



Department of Health Sciences

*BAS in Radiologic
Technology*

Student Handbook

2015-2016

Table of Contents

BAS Radiologic Technology Program.....	3
Description	3
Mission.....	3
Program Student Learning Outcomes	3
Professional Standards	3
Program Faculty	4
Academic Advising Policy	4
Sequencing of Courses in the Program	6
Continuous Enrollment in the Program.....	6
Leave of Absence from the BAS in Radiologic Technology Program.....	6
Grade Appeal Procedure	6
Withdrawal and Suspension Policies	6
Withdrawal from Course Policy.....	6
Program Dismissal	7
Withdrawal from the BAS in Radiologic Technology Program.....	8
Involuntary Administrative Withdrawal Policy	8
Student Suspension/Administrative Withdrawal Appeals	8
Dismissal and Suspension from the Program.....	8
Academic Dishonesty.....	9
Appeal Procedure for Sanctions for Academic Dishonesty.....	9
Academic Policies	9
Privacy of Student Records.....	9
Absence during a Scheduled Examination/Graded Assignment.....	10
Faculty Evaluation	10
Online Learning Resources and Tutoring Services.....	10
Requirements Prior to Beginning BAS Program Coursework.....	11
Online Student Orientation to Desire2Learn.....	11
Plagiarism Tutorial.....	11
Signature Pages	11
Electronic Communication and Submission of Assignments	12
Turnitin.....	12
Program Guidelines for Writing an APA Style Paper.....	13
Program Guide for Style, Format, and Submission Errors	15
Online Links for Writing and APA Style.....	16
Frequently Asked Questions: RTEC 480/490, Clinical Specialization I and II.....	17
Clinical Experience Policies.....	18
Accountability and Behavior during Clinical Experience	18
Essential Functions for Radiologic Technologists.....	18
Physical and Mental Demands	18
Communicable Disease.....	18
Percutaneous Injection/Invasive Procedure	18
Department of Health Sciences Collective Bargaining Activities Policy.....	19
Program Requirements for RTEC 480/490, Clinical Specialization I and II.....	20
Physical and Proof of Immunizations	20
Annual Personal Health Insurance	21
Annual Personal Liability Insurance.....	21
CPR for the Professional Rescuer	21
Criminal Background Investigation	22
Drug Testing.....	22
Nametag	22

Radiation Monitoring	22
Mammography Provisional License for the State of Colorado.....	22
Use of Fluoroscopy and C-Arm and State of Colorado Fluoroscopy License.....	22
Check List for Clinical Experience, RTEC 480/490, Clinical Specialization I and II.....	23
Policies and Forms	24
Department of Health Sciences Criminal Background Investigation Policy	25
Declared Pregnant Student Policy.....	27
Department of Health Sciences Substance Abuse Policy	29
Confidentiality of Record/Patient Information Policy and Signature Page	32
Student Handbook Signature Page.....	34

The Student Handbook is subject to modification. Students will be notified in writing when revisions have been made.

BAS Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Description

The BAS Radiologic Technology Program provides registered technologists the opportunity to advance in specialty areas in the field of radiology including computed tomography (CT), magnetic resonance imaging (MRI), and mammography and to acquire skills in informatics, quality management, and advanced patient care. The program delivers quality education through distance education in the didactic and clinical arena.

The Higher Learning Commission of the North Central Association of Colleges and Schools accredits the CMU BAS Radiologic Technology Program.

Completion of general education and program requirements entails four or more semesters of study. General education requirements are offered online and on campus. Program requirements include online coursework and clinical internship.

Mission

The mission of the CMU BAS Radiologic Technology Program is to provide registered technologists opportunity for post-primary certification education leading to a baccalaureate degree.

Program Student Learning Outcomes

All CMU baccalaureate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student-learning outcomes, graduates of this major will be able to:

1. Relate ethical principles to real-life problems in the radiologic sciences. (**Specialized Knowledge**)
2. Combine academic theory with practitioner experience and skills. (**Applied Learning**)
3. Apply quantitative analysis methods to develop appropriate conclusions. (**Quantitative Fluency**)
4. Communicate effectively through written documents. (**Communication Fluency**)
5. Develop critical thinking and problem solving skills that demonstrate a professional level of expertise in advanced specialty areas in the radiologic sciences. (**Critical Thinking**)

Professional Standards

ARRT Post-Primary Pathway

Students beginning the program of study at CMU must be aware of the requirements for post-primary certification (<https://www.arrt.org/Certification>). Candidates must hold primary pathway registration with the ARRT (or in some cases, NMTCB or ARDMS) in an appropriate discipline and document completion of specific clinical experience requirements. Beginning January 1, 2016, candidates must also document completion of 16 hours of structured education.

Candidates must meet ethical standards and agree to abide by the ARRT Rules and Regulations (<https://www.arrt.org/pdfs/Governing-Documents/Rules-and-Regulations.pdf>) and ARRT Standards of Ethics (<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>). To determine eligibility, the ARRT investigates all potential violations including conviction, criminal procedure, or military court martial. It is strongly recommended students begin the pre-application process (<https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>) during the first semester of the program to determine ethics eligibility.

Program Faculty

Program Director/Professor Patti Ward, PhD, RT(R) pward@coloradomesa.edu
Assistant Professor Scott Vangemeren, MSRS, RT(R)(CT)(MR) svangemeren@coloradomesa.edu
Professor Bette Schans, PhD, RT(R) bschans@coloradomesa.edu

Academic Advising Policy

I. Purposes

- A. Explain the roles of the student and the advisor in the academic advising relationship
- B. Insure that students make satisfactory progress toward a degree
- C. Set standards for satisfactory progress in the program

II. Policy

A. Academic Advising

1. Students are responsible for contacting their assigned advisor for initial advising prior to each semester's registration and at any other time that the student and advisor may deem necessary.
2. Students are strongly encouraged to have their advisor review their course load, but the advisor's signature is not necessary for the student to proceed with the registration process.
3. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
4. For courses requiring "permission of the instructor" as an alternate to a stated prerequisite course, the students must receive such permission before registering for class. Instructors reserve the right to withdraw any student who does *not* have permission.
5. Faculty advisors maintain a minimum of five scheduled office hours per week, scheduled to be available to students.
6. Students must contact course instructors to have appropriate forms signed when adding or dropping classes or withdrawing from the program.
7. The advisor will refer the student to the university registrar regarding evaluation of courses for credit and other appropriate matters.
8. Students are responsible for picking up and completing *Intent to Graduate* forms from the Registrar's Office, and for making an appointment with their advisor the semester prior to graduation to complete the program sheet and petition to graduate.
9. Students are responsible for making sure all copies of transcripts from other colleges are current and on file in the Health Sciences Department. Students must provide a transcript evaluation from Registrar's Office.
10. Students must provide current CMU transcript obtained from the Registrar's Office.

B. Personal Counseling

1. Students may discuss personal problems with an advisor in a confidential, accepting atmosphere.
2. Advisors will refer students for appropriate counseling when the problems are beyond the problem solving abilities of the advisor and advisee.
3. The Vice President of Student Services is available to provide counseling and referral services to students seeking personal, career or substance abuse counseling and resources.

Suggested Course Sequencing for a BAS Major in Radiologic Technology after Completing the AAS Radiologic Technology Program

This is a recommended sequence of course work. Certain courses may have prerequisites or they may only be offered during the fall or spring semesters. It is the student's responsibility to meet with the assigned advisor and check the two-year course matrix on the Colorado Mesa website for course availability.

(Refer to the Program Sheet and CMU Catalog for Approved Courses)

FIRST YEAR

Fall Semester	Hours	Spring Semester	Hours
Essential Learning Humanities	3	Essential Learning Natural Science	3
Essential Learning Natural Science	3	Essential Learning Natural Science Lab	1
Essential Learning History	3	Essential Learning Fine Arts	3
BIOL 210 Human Anat & Physiology II	3	Maverick Milestone	3
BIOL 210L Human Anat & Physiology II Lab	<u>1</u>	Essential Speech	1
	13	BIOL 241 Pathophysiology	<u>4</u>
			15

SECOND YEAR

Fall Semester	Hours	Spring Semester	Hours
100-400 Elective—Upper or Lower Division	3	STAT 200 Statistics	3
RTEC 320 Informatics	2	RTEC 327 Cross Sectional Anatomy II	2
RTEC 325 Cross Sectional Anatomy I	2	RTEC 365 Advanced Patient Care	3
One of the following specializations	2	One of the following specializations	3
RTEC 450 Mammography I		RTEC 470 Mammography II	
RTEC 452 VI I		RTEC 472 VI II	
RTEC 454 CT I		RTEC 474 CT II	
RTEC 456 MR I		RTEC 476 MR II	
RTEC 460 Quality Management	<u>3</u>	RTEC 480 Clinical Specialization I	<u>3</u>
	12		14

THIRD YEAR

Fall Semester	Hours
300-400 Upper Division Elective	2
300-400 Upper Division Elective	3
NURS 415 Business of Health Care	2
RTEC 490 Clinical Specialization II	3
RTEC 494 Capstone in Radiologic Sciences	<u>3</u>
	13

12 credit hours required for fulltime status

BAS in Radiologic Technology Petition/Program Sheet

http://www.coloradomesa.edu/academics/documents/BAS_RadTech_1516.pdf

ARRT Clinical Competency Requirements for Post-Primary Certification

<https://www.arrt.org/Certification>

Sequencing of Courses in the Program

Students can take no more than six credits from the major courses before they must complete 15 credits of general education (beyond the associate degree) and all foundation requirements (STAT 200, BIOL 210/210L, BIOL 241). Students must complete all coursework for graduation within five years following acceptance into the program.

Continuous Enrollment in the Program

Students accepted into the program must register for at least one course from the major, foundation, or upper division elective each fall and spring. Students who find it necessary to interrupt their program of study for one or more semesters (excluding summer) should request in writing a leave of absence addressed to the BAS Program Director.

Leave of Absence from the BAS in Radiologic Technology Program

Interruption of Course Sequence

Students who have begun radiologic technology core courses and who take a leave of absence for one or more semesters or do not progress to subsequent courses will be required to meet with an advisor before registering for subsequent core courses. The student and advisor will develop a written plan. The plan may include didactic or written work, deemed necessary to refresh the student's clinical skills when he or she returns to the clinical course sequence. The advisor will consider the amount of clinical work that preceded the leave and the specific requirements of the student's program. As a reminder, the ARRT requires "all procedures to be performed within the 24-month period immediately preceding the date the application is received by the ARRT."

Grade Appeal Procedure

To grieve an academic or clinical evaluation the student must follow the CMU *Maverick Guide* (Student Handbook), Grade Appeal Procedure

<https://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

Withdrawal and Suspension Policies

Withdrawal from Course Policy

- A. Regular class attendance is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. At the conclusion of the first week of a semester, instructors will report any registered students who have "Never Attended" a class so that those reported students will be administratively withdrawn from that class.
- B. It is the student's responsibility to withdraw, using the appropriate CMU form, from any class which she or he is no longer attending or risk receiving a failing grade in that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline.
- C. The radiologic technology program will utilize all official withdrawal deadlines set by CMU.

Program Dismissal

The expectation is that academically and clinically students demonstrate honesty. Cheating or indiscretion in professional or social conduct may result in dismissal. If a student appears mentally, physically, or socially disqualified for meeting the requirements to be a professional practitioner, she or he may be dismissed from the program. For further information, see the *CMU Maverick Guide* (Student Handbook), Code of Conduct (<http://www.coloradomesa.edu/student-services/conduct.html>).

Violations serious enough to justify a review by the program director for dismissal include, but are not limited to the following policies. Possible causes for dismissal include:

A. Academics

Students must earn a cumulative grade of “C” or better in all required courses listed toward a BAS in Radiologic Technology.

B. Professionalism

Students shall demonstrate appropriate professional conduct and behavior and will represent the profession effectively while attending CMU. Students must demonstrate effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students and instructors, and behavior that preserves the safety of others.

C. Academic Dishonesty

Students shall not engage in academic misconduct that includes but is not limited to plagiarism, violation of course rules, cheating, or assisting another to cheat. (see *Academic Dishonesty Policy* below)

D. Harassment

In accordance with the *CMU Maverick Guide* (Student Handbook), Code of Conduct (<http://www.coloradomesa.edu/student-services/conduct.html>) CMU “prohibits behavior based upon another’s status that has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.”

E. Confidentiality

Students must abide by the HIPAA rules of privacy. Students shall not share confidential patient information with anyone unless disclosure is in order to provide proper health care for the patient with those directly involved in the case and unless there is a direct threat to society if such information is not disclosed. (see *Agreement to Respect Confidentiality* below)

F. Criminal Background

Admission into the Radiologic Technology Program is contingent upon passing a criminal background investigation. Students are responsible for self-reporting offenses that occur after admission to the Health Science Department Head. The department head will review offenses with the program director and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate dismissal from the program. (see *Criminal Background Investigation* below)

G. Substance Abuse

CMU and the program prohibit students from possessing, using, or consuming illegal drugs or alcoholic beverages on university premises and clinical experience facilities. CMU and the program prohibit students from reporting to class and clinical sites under the influence of alcoholic beverages, illegal drugs, or medication that impairs or makes the student unsafe. Faculty may ask students to leave the campus laboratory or classroom who may appear impaired or unsafe. (see *Alcohol and Drug Policy* <http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf> and the *Department of Health Sciences Substance Abuse Policy* below)

H. Misconduct

Students are expected to refrain from:

1. Acts that disrupt or interfere with the orderly operation of teaching and other academic activities
2. Behavior that causes or can reasonably be expected to cause physical harm to a person
3. Physical or verbal threats against or intimidation of any person that results in limiting his or her access to all aspects of life at the University
4. Refusing to comply with the directions of University officials, instructors, administrators, or staff acting in the performance of their duties
5. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code
6. Intentionally or recklessly interfering with normal University activities or emergency services
7. The unauthorized or improper use of University property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment
8. Violations of criminal law that occur on University premises or in connection with University functions, that affect members of the University community, or that impair the University reputation.

Withdrawal from the BAS in Radiologic Technology Program

The faculty reserves the right, and matriculation by the student is a concession of this right, to request the withdrawal of any student whose performance at any time is not satisfactory to the Department of Health Sciences. If a student for any reason wishes to withdraw from the program, notification should be made (in writing) to the BAS Program Director before the expected date of withdrawal. Students who have withdrawn from the university must re-apply for admission according to regular admission policies.

Involuntary Administrative Withdrawal Policy

BAS radiologic technology students who exhibit harmful, potentially harmful, or disruptive behavior toward themselves or others due to apparent medical or psychological distress and who do not request voluntary withdrawal may be subject to involuntary withdrawal (permanent or temporary) from the CMU BAS Radiologic Technology Program if their behavior renders them unable to function in the university community.

Student Suspension/Administrative Withdrawal Appeals

A decision reached and/or sanction imposed by the Student Conduct Officer may be appealed by an accused student within (5) working days of said decision to the Vice President for Student Services. Students must follow the CMU *Maverick Guide* (Student Handbook), Student Suspension/Administrative Withdrawal Appeals procedure.

<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>

Dismissal and Suspension from the Program

Students dismissed from the program cannot reapply or be readmitted to the program. Students on program suspension may apply for re-entry on a space available basis by contacting the program director and validating any remedial action.

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Academic Dishonesty

The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonesty.

Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to:

1. Forgery/fabrication/falsification/plagiarism of academic documents
2. Intentionally impeding or damaging the academic work of others
3. Assisting others in acts of academic dishonesty
4. Cheating in the classroom
5. Unauthorized attendance
6. Multiple submissions
7. Unauthorized collaboration

(Maverick Guide, 2013)

Appeal Procedure for Sanctions for Academic Dishonesty

To grieve a sanction for academic dishonesty students must follow the CMU *Maverick Guide* (Student Handbook), Appeal Procedure for Sanctions for Academic Dishonesty

<http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>.

Academic Policies

Privacy of Student Records

- I. Purpose
Protect the privacy of student information
- II. Policy
 - A. In compliance with the *Family Educational Right and Privacy Act* (FERPA) (<http://www.coloradomesa.edu/businessoffice/documents/FERPA.pdf>) students have the right to non-disclosure of grades.
 - B. For didactic courses, instructors secure graded evaluations until returned to the student.
 - C. For clinical courses, affiliate clinical instructors and clinical instructors store graded evaluations in a secure area until given to the student or mail them to the university instructor until given to the student.
 - D. Students are encouraged to secure returned graded materials when in a public area where there is open access to notebooks or backpacks.
 - E. Faculty can provide outside parties with protected student information (*i.e.*, social security numbers) only with written permission of the student.

Absence during a Scheduled Examination/Graded Assignment

Students must notify the instructor of an illness, emergency, or other reason for absence prior to the scheduled course/event. No notification will result in a grade of zero for the examination/assignment.

Students must contact the instructor on the day of the absence to arrange a time to make up the examination/assignment. The time and place for the make-up examination/assignment is at the discretion of the instructor, however, the expectation is for completion on the day of return and an 8% grade reduction for the examination/assignment.

Faculty Evaluation

The process of evaluation for faculty is designated in the Colorado Mesa University *Handbook for Professional Personnel*. Students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member. Student evaluators need not sign faculty evaluations.

Student evaluations of faculty are analyzed and submitted to the department chair. The results are communicated to the faculty member. Faculty members incorporate student suggestions to strengthen the quality of teaching in the program.

Online Learning Resources and Tutoring Services

Colorado Mesa Online <http://www.coloradomesa.edu:/online/index.html>

This link provides the main access to online information.

Desire2Learn Login and CMU Email

To access Desire2Learn (D2L) login to MavZone and click the D2L link.

To access CMU email login to MavZone and click the email link.

Everything you need to know to get started, including technical requirements for online learning and ordering books online.

Who to contact for help <http://www.coloradomesa.edu:/online/help.html>

This link provides access for help if you are having computer issues, a D2L problem, login questions, and questions about tuition or registering for CMU Online courses, or questions about financial aid.

Tutoring Services

The Tutorial Learning Center (TLC) provides *free, walk-in* tutoring for a wide variety of subjects. Walk-in peer tutoring is available Monday through Friday. Call (970) 248-1392 if you have questions. For Distance Tutoring call (970) 248-1021.

Tomlinson Library <http://www.coloradomesa.edu:/cmulibrary/index.html>

Library Services for Off Campus Students <http://www.coloradomesa.edu/cmulibrary/ecservices.html>

Requirements Prior to Beginning BAS Program Coursework

Online Student Orientation to Desire2Learn

All students enrolling in his or her first online course must complete the Online Student Orientation. This tutorial provides a first-hand experience with the learning management system, Desire2Learn (D2L), before your class begins. You will have access to this orientation after you register for your first CMU online course.

Plagiarism Tutorial

Upon admission to the radiologic technology program, students must complete and submit proof of successful completion of the following plagiarism tutorial.

1. The tutorial includes a quiz, FAQ, glossary, bibliography, 4 modules, 13 sections, illustrative pop-ups, and an animated introduction.
2. Access the tutorial at <http://www-apps.umuc.edu/vailtutor/index.html>
3. **Print the certificate immediately upon completion of the Quiz.**
4. You will be given opportunity to email the completed certificate. Send the email to pward@coloradomesa.edu. Make sure you carefully type in the correct e-mail address when prompted. The tutorial will *not* save your “Certificate of Successful Completion”.
5. **The quiz must be taken in one sitting.**
6. The tutorial should take less than an hour to complete.
7. Links to download required plug-ins are available via the tutorial FAQ.

Signature Pages

On acceptance into the program, students are required to submit the following to the Program director:
Signed Substance Abuse Signature Page (see Policy and Forms section)
Signed Student Handbook Signature Page (see Policy and Forms section)

BAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Electronic Communication and Submission of Assignments

Electronic Communication in a Course

Electronic correspondence in a course will only be accepted and sent through CMU email or D2L. No email accepted from students via private email. You may contact the program director through CMU email for information or questions about the program.

Submissions

The internet and your computer can be tricky sometimes. You have probably experienced an unexpected loss of connection or documents that have simply vanished. Please keep a copy of all submissions. It is a good idea to save your work in more than one place. For substantial assignments, it is also a good idea to save a hardcopy.

1. Save and submit all documents in MS Word or Rich Text Format (rtf).
2. Submit assignments through the 'Dropbox' in D2L.

Turnitin

In order to assist you in preventing plagiarism, some courses will utilize *Turnitin*. In these cases, *Turnitin* filters papers submitted through D2L via the 'Dropbox.' Once submitted, *Turnitin* will indicate the percentage of words identical to other authors in your report, along with specific plagiarized sentences in the report. You cannot have more than 22% of another author's work. You will need to reword sentences and make it your own work prior to submitting the document for grading.

While direct quotations with proper citation do not constitute plagiarism, direct quotations are inappropriate for some types of papers required in this program. Refer to specific instructions for assignments that prohibit the use of direct quotations.

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Program Guidelines for Writing an APA Style Paper

The sixth edition of the *Publication Manual of the American Psychological Association* (2010) is the standard for use in papers in the AAS and BAS Radiologic Technology Programs. Use the following protocol for all written assignments. Please remember plagiarism is a serious offense and as such constitutes grounds for removal from a radiologic technology program.

Modifications of APA Style for the Radiologic Technology Program

1. Only use *Times New Roman* and 12-point font.
2. Add *course name and number; professor's name; and date assignment due* to title page.
3. Do not use a *running head* unless requested by the professor.
4. Do not include an *abstract* unless requested by the professor.
5. Do not put the *title of the paper* on the content section of the paper unless requested by the professor.
6. Do not use *headings* unless requested by the professor.
7. Include the page number with in-text citations. Note: In APA, style page numbers are optional for in-text citations.
8. Use third person point-of-view unless stated otherwise in the assignment instructions. For example, do not use I, me, or you. For example use, "The author stated..." or "The technologist handed the radiologist..."
9. *Single space* within direct quotes over 40 words. Otherwise, follow APA style: Use a block quotation. Begin the quotation on a new line and indent a half-inch from the left margin. At the end of the quotation, provide citation information after the final punctuation mark. Include the page number in the citation for all direct quotes. Note: In APA style, everything is double-spaced.
10. For the reference list, *single space* within each reference that is more than one line and double space between each reference.

Basic APA Formatting and Style Guide for Papers

Text Style

Times New Roman, 12-point font, double-space

One inch margins on all sides

Left justify text only

One half inch paragraph indentation

Page numbers in header, right justified (begin numbering on first page of *text*)

Save document in MS Word or Rich Text Format (rtf) only; no other format accepted

Headings

Use as many of the five levels of APA style headings as necessary. See #6 above

Level 1	Centered, Boldface, Uppercase and Lowercase Headings
Level 2	Left-aligned, Boldface, Uppercase and Lowercase Heading
Level 3	Indented, boldface, lowercase heading with a period.
Level 4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
Level 5	<i>Indented, italicized, lowercase heading with a period.</i>

First Page of Content

Begin page numbering with 1.

Title Page

(New Times Roman, 12-point font, no bold or italics, double-spaced, no page number)

Title of Paper or Report
Jane B. Doe
Advanced Patient Care, RTEC 365
Colorado Mesa University
Dr. Fred E. Smith, RT(R)(CT)
August 24, 2015

Title (upper and lowercase letters, centered five spaces below upper margin)

Author's Name (first, middle initial(s), and last name; do not use titles or degrees)

Course name and number

Institution

Professor's Name (include titles and degrees)

Date Assignment Due

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University
Program Guide for Style, Format, and Submission Errors

Title Page Errors

<i>Code</i>	<i>Corrective Action</i>
T1	Times New Roman; 12-point font; double-spaced (no extra space between paragraphs)
T2	Begin 1 inch from the top 1 inch margin (5 single spaces below the top margin)
T3	Center the title of your paper
T4	Double space and center your name, course name and number, institution, professor and due date (each on a separate line)
T5	Do not bold , <i>italic</i> , or <u>underline</u> text

Style, Format, and Submission Errors

<i>Code</i>	<i>Corrective Action</i>
F1	Times New Roman; 12-point font; double-spaced (no extra space between paragraphs)
F2	One inch margins with left justification only
F3	Do not bold (except headings), <i>italic</i> (except reference page), or <u>underline</u> text
F4	0.5-inch indentation
F5	Number pages beginning with first page of text (not title page); right justification in header
F6	Do not include lists, bullets, visual or non-text information
F7	Use APA style headings (except title)
F8	Never leave a single word on a line or a single line of type at the beginning or end of a page
F9	Use quotation marks before and after direct quotes
F10	Use words (one, two, three...) for numbers less than 10 and numerals (10, 11, 12...) for numbers 10 and above. Use numerals if number is used with a unit of measurement: for mathematical functions (example: ratios, percentages); or measures of time, dates, ages, scores and points on a scale. Use numerals for numbers under 10 grouped for comparison with figures 10 and above (5 of the 23 students agreed with...). Never begin a sentence with a figure and avoid using numbers to begin a sentence. May use figures combined with an abbreviation (example: T-12 and L-1).
F11	Do not use contractions. For example: have not instead of haven't
F12	Abbreviations introduced by writing the term out in full, followed by the abbreviation in parentheses [registered technologist (RT)]; Only introduce abbreviations used at least three times in the paper; To pluralize abbreviations, add an <i>s</i> without an apostrophe (RTs);
F13	Save as a Word Document (.doc) or in Rich Text Format (rtf.)

Spelling, Capitalization, and Punctuation Errors

<i>Code</i>	<i>Corrective Action</i>
S1	Use the spell check function. Remember it will not pick up misused words spelled correctly.
C1	Capitalization error. Capitalize only proper nouns, not generic words (Associate of Applied Science in Radiologic Technology vs. associate degree; Bayer vs. aspirin; do not capitalize radiologist)
P1	Punctuation error

Common Grammatical Errors

<i>Code</i>	<i>Corrective Action</i>
G1	Verbs: Verbs must agree in terms of plurality with their subjects (He complains...they complain)
G2	Pronoun usage: Pronouns must agree with the nouns they replace. Use singular pronouns (he, she, it) to replace singular nouns and plural pronouns (we, they, them) to replace plural nouns (The technologist...he or she; Technologists...they).
G3	<i>Who</i> is the subject of a verb; <i>Whom</i> is the object of a verb (Who will be representing whom?).
G4	Tenses: Use past tense when referring to research articles, textbooks, or writing about observed case studies. (Smith (2015) stated...; The patient presented...)
G5	Awkward sentence structure; meaning of sentence is unclear.

Online Links for Writing and APA Style

Writing Resources

General Writing Resources <http://owl.english.purdue.edu/owl/section/1/>

Writing Mechanics <http://owl.english.purdue.edu/owl/section/1/4/>

Medical Writing <http://owl.english.purdue.edu/owl/resource/732/01/>

Peer Reviewed Journals

Tutorial http://library.nsuok.edu/tutorials/bsol/bsol_peerreviewjournals.html

AMA Style

Free tutorial on the Basics of APA Tutorial <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

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Frequently Asked Questions: RTEC 480/490, Clinical Specialization I and II

- 1. What is clinical specialization?**

Clinical specialization is demonstration of clinical competency in a radiologic science post-primary area. It includes practical experience gained and demonstration of competency in positioning, instrumentation and equipment operation, patient care, and image quality in the clinical setting.
- 2. What imaging areas require clinical specialization?**

The specialty areas of computed tomography, magnetic resonance imaging, vascular interventional, and mammography require clinical specialization.
- 3. What is the prerequisite for clinical specialization?**

You must complete one of the following courses corresponding to your specialty area of interest before registering for RTEC 480, Clinical specialization I. Specialty area courses include RTEC 454, Computed Tomography I; RTEC 456, Magnetic Resonance I; RTEC 452, Vascular Interventional I; or RTEC 450 Mammography I.
- 4. How many credit hours is the clinical specialization?**

Clinical specialization includes two semesters. Each semester course is three credit hours.
- 5. How many clinical contact hours are required?**

Each semester students are required to complete 150 contact hours for the course. Remember, the ARRT requirements are documentation of a minimum total of repetitions across all procedures. You should be able to accomplish this during Clinical Specialization I and II.
- 6. When may I begin my clinical specialization?**

The two-semester clinical specialization may start during summer, fall, or spring terms after prerequisites courses are completed.
- 8. Are there any requirements for a facility to be a clinical site?**

There are sites with which Colorado Mesa University already has an affiliate agreement. If you want to complete clinical at a non-affiliated site, contact the program director. CMU will contact the facility to see if they are willing to have a student. CMU must have an affiliate agreement signed by the facility administrator. This process may take four to six weeks to complete.
- 9. How do I decide what would be a good clinical site?**

Make sure it is a full service facility so you can do all or most of the competencies required by the ARRT.
- 10. May I do clinical rotations at more than one site during a semester?**

Yes, as long as CMU has an affiliate agreement with the facility.
- 11. What are the requirements for taking the ARRT boards in my specialty?**

Search the ARRT website at <https://www.arrt.org/> for eligibility requirements and exam content specifications.
- 12. Whom do I contact if I have further questions?**

Patti Ward, PhD, RT(R), Program Director ward@coloradomesa.edu (970) 248-1775

Clinical Experience Policies

Accountability and Behavior during Clinical Experience

Unlike most formal educational settings, the student in a clinical facility is accountable for working well with others and responsible for direct patient care. It is vital that the student understands the value of honesty, the necessity of critical thinking, and the need to self-regulate behavior.

During clinical experience, students will be directly responsible to the supervisory technologist at the assigned facility. The student should be present during the entire clinical experience shift. The student not registered for the clinical course cannot be in the clinical setting.

Essential Functions for Radiologic Technologists

Health care professionals require the performance of essential function, with or without reasonable accommodations, to provide safe care, generate accurate data, and communicate effectively with patient and other health care personnel.

Physical and Mental Demands

Students must be able to meet the same level of physical and mental demands as those required of any radiologic technologist. It is essential that there is no compromise in patient care. The student must notify the program director of any incident, injury, apparatus, medication, or surgical procedure that impairs or potentially impairs the student. In order to confirm or deny the student's physical or mental ability, diagnostic testing may be required. The student absent from the clinical setting due to a physical or mental restriction must submit a physician's release to the program director before readmission to the clinical setting.

Communicable Disease

While in the clinical setting, students encounter ill and debilitated patients. Therefore, it is critical to the patient's well-being and others that exposure to communicable disease is minimized. Students with a communicable disease may not be in the clinical environment. The program director or supervisory technologist may remove the student from a clinical facility if they suspect they have a communicable disease. In order to confirm or deny a disease process, diagnostic testing and a physician's release may be required.

Guidelines to Prevent the Spread of Disease

1. Properly wash hands or use hand sanitizer before and after each patient contact. Properly wash hands after contact with blood or body fluids and before and after removal of gloves.
2. Wear gloves when the potential for contact with blood, body fluids, mucous membranes, non-intact skin, or secretions exists. Wear goggles, masks, gowns, and gloves when the potential for the splashing of blood or body fluids exists.
3. Wear gloves when handling items soiled with blood, body, fluids, or secretions.
4. Handle needles, scalpel blades, and other sharp objects with care. Do not recap or break needles.
5. Dispose of contaminated needles, laundry, and other contaminated items in biohazard bags or containers designated by the facility.

Percutaneous Injection/Invasive Procedure

- I. Purpose
Identify conditions for percutaneous injection and loading a power injector
- II. Policy
Students may perform venipuncture or a similar invasive procedure on a patient and load a power injector only after meeting the requirements and conditions of the clinical facility.

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Department of Health Sciences Collective Bargaining Activities Policy

I. Purpose

Clarify the role of students in collective bargaining activities in clinical facilities

II. Policy

- A. When functioning in the student role, individuals will maintain a position of neutrality in relation to collective bargaining activities at agencies used for clinical experiences.
- B. In the event of a work stoppage, the faculty will evaluate the appropriateness of the site for the scheduled learning experience.
- C. If it is determined that the facility would not provide the desired learning experience, alternate methods for meeting clinical objectives will be utilized.
- D. If a faculty member or student is assigned to an institution where they are also an employee, as an independent professional, he/she will assume accountability for action regarding strike notice activities during non-working or non-clinical assignment hours.

Program Requirements for RTEC 480/490, Clinical Specialization I and II

Physical and Proof of Immunizations

Students must have a physical examination (Physical Form on the Health Sciences website) with proof of several immunizations: TST, TDaP, Influenza, MMR; Varicella; and Hepatitis B. Students are required to provide the physical form and proof of immunizations to the professional staff assistant. Student should keep originals/copies for future use.

Immunizations

- I. Purpose: To provide information and guidelines for vaccinations required for admission and ongoing progress in the program.
- II. General Information
 - A. **Tuberculin Skin Test (TST) (annual)**

There is no recommended vaccination for tuberculosis. Students must obtain a two-step TB skin test on admission to the program and then a one-step TST every subsequent year thereafter. If you have proof of yearly TSTs, you do not need an initial two-step TST.
 - B. **Tetanus, Diphtheria, Pertussis (TDaP) (every 10 years)**

Students must document a current tetanus, diphtheria, pertussis vaccination for admittance into the program. Boosters are required every 10 years and must be current to continue in the program.
 - C. **Influenza**

Students in clinical rotations during the months of October to December are required to have an influenza vaccination.
 - D. **Varicella (chicken pox)**

Documented immunity to varicella is required for admittance into the program. One of the following may document immunity: 1) verification from a primary care provider, 2) titer, or 3) vaccination. Students receiving a varicella vaccination should do so at least one month before beginning clinical. Students should not attend clinical rotations for 30 days after a varicella vaccination due to the rare possibility of contracting varicella after the immunization and exposing patients and faculty at clinicals.
 - E. **Measles, Mumps, Rubella (MMR)**

Documented immunity to measles, mumps, and rubella are required for admittance into the program. One of the following may document immunity: 1) documented laboratory evidence of immunity to rubella, rubeola, and mumps; or documentation of two doses of vaccine.
 - F. **Hepatitis B**
 1. Hepatitis B is a common and serious disease, which causes acute and chronic inflammation of the liver. Hepatitis B spreads by significant contact with blood, blood products, or body secretions of patients who are acutely or chronically infected with the virus. It may be spread by such contacts as needle sticks, household or sexual contact with Hepatitis B carriers, through hemodialysis, by receiving blood or blood products or concentrates, or by close contact with groups having a high incidence of this disease.
 2. There is now a safe, highly effective, licensed vaccine for the prevention of Hepatitis B. The vaccine against Hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products. The vaccine is given in three injections. Following the initial injection one dose is given at one month and the third dose is given at a 6-month interval after the first.
 3. Student must have received the series of shots in order to continue in the program. Documentation that the student has started the series is required on admittance to the program and dates of completion of the series must be submitted to the department.

Pregnant students are referred to their physician for advice regarding safety of immunization during pregnancy. A written waiver for immunizations must be submitted to the department. Due to increased risk of exposure during clinical or university environment, students are encouraged to obtain meningococcal vaccines.

Annual Personal Health Insurance

Beginning January 2014, students are required to carry personal health insurance coverage.

Annual Personal Liability Insurance

- A. All clinical affiliates require students to carry personal liability insurance. Students must have individual professional liability insurance. Apply through the Health Providers Service Organization as a RT student. Students with other certifications, such as CNA or nursing, must include them when applying for student coverage or the coverage may be voided (this requires a phone call to the agency). **Coverage is for one year.** Keep originals/copies for future use.
1. Access the Healthcare Providers Service Organization at <http://www.hpsso.com>.
 2. Click *Colorado* for your state and click on *Get Started*. This will bring you to the quick quote page.
 3. Under #2, find *Radiologic Technician/Technologist* from the scroll down menu
 4. Click *No* for #3 (unless you are a member)
 5. Click *Student* for #4.
 6. Click *Continue* and you will find the total due, which is approximately \$37.
 7. Click *Online Application* and complete your information
 8. Click for the payment page. Keep a copy of the receipt.
 9. Following receipt of the certificate via email, make a copy, and submit it to the professional staff assistant.
- B. Contact for assistance: Phone: 1.800.982.9491 or email: service@hpsso.com
- C. Students must renew this insurance during the second year of the program.
- D. Students may choose to go through a different company. If so, the policy must be comprehensive general liability insurance covering bodily injury and property damage liability with minimum coverage limits of up to \$1,000,000 each claim and up to \$3,000,000 aggregate professional liability.

CPR for the Professional Rescuer

- A. Students must hold CPR certification for the professional caregiver approved by the American Heart Association, as follows: BCLS-C from the American Heart Association prior to beginning clinical experiences. Students must maintain valid CPR certification throughout the remainder of the program.
- B. To sign up for a CPR course provided at CMU, access *The Marketplace* from the bottom of the CMU website. Students can opt to take a CPR course offered as part of a program course.
- C. Submit a copy of a valid CPR certification card to the professional staff assistant at the beginning of each academic year. Keep originals/copies for future use.

Criminal Background Investigation

- A. All clinical affiliates require students to have a background check. See *Criminal Background Investigation Policy* under Policies in this document.
- B. All students must complete a background investigation through CertifiedProfile. Students assume the approximate \$60 cost. Before placing the order, students will need to gather the following information: Social Security Number, current address, phone number, and email address. At the end of the online order process, there is a prompt to enter Visa or MasterCard information. Money orders are also accepted but they will result in a \$10 fee and additional turn-around time.
- C. To place an order:
 - 1. Go to: www.CertifiedBackground.com
 - 2. Click on “Students”
 - 3. Enter package code:
 - CM71 Colorado residents, order this package
 - CM71os Non-Colorado residents, order this package
 - 4. Set up a Certified Profile account.

Drug Testing

Some clinical facilities require drug testing. It is at the expense of the student. Students in Grand Junction can use MCC Drug and Alcohol Screening (1236 North 7th Street, G. Jct., CO 81501; 970-256-7772) or a testing center of choice. Send results to the Health Sciences Department Head (Health Sciences Department, 1100 North Avenue, Grand Junction, CO 81501) and the clinical facility.

Nametag

Students must wear a CMU nametag (with first name and last initial) during all clinical experiences. CMU provides the nametag. Email Renae Phillips the semester before you begin clinical at rphillips@coloradomesa.edu. Staff will notify the student when the nametag is available. *Local students* will pick up the nametag from the Health Science Department after staff sends notification. *Distance students* include your mailing address when requesting the nametag and staff will mail the nametag.

Radiation Monitoring

Students must wear a radiation monitor during all clinical experiences where there is potential for the use of ionizing radiation. If employed by the clinical facility where the student is completing the specialization, he/she may wear the facility dosimeter. Otherwise, the student is responsible for arranging for a dosimeter from the program director (notification at least five weeks prior to the rotation). The student is responsible for the set up cost (approximately \$10).

Mammography Provisional License for the State of Colorado

Students with specialization in mammography in the state of Colorado are required to have a Provisional Mammographer License prior to engaging in clinical. Contact the program director for the rules and regulations, general guidelines, and application.

Use of Fluoroscopy and C-Arm and State of Colorado Fluoroscopy License

- I. Purpose
 - Identify conditions for use of fluoroscopy or C-Arm in the clinical setting
- II. Policy
 - In the State of Colorado, any person (including a student in training) using a C-Arm or fluoroscope has to pass *Fluoroscopy Training*. This includes among others radiologic technologists and radiologists. <http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251617273626>
 - 1) Students must complete and pass the state *Fluoroscopy Training*
 - 2) Students must submit the training certificate to the program director
 - 3) Violations are subject to disciplinary action including failure of the course and/or dismissal from the program.

Check List for Clinical Experience, RTEC 480/490, Clinical Specialization I and II

- Annual Physical** (form on the CMU Health Sciences website)
Copy to the Professional Staff Assistant
- Proof of Immunizations**
Copy to the Professional Staff Assistant
- Annual Influenza Vaccination by October 31** (or date established by the clinical facility)
Copy to the Professional Staff Assistant
- Annual Personal Health Insurance Coverage** (effective January 2014)
Copy to the Professional Staff Assistant
- Annual Personal Liability Insurance**
Copy to the Professional Staff Assistant
- CPR for the Professional Rescuer**
Copy to the Professional Staff Assistant
- Criminal Background Investigation**
Copy to the Professional Staff Assistant
- Drug Testing**
As required by the clinical facility
- CMU Name Tag**
- Radiation monitor**
- Mammography Provisional License for the State of Colorado**
For specialization in mammography - Copy to the Professional Staff Assistant (location below)
- State of Colorado Fluoroscopy License**
For specializations requiring use of C-Arm or fluoroscopy - Copy to the Program Director
- Confidentiality of Record/Patient Information Policy**
Copy to the Professional Staff Assistant (location below)
- Substance Abuse Policy Signature Page**
Copy to the Program Director
- Student Handbook Signature Page**
Copy to the Program Director
- Other** (as required by the clinical facility – this may include additional documentation, a facility background check or badge, and/or documentation of completion of facility tutorials)

Local students

Submit documentation to:

Professional Staff Assistant-BAS RT Program, Department of Health Sciences, Maverick Center

Distance students

Submit documentation to:

Department of Health Sciences
Colorado Mesa University
1100 North Avenue
Grand Junction, CO 81501

Policies and Forms

The student is accountable for any clinical facility policy that supersedes a CMU policy. For example, a student cannot load a power injector or perform venipuncture without the permission of the clinical facility department director and prior to meeting requirements of the facility.

Criminal Background Investigation

Declared Pregnant Student

Substance Abuse Policy and Signature Page

Confidentiality of Record/Patient Information Policy and Signature Page

Student Handbook Signature Page

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Department of Health Sciences Criminal Background Investigation Policy

- I. Purpose: To maintain a safe and productive educational and clinical environment, potential students who have been accepted into one of the health sciences programs will undergo criminal background investigation.
- II. General Information
 - A. Beginning in 2004 the Joint Commission on Accreditation of Hospital Organizations (JCAHO) began requiring criminal background checks on all employees and students who attend a JCAHO accredited hospital for clinical laboratory experience. Some agencies may request a copy of background information or complete their own background investigation including drug screening. Clinical agencies have the right to refuse clinical rotations to any student based on adverse information noted in the background investigation.
 - B. To comply with agency requirements, the Department of Health Sciences at Colorado Mesa University will begin criminal background checks on applicants prior to admission to the programs.
 - C. All acceptances into the program are provisional, pending successful completion of the criminal background investigation.
 - D. Health science programs may conduct follow up background investigation at selected intervals throughout the program to comply with clinical placement requirements.
 - E. Colorado Mesa University has partnered with CertifiedBackground (www.CertifiedBackground.com) to provide these background checks.
 - F. The criminal background investigation will include a record of all convictions. Only conviction information will be considered. A “conviction” is considered to be a verdict, a guilty plea or a Nolo Contendere (“No contest”) plea. If the investigation reveals information that could be relevant to the application, the designated individual or committee within the Department may request additional information from the applicant. If the investigation reveals more than minor traffic convictions, it shall be reviewed by the designated committee.
 - G. The existence of a conviction does not automatically disqualify an applicant from entering the programs. Considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision regarding admission is at the discretion of the Department Head and Background Check Committee.
 - H. Information obtained for the purpose of and during the background investigation will be retained by the Department Head in a separate file from the student’s records. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.
 - I. The following criminal offenses that appear on a background investigation will disqualify an applicant for admission to the Health Sciences program.
 1. A crime of violence as defined in §18-1.3-406. C.R.S.
 2. Crimes against persons (homicide, assaults, kidnapping and unlawful sexual behavior) as defined in Title 18-3-101 through 18-3-405.5 and 18-6.5-101.C.R.S.
 3. Any act of domestic violence, as defined in Title 18-6-800.3. C.R.S.
 4. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S.
 5. Any offense involving moral turpitude (prostitution, public lewdness, indecent exposure, etc.), unlawful sexual behavior as defined by Colorado law.
 6. Any crimes of theft, burglary, or robbery except misdemeanor shoplifting.
 7. Felony crimes of arson, criminal mischief, fraud, or forgery.
 8. Any felony conviction for drug abuse or distribution in the 10 years prior to application.
 9. Multiple Driving Under the Influence (DUI) or Driving with Ability Impaired (DWAI) offenses.

10. Any felony or misdemeanor in another state, the elements of which are substantially similar to the elements of any of the offenses listed above.

III. Procedure

- A. Upon notification for need for background investigation the incoming health sciences student will access the CertifiedBackground website www.CertifiedBackground.com. Applicants who refuse to complete this section or who do not answer truthfully and fully will not be allowed to enter any of the programs.
- B. Individuals must complete the application online including payment of associated fees directly to CertifiedBackground (approximate cost \$55.00).
- C. CertifiedBackground will update the status of the background check report via their website. Administrative Assistants and the Director of the Department have login access to the administrative site to review and process the background check. The Applicant may review the criminal background investigation information completed by using their CertifiedBackground login and password created when the background check was ordered.
- D. A flagged background check will be reviewed initially by the Department Head. Additional information related to the offenses may be requested from the applicant for consideration by the Department Head and Background Check Committee. If the applicant feels that there are extenuating circumstances to be considered, he/she may submit a written request to the Department Head.
- E. Additional information must be submitted to the Department Head within 10 business days. The Background Check Committee will review all criminal background investigation results and additional information submitted by the student within 7 business days. The committee will be responsible for making the final decision regarding whether results will disqualify an applicant from admission. The Background Check Committee may make exceptions where it is deemed to be in the best interests of the Colorado Mesa University Department of Health Sciences.
- F. The applicant will be notified in writing of the Background Check Committee decision.
- G. If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information. The process of application will be on hold pending results of the review.
- H. The applicant has the right to appeal the decision of the Department Head and/or Background check Committee to the Vice President for Student Services within 10 days. The decision of the Vice President for Student Services is final.
- I. Students are responsible for self-reporting offenses that occur after admission to a health sciences program to the Department Head. The Department Head will review offenses with the respective Program Director and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.
- J. Clinical agencies have the right to refuse clinical rotations to any student based on adverse information noted in the background investigation process.
- K. Background checks revealing offenses after admission to the health science programs will be reviewed by the Department Head and Background Check Committee per the procedure noted in E - G above. In order to comply with agency requirements, the Department Head will notify clinical agencies about students' offenses that occur after admission to the program.

BAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Declared Pregnant Student Policy

The following policy complies with state and federal regulations.

According to the Nuclear Regulatory Commission, JRCERT Standards, and the Program Declared Pregnant Student Policy, a student must provide a written notice of voluntary declaration of pregnancy. If the student strongly suspects or verifies a pregnancy and wants to declare it, she will voluntarily complete and submit the *Statement of Declared Pregnancy* form to the program director. Until the *Statement of Declared Pregnancy* is completed, the pregnancy is not considered declared and no action will be taken. The declared student has the option to submit a written withdrawal of declaration of pregnancy to the program director at any time.

Recognizing the sensitivity of the human fetus to damage by ionizing radiation, the Colorado State Regulations require that fetal exposure during the entire nine-month gestation period be limited so as not to exceed 0.5 rem. In accordance with ALARA (as low as reasonably achievable) limits recommended by the National Council on Radiation Protection (NCRP) the following procedure has been adopted.

When the *Statement of Declared Pregnancy* form has been completed and signed, the program director will notify the radiation safety officer and file the notification in the student's permanent file.

The radiation safety officer will review radiation protection practices with the pregnant student and discuss the proper use of the radiation dosimeters. The student will be issued a total body dosimeter in addition to the standard collar dosimeter. The total body dosimeter will be called the "fetal dose monitor". This dosimeter will be worn during all clinical and lab experiences where there is potential for the use of ionizing radiation. The fetal dose monitor will be worn at the waist under any protective apparel. The total body dose equivalent, added to the collar dose equivalent (from the period between conception and when the fetal dose monitor was obtained), shall represent the fetal exposure. The fetal dose monitor and dose equivalent analysis will be provided at the student's expense.

The student has the option to continue in the program without modification. No general restriction will be placed on the pregnant student. It will be the responsibility of the pregnant student to follow standard radiation safety practices to minimize the fetal radiation exposure. In the event the fetal dose equivalent approaches the maximum dose limit, the radiation safety officer will notify the student. If the fetal dose equivalent indicates that the 0.5 rem limit has been reached, the student will be removed from clinical and lab environments where there is potential for the use of ionizing radiation. This may require the student to be on a leave of absence until delivery.

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

STATEMENT OF DECLARED PREGNANCY

I, _____, a student in the Radiologic Technology program at Colorado Mesa University am declaring my pregnancy. I am fully aware that this is a voluntary declaration and I have chosen to declare it as so. I understand I have the option to submit a written withdrawal of declaration to the program director at any time.

I understand that for the duration of the pregnancy a fetal monitor will be issued to me (at my own expense) while I am actively engaged in clinical experience. I understand that should the reading exceed 500 mrem I will be unable to complete the clinical portion of the program. If I choose, I will be able to complete clinical after the birth of my child as arranged by the program director and clinical coordinator.

I understand that there are no limitations or modifications to my clinical experience during the pregnancy.

If I choose to withdraw from the Radiologic Technology Program because of the pregnancy, I may be readmitted into the program according to the Re-Admission policy in the Student Handbook.

In compliance with federal law, I understand that I can resend my declaration of pregnancy at any time with a written statement.

The estimated date of conception _____

The estimated due date _____

Signature of Student Date

Signature of Program Director

The Radiologic Technology Program's Radiation Safety Officer has reviewed radiation protection measures and discussed the use of radiation monitors with me.

Signature of Student Date

Date fetal monitor issued Signature of Radiation Safety Officer

Radiologic Technology Program
Department of Health Sciences, Colorado Mesa University

Department of Health Sciences Substance Abuse Policy

- I. Purpose: To apprise the student of rules regarding substance abuse related to class and clinical attendance.
- II. General Information:
 - A. Chemical dependency may impact all aspects of life negatively and is a condition that can be treated successfully.
 - B. Dependency may result from any mind-altering substance that produces psychological or physical symptomology. These include alcohol, over-the-counter or prescribed medication, illegal drugs, toxic vapors, or synthetic designer drugs.
 - C. According to the Colorado Mesa University Student Handbook, students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and disciplinary action by the university.
 - D. Students are responsible for coming to class and the clinical area mentally alert and physically capable to care for assigned patients/clients.
 - E. The faculty has the responsibility to intervene when patient safety and clinical performance are compromised by a student who is chemically impaired.
 - F. Students who may have a substance abuse problem typically will exhibit a pattern of objective, observable behaviors that eventually compromise client safety and clinical standards of performance. In most cases, the patterns of possible substance abuse emerge slowly over a period of several semesters; occasionally a faculty member will encounter a student who exhibits clear evidence of intoxication. Faculty will be alert for behavioral evidence of signs/symptoms of possible substance abuse (See list below).
 - G. Chemical dependency can be identified in a professional substance abuse evaluation and treatment programs are available to those with chemical dependency.
 - H. After acceptance to the Department of Health Sciences, students must refrain from any illicit drug use or alcohol abuse. Peers and/or classmates are encouraged to report any suspicions of substance abuse to the faculty. Those reporting such information will remain anonymous.
 - I. Students may be subjected to drug screening prior to participating and at random during clinical rotations at some health care facilities.
 - J. The Department of Health Sciences expects students to be ambassadors for CMU at all times when professional uniforms are worn, both on campus and off campus (i.e. scrubs, CMU polo shirts). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.
- III. Procedure:
 - A. If an instructor suspects that a student has ingested any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the class or clinical area. The instructor must objectively document the behavioral symptoms noted and indicate how the learning environment, client safety and/or clinical performance were compromised by the student's actions. Transportation should be arranged to take the student home safely.
 - B. This action will count as an absence and an appointment will be scheduled for an informational meeting within three working days between the student, instructor(s), and Department Head.
 - C. A pattern of possible substance abuse may emerge slowly over a period of several semesters and observed by more than one faculty member. If an instructor identifies a suspected pattern of signs and symptoms of substance abuse, they are to objectively document the behavioral symptoms noted and consult with other faculty who have interacted with student to verify the suspected substance abuse.
 - D. Once a pattern is established that strongly suggests substance abuse, the student is contacted and an appointment is scheduled for an informational meeting within working three days between the student, instructor(s), and department head.

- E. Informational meeting: The purpose of the informational meeting is to make the student aware of the faculty's suspicions and to review the policy and procedure. The informational meeting will include the student, faculty who identified the problem and the department chair. The faculty will present the documentation concerning the student's behavior and provide the student an opportunity to discuss the observations. The student's behaviors, faculty's recommendations for follow-up, student's written response to the allegations, and the date and time for the intervention meeting is documented and signed by all parties in the meeting. The original document is placed in the student file, and a copy is given to the student.
- F. Intervention meeting: The purpose of the intervention meeting is to review the student's behavior and clinical performance, discuss the policy for impaired student nurses and its implementation, discuss the academic consequences related to the policy violation, and secure the student's agreement to seek a comprehensive substance abuse evaluation. The intervention meeting will include the student, faculty who identified the problem and the department chair, and a representative from student affairs. Documentation is completed that articulates the problem behaviors, any academic consequences, the students' agreement to seek a professional evaluation for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.
- G. The student will be referred to the campus affiliated behavioral health services for substance abuse evaluation. If the student refuses to obtain an evaluation, he or she is administratively dismissed from the program. There are three general outcomes anticipated from the substance abuse evaluation:
1. The evaluation DOES NOT substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
 2. The evaluation DOES substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program.
 3. The evaluation DOES substantiate the alleged substance abuse by the student, and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the Department Chair. The student is allowed to continue in the program as long as he or she is compliant with the treatment contract.

Signs and Symptoms of Possible Substance Abuse

Psychological Problems

Irritability
Moodiness
Tendency to isolate self

Social Changes

Eats alone
Avoids social gatherings
Avoiding faculty/peers
Avoiding group work

General Behavioral Changes

Inappropriate responses
Nervousness
Elaborate excuses for behavior
Suspiciousness

Changes in Personal Appearance

Change in dress
Unkempt appearance
Flushed complexion
Red eyes
Swollen face
Hand tremors

Mental Status Changes

Forgetfulness
Confusion
Decreased alertness
Impaired judgment in the clinical area

Changes in Performance

Deteriorating productivity
Excessive absenteeism
A pattern of tardiness
Leaving clinical area frequently
Unsafe clinical performance/placing clients at risk
Late assignments with elaborate excuses
Intolerance of others for not meeting deadlines

SYMPTOMS

Odor of alcohol
Slurred speech
Unsteady gait
Errors in judgment

BAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Substance Abuse Signature Page

I have read the Substance Abuse Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name

Student Signature

CMU Student ID #

Date

AAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Confidentiality of Record/Patient Information Policy and Signature Page

Purpose

To provide guidelines and an understanding of the rights of the patient to complete privacy regarding the patient's medical condition, medical records, or statements made to the student radiologic technologist.

Policy

“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”. (Code #9 of the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists Code of Ethics)

Patient confidentiality includes information obtained directly from the patient, significant others, information documented in the medical record (such as diagnosis, vital signs, lab, or x-rays results) and information discussed during class.

The medical record (including diagnostic images produced in any medium) is the property of the hospital and is maintained for the benefit of the patient, medical staff, and medical facility. It is the health care team's responsibility to safeguard both the record and its informational content against loss, defacement, tampering and from use by unauthorized individuals.

Under no circumstance may a student remove any part of the patient's medical record without direct authorization of the clinical instructor or department supervisor. Access to any medical record (including computer information) is allowed only when the student is directly involved with a patient's care and the information is necessary to complete the examination.

Medical information to be discussed with the patient is that which is needed to perform the examination adequately and completely. With the exception of a specific educational setting, information obtained during an examination is to be discussed only with health care workers directly involved in the examination.

Medical information is to be discussed with other health care workers in a protected work area only. Any discussion regarding a patient, procedure, or case must not take place outside an unprotected area such as elevators, hallways, lounges, or cafeteria; or outside the clinical facility. Students can discuss confidential information in a protected, educational environment such as during image critique or the radiologic science classroom and lab.

A student's own records or those of family or friends are not exempt from the above statements.

I reviewed the patient confidentiality policy. I will not use any device to take pictures, record, or distribute information about any patient, colleague, or agency without documented permission. I agree to comply with the confidentiality and patient privacy requirements set by the Colorado Mesa University Radiologic Technology Program. If I should break patient confidentiality, I understand that I may be suspended or dismissed from the program.

Print Student Name

Date

Student Signature

Faculty Signature

Date

BAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Confidentiality of Record/Patient Information

Disciplinary Action for Breach of Confidentiality or Patient Privacy

- A. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate dismissal of the student from the program.
- B. The department head and/or program director will meet with the student to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's degree program.
- C. The department head will notify the Vice President of Student Affairs to inform them of the disciplinary contract.
- D. The department head and/or program director will notify the clinical facility manager when a breach has occurred for a patient at a healthcare facility, and provide information to assist the facility in the investigation and reporting the breach.
- E. Any subsequent breach of confidentiality or patient privacy will result in immediate administrative withdrawal from the program.

BAS in Radiologic Technology
Department of Health Sciences, Colorado Mesa University

Student Handbook Signature Page

Faculty of the BAS in Radiologic Technology Program welcomes you. The material in this handbook will help you understand the guidelines and expectations for professional conduct while in the program. This educational program will require a great deal of effort and commitment from you as you seek to achieve your goal of becoming an excellent radiographer.

Faculty are available to help you achieve this goal. They can help by answering questions or assisting you in addressing problems directly related to your academic pursuit.

WELCOME TO THE COLORADO MESA UNIVERSITY
BAS in RADIOLOGIC TECHNOLOGY PROGRAM!

I have read and understood the Colorado Mesa University AAS in Radiologic Technology Program policies as stated in this student handbook. I agree to adhere to the policies stated in the handbook.

Print Student Name

Student Signature

CMU Student ID #

Date