Radiologic Technology Student Handbook

FL: Associate of Science Degree Program

MN: Associate of Applied Science Degree Program

All Campuses
**ARRT Code of Ethics**

The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

*Taken from:* [https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf](https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf)

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, 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 health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.
# Table of Contents

<table>
<thead>
<tr>
<th>The Radiologic Technology Student Handbook</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview</td>
<td>5</td>
</tr>
<tr>
<td><strong>The Radiologic Technology Program Goals and Mission</strong></td>
<td>6</td>
</tr>
<tr>
<td><em>Program Mission Statement</em></td>
<td>6</td>
</tr>
<tr>
<td><em>Program Vision Statement</em></td>
<td>6</td>
</tr>
<tr>
<td>Philosophy of the Program</td>
<td>6</td>
</tr>
<tr>
<td><strong>Goals of the Radiologic Technology Program</strong></td>
<td>7</td>
</tr>
<tr>
<td>Time and Commitment</td>
<td>7</td>
</tr>
<tr>
<td>Program Faculty</td>
<td>8</td>
</tr>
<tr>
<td>Programmatic Accreditation</td>
<td>9</td>
</tr>
<tr>
<td><strong>JRCERT Program Standards</strong></td>
<td>10</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>11</td>
</tr>
<tr>
<td>Program Effectiveness Measures</td>
<td>11</td>
</tr>
<tr>
<td>Fees</td>
<td>11</td>
</tr>
<tr>
<td>Immunizations</td>
<td>12</td>
</tr>
<tr>
<td>Background Checks/FDLE/MN</td>
<td>13-15</td>
</tr>
<tr>
<td><strong>ARRT Application-Ethics Questions</strong></td>
<td>15-16</td>
</tr>
<tr>
<td>ARRT Ethics Review Preapplication</td>
<td>16-17</td>
</tr>
<tr>
<td><strong>State of Florida Application Background</strong></td>
<td>17-18</td>
</tr>
<tr>
<td>Drug Screen</td>
<td>18</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>19-21</td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td>21</td>
</tr>
<tr>
<td>School of Health Science Entrance Exam</td>
<td>21-22</td>
</tr>
<tr>
<td><strong>Program Curriculum</strong></td>
<td>22-23</td>
</tr>
<tr>
<td>Program Sequencing</td>
<td>23</td>
</tr>
<tr>
<td>Program Grading Scales and Policies</td>
<td>24-25</td>
</tr>
<tr>
<td>Progression Procedure</td>
<td>25-26</td>
</tr>
<tr>
<td><strong>Program Conduct, Attendance, Confidentiality, and Student Health and Safety Policies</strong></td>
<td>27-31</td>
</tr>
<tr>
<td>Rasmussen’s Student Conduct/Dismissal Policy</td>
<td>27</td>
</tr>
<tr>
<td><strong>Program Standards for Conduct, Dress, Appearance, and Behaviors</strong></td>
<td>27-28</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>28</td>
</tr>
<tr>
<td><strong>Clinical Attendance Policy</strong></td>
<td>28-29</td>
</tr>
<tr>
<td>Reporting Absences, Tardiness or leaving Early for Clinical Practicum</td>
<td>29-30</td>
</tr>
<tr>
<td>No Call/No Show</td>
<td>30</td>
</tr>
<tr>
<td><strong>Inclement Weather</strong></td>
<td>30</td>
</tr>
<tr>
<td>Holidays while at Clinical Practicum</td>
<td>30-31</td>
</tr>
<tr>
<td>Bereavement</td>
<td>31</td>
</tr>
<tr>
<td>Clinical Orientation</td>
<td>31</td>
</tr>
<tr>
<td><strong>Confidentiality and HIPAA</strong></td>
<td>31-32</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student Health and Safety</td>
<td>32</td>
</tr>
<tr>
<td><strong>Health Insurance and Liability</strong></td>
<td>32</td>
</tr>
<tr>
<td>Radiation Monitoring</td>
<td>32</td>
</tr>
<tr>
<td><strong>MRI Safety and Screening</strong></td>
<td>33</td>
</tr>
<tr>
<td>Clinical Placement</td>
<td>33</td>
</tr>
<tr>
<td><strong>Clinical Sites</strong></td>
<td>33-34</td>
</tr>
<tr>
<td>Course Expectations</td>
<td>35</td>
</tr>
<tr>
<td><strong>Clinical Rotations</strong></td>
<td>35</td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>36</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td>37</td>
</tr>
<tr>
<td>Student Competence</td>
<td>37-38</td>
</tr>
<tr>
<td><strong>Requirements to Pass Radiologic Technology Practicum</strong></td>
<td>38</td>
</tr>
<tr>
<td>Capstone Experience</td>
<td>38</td>
</tr>
<tr>
<td><strong>Clinical Practicum Failure Policy</strong></td>
<td>38-39</td>
</tr>
<tr>
<td>ARRT Certification Exam</td>
<td>39</td>
</tr>
<tr>
<td><strong>Educational Events</strong></td>
<td>39</td>
</tr>
<tr>
<td>Society Memberships</td>
<td>39-40</td>
</tr>
<tr>
<td><strong>Social Networking and Social Media Policy</strong></td>
<td>40</td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>40-42</td>
</tr>
<tr>
<td><strong>Grievance Policy &amp; Procedure</strong></td>
<td>42-44</td>
</tr>
<tr>
<td>Academic Appeal Procedure</td>
<td>43</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>43-44</td>
</tr>
<tr>
<td><strong>Complaints</strong></td>
<td>44</td>
</tr>
<tr>
<td><strong>JRCERT Resolution Policy</strong></td>
<td>44-45</td>
</tr>
<tr>
<td>Appendix A: Major and Core Course Descriptions</td>
<td>46-48</td>
</tr>
<tr>
<td>Appendix B: Student Signoff</td>
<td>49</td>
</tr>
<tr>
<td>Appendix C: Pregnancy Policy</td>
<td>50</td>
</tr>
<tr>
<td>Appendix D: Program Conditions</td>
<td>51</td>
</tr>
<tr>
<td>Appendix E: Program Officials’ Responsibilities</td>
<td>52-54</td>
</tr>
<tr>
<td><strong>Clinical Practicum Competency Requirements</strong></td>
<td>55</td>
</tr>
<tr>
<td>Appendix F: MRI Safety &amp; Screening Form</td>
<td>56</td>
</tr>
<tr>
<td>Appendix G: Clinical Orientation Form</td>
<td>57-58</td>
</tr>
</tbody>
</table>
The Radiologic Technology Student Handbook

The purpose of the Radiologic Technology Program Student Handbook is as follows:

1. Provide important programmatic information.
2. Supplement the College Catalog.
3. Inform all radiology students of policies and procedures in the Rad Tech Program at Rasmussen College.
4. Each student must be sure to keep this handbook throughout the student’s time at Rasmussen College as a reference and a guide. You are responsible for knowing, understanding, and adhering to the policies and information contained in this handbook.

Disclaimer: Rasmussen College reserves the right to make changes to the handbook at any time. The Radiology students will be notified of any changes, and will be required to sign off that the student is aware and understands the expectations of the students while in the Radiologic Technology Program.

Program Overview

The Rasmussen College Radiologic Technology Program is designed to provide students with the technical and critical thinking skills necessary to obtain an entry-level position in the field of radiology. The length of time necessary for students to complete the requirements of this program will be approximately 24 months. Upon completion, graduates will be granted an Associate’s Degree in Radiologic Technology, and will also be eligible to apply for the American Registry of Radiologic Technologists (ARRT) exam.

Graduates of this program know basic concepts of anatomy and physiology, medical imaging, radiation production, and radiation safety. A graduate of the program will implement proper patient care techniques, operate radiographic equipment, position body parts, and follow radiation safety standards. Graduates can provide quality diagnostic medical imaging at a variety of clinical settings through the use of standard x-ray, mobile x-ray, and fluoroscopic technologies. They value critical thinking, communication, diverse perspectives, technology and information literacy, and patient safety and care.

Following successful completion of Radiologic Technology Procedures prerequisite courses, the student will complete clinical hours as outlined in the curriculum. Clinical practicums will be at various clinical sites, and the student is required to go where they are assigned by the Program Coordinator.
The Radiologic Technology Program Goals and Mission

Program Mission Statement
The Rasmussen College Radiologic Technology program is dedicated to educating highly qualified Radiologic Technologists who possess and demonstrate the entry-level knowledge, skills, and attitude to perform proficiently in various radiology settings.

Program Vision Statement
Rasmussen College’s Radiologic Technology Associate degree program offered in an online and residential blended schedule is an outcomes-based and competency-driven curriculum. It is designed to give students a unique edge to prepare them to be competent professionals within the field of radiology. A graduate of Rasmussen’s Radiography program will be fully prepared and eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification.

The Rasmussen graduate of the Radiologic Technology program will be highly trained and marketable for employment as a registered Radiologic Technologist. We pride ourselves on providing hands-on, real world experiences through diverse clinical settings and on-campus labs, knowledgeable instructors, and exposure to current in-field technologies.

Philosophy of the Program
We believe that communication, information literacy, critical thinking, interpersonal, and technical skills are central tenets of a quality educational experience. These experiences come through a variety of educational experiences that are founded on a solid general and program core education. Graduates will utilize their team working skills, ethical decisions and actions, and problem-solving skills to be competent radiologic technologists and positive contributors to their communities.
Goals of the Radiologic Technology Program

The Radiologic Technology program will provide a framework of education that reflects the mission and goals of Rasmussen College. It will provide students with the appropriate education and training necessary for the development of skills required to successfully complete the American Registry of Radiologic Technologists (ARRT) competencies and, examination, and find gainful employment. The objectives of the Radiologic Technology program are to prepare students to become valuable members of a healthcare team by providing quality patient care and diagnostic images. Graduates value critical thinking, effective communication, diverse perspectives and medical ethics as they pertain to the Radiologic Technology profession.

Goal 1: Students will demonstrate clinical competence
Student Learning Outcomes:
  a. Students will generate diagnostic images applying appropriate exposure parameters.
  b. Students will select appropriate radiation protective practices.

Goal 2: Students will demonstrate effective critical thinking skills
Student Learning Outcomes:
  a. Students will revise procedures to accommodate patients in a trauma and mobile setting.
  b. Students will model positioning skills and exposure factors to meet patient needs and limitations.

Goal 3: Students will demonstrate effective communication skills
Student Learning Outcomes:
  a. Students will model effective oral and written communication skills in the didactic setting.
  b. Students will comply with the need for effective oral and written communication skills in the clinical setting.

Goal 4: Students will demonstrate professionalism
Student Learning Outcomes:
  a. Students will value the importance of continued professional development.
  b. Students will synthesize professional & ethical behavior in the clinical setting.

Time and Commitment

The radiology program requires a significant commitment of time devoted to study. Clinical practicums can be scheduled during the day, evening, or night and on any day of the week including weekends.
Radiologic Technology Program Faculty

Florida- Fort Myers Campus
Program Coordinator: Renee Klein, MS, RT(R)(M)(CT)
    Renee.klein@rasmussen.edu
    Office: 239-477-2136
Clinical Coordinators: Addie Long, MBA, BSBA, RT(R)(M)(BD)
    Addie.long@rasmussen.edu

Florida- Land O’ Lakes Campus
Program Coordinator: Nicole Stutz, MBA, RT(R)
    nicole.stutz@rasmussen.edu
    Office: 813-435-3627
Clinical Coordinators: Michael Bailey, M.A., RT(R)
    Michael.bailey1@rasmussen.edu
    Office: 813-435-3620
    Daniel Garrett, RT(R)
    Daniel.garrett@rasmussen.edu
    Cell: 914-309-0825

Florida- Ocala Campus
Program Coordinator: Dawn McNeil, MSM, RT(R)(M), RDMS, RVT, CRA, FASRT
    Dawn.mcneil@rasmussen.edu
    Office: 352-291-8592

Minnesota- Lake Elmo Campus
Program Coordinator: Crystal Bromeling, MBA, RT(R)(M)
    crystal.bromeling@rasmussen.edu
    Office: 651-259-6673
Clinical Coordinator: Gillian Kubitschek, B.S. RT(R)
    Gillian.Kubitschek@rasmussen.edu
    Office: 651-259-6633
Programmatic Accreditation

The Radiologic Technology Associate degree program at the Lake Elmo/Woodbury campus in Minnesota and the Land O’Lakes/East Pasco campus in Florida are accredited by the Joint Review Committee on Education in Radiologic Technology.

- 20 North Wacker Drive, Suite 2850
  Chicago, Illinois 60606-3182
  (312) 704-5300
  E-mail: mail@jrcert.org
  Website: www.jrcert.org

Rasmussen College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

- 230 South LaSalle Street, Suite 7-500
  Chicago, IL 60604
  800-621-7440 or 312-263-0456

Graduates from the Rasmussen College Radiologic Technology program are eligible to apply for the ARRT certification examination since Rasmussen College is a Higher Learning Commission accredited college.
JRCERT Program Standards

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.
Program Outcomes

Program Effectiveness Measures

| National Certification Exam Pass Rate | National certification exam pass rate is defined as the number of student graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination compared with the number of graduates who take the examination within six months of graduation. Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation. |
| Job Placement Rate | Five-year average job placement rate of not less than 75 percent within twelve months of graduation. Job placement rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. |
| Program Completion Rate | 75% of students will complete the program within 150% of the program length (36 months). The official calculation begins after Lockdown (Tuesday of Week 2) during the first quarter of the Radiologic Technology program course RTE1000 Introduction to Radiographic Technology. |
| Graduate Satisfaction | Graduates express satisfaction with their educational experience measured through a variety of methods. |
| Employer Satisfaction | Employers indicate satisfaction with Rasmussen College graduates performance measured through a variety of methods. |

*The National Certification Exam Pass Rate, Job Placement Rate, and Program Completion Rate will be posted to the Rasmussen College Radiologic Technology website on an annual basis once data becomes available.

Fees

Below is an estimate of fees that may be accrued during the Radiologic Technology program. These are estimates and fees are subject to change.

Student

- Books - Course fee
- Administration Fee
- Other immunizations, influenza vaccine, and titers (if necessary)
- Replacement dosimeter (if lost)
- Radiology Lead ID Markers
- Professional Society membership- ASRT and MNSRT or FSRT
- Professional Conference
- CPR
- Drug Screen
- Health Physical Exam
- Health Insurance
- Minnesota DHS Finger print requirements for Minnesota enrollees
- FDLE for Florida enrollees

College

- Scrubs
- ARRT Exam Fee (first attempt)
- College Background Check
- Hepatitis series and TB Immunizations
- Trajecsys
- Dosimeter / Radiation monitoring
- Corectec
**Immunizations**

The Radiologic Technology program requires immunizations be initiated by the start of Introduction to Rad Skills and Patient Care. This is due to patient contact while completing clinical hours and a six-month immunization series for the Hepatitis B virus. All Florida students will need titers for MMR, Hepatitis B, and Varicella immunizations.

Rasmussen College assists students by paying for the Hepatitis B series and 2-step Mantoux only. Any additional laboratory testing and/or immunization costs will be the responsibility of the student. Inability to obtain immunizations required by clinical sites will hinder clinical placement. The student must supply documentation of immunization and/or immunity (titer results) to the Castle Branch Immunization/CPR Tracker on the following:

1. Hepatitis B Series
2. TdaP
3. MMR (series of 2)
4. Varicella (series of 2)
5. 2-Step Mantoux

***Rasmussen College does NOT pay or reimburse for titers***

**Quarter 1: RTE1000 Intro to Radiology and Patient Care**
- First two injections of the Hepatitis series, the first set in the series must be completed no later than the first week of the quarter, and it is recommended to begin before the first quarter begins. Florida students will need to prove immunity with titers.
- TdaP
- MMR (series of 2 or proof of immunity for FL students)
- Varicella (series of 2 or proof of immunity for FL students)

*Any clinical required documentation deadlines may be earlier based on clinical site specifications. Students will not progress in the Radiologic Technology program if the above listed immunizations are not documented in Castle Branch by week 10 of RTE1000 Intro to Radiology and Patient Care.*

**Quarter 2: RTE1100 Radiology Physics**
- The third remaining Hepatitis injection (unless immunity was documented previously)
- 2-Step Mantoux (completed by week 8. Must be current at all times while at a clinical site)
- Influenza vaccine (seasonal and if required by the clinical site)
- CPR (must be current at all times while at a clinical site)
- Physical exam
- Drug screen (required for initial clinical placement and may be requested at any time while at clinical site)

Students will not progress in the Radiologic Technology program if the above listed immunizations are not complete and documented in Castle Branch by week 8 of RTE1100 Radiology Physics.

***Immunizations, CPR and drug screens must be current at all times while at clinical sites. Noncompliance will risk removal from your clinical site until compliance is met and Castle Branch has approved.***
Background Checks

Students are responsible for reading the most recent Background Check policy located in the College catalog. A copy of the catalog can be located on the Rasmussen College website at www.rasmussen.edu/degrees/course-catalog. Students will need to review the updates if changes are made.

All Students:

Rasmussen College requires Radiologic Technology applicants to pass a general background check upon admission into the program and prior to being placed in a clinical site. In Minnesota, these programs require a Minnesota Department of Human Services background check for admission. The background check is designed to alert students to issues that may impair their ability to complete clinical, clinical practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

Florida Students:

General Criminal and FDLE Background Check Process

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student enrolling in a program that requires a background check will not have his/her aid submitted until the student is determined to be eligible either through a clear or possible letter or successfully going through the appeals process. This process may delay a student’s funding until the background check process is complete. Campuses will be notified directly of applicants whose background check results are clear.

The College will send either a possible issue letter or a pre-adverse action letter to all applicants whose background check reveals a potential problem. A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences, and/or finding employment in-field after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter, the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available.
If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide supplemental or additional information to support such a request for reconsideration.

**Florida Department of Law Enforcement (FDLE)**

An entrant enrolling in a program requiring a general or FDLE background check may begin attending if the FDLE background check is in progress, but not complete at the start of the entrant’s first academic period of enrollment.

If the entrant begins attending while the general or FDLE background check is in progress and is subsequently issued an adverse action letter and chooses not to appeal, then the entrant will be withdrawn and any tuition and fees billed will be credited. If an adverse action letter is subsequently issued and the entrant chooses to appeal and the appeal is denied, then the entrant has the option to complete general education courses already started for the cost of the courses technology and resources fee and book fees(s). Any tuition or programmatic administrative fees billed will be credited.

If at the end of the entrant’s first academic period of enrollment the general or FDLE background check process is still in progress, the entrant may not continue into a second academic period and will be withdrawn until future enrollment eligibility can be determined.

An entrant or student whose appeal has been denied has the right to file one request for reconsideration to regain future enrollment eligibility, but must provide supplemental or additional information not previously available to support such a request for reconsideration. See the College Catalog [http://rasmussen-college.epaperflip.com](http://rasmussen-college.epaperflip.com) for more information on Admissions policies and background checks.

**Minnesota Students:**

**Minnesota Department of Human Services Background Check Process**

A student enrolling in any of the MDHS designated programs will review and accept the MDHS Privacy Notice as part of the order process. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program, and any financial aid funds disbursed must be returned to the lender.

A student enrolling in a program that requires an MDHS background check will not have his/her aid submitted until the student is determined to be eligible either through an MDHS blue clearance letter or set aside letter. This process may delay a student’s funding until the background check process is complete. A student who receives an MDHS yellow letter may attend class for one quarter while the MDHS finalizes its decision. If the MDHS has not finalized its decision by the end of the student’s first quarter of enrollment, the student will be withdrawn from the College and not allowed to continue into
a second quarter. If the MDHS finalizes its decision with a blue clearance letter after the withdrawal, the student will be eligible for re-entry/re-enrollment for the next subsequent start date.

A student who receives an MDHS disqualification is determined ineligible for admission and must complete the following:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.

A student who receives an MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for reentry/re-enrollment for the next subsequent start date.

www.dhs.state.mn.us

**ARRT Application-Ethics Questions**

All students will complete the ARRT application during RTE2900 Capstone course. The following information is from the ARRT website [https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-questions](https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-questions)

**ETHICS QUESTIONS ON THE APPLICATION**

When applying for certification and registration, you must answer the following ethics-related questions on your application form.

*Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?*

  Indicate “Yes” for:
  
  - Charges or convictions, including those that that were stayed, withheld/deferred, set aside, or suspended
  - Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
  - Court supervision, probation, or pre-trial diversion
  - Traffic violations charged as a misdemeanor or felony
  - Traffic violations that involved drugs or alcohol

  Indicate “No” for:
  
  - Juvenile offenses and convictions processed in juvenile court
  - Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did NOT involve drugs or alcohol
  - Charges that were dismissed if there were no court conditions required
• Sealed or expunged cases (If you don’t have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation).
• Offenses previously reported to ARRT and for which ARRT has sent your correspondence. Reminder: You must report YES for all traffic violations that involved drugs and/or alcohol.

**Has a regulatory authority or certification board—other than ARRT—ever:**

Indicate “Yes” for:
• Denied, revoked, or suspended your professional license, permit, registration, or certification; or
• Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or
• Allowed voluntary surrender of your professional license, permit, registration, or certification; or
• Subjected you to any conditions or disciplinary actions by such an organization?

Indicate “No”:
• If you have no offenses
• If your only offense is ARRT Continuing Education (CE) probation
• For offenses previously reported to ARRT and for which ARRT has sent you correspondence.

**While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?**

• Indicate “No” for offenses previously reported to ARRT and for which ARRT has sent your correspondence.
• All applicants, even those answering “No” to this question, must read and sign the “Written Consent under FERPA” on the reverse side of this application.

**ARRT Ethics Review Preapplication**

If the student indicates “yes” for any of the Ethics questions listed above, it is strongly recommended and in the student’s best interest to complete the ARRT Ethics Review Preapplication prior to starting the Radiologic Technology Program. Detailed information regarding the Ethics Review process as well as the criteria for criminal violations, regulatory agency violations, and honor code violations is available at:

[https://www.arrt.org/earn-arrr-credentials/requirements/ethics-requirements/ethics-review-preapplication](https://www.arrt.org/earn-arrr-credentials/requirements/ethics-requirements/ethics-review-preapplication)

The Ethics Review Preapplication is available for any individual who is intending on applying for ARRT certification and registration and they have faced:
• Misdemeanor or felony charges or convictions
• Military courts-martial
• Disciplinary actions taken by a state or federal regulatory authority or certification board
• Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.

State of Florida Application Background

Students that are in one of the Florida programs will need to also apply for a State of Florida Radiologic Technology Certification. All Radiologic Technologist that work in Florida must have a valid ARRT certification as well as the state license. A copy of the “General Information and Instructions for Application for Radiologic Technology Certification” is available at: http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/applications-forms/_documents/crt-application.pdf

The applicant will need to answer the following on the State of Florida application (question #7):

“Have you ever been convicted of, pled nolo contendere (no contest) to, or had adjudication of guilt withheld for any violation of any state or federal law in any jurisdiction?

If YES, please complete a Background History Form (DH 4127) for each offense and follow the instructions for submitting complete information about your background history, including a law enforcement background check.”

The following information is found under the instructions section of the application using the link above:

BACKGROUND HISTORY: If you answer YES to the criminal history question (#7), you must submit the listed documentation and:

• Background History Report Form, DH 4127, for EACH incident.
• Law enforcement background check from each state where a misdemeanor or felony occurred. For offenses committed in Florida, contact the Florida Department of Law Enforcement at: http://www.fdle.state.fl.us.
• Letter of eligibility from the ARRT (if you applied for certification with the ARRT).
• Copies of arrest report(s), court documents showing sentence, proof of completing all terms of sentence, including rehabilitation/treatment programs, proof of restoration of civil rights, if such rights were removed due to felony conviction.
• Reference letters and any other information/documents you would like taken into consideration.

The “Background History Form” is available at http://www.floridahealth.gov/licensing-and-regulation/radiologic-technology/applications-forms/_documents/background-history.pdf. The
instructions on the form state “PLEASE COMPLETE THIS FORM FOR ALL INCIDENTS FOR WHICH YOU WERE CONVICTED, OR ENTERED A PLEA OF NOLO CONTENDERERE, OR HAD ADJUDICATION OF GUILT WITHHELD. USE A SEPARATE FORM FOR EACH INCIDENT AND DO NOT LEAVE ANY SECTIONS BLANK. ATTACH COPIES OF ALL DOCUMENTS REQUESTED BELOW. NOTE: YOUR APPLICATION IS INCOMPLETE WITHOUT THIS INFORMATION.

Any potential and/or current student that answers “yes” to the background history question is strongly encouraged to thoroughly read through these documents so that they understand the requirements. **Any specific questions relating to the student’s individual circumstances should be discussed with the State of Florida Department of Health/Radiologic Technology Office, their phone number is 850-245-4910.**

*License requirements vary by state, not all states have state licensure in addition to ARRT certification. All students are encouraged to speak to the Program Director if they have any questions regarding ARRT certification and/or state licensure.

**Drug Screens**

Students enrolled in the Radiologic Technology program may be required to submit to drug/alcohol testing throughout enrollment as a condition of placement at a clinical practicum site. Students may also be subjected to reasonable-suspicion testing and/or post-accident testing as determined by Rasmussen College or any clinical, practicum or externship partner at which the student is placed. All costs associated with drug testing will be the sole responsibility of the student.

For pre-clinical testing, reasonable-suspicion testing, or post-accident testing, School of Health Sciences personnel at each campus will determine a deadline for order placement based on the circumstance that requires testing. A current student who refuses to test or who does not meet the testing deadlines as outlined by School of Health Science personnel may be dismissed from Rasmussen College.

Negative-clear results will allow a student to meet the drug testing requirements of the Radiologic Technology program.

Negative-dilute results will not allow a student to the drug testing requirements of the Radiologic Technology program. Students with a negative-dilute result will be required to re-test at their own cost. The order and collection for the re-test must be completed within 72 hours of notification. A second negative-dilute result allows a student to meet the drug testing requirements of Rasmussen College, any clinical, practicum, or externship site reserves the right to disqualify a student from placement based on these results. If a student chooses to continue in the Radiologic Technology program with two-negative-dilute results, he/she does so at his/her own risk understanding and acknowledging that two negative-dilute results may make him/her ineligible for participation in clinical, practicum, or externship experience and/or may affect his/her ability to complete the Radiologic Technology program.
**Essential Functions**

**Movement/Motor Skills/Physical Attributes**

- Standing and/or walking throughout your scheduled shift.
- Bending, crouching, or stooping several times per hour.
- Lifting and carrying a minimum of 30 pounds several times per hour.
- Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.
- Reaching overhead, above the shoulder at 90 degrees.
- Pushing and/or pulling objects and equipment weighing up to 300 lbs.
- Utilizing eyesight to observe patients, manipulate equipment and accessories.
- Hearing to communicate with the patient and healthcare team.
- Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.
- Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional function necessary to ensure patient safety and exercise independent judgment and discretion.
- Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency.

**Vision**

- Read typewritten, handwritten and computer information.
- Distinguish colors and opacity.
- Depth perception and acuity in judging distances and spatial relationships.
- Must be able to observe patients directly during the imaging process to ensure the patient’s well-being.
- Be able to work effectively in areas with varying light levels from bright to dim.
- Evaluate radiographic images for appropriate clinical information, image quality and patient information, e.g. be able to distinguish subtle changes in resolution such as motion.
- Recognize emergency situations such as adverse reactions to contrast administration, breathing difficulty, cardiac arrest, diabetic-related problems, shock, etc.
- Must be able to hear clearly a patient, staff member or provider during oral communications which may be directly or over an auditory monitoring system.
- Background or distracting noise may be present in the examination or work area.

**Interpersonal**

- Adhere to national, organizational and departmental standards, protocols, policies and procedures regarding radiology exams and patient care.
- Consistently maintain patient confidentiality standards and HIPAA requirements.
- Perform safe, ethical and legal practices.
- Work within a clinical environment, which involves exposure to persons with physical and mental disabilities; and to pain, death, stress, communicable diseases, blood and body fluids, toxic substances and noxious odors.
- Exhibit teamwork skills and cooperation and respect for peers, faculty, supervisors and other professionals.
- Work as a team member, as well as independently.
- Modify behavior/performance in the clinical education setting after feedback from the technologist or supervisor.
- Show problem-solving ability sufficient to organize and complete multiple tasks accurately and within assigned periods.
- Independently initiate routine job tasks.
- Demonstrate competency in clinical judgment and safety precautions.
- Maintain poise and flexibility in stressful or changing conditions.
- Carry out detailed, simple or complex written or oral instructions.
- Maintain personal hygiene consistent with tasks.

Communication

- Communicate in English effectively and professionally with patients and their families, staff members and providers.
- Explain exam procedures to patients to reduce anxieties and obtain patient cooperation.
- Assess the patient’s condition by asking questions and listening to responses.
- Maintain accurate records/documentation.
- Gather, analyze and correctly interpret information.
- Provide patient-centered, clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
- Speak with patients in a professional and empathetic manner to alleviate any concerns they express.
- Must appropriately touch patients of the same, as well as opposite, gender during imaging exams.

Safety

- Practices accepted radiation protection techniques for patient, technologist and others.
- Ability to maintain a safe environment for patient and technologist.
- Evaluate the imaging equipment for proper function in order to assure patient and operator safety.
- Detect, interpret and appropriately respond to verbal and nonverbal communication, acoustically generated signals (call bells, monitors, phones, alarms).
Character

- The student must be able to demonstrate ethical, moral and professional attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Student Services

The Radiologic Technology program, together with the Rasmussen College Student Services Department, will review the information provided by the applicant to determine what, if any, reasonable accommodations might be possible to facilitate successful completion of the degree requirements if the applicant is admitted. Reasonable accommodation refers to ways in which the College can assist students with disabilities to accomplish learning activities (e.g., providing extra time to complete an examination or enhancing the sound system in a classroom). Reasonable accommodation does not mean that students with disabilities will be exempt from completing certain tasks. The Radiologic Technology program will provide the applicant with their findings, recommendations, and/or decision in writing immediately following this review process.

Applicants who cannot complete these tasks, even with reasonable accommodation, are not eligible for admission. Any previously made offer of admission may be withdrawn it becomes apparent that the student cannot complete essential tasks even with accommodation, or that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

See the College Catalog [http://www.rasmussen.edu/degrees/course-catalog/] for more information on Student Services which are available to all students.

School of Health Sciences Entrance Exam

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Sciences program of study for which they qualify. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered, with the following exception: students currently enrolled in a School of Nursing or School of Health Science program who transfer directly as an uninterrupted transfer (no time off between quarters) into a different program of study requiring Test of Essential Academic Skills (TEAS) assessment will not be required to retake the exam if the existing score meets the entrance threshold of the program into which they are transferring. Applicants who have previously taken the entrance exam within the past 12 months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Academic Dean. Current students in other programs wishing to transfer into a course of study...
requiring the admissions standards outlined above will be required to complete the entrance exam according to the composite score threshold and 12 month time limit.

All applicants must have a 48.5% or higher composite score on the TEAS for admissions eligibility.

**Radiologic Technology Program Sequencing, Curriculum, Core Course Descriptions, Grading, and Policies**

**Radiologic Technology Program Curriculum**

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>MAT1031</td>
<td>College Algebra</td>
<td>4</td>
</tr>
</tbody>
</table>

**Math (Required course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1002</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>SPC2017</td>
<td>Oral Communication</td>
</tr>
</tbody>
</table>

**Communication (Select 1 course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW2001</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Humanities (Select 2 courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM2023</td>
<td>Humanities</td>
<td>4</td>
</tr>
<tr>
<td>FIL2000</td>
<td>Film Appreciation</td>
<td>4</td>
</tr>
<tr>
<td>CRW2001</td>
<td>Creative Writing</td>
<td>4</td>
</tr>
<tr>
<td>PHI2103</td>
<td>Introduction to Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>PHI1520</td>
<td>Ethics Around the Globe</td>
<td>4</td>
</tr>
<tr>
<td>LIT2000</td>
<td>Introduction to Literature</td>
<td>4</td>
</tr>
<tr>
<td>SPN271</td>
<td>Conversational Spanish</td>
<td>4</td>
</tr>
</tbody>
</table>

**Social Sciences (Select 2 courses)**

*Note: Students who take Principles of Economics may not take Macroeconomics or Microeconomics*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO1000</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>GEA1000</td>
<td>Human Geography</td>
<td>4</td>
</tr>
<tr>
<td>PSY1012</td>
<td>General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY2420</td>
<td>Abnormal Psychology</td>
<td>4</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>ECO2023</td>
<td>Microeconomics</td>
<td>4</td>
</tr>
<tr>
<td>AMH2030</td>
<td>US History: 1900 to Present</td>
<td>4</td>
</tr>
</tbody>
</table>

**Major and Core Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>PHA1500</td>
<td>Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>RTE1000/1000L</td>
<td>Intro to Radiology and Patient Care</td>
<td>5</td>
</tr>
</tbody>
</table>
### Radiologic Technology Program Sequencing

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Q5</th>
<th>Q6</th>
<th>Q7</th>
<th>Q8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Rad &amp; Patient Care</td>
<td>Radiology Physics</td>
<td>RT Procedures I</td>
<td>RT Procedures II</td>
<td>RT Procedures III</td>
<td>RT Clinicals I</td>
<td>RT Clinicals II</td>
<td>RT Clinicals III</td>
</tr>
<tr>
<td>Med Term</td>
<td>Structure and Function</td>
<td>Radiographic Equipment and Acquisition</td>
<td>Radiographic Evaluation, Disease, &amp; QC</td>
<td>Radiobiology and Protection</td>
<td>Advanced Modalities in Radiology</td>
<td>Social Science Gen Ed</td>
<td>Humanities Gen Ed</td>
</tr>
<tr>
<td>College Algebra</td>
<td>English Comp</td>
<td>Communications Gen Ed</td>
<td>Humanities Gen Ed</td>
<td>Social Science Gen Ed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credits 13</td>
<td>Credits 13</td>
<td>Credits 12</td>
<td>Credits 12</td>
<td>Credits 15</td>
<td>Credits 13</td>
<td>Credits 14</td>
</tr>
</tbody>
</table>

Total Degree Credits: 108
Radiologic Technology Program Grading Scales and Policies

Core courses with a designator of “RTE” have the following grading scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% - 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92% - 90%</td>
</tr>
<tr>
<td>B+</td>
<td>89% - 87%</td>
</tr>
<tr>
<td>B</td>
<td>86% - 83%</td>
</tr>
<tr>
<td>B-</td>
<td>82% - 80%</td>
</tr>
<tr>
<td>C+</td>
<td>79% - 77%</td>
</tr>
<tr>
<td>C</td>
<td>76% - 73%</td>
</tr>
<tr>
<td>F</td>
<td>72% and below</td>
</tr>
</tbody>
</table>

If a student does not maintain a 73% (C) or higher in all “RTE” courses, he or she will receive an “F” in the course and will receive one additional attempt to pass the course.

In all Major and Core courses, Clinical Practicums and Capstone* the student must achieve all of the following standards to successfully pass the above courses:

1. Maintain a cumulative grade of 73% (C) or higher in each lecture, lab and/or clinical training component. If the student does not maintain a 73% (C) cumulative grade in each component, the resulting grade will be an F and the student will fail the entire course.
2. RTE course quizzes and exams will be password protected. The quizzes and exams will be proctored on campus.
3. The student must pass the final written and lab practical exams with a score of 73% (C) or better within two attempts in the RTE core courses, with the first attempt score is recorded in the gradebook. If the student’s cumulative course grade is less than 73% after the first final exam attempt has been added to the gradebook, the student will not be eligible for a second attempt.
   a. All final exam attempts must be completed by noon on Monday of week 12. Failure to achieve a 73% or higher on the second attempt results in failure of the course.
   b. RTE courses with clinical practicum competencies:
      i. All benchmarks required for competencies performed at the clinical practicum site must be completed by 4pm Friday of week 10.
      ii. Students that fail the lecture or laboratory sections of RTE2300, RTE2400 or RTE2500 will fail the clinical practicum section of the course and will repeat all competencies completed during that course.
      iii. If a student fails the skills review competency testing with the Program/Clinical Coordinator, that competency will be removed and moved to direct supervision.
status until repeat competency testing can be preformed at the clinical practicum site.

iv. All completed competencies completed at the clinical practicum site will be retested and must be passed with the Program/Clinical Coordinator for the competency to be listed as a benchmark for that course. These review competencies will be completed throughout the quarter and program.

4. The student must satisfactorily pass the final examination of the Capstone with a grade of 75% (C) or better within two attempts. If the student’s cumulative course grade is less than 73% after the first final exam attempt has been added to the gradebook, the student will not be eligible for a second attempt. All final exam attempts must be completed by noon on Monday of week 12. Failure to achieve a 75% or higher on the second attempt results in failure of the course.

5. The student must satisfactorily pass all skills checks and lab practical exams with a grade of 73% or higher.
   a. Students will be given remediation and allowed one additional attempt to pass failed skills checks or practical exams. The first score will be recorded in the gradebook. A re-take exam score must be 73% or greater to pass the course. A second failing score will result in failure of the course. Students who fail a lab exam may be required to attend campus for individual remediation time in addition to scheduled class sessions. This attendance is mandatory. Students are responsible for any additional expense they may incur as a result of additional campus time.

The Radiologic Technology program contains prerequisites or concurrent courses. Failure to take any of these will result in a student being out of sequence. Prerequisites and concurrent courses are listed in the college catalog. Satisfactory performance (score of 73% or higher) each lecture, lab and/or clinical experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in each lecture, lab and/or clinical experience component of a course will result in failure of all components of the course.

If a student fails a course and is unable to progress in the program the following progression procedure will be followed:

**Progression Procedure**

1. A student who fails RTE1000 Introduction to Radiology and Patient Care will be required to request for re-admittance to the program. Re-admittance may result in placement on the Radiologic Technology waitlist for the particular campus. The Radiologic Technology program allows for one re-entry back into the program if there is a placement at the time the request is made.

2. A student who fails RTE courses other than RTE1000 will be dropped from their cohort and will be required to request re-admittance to the Radiologic Technology program. The student will need to meet
with the Radiologic Technology Program Coordinator to be considered to stay enrolled in the program. A position within the program will be based on availability within Radiologic Technology program at the time of the request. The Radiologic Technology program allows for one re-admittance to continue in the program.

The following procedure must be followed for after a failed RTE:

1. The student must submit a written request to be re-admitted to the Radiologic Technology program. The written request must be sent to the Program Coordinator at their “@rasmussen.edu” email address. The written request must be submitted within three business days after final exam was taken.

   a. Please note the Program Coordinator’s “@rasmussen.edu” email address can be found in the Radiologic Technology Student Handbook.

   b. The written request must include a detailed explanation as to why you should be considered to continue in the program, and must clearly state the student’s strengths and weaknesses as they pertain to the Radiologic Technology program.

   c. The Program Coordinator will review the written request along with the student’s academic file and respond to the student via email within five business days from the date the application was submitted.

2. The student will be required to meet with the Radiologic Technology Program Coordinator, Academic Dean/Department Chair, and Student Advisor to review their positioning and continuance within the Radiologic Technology program.
Radiologic Technology Program Conduct, Attendance, Confidentiality, and Student Health and Safety Policies

Rasmussen’s Student Conduct/Dismissal Policy
Students are responsible for reading the most recent Conduct/Dismissal Policy located in the College Catalog. A copy of the catalog and its addendum can be located on the Rasmussen College website at http://www.rasmussen.edu/degrees/course-catalog/.

Radiologic Technology Program Standards for Conduct, Dress, Appearance, and Behaviors

In addition to the Rasmussen Conduct/Dismissal Policy stated above, Radiologic Technology Students are also held to conduct standards within the classroom, community, and clinical settings.

The following guidelines will be in effect for students on campus and clinical setting:

- Personal cleanliness is essential. Radiologic Technology students must look and smell clean. Perfumes and colognes are not allowed.
- Pewter/Charcoal gray colored scrubs will be worn appropriately at all times while attending on-campus classes as well as clinical sites. Scrubs must be clean, pressed and fit appropriately. Bottoms of pants cannot drag on the floor. Medical scrubs must be worn during lab sessions. Any exceptions must be approved by the Radiologic Technology Program Coordinator prior to lab sessions.
- Open-toed shoes are not allowed in the classroom, lab or any clinical setting. Black, non-marking sole shoes (sneakers or medical clogs) must be worn with your scrubs.
- Hair must be neat and clean, and of natural or neutral color.
- Hair must be pulled back and/or fashioned as to not fall forward or over the sides of the face when working with patients/clients or otherwise interfere with patient care. Hair adornments are not allowed.
- Nails will be kept short in order to enable easy cleaning, prevent puncture of gloves, and prevent injury to the patient/client. No artificial nails or polish will be allowed while in the Radiologic Technology program.
- Jewelry is limited to one simple necklace and one pair of small earrings. No dangling earrings, hoops or large chains are allowed. No facial piercings allowed.
- No visible tattoos allowed.
- If you wish to wear a long sleeve shirt under your scrubs, it must be solid black or white (no decals/designs). If you wish to wear an undershirt/short sleeves, the undershirt must not show below the scrub sleeves or hemlines. If you wish to wear a scrub warm-up jacket, it must be pewter/charcoal gray.
- Student must be clean shaven or have neat, low-trimmed beards, mustaches, or sideburns (no longer than ½ inch). Students need to be prepared to follow clinical site requirements.
- Personal communications devices are not allowed in the classroom, lab sessions or during clinical practicum rotations. This includes but not limited to cell phones and smart watches.
While at a clinical site, all dress codes and policies of the individual clinical site must be followed.

If a student attends a class or clinical site and are in violation of any of the conduct, dress and appearance, or behavior standards listed above, the student will be at risk for dismissal from the classroom or clinical site. Instructors reserve all rights to dismiss students from class and not to return to class until the student is able to present themselves in a proper, professional manner that follows the Conduct, Dress and Appearance, and Behavior Standards for both Rasmussen College and the Radiologic Technology Program.

**Attendance Policy**

Students are responsible for reading the most recent Attendance Policy located in the College catalog. A copy of the catalog and its addendum can be located on the Rasmussen College website at www.rasmussen.edu/degrees/course-catalog.

**Program Attendance Policy**

Attendance is required at all class and laboratory sessions. Radiologic Technology students are required to contact the instructor and Program Coordinator at least 30 minutes before the start of a residential session if they are going to be tardy or absent. Any assessments missed due to absence, tardy or leaving early are not eligible for make-up. If a student has a “no call/no show” for a residential lab session, makeup hours will not be allowed and a zero will be recorded in the grade book for all assignments and/or assessments completed during the lab session, which may result in failure of the course.

**Class Interruption**

Internet outages, power outages, webinar service downtime, and other technology difficulties may periodically disrupt the initiation or ongoing delivery of live online learning activities or classes. If an interruption occurs that affects the entire class, students must remain online for a minimum of 30 minutes and await further instructions while service is being restored. If a service interruption affects an individual student, it is the student’s responsibility to immediately notify the instructor via email or phone. The instructor will determine whether make-up work is required or allowed.

**Clinical Attendance Policy**

The Radiologic Technology clinical practicum is **unpaid**. All student activities associated with the clinical site will be educational. The student shall not be substituted for hired staff personnel within the clinical institution in the capacity of a Radiologic Technologist. Under no circumstances shall the student receive any financial reimbursement from the clinical site for student work conducted within the clinical hours. If it is found that a student is reimbursed, the student will receive an “F” in the clinical component and will fail the course and be at risk for being dismissed from the program forfeiting any accumulated hours.

In addition, Rasmussen College establishes agreements with clinical sites to allow students to complete
these educational activities. These agreements determine the responsibilities of the clinical site, Rasmussen College, and the student.

Attendance is critical to ensure success in the clinical experience. If a student must be absent from his or her clinical, he or she must notify the Clinical Instructor or Manager at the site and their campus Clinical Coordinator/Program Coordinator.

**Reporting Absences, Tardiness or Leaving Early:** If you have an emergency or illness and must be absent or tardy to a clinical site, you MUST:
- Call the Clinical Instructor at the site. If you can’t get reach the Clinical Instructor, ask to speak to the manager. If neither of them are available, leave a message and follow-up later to speak to the site and confirm they received your message.
- Call the Clinical Coordinator. If there is no answer leave a message and send an email to the Clinical Coordinator and Program Coordinator.

All clinical time missed must be made up based on program requirement. **If you arrive at a clinical site after the start time, you will be considered tardy.** Students are expected to be in the department, clocked in by the start time or will be considered late. After two tardies or leaving early in which the student clocks in or out more than five minutes after the start time or before the end time will result in a counseling session with the Program Coordinator and/or Clinical Coordinator. A performance plan will be documented to ensure there are no further attendance issues at the clinical site and/or lab sessions. If the student fails to follow the performance plan, they are at risk to fail the clinical component of the course.

Students will clock in and out for a 30 minute lunch and are not allowed to leave early or adjust their start or end times without prior written permission from the Clinical Instructor and Program/Clinical Coordinator. If a student misses more than one clinical shift in any clinical practicum course RTE2300, RTE2400, RTE2500, RTE2600, RTE2700, or RTE2800 they will meet with the Program Coordinator and/or Clinical Coordinator, and are at risk of failing the clinical component. After two consecutive clinical days missed due to illness, the student must have a physician note to clear them to return to the clinical site. Students will receive a “0 points” on the day/s of any missing shifts while at the clinical facility. Students will lose 5% of the total grade for each tardy, leaving early or missed clinical day occurrence at the end of the quarter.

A site is not required to provide an extension to make-up missed hours. However, it is important for the student to understand that the clinical site has the right to dismiss a student from the site at any time; the attendance policy and requirements at the clinical site can override the College’s policy if they feel the student has missed too many days. All make up hours are to be completed by 4 pm on Friday week 12 of the quarter. Any accumulation of time missed in excess of 15 minutes will need to be made up by the end of the clinical rotation and will be scheduled by the Program/Clinical Coordinator. Any hours
made up at the clinical practicum site without the prior written approval of the Program/Clinical Coordinator will not be counted toward the required minimum hours for clinical practicum per quarter. All clinical hours missed at a specific clinical site will need to be made up at that clinical site, if available. **Failure to make up the clinical time missed, above 15 minutes, will result in failure of the clinical component of the course.**

A student may be dismissed from a clinical site due to lack of attendance. If a student is dismissed from the clinical site, he or she will be at risk of receiving and “F” in the course. **A replacement site is not guaranteed** and subject to the availability of the other clinical sites. If the student fails the clinical course, he or she will need to repeat all components of the clinical course as well as the clinical hours. The student will also be required to meet with the Program Coordinator to develop a performance plan for a successful second attempt.

**No call/No show**

A student must notify the clinical site and Program/Clinical Coordinator of an absence prior to the beginning of the clinical day. Failure to do so will result in a clinical absence, make up hours will not be allowed and may result in failure of the course. Extenuating circumstances with documentation will be taken into consideration. The clinical site has the right to dismiss a student from their site at any time.

**Inclement weather**

During inclement weather, students will follow their clinical practicum sites attendance requirements. Students will report to their clinical site for all scheduled hours unless the clinical site closes and notifies the student/s not to attend. During a weather State of Emerengcy, the College will abide the directions declared by the State Governor’s Office. Students are expected to be prepare to make arrangements as necessary to attend and complete all scheduled clinical practicum hours per the direction of the clinical practicum site. Any missed hours scheduled at the clinical site for inclement weather will be required to be made-up as stated in the above attendance policy for the radiologic technology program attendance. The campus Clinical Coordinator and/or Program Coordinator are available at all times that students are scheduled at clinical practicum.

**Holidays**

Students are expected to attend clinical practicum per their clinical sites scheduled hours. The clinical practicum will determine student scheduled hours in coordination with the campus Program/Clinical Coordinator. Rasmussen College is closed for the following holidays: Martin Luther King, Thanksgiving, the day after Thanksgiving, Christmas, Memorial Day, Labor Day, Veteran’s Day or 4th of July. Students will not be scheduled to go to their clinical practicum during these campus observed holidays. The campus Clinical Coordinator and/or Program Coordinator are available at all times that students are scheduled at clinical practicum. It is important for the student to understand that clinical site attendance
is per each clinical site expectation and their schedule. Any missed hours scheduled at the clinical site will be required to be made-up as stated in the above attendance policy for the radiologic technology program attendance.

**Bereavement**

The college will handle bereavement situations for immediate family on a case by case basis. The college understands that this is a very difficult time for our students and will work with the students and clinical facilities to reschedule clinical hours. Notification of the Clinical Instructor and Clinical/Program Coordinator must occur immediately.

**Clinical Site Orientation**

Each student will need to complete an orientation form for each clinical site they attend. The form needs to be signed by the student and the Clinical Instructor once the orientation is completed. This form will need to stay in the student’s clinical binder, as well as a copy sent to the Program Coordinator to keep in the student’s file.

**Confidentiality**

All Radiologic Technology students must be committed to protecting the confidentiality and security of patient information whether it is in the classroom with classmates or in the clinical practicum setting. During the course of the Radiologic Technology Program, students will be exposed to confidential information that is shared to enhance the learning environment. All students must ensure that they take all measures to maintain confidentiality of all information discussed between fellow classmates, patients in a clinical setting or within their clinical rotation.

Confidentiality also extends to social media. All Radiologic Technology students must refrain from posting medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board. Even if this information is posted on a student’s personal page or account, posting of this information will be treated as a HIPAA violation and can lead to dismissal from the program, clinical site, and the college.

Other statements not containing personal health information, but of a negative nature directed at Radiologic Technology program personnel, clinical sites and partners will not be tolerated and are grounds for dismissal from Radiologic Technology Program and Rasmussen College.
**HIPAA**

Students are **expected** and **required** to maintain patient confidentiality. Failure to comply with this policy in any venue whether in person or online will result in **immediate** dismissal from the Radiologic Technology Program. *All HIPAA rules and regulations should be followed at all times.*

**Student Health and Safety**

*Health Insurance and Liability*

Rasmussen College does not provide health insurance for students. Students are encouraged to acquire and maintain health insurance while in the program. In addition, the student must understand that he or she is responsible for any costs incurred if he or she is injured at the clinical practicum site.

**All students** are required to have a drug screen, physical and proof of health insurance as required by the clinical facilities. These items will be completed at the student’s expense.

All accidents or injuries must be reported to the student’s instructor **immediately**. The instructor will initiate an incident report and follow the protocol outlined in the *Rasmussen College Health and Safety Manual*.

**Radiation Monitoring**

Each student will be issued a dosimeter that is to be worn at all times during clinical rotations. Landauer will send the data back to the Program Coordinator/Radiation Safety Officer, and students will be notified lab within 30 days of the Program Coordinator receiving the dosimeter report. Each student will need to review and initial they have reviewed their report. Rasmussen College follows Nuclear Regulatory Commission (NRC) Regulations for radiation exposure/dose limits. The following threshold doses are listed below:

- **Annual Radiation Exposure/Dose Limit**: 5 rem/5,000 mrem
- **Quarterly Radition Exposure/dose Limit**: 1.25 rem / 1,250 mrem
- **Semi-Annual Radiation Exposure/Dose Limit**: 2.5 rem / 2,500 mrem
- Landauer will notify the Program Coordinator when a student’s quarterly exposure exceeds 20% NRC and ALARA: 83 mrem/mo, 250 mrem/quarter, 500 mrem/semi-annual
- Program Coordinator will notify the Student when monthly exposure exceeds 10% NRC and ALARA: 42 mrem/mo, 125 mrem/quarter, 250 mrem/semi-annual

If a student dose exceeds 42 mrem, 125 mrem/quarter, 250 mrem/semi-annual, the Program Coordinator/Radiation Safety Officer will have a conference with the student to provide additional counseling on radiation protection. Following the conference, the student will need to provide a summary (in writing) expressing that they understand the importance of radiation protection and implementing radiation protection measures.

If a student loses their dosimeter, they will be responsible for the replacement fee. You will not be able to complete your clinical hours unless you have paid the fee, and received the replacement.
**MRI Safety and Screening**

The student must participate in a clinical training orientation prior to Quarter 3 (RTE2300: Radiographic Positioning and Anatomy I). This training session will include MRI safety. The student must pass a MRI safety quiz with a 70% or greater, and fill out a MRI screening form (see Appendix F). The completed MRI screening form will be saved in the student file, a copy will be provided to the clinical training facility (if they have an MRI), and the student will keep a copy in their clinical training binder. If any screening item is answered “yes”, the student will need to meet with the Program Coordinator prior to starting their first clinical rotation. **If there is a change to any of the questions on the MRI Screening Form, the student must inform the Program Coordinator and Clinical Coordinator and complete an updated MRI Screening Form.**

**Clinical Placement**

The Radiologic Technology Program/Clinical Coordinator will obtain clinical sites and create the clinical rotation schedules for the students. Once placed at a site, the student must complete all required hours at that site. Students will not have control over which site is assigned to complete the clinical rotations. All students will have an equitable clinical experience.

Radiologic Technology students are responsible for providing their own transportation to and from the clinical facilities. It is pertinent that the student know that they **may need to travel or relocate out of the immediate area to complete clinical activities and the cost of any such travel or relocation is the responsibility of the student.** Transportation and housing costs during the clinical component will be the responsibility of the student.

**Clinical Sites**

**Fort Myers Florida:**
- Advanced Pain Management and Spine Specialists
- Bayfront Health Punta Gorda
- Bonita community Health Center
- Bowes Imaging Bradenton
- Bowes Imaging Sarasota
- Broward PET Imaging
- Landmark Hospital
- Lehigh Regional Medical Center
- Millennium Physician Group Cape Coral
- Millennium Physician Group Fort Myers
- NCH Healthcare System- Baker Hospital Downtown
- NCH Healthcare System- North Naples Hospital
- NCH Healthcare System-Creekside
- Pediatric Orthopedics of SW Florida Fort Myers
- Pediatric Orthopedics of SW Florida Naples
- Seaside Surgery Center

**The furthest clinical site from the Fort Myers campus is 135 miles.**

**Land O’ Lakes Sites Florida:**
- Bayfront Health Brooksville
- Bayfront Health Dade City
- Bayfront Health Spring Hill
- Kindred Hospital – Central Tampa
- Lifetime Family Urgent Care
- AdventHealth-Ocala
- Johns Hopkins All Children’s Hospital
- Johns Hopkins All Children’s Specialty Care Pasco
- Johns Hopkins All Children’s Outpatient Care Center Eastlake
- Medical Center of Trinity
- AdventHealth-Emergency Center at TimberRidge
- Promise Hospital of Florida at The Villages
- Christ Medical Center – Crystal River

The furthest clinical site from the Land O’Lakes campus is 89 miles.

Ocala Sites Florida:
- Lake Medical Imaging Colony
- Lake Medical Imaging Lake Sumter
- Lake Medical Imaging Leesburg
- Lake Medical Imaging Mulberry
- Lake Medical Imaging Sharon Morse
- Marion Surgery Center
- North Florida Regional Medical Center
- Seven Rivers Regional Medical Center
- University of Florida Health-Shands Teaching Hospital and Clinics, Inc.
- Ocala Health Summerfield ER
- Ocala Regional Medical Center
- Surgery Center of Ocala
- West Marion Community Hospital
- The Villages Health Belleview
- The Villages Health Brownwood
- The Villages Health Colony
- The Villages Health Mulberry
- The Villages Health Pinellas
- The Villages Health Santa Barbara
- The Villages Health Specialty

The furthest clinical site from the Ocala campus is 42 miles

Lake Elmo Sites Minnesota:
- Twin Cities Orthopedics:
  - Edina
  - Burnsville
  - Eden Prairie
  - Maple Grove
  - Plymouth
  - Robbinsdale
  - Blaine
  - Waconia
  - Chaska
- NorthPoint Health & Wellness Center
- The Orthopaedic & Fracture Clinic, Mankato
- Professional Portable X-ray, Inc.
- St Croix Regional Medical Center
- Amery Regional Medical Center
- River’s Edge Hospital & Clinic
- Lakeview Medical Center (Rice Lake, WI)
- Park Nicollet Methodist Hospital
- Park Nicollet Maple Grove Clinic
- Park Nicollet Burnsville Clini
- Park Nicollet Carlson PKWY
- Ministry Our Lady of Victory Hospital
- Renville County Hospital & Clinics
- Sleepy Eye Medical Center
- Redwood Falls Area Hospital
- Lake View Memorial Hospital & Clinic (Two Harbors, MN)
- Ortonville Area Health Services
- Fairview Ridges Hospital
- Fairview Southdale Hospital
- Fairview Range Medical Center
- Fairview Northland Medical Center
- University of Minnesota Medical Center-Fairview, East and West Campuses
- Burnett Medical Center
- Cumberland Healthcare
- District One Hospital-Allina health
- Osceola Medical Center
- Tri-county Health Care-Wadena Hospital
- Apple Valley Medical Center

The furthest clinical site from the Lake Elmo Woodbury campus is 204 miles.
The Radiologic Technology Procedures Course Expectations

Students will be expected to participate in all online course discussions and complete all exams and assignments on time. The student must pass each of the clinical evaluations, competencies and final exam with a 73% or greater to pass the course as well as maintain a 73% or higher cumulative grade in the online discussions, quizzes and any assignments.

Radiologic Technology Clinical Rotations

Students will engage in a 66-week/1080 hour minimum clinical rotation at various radiology facilities. Under no circumstances will the student receive pay for the clinical hours worked. Students will also be completing the online course work simultaneously.

Radiologic Technology students who have successfully completed RTE1000 and RTE1100 will qualify for assignment to a clinical site in quarter three.

Students will be required to complete a MINIMUM of 60 clinical hours per quarters coinciding with RTE 2300, RTE2400, and RTE2500. Students will be required to complete a MINIMUM of 300 clinical hours per quarters coinciding with RTE2600, RTE2700, and RTE2800. The clinical hours will be completed at assigned clinical training site in addition to the online and/or residential course requirements in each course. Each clinical practicum course requires a minimum number of ARRT competencies to be completed. If the required number of competencies are not completed the student may risk failing the course.

All ARRT required competencies must be completed during the minimum of 1080 hours of clinical hours or the student will receive a failing grade in RTE2800.

Student clinical training hours will not exceed 25% (maximum of 270 hours) during non-traditional hours between 7:00 pm to 5:00 am Monday thru Friday or weekends. The student will not have more than 10 hours of clinical practicums per day, and the total didactic and clinical involvement will be equal to or less than 40 hours per week.

Prior to starting the clinical practicums, it is important that students plan ahead. Students should have transportation, housing if relocation is needed, day care, and work schedules figured out in order to accommodate the number of hours required for the clinical experience. If required hours are not completed by the end of the quarter, the student will risk not passing the course.

Clinical affiliates donate valuable employee time, supplies, and opportunities to help educate new members in the profession. In return, Rasmussen College agrees and is committed to only assigning students who meet academic and ethical standards to our valuable clinical affiliates.

The student will be required to have completed all of the required immunizations to be eligible to be placed in a clinical site. For more information, please see the “Immunizations” section of this handbook.

*Students will not be allowed to start the Clinical rotations without appropriate immunizations and screenings – no exceptions.*
Pregnancy Policy

All students entering the Radiologic Technology program must sign the Pregnancy Policy during Programmatic Orientation. A student who becomes pregnant during the duration of the Radiology program has the option to declare their pregnancy. If a student voluntarily decides to declare their pregnancy, it must be in writing and include the expected delivery date. If written notice is not given to the Program Coordinator, the student will not be considered pregnant.

Once a student discloses pregnancy, they will have the following options:

1. Continue the clinical component of the program without modification
   o Rasmussen cannot guarantee clinical reassignment or other modifications; however, if available, the student can go to an alternate site that does not perform fluoroscopy exams. If a student chooses to complete their hours at an alternate site, their surgery and fluoroscopy competencies must be successfully completed before they will be able to graduate from the program.
2. The student has an option to take an incomplete for their clinical practicum, and complete their hours after pregnancy completion.
3. Leave of absence from the program.

Once the pregnancy is declared, a fetal dosimeter will be ordered for the student to measure the fetal radiation exposure. This must be worn at the level of the abdomen, under the lead apron, at all times while at a clinical site.

At any time, the student has the right to undeclare their pregnancy. This also must be in writing and submitted to the Program Coordinator.

Upon pregnancy completion the student will need to provide physician approval to continue at clinical site with no restrictions.

Fetal Limits per the National Council on Radiation Protection and Measurement must remain under 55 millirem (.05 Rem) during any one month period, and a total of 500 millirem (.5 Rem) for the complete gestation period. The student should be aware that the 8th to 15th week of pregnancy is the most sensitive to potential radiation-induced effects; therefore it is advised to avoid a large fetal dose during this period.

Clinical experience
Affiliating clinical facilities are expected to provide educational experiences consistent with Radiologic Technology professional education for any student accepted for a clinical rotation. This includes all aspects of patient care and radiologic procedures as is appropriate to the unique clinical facility and to the student’s level of education and experience.
Under no circumstances should a student hold an image receptor during an exam. **Immobilization devices and Radiologic Technologists should be used if a patient needs to be held for an exam.**

**Supervision**

At all times, the Radiologic Technology student must be under the supervision of an ARRT certified Radiologic Technologist. It is not acceptable for a student to be working under the supervision of a basic/limited scope x-ray technician.

The Radiologic Technologists, including the Clinical Instructor for the clinical facility, will be aware of where the students are at all times. The student must inform a technologist if they are doing an exam without direct supervision. The student must show the RT the images prior to submitting them for approval to the Radiologist at the facility. If one is unsatisfactory, the student will complete the repeat exam under direct supervision and/or will assist the RT with the repeat exam. The Program Coordinator and/or Clinical Coordinator will follow up with the clinical instructor at the site to ensure these policies are being enforced and address any concerns or questions.

**Direct supervision** means a qualified radiographer (Radiologic Technologist) is physically present and immediately available for direction and supervision. Once a student has successfully completed a competency on an exam, and it has been given a passing grade by the Clinical Coordinator or Program Coordinator, the student will be able to complete the specific exam under indirect supervision. **Surgery and portables must be under direct supervision, regardless of a student successfully passing the competency for that exam.**

**Indirect supervision** means a qualified radiographer (Radiologic Technologist) is immediately available with a physical presence adjacent to the room or location where a radiographic procedure is being performed. The student **will not** be able to perform any repeat exams with indirect supervision. Students will only perform exams under indirect supervision in the radiology department.

**Repeat Policy:** If the student is completing an exam under indirect supervision and needs to repeat an image, a qualified radiographer (Radiologic Technologist) must be present and provide direct supervision for the repeated view(s).

*If a student fails to follow the supervision guidelines given, they will be dismissed from their clinical site and fail the course. This is due to the safety concern of the patient.*

**Student Competence**

A student will have didactic and clinical training while completing RTE2300, RTE2400, and RTE2500. During these quarters, a student can only perform a competency exam on x-ray exams that they have tested on and passed in the classroom/lab setting. The clinical instructors will be given a list of the exams covered each quarter. The student is responsible to make sure they are following the proper sequence listed below.
1. Learn the procedure in the classroom/lab setting
2. Practice the procedure in classroom/lab setting
3. Pass positioning skills exams in classroom/lab setting
4. Observe and practice the procedure under direct supervision in a clinical setting
5. Perform a competency exam at the clinical site. *The student must announce that they would like to perform a competency exam prior to getting the patient for the procedure.*
6. Review the competency checklist and images with the Clinical Coordinator, Program Coordinator or Clinical Instructor. The student will be graded on each competency.
7. If the student passes the competency, they will be able to complete the exam under indirect supervision* while in the radiology department.

*see repeat policy

**Requirements to Pass Radiologic Technology Practicum**

The student must meet the following requirements to pass the Clinical Practicum and Capstone Courses:

1. Successfully and satisfactorily complete all required clinical hours.
2. Successfully and satisfactorily complete all required competencies per clinical practicum course.
3. Successfully and satisfactorily pass all clinical site and clinical coordinator evaluations.
4. Maintain a 73% or higher cumulative grade in the course, and a 75% on the final exams and Capstone course.
5. All hours must be validated and signed off by the clinical instructor or clinical site manager.
   a. Forging of clinical hours will result in an immediate dismissal and failure of the course.

Failure to meet all requirements will result in a failing grade or “F” in the Clinical Practicum and/or Capstone courses and student will be required to repeat one or both courses.

**Capstone Experience**

This course will reflect on your journey through the Radiologic Technology program. The Radiologic Technology Capstone course will help prepare you for the ARRT Exam. Failure to meet all requirements may result in a failing grade or “F” in the Capstone course and student will be required to repeat the course. Students will only be awarded two attempts to successfully complete their Capstone course.

The Radiologic Technology Capstone final exam will be conducted on campus the last week of RTE2900 and will culminate in a program post assessment that must be passed with a 75% or higher to graduate from the Radiologic Technology program.

**Radiologic Technology Clinical Practicum Failure Policy**

Dismissal from a clinical facility due to unacceptable actions (attendance, poor performance, lack of professionalism, clinic violations, etc.) of the student will result in a failure of the course. The student
will be required to meet with the Program Coordinator and Clinical Coordinator to determine if the student will be offered a second opportunity to successfully complete a clinical experience the following quarter. If the student is permitted to go back into a clinical site, a Learning Plan will be developed. The student and Program Coordinator and/or Academic Dean will meet to determine an appropriate learning plan to ensure the students success. Guidelines within the learning plan must be followed in order for the student to obtain clinical site placement. If the student fails to comply with the learning plan, this will result as a second failure and the student will be dismissed from the program. The student will only be allowed one dismissal from a clinical site for the duration of the program, and a replacement site is not guaranteed.

If a student is dismissed from a site due to circumstances not within their control (site unable to accommodate student for various reasons), all efforts will be made to place the student at a different site within the same quarter. Should a site not be available, the student will be placed the following quarter. This will not reflect as a failure.

**ARRT Certification Exam**
Students will complete an application for the ARRT exam during the first week of Capstone. Rasmussen College will provide the application and pay the initial fee for the student to take the exam. This payment is valid for 90 days post the student’s program completion date. Failure to schedule, appear, test or complete all required components of the exam during the 90-day period of eligibility results in forfeiture of the students testing fee and will be recorded as a zero from the ARRT and counts as an attempt at the certification exam. [www.ARRT.org](http://www.ARRT.org)

**Educational Events**
Students are strongly encouraged to attend or be involved in certain lectures, projects, and other special events scheduled outside of the normal classroom hours. Any such activity will be scheduled in advance with students notified of the time, date, and nature of the event.

**State Specific Society Memberships**
Students enrolled in the Radiologic Technology program at Rasmussen College are strongly encouraged to become members of their State Society of Radiologic Technologists. The state societies promote professional development and lifelong learning for Radiologic Technologists as well as students in Radiologic Technology programs. The society holds educational conferences and seminars periodically around the state at reduced costs for members. Membership fees are the responsibility of the student.

**Florida Students:** Florida Society of Radiologic Technologists (FSRT) [http://www.fsrt.org/](http://www.fsrt.org/)

**Minnesota Students:** Minnesota Society of Radiologic Technology (MSRT) [www.MNSRT.org](http://www.MNSRT.org)
Students may also be encouraged to attend events hosted by Minnesota Association of Radiology Students (MARS) as described in the Educational Events section.

**American Society of Radiologic Technologists (ASRT)**
Students enrolled in the Radiologic Technology program at Rasmussen College are strongly encouraged to become members of the American Society of Radiologic Technologists (ASRT). The ASRT sets forth a vision to “be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, and research.” The ASRT’s mission is to “advance the medical imaging and radiation therapy profession and to enhance the quality of patient care.” [www.ASRT.org](http://www.ASRT.org)

**Social Networking and Social Media Policy**
As social media and networking technology continues to evolve and gain popularity, so does the need to implement policies applicable to HIPAA, Workplace/Radiology Program Relations, Clinical facilities and professionalism. This policy recognizes the fact that regardless of the original intent, words and images posted or distributed publicly have an impact on the reputation of Rasmussen College, our students, community partners and clinical sites. Therefore, it is the policy of Rasmussen College to prohibit any and all participants in the Radiologic Technology program from posting detailed medical information, images, negative comments regarding an instructor, clinical site or partner, and anything that could be considered a threat or harassing statement on any social networking site or message board.

Disclosure of personal health information and images via these sites, even if using your personal accounts/pages, can and will be treated as a HIPAA violation. Other statements not containing personal health information, but of a negative nature directed at Radiologic Technology program personnel, clinical sites and partners will not be tolerated and are subject to the conditions listed in the paragraph below.

Your clinical experience is an extension of Rasmussen College’s relationship with area healthcare facilities, and your chance to gain valuable in-field experience. As such, it is expected and required that you treat these clinical sites as your workplace. Therefore, negative and/or subjective comments or postings via social media are grounds for dismissal from Radiologic Technology Program and Rasmussen College.

**Rasmussen College Academic Integrity Policy**
I. **Introduction:** As an institution of higher learning, Rasmussen College is dedicated to global enrichment and meeting the evolving needs of our diverse communities. In pursuit of this commitment, students of Rasmussen College are expected to uphold the very highest business and personal ethics and embrace opportunities for engaging in honest intellectual inquiry by practicing academic integrity. Academic Integrity is the commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. The purpose of this policy is to clarify the College’s expectations with regard to student’s academic behavior and provide examples of
I. Academic misconduct. Misconduct is a violation of the Academic Integrity Policy, whether intentional or unintentional, and includes all forms of academic cheating.

II. Definitions

a. **Academic Misconduct** is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act that results in unfair advantage to the student.

b. **Cheating:** Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.
   iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids to gain unfair advantage in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

c. **Collusion:** Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

d. **Destruction, Theft, Obstruction, Interference:** Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor’s materials or another student’s academic work.

e. **Fabrication, Falsification, Forgery:** Deliberately falsifying, altering, or inventing student records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

f. **Plagiarism** is the act of representing an individual’s or organization’s words, thoughts, or ideas as one’s own. Examples include:
   i. Using information (a paraphrase or quotation, in whole or in part) from a source without attempting to give credit to the author of that source.
   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.
   iii. Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.
   v. Submitting work previously graded in another course without prior approval by the course instructor; or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.
vi. Borrowing so much language (including paraphrasing and quoting) and/or ideas so that it comprises a majority of your paper or project even if citations are present.

III. Violations: Students who violate the academic integrity policy (commit academic misconduct) are subject to corrective action in order to deter future misconduct and to hold students accountable for their actions. Academic Integrity violations and corrective actions are documented and cumulative; corrective actions may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. The College reserves the right to dismiss a student from the College for academic misconduct; students who are dismissed from the College because of academic misconduct may not reenroll. Students who commit Academic Misconduct also run the risk of harming future educational and employment opportunities.

IV. Appeal: A student found in violation of the Academic Integrity Policy may appeal a finding of misconduct using the Academic Appeal policy located in the catalog.

See the most updated version of the Academic Integrity Policy within the College Catalog at:
http://www.rasmussen.edu/degrees/course-catalog/

Radiologic Technology Program Grievance Policy & Procedure

Academic Appeals and Grievance Policy
Rasmussen College broadly recognizes the rights of students and others who have dealings with the College to present a complaint through the impartial procedures of a grievance or academic appeal. We recommended that students follow the Academic Appeal Procedure when appealing a final grade or an academic policy; however, in some cases, academic appeals are escalated to or start from a grievance, and in some cases, students pursue both avenues. For any situation involving sexual misconduct or gender-based discrimination, please reference the Title IX and Policy Against Sexual Misconduct section of the catalog.

For purposes of this policy, the following terms are defined: “complainant” is the aggrieved person or entity that has dealings with the College; “grievance” is an expressed feeling of dissatisfaction held by a complainant regarding an action taken by the College or by members of the College community; “student” means a current student.

Complainants are assured that no adverse action will be taken by the College or any of its representatives for registering an academic appeal or grievance. The College will investigate and attempt to resolve each academic appeal and grievance made under this policy.

Academic Appeal Procedure
The following procedure must be followed for a grade appeal or appeal regarding a program-specific academic policy:
1. For grade appeals, the student must submit a written appeal to their instructor’s “@rasmussen.edu” email address. Grade appeals must be submitted within five business days after grades have been posted to the student’s record. Students wishing to submit an appeal related to a program-specific academic policy must contact their Dean or Advisor to begin the process as outlined in number 2 below.
   a. Please note the instructor’s “@rasmussen.edu” email address can be found in the course syllabus and is different from “course mail.”
   b. The written appeal must include a detailed explanation as to why an appeal should be considered and must clearly state the student’s desired outcome (e.g., that a new grade should be assigned, or that the student is willing to resubmit work or repeat the course).
   c. The instructor will consider the appeal and respond to the student via email within seven business days from the date the appeal was submitted.

2. For program-specific academic policy appeals or an appeal of the instructor’s determination in number 1 above. Program-specific academic policy appeals must be submitted within ten business days after grades have been posted to the student’s record. If the student is unsatisfied with the instructor’s decision from number 1 above and desires to pursue the appeal further with the Dean, a formal appeal request may be initiated by contacting their Advisor or Dean.
   a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student’s request.
   b. The form needs to be completed electronically within seven calendar days.
   c. The Dean will consider the appeal and will respond to the student via email within seven business days from the date the appeal form was submitted.

3. If the student is unsatisfied with the Dean’s decision and desires to pursue the appeal further, the student may appeal to the Academic Appeal Committee. All committee decisions are final. A formal appeal request may be initiated by the student contacting their Advisor or Dean.
   a. An academic appeal form will be sent electronically to the student by their Advisor or Dean based on the student’s request.
   b. The form needs to be completed electronically within seven calendar days.

**Grievance Procedure**

The following grievance procedure should be followed by the complainant:

1. The complainant should first make a reasonable effort to resolve the grievance directly with the person or entity they feel caused their complaint.
2. If after this reasonable effort, the grievance has not been resolved to the complainant’s satisfaction, a request for further action should be made in a detailed writing to the Campus Director within ten business days of the grievance. The Campus Director will initiate an investigation within ten business days of receiving the written grievance, and will then attempt to resolve the matter and will issue a decision to the complainant.
3. If a complainant desires to further appeal a decision, a written statement must be submitted to the Senior Vice President of External and College Relations within 15 business days of the Campus Director’s decision. A response will be given within 30 business days.
A record of each grievance and academic appeal, including its nature and disposition, shall be maintained, for all programs, by the College.

Complainants and students may also contact:

- **Commission for Independent Education, Florida Department of Education**, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399; Phone: (888) 224-6684
- **Illinois Board of Higher Education**, 431 East Adams, Second Floor, Springfield, IL 62701; Phone: 217-782-2551
- **Kansas Board of Regents**, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612; Phone: 785-296-3421
- **Minnesota Office of Higher Education**, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; Phone: (651) 642-0533
- **North Dakota University System**, 1815 Shafer Street, Suite 202, Bismarck, ND 58501-1217; Phone: 701-328-2960
- **State of Wisconsin Educational Approval Board**, 431 Charmany Drive, Suite 102, Madison, WI 53719; Phone: 608-266-1996
- **The Higher Learning Commission**, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; Phone: (800) 621-7440 or (312) 263-0456, [www.hlcommission.org](http://www.hlcommission.org)

*More information regarding Grievance Policy and Appeal Procedures can be found in the College Catalog: [http://www.rasmussen.edu/degrees/course-catalog/](http://www.rasmussen.edu/degrees/course-catalog/).*

**Complaints**

If a complaint may arise during the attendance of Radiologic Technology courses the students must:

1. First bring the complaint or issue to the attention of the Program Coordinator. The Program Coordinator will review the complaint or issue, provide a timeline for response, and follow-up when necessary.
2. Secondly, if the Program Coordinator does not respond to the complaint in a timely manner the student may contact the campus Academic Dean.
3. Lastly, the student should review the Academic Grievance Policy in the catalog for further procedures to follow. [http://www.rasmussen.edu/degrees/course-catalog/](http://www.rasmussen.edu/degrees/course-catalog/)

**JRCERT Resolution Policy**

Upon notification from the JRCERT (Joint Review Committee on Education in Radiologic Technology) of a complaint concerning noncompliance of the Standards, the Rasmussen College Radiologic Technology Program will respond to the JRCERT within a one month time frame. The response will include:

1. An acknowledgement of the complaint by the School of Diagnostic Imaging and the date received.
2. Investigation of the specific issue related to the complaint including meetings with any personnel involved (completed within two weeks of receipt).
3. A report of the final outcome of resolution of the complaint with an action plan if applicable.
A permanent written record of all complaints and subsequent resolutions will be kept on file in the Program Coordinator’s office. Any complaints and/or resolution of complaints of noncompliance with the Standards will be conveyed in the Annual Assessment Outcomes Report.


Appendix A: Major and Core Course Descriptions

**HSC1531 Medical Terminology:** This is a basic medical vocabulary-building course. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.

**PHA1500 Structure and Function of the Human Body:** This course provides a working knowledge of the structure and function of the human body. A general introduction to cells and tissues is followed by study of the anatomy and physiology of the skeletal and muscular systems. The student is introduced to the nervous, cardiovascular, respiratory, digestive, urinary, reproductive, and endocrine systems.

**RTE1000/1000L Intro to Radiology and Patient Care:** This course provides an overview of radiology and the role in the healthcare system. Principles, practices and policies of healthcare organizations are explored. The legal, ethical and professional standards related to radiology are examined. This course will include the basics of patient care skills in the radiology department.

**RTE1100/1100L Radiology Physics:** This course is the study of radiographic physics. It places focus on the process in which the x-ray circuit creates electrons and the interactions that occur inside and outside the x-ray tube. Topics covered will be the x-ray circuit, x-ray production and photon interactions with matter. This course will prepare students for operation of the x-ray control panel and x-ray tube.

**RTE1200 Advanced Modalities in Radiology:** This course provides a working knowledge into the different modalities available to the Radiology Technologist. The student will be introduced to the application of the different modalities, method by which the image is acquired, and recognize the different images for the specific modalities.

**RTE2000 Radiographic Equipment and Acquisition:** This course is the study of factors that influence radiographic images and the equipment that produces the images. It places focus on the correct selection of factors and operation of equipment to produce a quality image. Topics covered will be control panels and automatic exposure control devices. Photographic and geometric factors that influence images. Computed radiography and direct radiography equipment and processing. This course will prepare students for operation of all radiographic equipment and the selection of appropriate factors.

**RTE2100 Radiographic Evaluation, Disease, and Quality Control:** This course is the study of the analyzation of radiographic images, and the quality control for radiographic equipment. It places focus on the critical thinking skills required to analyze healthy and diseased images and make the appropriate adjustments as necessary. Topics covered will be image criteria, diseases, and quality control equipment tests. This course will prepare students for critiquing images, identifying diseases, and quality control testing.
RTE2200 Radiobiology and Protection: This course is the study of the effects of radiation on the human body and how to minimize exposure through radiation protection. It will focus on implementing the ALARA principle in order to safely use diagnostic radiation in the medical field. It will cover short and long term effects of radiation and protection measures used in a clinical setting. This course will prepare students to go to a clinical site with a solid foundation of ionizing radiation interactions with biological systems.

RTE2300/2300L/2300LL Radiographic Positioning and Anatomy I: This course is the introduction course to radiography positioning and associated anatomy of the chest, bony thorax, upper extremities, and abdomen. It places focus on the foundations of diagnostically sound radiographic positioning. Topics covered will be standard routine projections for chest, bony thorax, upper extremities, and the abdomen, medical and positional terminology associated with proper positioning, and complete image analysis. This course introduces the students to becoming a real world radiographer.

RTE2400/2400L/2400LL Radiographic Positioning and Anatomy II: This course is the study of proper radiographic positioning of the lower extremities, pelvic girdle, and spine. It places focus on maintaining the level of knowledge and professionalism developed within Radiographic Positioning and Anatomy I and continues to expand the student's knowledge, skills, and abilities within radiography. Topics covered are the standard routine projections for the lower extremities, pelvic girdle, and spine as well as associated image analysis. This course gives the student an expanded preparation in becoming a radiographer.

RTE2500/2500L/2500LL Radiographic Positioning and Anatomy III: This course is the study of proper radiographic positioning of the skull, fluoroscopy, and special procedures. It places focus on trauma protocols, special procedures as well as critical thinking scenarios. Topics covered are proper C-arm use, fluoroscopic procedures, and possible pharmaceutical reactions that may occur in radiology. This course will prepare the students for knowledge needed to fully prepare the student to perform at all levels of the clinical rotations.

RTE2600 Radiologic Technology Practicum I: This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

RTE2700 Radiologic Technology Practicum II: This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.
**RTE2800 Radiologic Technology Practicum III:** This course is designed to provide the student with a clinical experience that includes a solid introduction to radiographic imaging in various clinical settings. This course functions to expand and apply knowledge gained in the Radiographic Positioning and Anatomy courses. One of the assumptions of this curriculum is that the student who has passed the Radiographic Technology core courses, will be ready to apply knowledge by operating radiographic equipment and procuring quality radiographic images beginning Week 1 of this course.

**E242 Career Development:** This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview.

**RTE2900 Capstone:** In conjunction with the Radiography Practicum, students will complete an online Radiographic Technology Capstone course. In this course, students will learn job-search techniques and skills for entry-level radiographic technologists as well as share and learn from their practicum experiences with the class. Students will also prepare to sit for the ARRT certification exam.
Appendix B: Radiologic Technology Associate's Degree Program Student Handbook
Acknowledgement

I acknowledge that I have received, read, and understand the information presented in the Rasmussen College Radiologic Technology Student Handbook and Rasmussen College Catalog.

As presented in the handbook and catalog, I understand and agree to comply with:
- Programmatic and Clinical Expectations
- Rasmussen College policy and procedures
- Radiation Monitoring
- Laboratory Safety (Safety and Health Manual)
- Attendance Policy: College and Programmatic
- Grading Scale: College and Programmatic
- Social Networking and Social Media Policy
- HIPAA/Confidentiality
- Direct/Indirect Supervision
- Program Officials Roles and Responsibilities in Appendix E
- MRI Screening Form Appendix F

The Radiologic Technology Student Handbook is provided to the Radiologic Technology student prior to admittance to the program, and any time changes are made.

By signing below, I understand that it is my responsibility to be familiar with the content of both the Radiologic Technology Student Handbook and Rasmussen College Catalog, and to abide by all the policies and procedures outline within both documents. I understand that my failure to read these policies does not excuse me from the applicability of the content.

Handbook Version Date April 2019:

___________________________________________________  __________________________
Signature of Student                                      Date

___________________________________________________
Student Printed Name

___________________________________________________  __________________________
Signature of Program Coordinator                           Date

___________________________________________________
Printed Name
Appendix C: Pregnancy Policy

All students entering the Radiologic Technology program must sign the Pregnancy Policy during Programmatic Orientation. A student who becomes pregnant during the duration of the Radiology program has the option to declare their pregnancy. If a student voluntarily decides to declare their pregnancy, it must be in writing and include the expected delivery date. If written notice is not given to the Program Coordinator, the student will not be considered pregnant.

Once a student discloses pregnancy, they will have the following options:

1. Continue the clinical component of the program without modification
   o Rasmussen cannot guarantee clinical reassignment or other modifications; however, if available, the student can go to an alternate site that does not perform fluoroscopy exams. If a student chooses to complete their hours at an alternate site, their surgery and fluoroscopy competencies must be successfully completed before they will be able to graduate from the program.
2. The student has an option to take an incomplete for their clinical practicum, and complete their hours after pregnancy completion.
3. Leave of absence from the program.

Once the pregnancy is declared, a fetal dosimeter will be ordered for the student to measure the fetal radiation exposure. This must be worn at the level of the abdomen, under the lead apron, at all times while at a clinical site.

At any time, the student has the right to undeclare their pregnancy. This also must be in writing and submitted to the Program Coordinator.

Upon pregnancy completion the student will need to provide physician approval to continue at clinical site with no restrictions.

Fetal Limits per the National Council on Radiation Protection and Measurement must remain under 55 millirem (.05 Rem) during any one month period, and a total of 500 millirem (.5 Rem) for the complete gestation period. The student should be aware that the 8th to 15th week of pregnancy is the most sensitive to potential radiation-induced effects; therefore it is advised to avoid a large fetal dose during this period.

___________________________________________________  _________________________
Student Signature                      Date

___________________________________________________  _________________________
Program Coordinator Signature          Date
Appendix D: Radiologic Technology AS Degree Program Conditions

As part of the acceptance into the Radiologic Technology AS Degree Program, I (print name) ______________________________ accept and understand the following conditions specific to this program.

Please initial each statement of understanding and sign the bottom.

_____ The program will begin on ___________ (Spring or Fall Quarter) ___________ (Year).

_____ The core classes will take 8 quarters from this date ending Winter or Summer. (The program may take additional time based upon classes completed).

_____ To be able to continue in the program, I must maintain a 73% cumulative grade in each of my core lab, lecture, and clinical training components courses and a minimum of 73% on each written and lab practical final examinations. (Retake exams are not guaranteed, first exam score is the gradebook recorded score.)

_____ I have read and understand the Progression Procedure for the Rad Tech program and am not guaranteed to retake a Rad Tech course or maintain enrollment in the program after failing a RTE course.

_____ All examinations and quizzes will be password protected and/or proctored on campus. No copies of testing material are allowed.

_____ The program includes a minimum of 1080 hours of clinical hours.

_____ All ARRT required competencies must be completed during the minimum of 1080 hours of clinical hours or the student will receive a failing grade in RTE2800.

_____ Clinical rotations are unpaid clinical experiences and all travel/housing is the responsibility of the student.

_____ The clinical rotation schedules are set by the clinical site and Program Coordinator. Combined clinical and didactic can be full-time hours and may not allow for me to maintain a job during the day.

_____ The clinical practicum will also include off-shift hours, and may include one or all of the following shifts: evening, night and weekends.

_____ To successfully pass the clinical practicum, I must receive a minimum of 73% on all exam competencies and clinical evaluations.

_____ I have read, understand and will comply with all ARRT requirements for national certification, to include, but not limited to ARRT ethics review and all required competencies.

___________________________________________________  ________________________  
Student Signature                        Date

___________________________________________________  ________________________  
Program Coordinator Signature           Date
Appendix E: Program Officials’ Responsibilities

Program Coordinator Responsibilities:
1. Assures effective program operations
2. Oversees ongoing program assessment
3. Participates in budget planning
4. Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development
5. Assumes the leadership role in the continued development of the program

Clinical Coordinator Responsibilities:
1. Evaluates students
2. Participates in didactic and/or clinical instruction
3. Supports the program coordinator to help assure effective program operation
4. Coordinates clinical education and evaluates its effectiveness
5. Participates in the assessment process
6. Cooperates with the program coordinator in periodic review and revision of clinical course materials
7. Maintains current knowledge of the discipline and educational methodologies through continuing professional development
8. Maintains current knowledge of program policies, procedures, and student progress

Didactic Program Faculty Responsibilities:
1. Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress
2. Participates in the assessment process
3. Supports the program coordinator to help assure effective program operation
4. Cooperates with the program coordinator in periodic review and revision of course materials
5. Maintains appropriate expertise and competence through continuing professional development

Clinical Instructor(s) Responsibilities:
1. Is knowledgeable of program goals
2. Understands the clinical objectives and clinical evaluation system
3. Understands the sequencing of didactic instruction and clinical education
4. Provides students with clinical instruction and supervision
5. Evaluates students’ clinical competence
6. Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development
7. Maintains current knowledge of program policies, procedures, and student progress

Clinical Staff Responsibilities:
1. Understand the clinical competency system
2. Understand requirements for student supervision
3. Support the educational process
4. Maintain current knowledge of program policies, procedures, and student progress
Student Responsibilities in the Clinical Practicum Site:

1. Treat your Clinical Practicum like a job interview:
   a. Arrive to the site prior to your scheduled start time. You should be in the department and ready to go at the scheduled start time. (Do not clock in more than five minutes prior to the start time).
   b. Clinical practicum sites only allow students to be in their department during scheduled times that both the clinical site and college have agreed to. Students are not allowed to visit clinical sites outside of college scheduled time.
   c. If you are going to be late or absent, you must:
      1. Call the Clinical Instructor at the site. If you can’t get in touch with of the Clinical Instructor, ask to speak to the manager. If neither of them are available, leave a message and follow-up later to speak to the site and confirm they received your message.
      2. Call the Program/Clinical Coordinator, if there is no answer leave a message and send an email.
   d. Follow the Conduct, Dress and Appearance, and Behavior Standards at all times.
      1. Maintain professional behavior during your clinical experience. Remember that your behavior reflects on the facility, the college, the radiologic technology profession, and on yourself.
      2. Patient care and well-being come first while in a clinical practicum site.
      3. The student will follow through with any assigned examination regardless of the length of required or extenuating circumstances.
      4. Solicitations are not allowed on clinical practicum property.
      5. Students are not allowed to accept tips or gratuities from patients or visitors.
      6. The following behaviors will result in removal from your clinical practicum site and may result in dismissal from the Radiologic Technology program:
         a. Possession and or use of alcoholic beverages or illegal drugs
         b. Sleeping/loafing in the clinical education area
         c. Theft, destruction or unprofessional use of clinical practicum site property
         d. Horseplay or other unprofessional behavior
         e. Conduct detrimental to patient care
         f. Fighting
         g. Gambling
         h. Excessive absenteeism/tardiness
         i. Insubordination
         j. Use of inappropriate language
         k. Use of language that may be construed as threatening
         l. Leaving the work area for breaks without permission of the appropriate personnel.
         m. Refusing to perform procedures at any time during clinical practicum hours.
         n. Inappropriate use of department telephone/computers or personal cell phones/computers.
         o. Visiting clinical practicum site during non-scheduled time.

*An interview may be required for some clinical sites. Your Program Coordinator or Clinical Coordinator will give you more information if your potential site requires an interview.*
2. Wear your Rasmussen ID badge (above the waist), dosimeter, and have radiography markers at the clinical site.
3. You are responsible for meeting all of the program and clinical site immunization, CPR, background check, drug screens or health physical criteria as required by the clinical practicum site by the deadline given by the Program Coordinator/Clinical Coordinator.
4. You must have your clinical binder with you for each clinical shift as well as any additional study material and/or textbooks pertinent to your clinical rotation.
5. Make sure your campus Radiologic Technology Clinical Coordinator has provided you with the clinical site’s information including the: name of the facility, address, contact person, and phone number.
6. Complete a new site orientation for each clinical site you attend.
7. Report all incidents to the Program/Clinical Coordinator within 24 hours occurring at the clinical practicum sites in which an incident report is made. Reporting all accidents and incidents regardless of severity is mandatory. Failure to complete an incident report may results in liability for the facility as well as the program. Incident reports must be made in writing for the following:
   a. Injury to a patient
   b. Injury to hospital personal
   c. Injury to a visitor
   d. Personal injury
   e. Loss of a patient’s personal belongings
   f. Equipment damage or miss use
   g. Any incident that requires written documentation at the clinical practicum site
8. Cell phones are only allowed during breaks in the clinical setting. Cell phones should be locked in a secure place during all other times while in a clinical practicum site. Department telephones are maintained for business use only, personal calls are not allowed.
9. Clinical practicum site computer usage is limited to professional business only. Students are not allowed to use their own laptop or department computes for personal or college use while in the department.
10. Accurately document the hours spent in the facility. If Trajecsys is down, use the paper form and have the Clinical Instructor or manager sign off.
11. Upload all clinical documentation to your course by the deadlines given (specific to the course and module).
12. At the end of each of your clinical rotations, complete the clinical evaluation form and upload to the course drop box along with your other clinical documentation. Express your appreciation to all staff with whom you have worked to help ensure they remember you in a positive light. Send a note of appreciation to the Clinical Site.
Clinical Practicum Competency Requirements

RTE2300LL
- 3 total competencies completed minimum (mandatory or elective)

RTE2400LL
- 8 total competencies completed minimum (mandatory or elective)

RTE2500LL
- 10 total competencies completed minimum (mandatory or elective)

RTE2600 Radiologic Technology Practicum I
- at least 18 of the 37 mandatory imaging procedures
- at least 5 of the required 15 elective imaging procedures (selected from the list of 34)
- at least 3 of the 10 mandatory general patient care activities

RTE2700 Radiologic Technology Practicum II
- at least 28 of the 37 mandatory imaging procedures
- at least 10 of the required 15 elective imaging procedures (selected from the list of 34)
- at least 8 of the 10 mandatory general patient care activities

RTE2800 Radiologic Technology Practicum III
- at least 37 of the 37 mandatory imaging procedures
- at least 15 of the required 15 elective imaging procedures (selected from the list of 34)
- at least 10 of the 10 mandatory general patient care activities
# Appendix F: MRI Safety & Screening Form

## MRI Safety - Screening Form

<table>
<thead>
<tr>
<th>Part I: Do you have any of the following:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiac Pacemaker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you pregnant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever had metal in your eye?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent surgery (within 5 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle ear prosthesis/cochlear implant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacemaker, wires, defibrillator or implanted heart valve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal pin, plate, joint, screw/nails or any metallic object in or attached to your body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aneurysm clip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implanted stimulator (Ex: Neurostimulator, Bone growth stimulator, Spinal cord stimulator)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any type of prosthesis (Ex: Cardiac valve prosthesis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shunt (spinal or intra-ventricular)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any metal fragments, bullets or shrapnel in your body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiac bypass, stents,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recent colonoscopy/endoscopy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphine pumps/Insulin pump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implanted infusion device/vascular port</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spinal fusion procedure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wire mesh implant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other type of implant or metal in your body?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part II: General MRI Safety Questions - Do you have the following:**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing aide, dentures, partial plates, hairpiece</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck, back or brain surgery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transdermal patch (nitroglycerine, nicotine, pain, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IUD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tattoos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Body piercings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of seizures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of Cancer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Before entering the MRI suite, please remove all metallic objects from your body or belongings, including but not limited to:**

- Coins
- Pocket knives
- Hemostats
- Keys
- Cell phone
- Scissors
- Watch
- Nail clippers
- Glasses
- Credit cards/ATM cards
- Safety pins
- Pill boxes
- Money clip
- Paper clips
- Hairpins, barrettes
- Pens
- Stethoscope
- Cosmetics

*If you answered yes to any questions in Part I, you will need to meet with the Program Coordinator.*
*If there is a change to any of the questions on the MRI Screening Form, the student must inform the Program Coordinator and Clinical Coordinator and complete an updated MRI Screening Form.*
Initial each line as they are reviewed. You will be responsible for understanding and following all of the policies
that are related to your clinical practicum.

- Clinical Schedule
- Clinical Placement/Rotations
- Review Roles and Responsibilities: (Program Coordinator, Clinical Coordinator, Clinical Instructor)
- Immunizations and Background Checks
- Drug Testing and Physical (every 12 months)
- Health Insurance (Must maintain health insurance throughout the entire program. It is the student’s
  responsibility.)
- Site Contact Information/ What to bring to clinicals
- Binder Set Up
- Essential Functions – Contact Program Coordinator immediately if you are unable to meet any of the
  listed essential functions.
- Hours at Clinical Site
- MRI Safety – Quiz and Screening Form

- **Handbook Policies**
- Rasmussen’s Student Conduct/Dismissal Policy
- No smoking (Including vapes, e-cigarettes, etc.)
- Program Standards for Conduct, Dress, Appearance, and Behaviors
- Program Attendance
- Attendance Policy – Absences and tardies *(one minute after scheduled time is late)*
- Confidentiality and HIPAA
- Radiation Monitoring
  - How to wear/store dosimeter
  - Dosimeter Reports
- **Supervision**
  - Observed
  - Assisting
  - Direct Supervision
  - Indirect Supervision
Student Competence – procedure/steps from lab to clinical setting
- learn in lab
- successfully complete exam on lab practical
- practice at clinical site under direct supervision
- complete competency at clinical site
- review with Program Coordinator/Clinical Coordinator
- eligible to complete under indirect supervision in Radiology department

Repeat Policy

Clinical Practicum Failure Policy

Other Policies: Please review the chart below and their policies and initial after each one

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page #</th>
<th>Student Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Call/No Show</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology Clinical Rotations &amp; Hours</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Pregnancy Policy</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Social Networking/Social Media</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Academic Integrity Policy</td>
<td>40-42</td>
<td></td>
</tr>
<tr>
<td>Grievance Policy &amp; Procedure</td>
<td>42-44</td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td>44</td>
<td></td>
</tr>
</tbody>
</table>

Clinical Binder Set Up:
- Forms
- How to fill out forms/expectations
- Uploading clinical forms to Blackboard Dropbox
- Trajecsys

I have reviewed and understand all items regarding clinicals, along with the rules and regulations stated in the handbook. I understand that failure to follow all rules in the handbook puts me at risk to fail classes and be kicked out of the school or program.

Signature: ____________________________ Date: __________ Program Official ____________