may distribute the department phone # to friends/family/childcare providers, etc.

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 at least 70% 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.

DISRUPTIONS IN EDUCATION

LEAVE OF ABSENCE

A voluntary leave of absence (LOA) occurs when a student wishes to take a short-term LOA due to extenuating circumstances, but continue in the program with their original cohort group. LOA requests are submitted to the Program Director for approval, and must include documentation of the reason for LOA (e.g. physician's note). Requests for LOA must be received within 3 days of absence from the program. If LOA is approved, the student will sign a LOA action plan, which outlines the requirements of the LOA. Unsuccessful completion of the requirements of the LOA may result in disruption of clinical/classroom education, delayed graduation or program dismissal.

WITHDRAWAL

Program withdrawal occurs when a student is in good-standing but is unable to continue in the program with their cohort group due to personal circumstances (e.g. change in career path, long-term LOA, financial hardship, health issues, etc.). Withdrawal deadlines and policies can be found in the [RRCC Academic Calendar](#). Students needing to withdraw must submit a program withdrawal notification to the Program Director within 3 days of absence from the program. Students are encouraged to evaluate their situation carefully before submitting a withdrawal form, as it cannot be retracted, and results in the immediate removal of the student from the program/cohort group. Students wishing to return to the program after withdrawing are required to follow the re-entry process.

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. Dismissed students are not eligible to re-enter or re-apply to the program. 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 or RTE Student Handbook policies
4. Violations the RTE Student Code of Ethics
5. Violations of course syllabus policies
6. Violation of the terms of a probationary period
7. Non-compliance with LOA requirements
8. Non-compliance with Physical & Health requirements
9. Clinical Site Dismissal
10. Over 3 days of absence with no call-in or notification of withdrawal
11. Refusal/Failure of a background check or drug screen
12. Student is prohibited by any RRCC clinical affiliate to attend their clinical facilities

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 typed 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.

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 is in good standing with the college and program
2. Candidate has not been dismissed from the college or program
3. Candidate has no record of disciplinary sanctions with the college or program
4. Candidate has no record of a refused/failed background/drug screen
5. 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 grievance/appeal procedure.

DISCIPLINARY & GRIEVANCE PROCEDURES

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 physical 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. For example, verbal warnings may be appropriate for minor incidents whereas written advising, probation, academic consequences, and program dismissal may be appropriate for repetitive or safety related incidents.

DISCIPLINARY SANCTIONS

Possible sanctions include:

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

GRIEVANCE PROCEDURE

Students who wish to appeal a decision or ruling made by RTE staff may follow the appeal and grievance procedure found in the [RRCC Student Handbook](#). Grievances must be filed within 3 months of the incident to be eligible for consideration.

ACCESSIBILITY

ACCESSIBILITY STATEMENT

RRCC complies with the Americans with Disabilities Act, wherein qualified students with disabilities are provided accommodations upon request, to assist in their academic success. Students requiring accommodation are encouraged to disclose this to the Program Director as soon as possible. If you have questions about accessibility or accommodations, please contact [Accessibility Services](#).

DISCRIMINATION & HARASSMENT

Types of allegations that are considered discrimination OR harassment:

- discrimination
- harassment
- credible threats of harm
- sexual harassment
- non-consensual sexual contact
- nonconsensual sexual intercourse
- sexual exploitation
- abuse/neglect
- violence

STAFF RESPONSIBILITIES

RTE Staff that have been made aware of any incident must report the allegation to RRCC via the Report a Concern form. If a student or RRCC employee is accused, RRCC will carry out the investigation. If a clinical employee is accused, the clinical site will carry out the investigation.

If the accused is a clinical employee, the RRCC Clinical Coordinator or Program Director must be notified to ensure that a clinical investigation is done. Involvement of RRCC staff in a clinical investigation is at the discretion of the clinical site. Should an RTE staff member be involved in the process, that person's role is limited to supporting the student and observing the meeting. The Clinical Coordinator is responsible for documenting that discrimination and harassment incidents have been addressed and resolved by the clinical site.

MANDATORY REPORTING

RRCC is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, RTE staff have an obligation to report certain issues relating to the health and safety of campus community members. Staff must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct (which includes sexual harassment, non-consensual sexual contact, nonconsensual sexual intercourse, and sexual exploitation) is considered a form of discrimination. In addition to reporting all discrimination and harassment claims, staff must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with the accuser about the incident. In almost all cases, it is the accuser's decision whether or not to speak with that individual. For more information or to reach the Title IX/EO Coordinator, contact the Executive Director of Human Resources at 303-914-6298.

NON-DISCRIMINATION STATEMENT

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, Age Discrimination Act, and Title II of the ADA

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution which prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of race, creed, color, sex/gender, sexual orientation, gender identity or expression, religion, age, national origin or ancestry, pregnancy status, veteran's status, genetic information, physical and/or mental disability or any other category protected by applicable law in its employment practices or education programs. Red Rocks Community College will take appropriate steps to ensure that the lack of

English language skills will not be a barrier to admission and/or participation in vocational education programs.

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 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. Inability to meet physical and health requirements at any time during the program may result in disruption of clinical/classroom education, delayed graduation or program dismissal. 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).

Students admitted to the program are required to have current, compliant documentation of the following items on file with the program:

- Drug Screen
- Background Check
- Physical Exam Certification
- MMR Vaccination
- Varicella (Chicken Pox) Vaccination
- Hepatitis B Vaccination
- Tuberculosis Screening
- Tdap Vaccination
- Health Insurance Card
- MRI Safety Form
- Flu Vaccination
- AHA BLS Healthcare Provider Certification
- Other physical and safety requirements as assigned by the program or clinical site

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 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.

If a clinical student is unable to meet the specific requirements (health, safety, etc.) of their assigned clinical site, RRCC is under no obligation to transfer the student to another site.

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 are will not be eligible to participate in the program, and are subject to program dismissal. Applicants who fail a background/drug screen are also not eligible to re-enter or re-apply to the program.

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.

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 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. 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. 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 epidemic or pandemic, RRCC will follow Colorado Department of Public Health & Environment (CDHPE) and Colorado Department of Education (CDE) recommendations and restrictions on-campus. On-campus classes may be moved to online format if appropriate. Clinical affiliates will provide additional training to students to ensure proper protocols are followed. Students may be given the opportunity to opt-out of in-person educational activities if they wish to limit their exposure. Opt-out students will be provided with an alternative education plan, which may involve a postponed graduation date to complete degree requirements.

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 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 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 303-914-6297 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 (see Appendix C). 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

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 are expected to 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.

All RTE students and faculty are subject to the occupational exposure limits as stated by the NCRP:

NRC/NRCP Occupational Dose Limits			
	Monthly	Annual	Lifetime
DDE (Whole Body)	4.17 mSv (417 mrem)	50 mSv (5,000 mrem)	

LDE (Lens of Eye)	12.5 mSv (1250 mrem)	150 mSv (15,000 mrem)	180 mSv (18,000 mrem)
SDE (Extremity/Skin)	41.64 mSv (4,164 mrem)	500 mSv (50,000 mrem)	
Fetal	.42 mSv (42 mrem)	5 mSv (500 mrem)	
General Public	.08 mSv (8 mrem)	1 mSv (100 mrem)	

LIFETIME DOSE IS AGE X 1,000 MREMS. 18 YEARS WAS USED FOR THIS CHART.
Source: NCRP Report Number 160

GUIDELINES FOR PERSONAL DOSIMETERS

Students and faculty who work with x-ray equipment will be supplied with a personal radiation dosimeter. This dosimeter must be worn at all times when in the clinical/lab setting. Students without a dosimeter are not permitted in the lab or at clinical. Students who miss lab/clinical due to a missing dosimeter will be subject to the attendance policy. **Clinical 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 it.**

EXCHANGING DOSIMETERS

Students will be responsible for exchanging their dosimeters bi-monthly and must do so in-person, on-campus. 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 on time or is lost. Students who declare pregnancy will exchange the fetal dosimeter monthly. See pregnancy policy for more information.

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.

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

- 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.

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.

Students may access their radiation exposure reports via secure login to the Landauer website, or request a copy of their radiation exposure history from the RSO. 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 dosimeters 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.**

	RRCC Investigational Dose Limits (mrem)			NRC/NRCP Dose Limits (mrem)		
	Bi-Monthly	Annual	Lifetime	Bi-Monthly	Annual	Lifetime
DDE (Whole Body)	100	1200	2160	834	5000	

LDE (Lens of Eye)	300	3600		2500	15000	18000
SDE (Extremity/Skin)	1000	12000		8334	50000	
Fetal	10	120		84	500	
General Public	2	24		16	100	

LIFETIME DOSE IS AGE X 1,000 MREMS. 18 YEARS WAS USED FOR THIS CHART.
Source: NCRP Report Number 160

EXPOSURE HISTORY

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.

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 and follow radiation safety policies at all times. Only RTE students and staff are authorized to take part in activities directly involving x-ray equipment (no outside visitors). Violations of radiation safety policies must be immediately reported to the Program Director.

- Student utilization of radiation-producing equipment must be supervised by an RTE staff member who is on-campus and readily available.
- Students wishing to gain access to radiation-producing x-ray equipment when no RTE staff are physically present must seek out an RTE staff member who can provide permission, access and supervision.
- Caution must be used if an exposure is made. The x-ray exposure button should not be handled until everyone is behind an appropriate barrier and a loud announcement of "x-ray!" has been made.
- Radiation dosimeters must be worn by students and staff when operating x-ray equipment

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. It would only be appropriate for a student to hold a patient as a last resort when no other method is available (immobilization device, a tech, parent/guardian, etc.). Students should carefully evaluate the proper course of action and be prepared to justify their decision if they hold a patient.

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 any of the following clinical facilities (subject to change):

- Lutheran Medical Center
- Good Samaritan Medical Center
- Platte Valley Medical Center
- St. Joseph's Hospital
- St. Anthony's Hospital
- 84th Neighborhood Clinic
- St. Anthony's North Medical Center
- Touchstone Imaging
- Kaiser Franklin
- Invision Sally Jobe Imaging Centers
- Miramont Family Medicine

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 assignments are very limited in availability. **If a student refuses to attend a clinical site provided to them, RRCC is under no obligation to transfer the student to another site.**

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.

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.

TRAJESYS REPORTING SYSTEM

Students are required to use the fee-based Trajecsyst Reporting system for various functions throughout the program. 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.

TIME RECORDS & CLOCK-IN

Students are required to use the Trajecsyst Reporting System to clock in and out of clinic.

DAILY LOG SHEETS

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

DOCUMENTS AND PROTOCOLS

Students should check Trajecsyst for hospital protocols and additional documentation.

UNIFORMS

Students are expected to follow the program dress code at all times. Student not wearing the appropriate uniform may be requested to leave the clinical facility until they can return in proper uniform. Any clinic time missed for this purpose will be subject to the attendance policy.

- 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 compliant with marker requirements and will be verified and approved via CastleBranch.

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 to missed time.

PROFESSIONAL APPEARANCE & CONDUCT

Students will be expected to maintain the highest level of clinical professionalism at all times. Students who fail to adhere to the professional appearance and conduct requirements are subject to disciplinary action and/or grade deductions per the syllabus.

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

PERSONAL HYGIENE & GROOMING

Students are expected to maintain appropriate personal hygiene and grooming standards.

- Bodily odors or strong fragrances can be unpleasant to patients who are ill or may trigger severe allergic reactions. Use of strongly-scented hygiene products are not allowed.
- Hand washing/sanitizing must be done prior to and after patient contact.
- Makeup should be professional and not distracting or excessive.
- 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, 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 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.

SMOKING

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.

FOOD/DRINK

Eating food/drinking should be done in designated areas during scheduled breaks. Gum chewing is not allowed in the clinical setting.

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 of **52 competencies**, including 39 mandatory exams and 13 elective exams.

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
- 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.

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.

ADVANCED CLINICAL ROTATION

RRCC provides learning opportunities in advanced imaging and therapeutic modalities via curriculum content and an optional advanced clinical rotation. Advanced clinical rotation is available during RTE 282 Radiographic Clinical Internship V, which occurs during the final semester of the program. Students are responsible for arranging their own advanced rotation(s). Students who wish to participate in advanced clinicals must complete all competency and clinical requirements and receive approval from the Clinical Coordinator prior to attending.

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. If a student wishes to do an observation of a modality not offered at a JRCERT recognized site, they can do so, but cannot participate in patient care at that site. Students must also adhere to any additional requirements as deemed necessary by the department and facility in which they attending advanced clinicals. Student performance during advanced clinicals will be evaluated by the supervising technologist in multiple areas, including professionalism and attendance. More information about advanced clinical can be found in the RTE 282 syllabus.

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.

Student Signature

Date

***UPLOAD THIS FORM TO CASTLEBRANCH BY AUGUST 15TH**

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: _____