



Department of Health Sciences

AAS in Radiologic Technology

Student Handbook

2016 - 2017

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AAS Radiologic Technology Program

Health Sciences Department, Colorado Mesa University

Program Description

The Colorado Mesa University AAS Radiologic Technology Program complies with the standards outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in the publication *Standards for an Accredited Program* in Radiologic Sciences. This publication is available for review upon request.

The AAS Radiologic Technology Program consists of five consecutive semesters. The program is a combination of lecture classes, laboratory experiences, and workplace experience at area clinical facilities affiliated with the program. Clinical experience is a required part of the student's education because it provides actual experiences in patient care.

After successfully completing the program, the student earns an Associate of Applied Science Degree. After meeting eligibility requirements, including ethical standards the graduate is eligible to apply to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT). Passing this examination results in granting of a certificate of registration that allows the privilege to use the title "Registered Technologist" and to use the abbreviation R. T. following the graduate's name.

Philosophy

Faculty of the Radiologic Technology Program support the philosophy of Colorado Mesa University. In addition, faculty believe that each person is an individual and is entitled to be treated as a unique human being with individual needs, differences, and potentialities. Education is a continuing process whereby the learner determines the goals, adapts to change, clarifies values, and develops such discipline and understanding that best meets his or her individual needs for self-actualization. Since learning occurs at varying rates in different individuals, a variety of learning modes and options will provide the student with experiences that will meet individual learning needs. Education in the radiologic sciences is based on theoretical constructs and is strengthened by laboratory experiences that emphasize skills and the application of knowledge. Quality general education courses provide students with college level competencies and a balanced education.

Based on this philosophy, the administration, faculty, and clinical education centers work closely to provide the student with an atmosphere conducive to individual learning. While the teaching-learning process is the combined responsibility of students, faculty, administration, and clinical education centers, learning is primarily the responsibility of the student.

Mission

The mission of the AAS Radiologic Technology Program at Colorado Mesa University is to facilitate each student's learning to become the best radiologic technologist possible through development of technical and professional skills as well as behaviors, attitudes, and ethics desired by patients, employers, and the community served.

Program Effectiveness Data

Program effectiveness data is available from the program website <http://www.coloradomesa.edu/HEALTHSCIENCES/radtech.html> or JRCERT website www.jrcert.org

Program Goals and Student Learning Outcomes

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

Goal: Students will be clinically competent.

Student Learning Outcomes: Utilize broad-based knowledge and skills to become competent entry-level radiographers. (Applied Learning; Specialized Knowledge)

Demonstrate proficiency in using mathematics for technique selection and radiation protection measures. (Intellectual Skills – Quantitative Fluency)

Goal: Students will demonstrate communication skills.

Student Learning Outcomes: Demonstrate effective oral and written communication in the radiologic sciences. (Intellectual Skills – Communication Fluency)

Goal: Students will develop critical thinking skills

Student Learning Outcomes: Interpret analytical data to determine a course of action to solve problems. (Intellectual Skills – Critical Thinking)

Goal: Students will model professionalism.

Student Learning Outcomes: Demonstrate value-based behaviors as the foundation for professional practice. (Specialized Knowledge)

Professional Standards

Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards

The JRCERT accredits the Radiologic Technology Program at Colorado Mesa University. The CMU AAS Radiologic Technology Program adheres to the high standards and policies set by the JRCERT with regard to didactic and clinical education. Any violation of the standards will not be permitted. Complaints of violation will be investigated to resolution. A copy of the JRCERT Standards for an Accredited Program in Radiologic Sciences is located in the Program Director's office.

Students have the right to access the JRCERT regarding non-compliance of the JRCERT Standards by the Colorado Mesa University Radiologic Technology Program. Send signed complaints or allegations to the JRCERT; 20 N. Wacker Drive, Suite 2850; Chicago, IL 60606

ARRT Certification

Students beginning the program of study at CMU must be aware of the requirements for initial eligibility for ARRT Certification (<https://www.arrt.org/Certification>). Candidates must meet education, ethics, and examination requirements.

Education Requirements

Candidates must have successfully completed an education program accredited by an organization approved by the ARRT within the past five years. Beginning January 1, 2015 all candidates must have earned an academic degree. Candidates must demonstrate competency in didactic coursework and specific clinical procedures.

Ethical Requirements

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 the student 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.

Examination Requirements

Candidates that meet education and ethics requirements must pass an ARRT examination that assesses the knowledge and cognitive skills typically required of an entry-level radiologic technologist. Candidates have three opportunities to pass the examination within a three-year period.

Program Faculty

Program Director	Patti Ward, PhD, RT(R)	pward@coloradomesa.edu	970.248.1775
Clinical Coordinator	Olga Grisak, MS, RT(R)(CT)	ogrisak@coloradomesa.edu	970. 248.1308
Part-Time Faculty	Cicely Allen, RT(R)(CT)	cdallen@coloradomesa.edu	

Clinical Affiliate Agencies

1. Community Hospital 2351 G Road, Grand Junction, Colorado
2. Delta County Memorial Hospital 1503 E. 3rd Street, Delta, Colorado
3. Colorado Canyons Hospital and Medical Center 228 N. Cherry Street, Fruita, Colorado
4. Glenwood Medical Associates 1830 Blake Avenue, Glenwood Springs, Colorado
5. Grand River Medical Center 501 Airport Road, Rifle, Colorado
6. Kokopelli Clinic 551 Kokopelli Blvd., Fruita, Colorado
7. Memorial Hospital at Craig 750 Hospital Loop, Craig, Colorado
8. Montrose Memorial Hospital 800 South 3rd Street, Montrose, Colorado
9. Rangely District Hospital 225 Eagle Crest Drive, Rangely, Colorado
10. Rocky Mountain Orthopaedics 627 25.5 Road, Grand Junction, Colorado
11. St. Mary's Hospital and Medical Center and Advanced Medical Pavilion 2635 North 7th Street, Grand Junction, Colorado
12. Valley View Hospital 1906 Blake Avenue, Glenwood Springs, Colorado
13. Veteran's Administration Medical Center 2121 North Avenue, Grand Junction, Colorado
14. Western Orthopedics 2373 G Road, Grand Junction, Colorado

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.

Degree Requirements and Program Progression for AAS in Radiologic Technology

Curriculum and Progression to Graduation

The Radiologic Technology Program is 77 credits. The program coursework is five semesters in length.

	Credit Hours	Contact Hours
Essential Learning		
English Composition 111, 112	6	90
Math 113	4	60
Social and Behavioral Sciences, Humanities, Fine Arts, or Natural Sciences	6	90
Health and Wellness KINE 100	1	15
Physical Activity KINA	1	15
Foundation Prerequisite Courses		
Anatomy and Physiology Lecture BIOL 209	3	45
Anatomy and Physiology Lab BIOL 209L	1	30
Radiologic Technology Core Courses*		
Didactic	23	345
Laboratory	4	120
Clinical	28	1,260
Total Hours	77	2,070

Conversion

Didactic (15 hours/1 credit hour)

Laboratory (30 hours/1 credit hour)

Clinical (45 hours/1 credit hour)

*Total radiologic technology core course contact hours will not exceed 40 hours per week.

Suggested Course Sequencing for AAS in Radiologic Technology

This is a recommended sequence of coursework. General education requirements may be taken prior to or simultaneously with program courses. In general, applicants' complete general education courses prior to entering the program. Certain courses 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.

FIRST YEAR

<u>Fall Semester</u>		<u>Hours</u>	<u>Spring Semester</u>		
ENGL 111	English Composition	3	<u>Hours</u>		
MATH 113	College Algebra or higher	4	ENGL 112	English Composition	3
	Essential Learning*	3		Essential Learning*	3
KINE 100	Health and Wellness	1	BIOL 209**	Human Anat & Physiology	3
KINA	Activity	<u>1</u>	BIOL 209L**	Human Anat & Physiology Lab	<u>1</u>
		12			10+

SECOND YEAR

<u>Fall Semester</u>		<u>Hours</u>	<u>Spring Semester</u>		<u>Hours</u>
RTEC 114	Radiographic Clinical Experience I	2	RTEC 124	Rad. Clinical Experience II	4
RTEC 120	Intro to Rad. Tech. and Patient Care I	3	RTEC 131	Rad. Anatomy & Positioning II	2
RTEC 121	Radiographic Anatomy/Positioning I	2	RTEC 131L	Rad. Anatomy & Positioning II Lab	1
RTEC 121L	Anatomy/Position I Lab	1	RTEC 133	Imaging Equipment	2
RTEC 122	Principles of Radiographic Exposure I	2	RTEC 133L	Imaging Equipment Lab	1
RTEC 122L	Princ. Of Radiographic Exposure I Lab	1	RTEC 135	Radiation Biology and Protection	<u>2</u>
RTEC 123	Digital Imaging	<u>2</u>			12
		13			

THIRD YEAR

<u>Summer Semester</u>	<u>Hours</u>
RTEC 214	Clinical Experience III
	<u>6</u>
	6+

<u>Fall Semester</u>		<u>Hours</u>	<u>Spring Semester</u>		<u>Hours</u>
RTEC 224	Clinical Experience IV	8	<u>Hours</u>		
RTEC 251	Radiographic Pathology	3	RTEC 234	Clinical Experience IV	8
RTEC 255	Radiographic Assessment I	<u>1</u>	RTEC 261	Radiographic Review	3
		12	RTEC 265	Radiographic Assessment II	<u>1</u>
					12

* (Social and Behavioral Sciences, Humanities, Fine Arts, or Natural Sciences)
 PSYC 150 highly recommended and BIOL 101/101L

**BIOL 209/209L are foundation prerequisite courses and must be completed prior to entry into the program. BIOL 209/209L must have been completed within the five-year period prior to submission of application.

+ 12 credit hours required for fulltime status

Grievance and Appeals – Department of Health Science Policy

Purpose: To provide guidelines for timely and fair resolution of complaints or problems related to grades or other academic decisions for students in Health Sciences programs at Colorado Mesa University.

Policy:

1. In the Department of Health Sciences, it is expected that the student will, within five (5) working days following the grade or decision of dispute, schedule a meeting with the clinical preceptor, instructor, or faculty member. Meetings for online students can be conducted via telephone or using other electronic technology (i.e. Skype or video call).
2. If the problem is resolved through the initial meeting, no further action is indicated.
3. Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the appropriate Program Director.
4. The Program Director will render a decision in writing, with explanation, within 10 days.
5. If dissatisfied with the Program Director's decision, within five (5) working days, the student will file a written appeal with the Department Head. The Department Head will investigate and render a decision in writing within 10 days.
6. If the student still does not believe the conflict has been resolved, the student is directed to the CMU Student Handbook for further steps to be taken; the handbook can be found at: <http://www.coloradomesa.edu/student-services/documents/MaverickGuide.pdf>
7. It includes information related to student appeal processes.
 - A. Appeals related a Campus Judicial hearing or decision.
 - B. Appeals related a Sanction for Academic Dishonesty.
 - C. Appeals related a Student Grade.
8. If a student is appealing a grade, the student must demonstrate in writing that the grade was unfair based upon one or more of the following conditions.
 - A. The grading decision was based on something other than course performance, (unless the grade was a result of penalty for academic dishonesty).
 - B. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.
 - C. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the faculty member.

Grading Policy and Scale

- A. Grades for all required general education credits and related course work must be a "C" or higher to fulfill graduation requirements. Grades for all program courses must be a "C" or higher to fulfill graduation requirements.
- B. Due to the responsibility for patient care and the performance standard of the ARRT, it is the philosophy of the program to use a higher grading scale.

The following standards apply for all RTEC courses:

100 to 93 = A (4.0)

92 to 84 = B (3.0)

83 to 75 = C (2.0)

74 or below = F

A grade of "F" in RTEC coursework could result in removal from the program.

Grade Appeal Procedure

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

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

Withdrawal 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 an AAS 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 agencies 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

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, 2015)

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/index.html>

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/index.html>

Plagiarism Tutorial

Upon admission to the radiologic technology program students must complete and submit proof of completion of the following plagiarism tutorial. Repeat the tutorial if necessary to achieve a **score of 100%** prior to printing the certificate.

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 to your email account. 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.

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/student-accounts/index.html> 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.

Classroom Attendance

Students are expected to attend all scheduled classes and labs prepared and on time. The program director may dismiss students in the program who are habitually late or frequently absent.

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.

Bringing Children to Class

Students should not bring children to class. It is unreasonable to expect children to maintain decorum for lengthy class periods. Material presented may not always be appropriate for children. In an emergency, and only with course instructor's permission, a student may bring a child to class. If the child's behavior becomes disrupting or distracting, the child's parent must immediately remove the child from the classroom.

Electronic Devices in the Classroom

Electronic devices must be out of sight and turned off or silenced during lecture and lab classes. Electronic devices include cell phones, laptops, and handheld devices with the exception of a standalone calculator. Use of any prohibited electronic device during an evaluation will result in a zero for the evaluation or course and possible dismissal from the program. Each violation (such as a cell phone ringing, texting, or other use of a prohibited device during class) will result in a minimum 1% reduction in the final grade for the course. Further disciplinary action may result from continued violations.

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.

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)

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

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 text</u>
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

APA Style

- Free tutorial on the Basics of APA Tutorial <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- Frequently Asked Questions about APA Style <http://www.apastyle.org/learn/faqs/index.aspx>
- APA Style – Purdue Online Writing Lab (OWL) <https://owl.english.purdue.edu/owl/section/2/10/>
- APA Reference Style Guide – N. Michigan Uni. http://library.nmu.edu/guides/userguides/style_apa.htm
- Dr. Able Scribe PhD APA Guide <http://www.docstyles.com/write.html>

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 and/or clinical instructor at the assigned facility. The student should be present during the entire clinical experience shift. Personal appointments should not interfere with clinical experience time. 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 a 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 clinical coordinator 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.

Transportation of Patients*

I. Purpose

Define the parameters for students to transport patients.

II. Policy

- A. First year students are restricted from transporting patients without the direct supervision of a registered technologist or transporter employed by the facility.
- B. Second year students may transport patients without supervision.

Emergency Communication during Clinical*

I. Purpose

Identify a process for facilitation of emergency communications between students, families, and faculty members during clinical settings

II. Policy

- A. Students and faculty who are in clinical settings will not have access to use of cell phones for emergency communications from family members, day care providers, or others.
- B. The contact number for each clinical facility is located on the students' clinical rotation schedule for students to share with family, day care providers, and schools.
- C. In the event of an emergency, family members or day care providers can also call the Department of Health Sciences during normal business hours (Monday-Friday, 8:00-5:00) at [970-248-1398](tel:970-248-1398).
- D. Clinical and class schedules and emergency contact numbers for all students and faculty are maintained in the Department of Health Sciences and updated each semester to facilitate rapid communication in the event of an emergency.

Use of Electronic Devices in the Clinical Setting

I. Purpose

Identify conditions for use of electronic devices during clinical settings.

II. Policy

- A. Students cannot bring any electronic device into the Veterans Administration Hospital. Electronic devices include (but are not limited to) cell phones, laptops, and handheld devices.
- B. For all other clinical facilities, students who bring electronic devices into a clinical facility must store devices in an area designated for personal belongings, as long as it is outside of the technologist work area. Students must turn off or silence phones during clinical. Students may only use cell phones during lunch break to phone or access email only if used outside of the work area and away from patient areas.
- C. Students cannot use an electronic device to take pictures; access the Internet; send a text or an email; or perform any similar function during clinical hours other than lunch break.
- D. Students cannot access the Internet from a computer at any clinical facility for any reason.
- E. Students will not use a computer with another individual's login unless under direct supervision of the person logged in.
- F. Violations are subject to disciplinary action including loss of the privilege and possible dismissal from the program.

Percutaneous Injection/Invasive Procedure*

I. Purpose

Identify conditions for percutaneous injection.

II. Policy

Under no circumstances can a student perform venipuncture, phlebotomy, or a similar invasive procedure on a patient.

Use of Personal Side Markers*

I. Purpose

Define the use of personal side markers.

II. Policy

- A. Students must use personal side markers on every image of each examination.
- B. The clinical instructor will not evaluate an examination selected for evaluation without personal side markers.
- C. Students cannot lend personal side markers for a technologist to use.

Use of Fluoroscopy and C-Arm*

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, radiologists, and student radiologic technologists.

A. First Year Students

During the first two semesters of the program, first year students cannot make a fluoroscopic exposure of any kind or C-Arm exposure of any kind.

B. Second Year Students

During the third, fourth, and fifth semester of the program, second year students can use fluoroscopy to perform an ERCP (only) or make an exposure with a C-Arm in surgery after meeting the following conditions:

- 1) Students must complete and pass the state *Fluoroscopy Training* (information posted in D2L)
- 2) Students must submit the training certificate to the program director.
- 3) Once the CMU program director confirms satisfactory completion of *Fluoroscopy Training*, students may **under the direct supervision of a radiologic technologist** use fluoroscopy to perform an ERCP or make an exposure with a C-Arm in surgery.
- 4) Students may not use fluoroscopy in any circumstance except in the performance of an ERCP under the direct supervision of a radiologic technologist.

Observation Rotations in Mammography/Observation Procedures by the Opposite Gender*

The Radiologic Technology Program sponsored by Colorado Mesa University has revised its policy, effective August 1, 2016 regarding the placement of students in mammography clinical rotations to observe breast imaging. Additionally, the policy applies to any imaging procedures performed by professionals who are of the opposite gender of the patient (such as hysterosalpingogram or urethrogram).

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Miscellaneous Prohibited Behaviors in the Clinical Setting*

- A. Students will not bring a concealed weapon into the clinical setting even with a valid permit.
- B. Students will not chew gum, eat, or drink in an exam room.
- C. Students will not bring books or other similar materials to the surgical department.
- D. Students will not work directly with non-qualified radiographers or with a student who is functioning in the capacity of an employee of the facility.
- E. Students will not load a power injector.
- F. Students will not manipulate images or crop (border) images at the workstation prior to sending images.
- G. Students will not manipulate or make exposures on a computed tomography mobile unit.
- H. Students will not observe other imaging modalities or specialty areas of a facility except during designated rotations.

***Violations of policies or prohibited behaviors are subject to disciplinary action including grade reduction, failure of the course, and dismissal from the program.**

Collective Bargaining Activities

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 agency 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.

Rev. 2/95, 11/03, 5/05, 5/07, 5/09

Clinical Supervision of Students

Students demonstrate competency when he or she documents the following:

1. Passed the simulated positioning procedure for a given unit
2. Performed an acceptable procedure in the clinical setting for each exam listed in the *Clinical Positioning Procedure Observations* document

Until students demonstrate competency, all clinical assignments are under the **DIRECT SUPERVISION** of a qualified radiographer**.

The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the examination.
4. A qualified radiographer reviews and approves/disapproves the images.

Once students demonstrate and document competency, he/she may perform procedures with **INDIRECT SUPERVISION**.

The parameters of indirect supervision are:

1. A qualified radiographer is immediately available to assist students regardless of the level of achievement. "Immediately available" means the qualified radiographer is adjacent to the location where the procedure is taking place.
2. A qualified radiographer reviews and approves/disapproves the images.

Documentation

Students are responsible for documenting the qualified radiographer who reviewed and approved the image.

Repeated Images

A qualified radiographer must review any image made by a student to determine if it is of acceptable quality. Under no circumstance, can students repeat an image without a direct request from a qualified radiographer. *All* unsatisfactory images must be repeated in the presence of a qualified radiographer, regardless of the student's level of competency.

The process for a repeat image is:

1. A qualified radiographer determines the necessity of a repeat image.
2. The student, under **DIRECT SUPERVISION**, produces another image.
3. The qualified radiographer reviews and approves/disapproves the image.

***Qualified radiographer*

Credentialed, in good standing, in radiologic technology by the American Registry of Radiologic Technologists

The Professional Image

A professional image is required while in the clinical setting. The professional image for a radiologic technologist presents a conservative, moderate style. Professional appearance is a subjective issue and is therefore open to interpretation. The following information will guide students in the identification of qualities that characterize the image of a professional radiologic technologist. Refer any questions or concerns regarding professional appearance to the clinical coordinator or program director.

General Professional Standards

Personal Hygiene and Appearance+

1. The hair, body, and mouth are clean and free from offensive odor.
2. Hair is short or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length is styled off the face with a simple band or hair clip. Caps, headbands, or adorned restraints are inappropriate.
3. Facial hair is clean-shaven or neatly trimmed.
4. Fingernails are clean and neatly manicured and are without artificial nails. If polish is used, it is clear or a pale, neutral color.
5. Personal fragrances are subtle or not used.
6. Makeup is conservative and tastefully applied. Neutral eye, lip, and cheek color that compliments the natural skin color may be used.
7. Adornment limited to a wristwatch, wedding bands, and a maximum of two small, plain, post-style ear studs located in each earlobe. Dermal piercing cannot be visible on exposed skin and must be covered.
8. Clothing or adhesive bandages cover all body art.

Dress Code Standard+

- Uniform: All clothing must fit the wearer and be clean and pressed. White dress or pantsuit style uniform; or white skirt/pants with white top *and* white long-sleeved lab coat; or white skirt/pants with white scrub top and white top underneath; undergarments are not visible through the uniform (suggest nude color without a pattern); no lace or white on white patterns on clothing
- Length: Hem of dress or skirt must be knee length or longer; pants must be full length (between the inferior lateral malleolus and one inch from the floor); pants cannot have large side pockets on the mid-thigh or calf area
- Hose/Socks: White or natural hose with a dress or skirt uniform; white or natural hose or thin, white crew socks with pants
- Shoes: White, clean and polished, leather, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred); subtle color if trademark covered with white shoe polish; white soles only

Miscellaneous Standard+

1. Approved nametag worn on the outer garment at all times
2. Approved program identification patches worn on the outer garment on the left upper sleeve at all times
3. Facility badge (if required) worn on the outer garment at all times
4. Current dosimeter worn on the outer garment at collar level at all times

+Violations of the general professional standards are subject to disciplinary action including grade reduction, failure of the course, and dismissal from the program.

Attendance during Clinical Experiences

Students observe the CMU calendar and will not be present in the clinical facility during breaks observed by the university. Students cannot participate in clinical unless all CMU and facility required paperwork is complete and up-to-date. See *Program Requirements for Clinical Experience* below.

It is necessary that the supervisor of the clinical facility and the CMU clinical instructor know when students are not in attendance. Under no circumstance should students miss any part of a clinical shift without notification to the *affiliate clinical supervisor and CMU clinical instructor*. Failure to notify either results in an absence with an 8% reduction in the *Evaluation of Professionalism* and a 5% reduction in the final grade.

Students cannot leave the clinical facility campus during the shift including lunch. Students cannot go to the cafeteria or outside the building during the shift except during lunch.

The student is to be on time for an assigned clinical rotation. Being tardy 20% of the time or being absent 20% of the time for clinical attendance may result in dismissal from the program. Penalties for each tardiness or absence are defined for each clinical course below.

Definitions

Tardy is defined as arriving late to the clinical area (i.e. assigned room) up to 7 minutes after the beginning of the shift. *Absent* is defined as arriving late to the clinical area more than 7 minutes after the beginning of the shift or leaving a shift at any time. Any absence beyond the first 60 minutes, results in a half-day or full-day absence depending on the number of hours missed. Leaving a shift early in the first or last four hours of a shift results in a half-day absence. Absence of more than 4 hour hours results in a full-day absence. Students cannot negotiate this policy with the clinical agency. Failure to abide by this policy results in an absence for the shift and may result in dismissal from the program.

Leave of Absence

In certain circumstances, the program director may approve a leave of absence from clinical experience. If the program director approves a leave of absence, they may choose to waive penalty grade reductions on the *Evaluation of Professionalism* or final course grade. Examples of circumstances considered for a leave of absence include:

1. Emergency medical situations: Emergency medical situations are evaluated on an individual basis and must be supported by a physician's statement
2. Death of an immediate family member: (i.e. sibling, parent, grandparent, spouse, child, parent-in-law)
3. Maternity leave

Other circumstances determined on a case-by-case basis by the program director. The program director will determine the number of eligible leave days for a leave of absence.

Daily Attendance Record and Semester Attendance Record

At the beginning of the shift, it is the student's responsibility to ask a technologist to write in the time of the student's arrival and sign their name on the *Daily Attendance Record*. At the end of the shift, it is the student's responsibility to ask a technologist to write in the departure time and sign their name. It is the student's responsibility to give this sheet to the affiliate clinical instructor at the end of each week to obtain signature verification on the Semester Attendance Record.

Students document clinical experience hours on the *Semester Attendance Record* located in the clinical module. Weekly this document is signed by the affiliate clinical instructor and CMU clinical instructor. Students submit this document on the final day of clinical experience each semester. The CMU clinical instructor awards a final grade only upon receipt of the document. A record of total clinical experience hours remains in the student record.

Clinical experience time is limited to the actual clock hours that a student is present at the assigned rotation. Ineligible clinical experience includes time when the student is a paid employee of the facility or other time not approved by the clinical coordinator or program director.

Clinical Obligations and Absenteeism Policy

Clinical obligations include an eight-week out-of-town rotation and a four-week evening rotation. Other than the evening rotation, routine clinical hours are between 7 A.M. and 5 P.M. Clinical hours, shifts, and expectations vary greatly between semesters; therefore, absences are treated differently each semester.

Clinical Lab - Fall Semester (RTEC 114 - 1st mod)

Each hour of absence from clinical lab automatically results in a 1% reduction from the lab portion of the final course grade and an 8% reduction for make-up assignments.

Clinical Experience - Fall Semester (RTEC 114 - 2nd mod)

- A. Due to the critical nature of study in this semester, the first year student cannot miss more than 20 hours from clinical experience. Absence in excess necessitates withdrawal from the program. The program director will consider a request for reentry into the program on a space available basis for the following year, during the same semester.
- B. Each tardy results in 5% reduction from the *Evaluation of Professionalism*. Each tardy results in a 1% deduction from the clinical experience portion of the final course grade.
- C. Each absence during the first hour of the shift results in a 5% reduction from the *Evaluation of Professionalism* and a 1.5% deduction from the clinical experience portion of the final course grade.
- D. Each absence results in an 8% reduction from the *Evaluation of Professionalism*. Situations that result in missing a morning or afternoon (4 hours) will result in a 4% grade reduction.
- E. Each absence results in a 5% deduction (or 2.5 % deduction for a half-day) from the clinical experience portion of the final course grade.
- F. If the student does not *personally* notify the supervisor at the clinical agency and the CMU instructor before the beginning of the assigned shift, there is an additional 8% reduction in the *Evaluation of Professionalism* and an additional 5% reduction in the clinical experience portion of the final course grade.

Clinical Experience - Spring Semester (RTEC 124)

- A. Due to the critical nature of study in this semester, the first year student cannot miss more than 20 hours from clinical experience. Absence in excess necessitates withdrawal from the program. The program director will consider a request for reentry into the program on a space available basis for the following year, during the same semester.
- B. Each tardy results in 5% reduction from the *Evaluation of Professionalism*. Each tardy in excess of one results in a 1% deduction from the clinical experience portion of the final course grade.
- C. Each absence during the first hour of the shift results in a 5% reduction from the *Evaluation of Professionalism* and a 1.5% deduction from the clinical experience portion of the final course grade.
- D. Each absence results in an 8% reduction from the *Evaluation of Professionalism*. Situations that result in missing a morning or afternoon (4 hours) will result in a 4% grade reduction.
- E. Each absence in excess of one results in a 5% deduction (or 2.5 % deduction for a half-day) from the clinical experience portion of the final course grade.
- F. If the student does not *personally* notify the supervisor at the clinical agency and the CMU instructor before the beginning of the assigned shift, there is an additional 8% reduction in the *Evaluation of Professionalism* and an additional 5% reduction in the clinical experience portion of the final course grade.

Summer Semester (RTEC 214)

- A. Each tardy results in 5% reduction from the *Evaluation of Professionalism*. Each tardy results in a 1% deduction from the clinical experience portion of the final course grade.
- B. Each absence during the first hour of the shift results in a 5% reduction from the *Evaluation of Professionalism* and a 1.5% deduction from the clinical experience portion of the final course grade.
- C. Each absence results in an 8% reduction from the *Evaluation of Professionalism*. Situations that result in missing a morning or afternoon (4 hours) will result in a 4% grade reduction.
- D. Each absence results in a 5% deduction (or 2.5 % deduction for a half-day) from the clinical experience portion of the final course grade.
- E. If the student does not *personally* notify the supervisor at the clinical agency and the CMU instructor before the beginning of the assigned shift, there is an additional 8% reduction in the *Evaluation of Professionalism* and an additional 5% reduction in the clinical experience portion of the final course grade.

Fall and Spring Semester (RTEC 224, 234)

- A. Each tardy results in 5% reduction from the *Evaluation of Professionalism*. Each tardy results in a 1% deduction from the clinical experience portion of the final course grade.
- B. Each absence during the first hour of the shift results in a 5% reduction from the *Evaluation of Professionalism* and a 1.5% deduction from the clinical experience portion of the final course grade.
- C. Following an absence, students have the option to make up the time missed, if done so by the end of the following week (with the exception of the last week of the semester). **Only full days** (Thursday) are eligible for this option.

To make up an absence, students must fill out a *Request for Change in Second Year Clinical Schedule*. Both the CMU clinical instructor and affiliate clinical instructor must approve the request prior to the make-up day.

- D. Each absence (whether made up or not) results in an 8% reduction of the *Evaluation of Professionalism*. Situations that result in missing a morning or afternoon (4 hours) will result in a 4% grade reduction.
- E. Each absence not made up results in a 2% grade deduction from the final course grade.
- F. More than two full absences (or the equivalent) occurring in the semester (whether made up or not), results in an additional 5% deduction from the final course grade for each absence.
- G. If the student does not *personally* notify the supervisor at the clinical agency and the CMU instructor before the beginning of the assigned shift, there is an additional 8% reduction in the *Evaluation of Professionalism* and a 5% reduction in the clinical experience portion of the final course grade.

Program Requirements for Clinical Experience

First year students complete a background check upon acceptance. Documentation of a physical, immunizations, and other required documents are due by August 1. Requirements for clinical facilities are due by October 1.

Second year students update annual requirements by August 1 and must remain in compliance with other requirements as needed.

Students should keep originals/copies of all documentation for future use. ***A noncompliant student cannot attend clinical experiences until meeting requirements. The student cannot make up any lost hours due to noncompliance.***

I. Requirements Due Upon Admission to the Program

A. Criminal Background Investigation

Acceptance into the AAS Radiologic Technology Program is contingent upon passing the Criminal Background Investigation (CBI). Clinical agencies used by the program require a background investigation for all students.

1. Order the background screening through CastleBranch: **portal.castlebranch.com/CM53**
2. Click on the red “Place Order” button.
3. Click on the “+Please Select” button.
4. Click on the “+Rad Tech” button, “+AAS”.
5. If you are a Colorado resident, choose “CM71: Background Check” and complete the required information.
6. If you are an out of state resident, choose “CM71os: Background Check” and complete the required information.
7. Contact CastleBranch at 888.914.7279 or servicedesk.cu@castlebranch.com for difficulties getting the CBI started.
8. Complete the CBI no later than two weeks post acceptance letter. Please note that it can take several days after you pay for the CBI for CastleBranch to complete its review.
9. Do not submit anything regarding the CBI to the Department of Health Sciences, as the Health Science Department Chair has access to the results. You also have access to the results once the review is completed.
10. If there are any issues with your CBI, you will be notified by mail no later than *two weeks post deadline*. If you do not receive a response by mail, you have passed any secondary review.

B. Name Tag

Students must wear a CMU nametag (with first name and last initial) during all clinical experiences. Violations result in a reduction on the *Professional Evaluation*. CMU provides the first nametag. Replacement nametags are at the student's expense.

C. RT Program Identification Patch

Students must wear approved program identification patches on the outer garment, on the left upper sleeve during all clinical experiences. Violations result in a reduction on the *Professional Evaluation*. To place an order:

1. Access *The Marketplace* from the CMU website homepage <http://www.coloradomesa.edu>. From the A-Z Index, select ‘M’, and ‘Marketplace’
2. Select *Health Science*
3. Select *Student Patches, Radiologic Technology* (order one patch per outer garment)
4. Passcode: DHS Patches
5. Print the receipt
6. Pick up patches in the Department of Health Sciences (bring the receipt)

II. Immunizations and Other Documentation submitted through ImmuniTrax

The Department of Health Sciences uses an immunization and records tracking system through an outside agency, Verifystudents.com. Students enter immunization and other records through the ImmuniTrax program. The cost is approximately \$43 for two years. These requirements are due by August 1.

Pregnant students are referred to a physician for advice regarding safety of immunizations 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.

A. Immunizations

1. Annual Tuberculin Skin Test (TST)

There is no recommended vaccination for tuberculosis. Students must obtain a two-step TB skin test on admission to the program. If you have proof of yearly TSTs, you do not need an initial two-step TST as long as it meets the 12 month/365 day rule between both TST readings.

2. Tetanus, Diphtheria, Pertussis (TDaP) (every 10 years)

Students must document a current tetanus, diphtheria, pertussis vaccination. Boosters are required every ten years and must be current to continue in the program.

3. Annual Influenza

Students in clinical rotations during the months of October to December are required to have an influenza vaccination by October 1 each year.

4. Varicella (chicken pox)

Documented immunity to varicella is required. 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 during clinical experiences.

5. Measles, Mumps, Rubella (MMR)

Documented immunity to measles, mumps, and rubella are required. 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.

6. Hepatitis B

- a. 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 acutely or chronically infected with the virus. It may 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 with a high incidence of this disease.
- b. 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 six-month interval after the first.
- c. Students must have received the series of injections 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 professional staff assistant.

B. Annual Physical

Students must have an annual physical examination that verifies the student meets essential mental and physical capacities for the workplace.

C. Annual Personal Health Insurance

Students are required to carry personal health insurance coverage.

D. Annual Personal Liability Insurance

1. 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.
 - a. Access the Healthcare Providers Service Organization at <http://www.hpso.com>.
 - b. Click *Colorado* for your state and click on *Get Started*. This will bring you to the quick quote page.
 - c. Under #2, find *Radiologic Technician/Technologist* from the scroll down menu
 - d. Click *No* for #3 (unless you are a member)
 - e. Click *Student* for #4.
 - f. Click *Continue* and you will find the total due, which is approximately \$37.
 - g. Click *Online Application* and complete your information
 - h. Click for the payment page. Keep a copy of the receipt.
 - i. Following receipt of the certificate via email, make a copy, and submit it to the professional staff assistant.
2. Contact for assistance: Phone: 1.800.982.9491 or email: service@hpso.com
3. Students must renew this insurance during the second year of the program.
4. 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.

E. CPR for the Professional Rescuer

1. 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.
2. To sign up for a CPR course provided at CMU, access *Access The Marketplace* from the CMU website homepage <http://www.coloradomesa.edu>. From the A-Z Index, select 'M', and 'Marketplace'
Students can opt to take a CPR course offered as part of a RT program course.

III. Additional Requirements for Clinical

A. Individual Requirements per Clinical Facility

Most clinical facilities require a letter of attestation or proof of immunizations, CPR, professional liability insurance, etc. prior to a clinical rotation. The requirements for each facility are posted on OneDrive.

B. Additional Background Investigations (at no cost to the student)

1. St. Mary's Hospital will complete a background check prior to beginning clinical rotations.
2. VA hospital will complete a background check and finger printing (reported to Colorado Bureau of Investigation) prior to beginning the first clinical rotation and subsequently every six months if necessary.
3. Grand River Medical Center will complete a background check prior to beginning a clinical rotation.

C. Drug Testing

Some clinical facilities require drug testing at the expense of the student. See *Drug Screen Test Form* posted on OneDrive. MCC sends results to the Health Sciences Department Chair and to the student. Students in Grand Junction can go to MCC Drug and Alcohol Screening or a testing center of his/her choice.

D. Personal Lead Side Markers

1. Students must possess two sets* of personal lead side markers for clinical experiences. The program requires the type of markers specified below. Violations will result in a reduction on the Professional Evaluation.
2. Ordering information
Universal Medical <http://www.universalmedicalinc.com>

Aluminum Copper Markers – Order with three initials (two sets)*

Product Code: EAC003

<http://www.universalmedicalinc.com/Aluminum-Copper-Markers-1to3-Initials-2-Set-EAC003-p/eac003.htm>

Each order has to have the same initials. Order markers with **three initials** (unless you only have two given names).

3. Contact information

Call 800.423.2767 M-F, 9-5 EST

Fax 800.535.6229 anytime

Email info@universalmedicalinc.com

*Note: Students are not ordering two of pairs of the same markers. Each pair of R/L markers is for a different purpose: one pair has a copper filter for high kVp and one pair is standard. Each set of four costs **\$31.00** (subject to change). It is a good idea to order two sets of four. In the event you lose a marker, you will not be able to submit an image if it does not have a marker with your initials included.

Check List for Clinical Experience

- Annual Physical**
ImmuniTrax
- Proof of Immunizations**
ImmuniTrax
- Annual Influenza Vaccination by October 1**
ImmuniTrax
- Annual Personal Health Insurance Coverage**
ImmuniTrax
- Annual Personal Liability Insurance**
ImmuniTrax
- CPR for the Professional Rescuer**
ImmuniTrax
- Criminal Background Investigation**
Retain personal copy
- Drug Testing**
As required by a clinical facility
- St. Mary's Hospital Orientation and Required Forms (incoming students only)**
Signed copy of proof of completion of St. Mary's Hospital Orientation to the Program Director
Multiple signed forms to the Program Director
- St. Mary's Hospital Badge (incoming students only)**
Students must pick up ID badges within 30 days of request
- Orientation and Required Forms for Other Clinical Facilities**
Copies to Program Director and/or clinical agency
- CMU Name Tag**
- Annual Confidentiality of Record/Patient Information Policy**
Copy to the Program Director
- Annual Bloodborne Pathogens Policy Signature Page**
Copy to the Program Director
- Substance Abuse Policy Signature Page (from Student Handbook)**
Copy to the Program Director
- Student Handbook Signature Page**
Copy to the Program Director
- Other (as required by the clinical agency)**

Requirements for Clinical Experience by Clinical Agency

All clinical agencies require accurate and timely completion of application and registration materials prior to participation in clinical experience. Students cannot attend an agency until results are received and cleared by appropriate parties.

1. **Community Hospital** 2351 G Road, Grand Junction, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Provide such emergency health services as extended to employees injured on the job
 - C. Incoming students will complete an online orientation to CH
 - D. Second year students will provide updated information when requested
 - E. Students will wear a facility issued ID badge
2. **Delta County Memorial Hospital** 1503 E. 3rd Street, Delta, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Gas stipend provided (subject to change)
 - C. See *Delta Student Procedure* posted on OneDrive
 - D. Four weeks prior to the beginning of the clinical rotation, students must have a drug screen
 - E. Three weeks prior to the beginning of the clinical rotation, students must mail copies of required documentation to the DCMH Radiology Department Director
3. **Colorado Canyons Hospital and Medical Center** 228 N. Cherry Street, Fruita, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Provide such emergency health services as extended to employees injured on the job
4. **Glenwood Medical Associates** 1830 Blake Avenue, Glenwood Springs, Colorado
Clinical experience time consistent with typical day shift
5. **Grand River Hospital District** 501 Airport Road, Rifle, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. See *Grand River Student Procedure* posted on OneDrive
 - E. Four weeks prior to the beginning of the clinical rotation, students ask the program director to send a letter of attestation
 - F. Three weeks prior to the beginning of the clinical rotation, students must mail copies of records to the human resources director
 - E. The facility will perform a drug screen at no cost to the student or CMU
6. **Kokopelli Clinic 551 Kokopelli Blvd.** Fruita, Colorado
Clinical experience consistent with typical day shift
7. **Memorial Hospital at Craig** 750 Hospital Loop, Craig Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Out of town students provided housing upon request (subject to change)
 - C. See *Craig Student Procedure* posted on OneDrive
 - D. Bring copies of records on the first day
8. **Montrose Memorial Hospital** 800 South 3rd Street, Montrose, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Provide reduced meal prices (subject to change)
 - C. Gas stipend provided (subject to change)
 - D. See *Montrose Student Procedure* posted on OneDrive
 - E. Four weeks prior to the beginning of the clinical rotation, students must have a drug screen
 - F. Three weeks prior to the beginning of the clinical rotation, students ask the program director to send a letter of attestation

9. **Rangely District Hospital** 511 South White Avenue, Rangely, Colorado
Clinical experience consistent with typical day shift
10. **Rocky Mountain Orthopaedics** 627 25.5 Road, Grand Junction, Colorado
Clinical experience consistent with typical day shift
11. **St. Mary's Hospital and Medical Center & Advanced Medical Pavilion** 2635 North 7th Street, Grand Jct.
 - A. Clinical experience consistent with typical day; special situations, weekend, or evening shifts
 - B. Provide such emergency health services as extended to employees injured on the job
 - C. Provide reduced meal prices
 - D. See *St. Mary's Hospital Student Procedure* posted on OneDrive
 - E. Incoming students will complete an *Online Orientation*
 - F. Incoming students must complete a background check administered by the facility
 - G. Students must pay a \$25.00 replacement fee for a lost or damaged hospital identification badge
 - H. Students will wear a facility issued photo ID badge
12. **Valley View Hospital** 1906 Blake Avenue, Glenwood Springs, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Out of town students provided housing upon request (subject to change)
 - C. See *Valley View Student Procedure* posted on OneDrive
 - D. Four weeks prior to the beginning of the clinical rotation, students must have a drug screen
 - E. Three weeks prior to the beginning of the clinical rotation, students must mail copies of required documentation
13. **Veteran's Administration Medical Center** 2121 North Avenue, Grand Junction, Colorado
 - A. Clinical experience consistent with typical day shift
 - B. Provide such emergency health services as are extended to employees, including rights under provision of the Federal Compensation Act for injuries suffered while in performance of their duties in the service of the VAMC
 - C. See *VA Hospital Student Procedure* posted on OneDrive
 - D. Six weeks prior to the beginning of a clinical rotation at VAMC students must initiate the paperwork (including a background check and fingerprinting) specifically for the facility
 - E. VAMC requires a background check every six months. If a first year student trains at VAMC and returns as a **second year student**, paperwork, another background check, and finger printing are necessary at least one month prior to the rotation
 - F. Students will wear a facility issued ID badge
14. **Western Orthopedics** 2373 G Road, Suite #100, Grand Junction, Colorado
 - A. Clinical experience time consistent with typical day shift
 - B. Meet with the Clinical Operations Coordinator on the first day
 - C. Students must sign in and sign out each day at the radiology department desk.

Clinical Agency Parking Policies

Each clinical agency provides free student parking. Areas are set aside to make parking convenient for patients and visitors to the clinical facility. Students in the Radiologic Technology Program must abide by the rules established by clinical agencies. Any student parking in an undesignated area, during a clinical rotation, will be subject to disciplinary action including dismissal from the program. Students must use designated crosswalks to cross streets. Any student desiring an escort to his/her car, during a late or evening shift, should request an escort from the security office of the facility.

1. Community Hospital

First year students will park in the north parking lot, furthest from the main entrance. Second year students will have proxy access to the southeast parking area next to the ER (reserved spaces excluded).

2. Delta County Medical Center

Students will park in the employee parking area only.

3. Colorado Canyons Hospital and Medical Center

Students will park in the designated parking area only.

4. Glenwood Medical Associates

The affiliate clinical instructor will indicate where to park.

5. Grand River Hospital District

Students will park in the employee parking area only.

6. Kokopelli Clinic

The affiliate clinical instructor will indicate where to park.

7. Memorial Hospital at Craig

The affiliate clinical instructor will indicate where to park.

8. Montrose Memorial Hospital

Students will park in the employee parking area only.

9. Rangely District Hospital

The affiliate clinical instructor will indicate where to park.

10. Rocky Mountain Orthopaedics

Students will park behind the building in the north parking lot.

11. St. Mary's Hospital and Medical Center and the Advanced Medical Pavilion

- A. Students employed by SMH will park in the regular employee lot.
- B. All other students on a rotation that begins between 5:30 AM and 3:00 PM must park in Lots Q. Parking is provided off Bookcliff, east of 7th Street in the lots south of Madden Hall and the Farrell Building (Lots Q). Students are to use the spaces closest to 7th Street.
- C. For a rotation that begins between 3:00 PM and 4:00 AM students may park in the parking garage on Level 4 only. Tickets will be issued for parking on other levels. If a shift ends after 8:00 AM the student must move the car to Lot Q before 8:00 AM.
- D. If there are safety concerns about walking to cars during rotations that end after sunset, SMH Security has provided several options.
- E. Students are encouraged to use the "buddy system". Students can go to Entrance #1 & #2 and wait for another employee/student to walk with them if necessary.
- F. For a courtesy escort, students may dial "0" and ask for a security transport. Students need to understand that this is not a shuttle/valet service and they may have to wait for a response based on other security issues. Another option is to call ahead and request an escort in advance.
- G. St. Mary's campus has improved lighting in all areas and emergency pull stations. The emergency pull stations are a direct line to the "0" operator and the response time is fast. In addition, it is acceptable for students to use the pull stations in the event of a flat tire or need for a jumpstart.

12. Valley View Hospital

Students will park in the employee parking area only.

13. Veteran's Administration Medical Center

Students will park in the southwest parking lot. When headed east on North Avenue make the first right hand turn after Lincoln Park. Follow the street south for a short way to the parking area.

14. Western Orthopaedics

Students will park in the north patient parking lot.

AAS 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.

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Radiation Safety Policy

Safe Radiation Protection Practices

Students must comply with Nuclear Regulatory Commission guidelines to keep radiation exposure as low as reasonable achievable (ALARA). Students must observe safe radiation protection practices at all times. Unsafe radiation protection practices are grounds for dismissal from the program. Unsafe practices include, but are not limited to:

1. Intentional or unintentional radiation exposure on another person
2. Attempting procedures under indirect supervision prior to documentation of competency
3. Repeating images without direct supervision of a qualified radiographer

Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care. Students must wear protective lead aprons during all fluoroscopic, C-Arm, or mobile procedures.

All exposures made in the energized laboratory must be under the direct supervision of the faculty member. The laboratory door and exposure controls will remain locked when the faculty member is not in attendance.

Dosimeter (Personal Radiation Monitoring Device)

Students must wear a radiation monitor (dosimeter) during all clinical and laboratory experiences where there is potential for the use of ionizing radiation. There is no charge to students for the dosimeter unless it is lost and needs replacement or unless a fetal dosimeter is necessary. Students are issued a dosimeter and dosimeter holder prior to the first day of clinical experience. The dosimeter must be worn near the neck, outside a lead apron, during all clinical and lab experiences where there is potential for the use of ionizing radiation. Students must immediately report a lost or damaged dosimeter to the radiation safety officer.

Consequences for every failure to wear the dosimeter during an energized laboratory will result in a 1% reduction in the final grade.

Consequences for failure to wear the dosimeter at the clinical agency require students to:

- 1st violation:** leave the clinical agency to obtain the dosimeter. Either the student receives a tardy or absence based on the length of time absent.
- 2nd violation:** leave the clinical agency to obtain the dosimeter. The student receives an absence and a verbal warning.
- 3rd violation:** leave the clinical agency to obtain the dosimeter. The student receives an absence, five percent off the final grade, and a written warning.
- 4th violation:** leave the clinical agency to obtain the dosimeter. The student is subject to dismissal from the program.

For each lost, unreturned, or damaged dosimeter, the student pays \$15.00 (price subject to change). Students must return the dosimeter upon termination or graduation from the program.

Dosimeters are in effect from the tenth of the month, through the ninth of the following month. As required by federal law, exchange requirements must be strictly followed. Students are required to exchange the dosimeter by the tenth of each month at the clinical coordinator's office. Students are responsible for picking up and returning his/her personal dosimeter. Failure to exchange the dosimeter as specified will result in a reduction in the *Evaluation of Professionalism*. 1st violation 2% per day; 2nd violation 5% per day; 3rd violation 5% off the final grade and written warning; and 4th violation subject to dismissal from the program.

Radiation Dose Limit

Each month the clinical coordinator will post the radiation report outside the office. Students' will use a code to check his or her personal radiation dose equivalent accumulations. If the reading exceeds 100 mrem/month, the student will be notified and meet with the radiation safety officer. The radiation safety officer will develop an action plan to reduce future excessive exposure.

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

Bloodborne Pathogen and Exposure Control Plan Training

Students who have the potential for occupational exposure to bloodborne pathogens will receive training during the first semester and at least annually thereafter. Training will include at least the following information:

1. The epidemiology, symptoms, and modes of transmission of bloodborne pathogen diseases
2. An explanation of the OSHA standard
3. An explanation of the exposure control plan and where students can obtain a copy
4. An explanation of methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident
5. A review of the use and limitations of engineering controls, work practices, and personal protective equipment (PPE)
6. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
7. An explanation of the criteria for PPE selection
8. Information about the Hepatitis B vaccine series including information on its efficacy, safety, method of administration, the benefits of being vaccinated
9. Information on the appropriate actions to take and persons to contact if an exposure incident involving blood or other potentially infectious materials occurs, including the method of reporting the incident and the medical follow-up that will be made available
10. Information on the post-exposure evaluation and follow up that the student is required to provide for the student following an exposure incident
11. An explanation of the signs and labels and/or color-coding required by the standard and used by this organization
12. An opportunity for interactive questions and answers with the person conducting the training session

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

Injury/Exposure to Blood and Body Fluids/Infectious Disease Procedure Policy

Purpose

Provide a protocol for students in the Radiologic Technology Program who are injured or exposed to blood and body fluids that may be the mode of transmission of infectious diseases in clinical settings.

Acute Injury or Blood and Body Fluid Exposure Procedure

(Exposures may occur by needle stick or cut, exposure to body fluids on open or abraded skin, or exposure to mucous membrane via splash to eyes or mouth)

1. Immediately, notify the CMU clinical instructor (if available) or the affiliate clinical instructor.
2. Be escorted to the emergency room of the clinical facility by the CMU or affiliate clinical instructor.
3. Comply with the facility's policy regarding student injuries.
4. Complete the clinical facility incident documentation.
5. As soon as possible, report the incident to the CMU Radiologic Technology Program Director (248-1775).
6. As soon as possible, report the incident to the CMU Human Resources Department (248-1820).
7. **In any event, notify the CMU Radiologic Technology Program Director and the CMU Human Resources Department by the end of the next business day.**
8. **Within four days** of the incident complete a Worker's Compensation form in the CMU Human Resources Department.

Exposure to Subsequently Reported Infectious Disease Procedure

(Tuberculosis, hepatitis, varicella)

1. The CMU Radiologic Technology Program's director or clinical coordinator will notify the student of potential exposure to an infectious disease.
2. The student will immediately report the notification of potential exposure to the CMU Human Resources Department (248-1820).
3. The student will complete a Worker's Compensation form with the CMU Human Resources Department **within four days** of notification of the potential exposure.

AAS in Radiologic Technology
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.
- L. Follow up background investigations for BSN students will occur at the following intervals to comply with clinical agency requirements:
 1. Level 1: VA hospital will complete a background check and fingerprinting will be conducted by Colorado Bureau of Investigation. The VA hospital will require a background check every six months.
 2. Level 2: SMH hospital will complete a background check prior to beginning clinical rotations.
 3. Level 3: Prior to beginning clinical rotations in the school district, students must contact the Colorado Bureau of Investigation, print off an updated online background check, and submit the background check to the Department. The cost for this is \$6.85, paid online with a credit card at: <https://www.cbirecordscheck.com/Index.aspx>

4. Level 4: Prior to beginning clinical rotations in the school district and at the Mesa County jail, students must contact the Colorado Bureau of Investigation, print off an updated online background check, and submit the background check to the Department. The cost for this is \$6.85, paid online with a credit card at: <https://www.cbirecordscheck.com/Index.aspx>
All transfer students will require a background check through VA or indicated sites upon acceptance to the program.
- M. Follow up background investigations for AAS students will occur at the following intervals to comply with clinical agency requirements:
 1. SMH hospital will complete a background check prior to beginning clinical rotations in January.
 - N. Follow up background investigations for PN students will occur at the following intervals to comply with clinical agency requirements:
 1. VA hospital will complete a background check and fingerprinting will be conducted by Colorado Bureau of Investigation during the first semester of courses. The VA hospital will require a repeat background check every six months.
 2. SMH hospital will complete a background check prior to beginning clinical rotations in the first semester.
 3. Prior to beginning clinical rotations in the school district, students must contact the Colorado Bureau of Investigation, print off an updated online background check, and submit the background check to the Department. The cost for this is \$6.85, paid online with a credit card at: <https://www.cbirecordscheck.com/Index.aspx>
 - O. Follow up background investigations for RT students will occur at the following intervals to comply with clinical agency requirements
 1. VA hospital will complete a background check and finger printing (reported to Colorado Bureau of Investigation) prior to beginning the first clinical rotation. VA hospital will require a background check every six months.
 2. SMH hospital will complete a background check prior to beginning clinical rotations.
 3. Grand River Medical Center will complete a background check prior to beginning clinical rotations.
 - P. Follow up background investigations for EMS students will occur at the following intervals to comply with clinical agency requirements.
 1. EMT students will need to have a fingerprint background check with CBI before becoming certified in Colorado. This is completed during the last two weeks of class. Out of state students need to have an FBI background check before becoming certified in Colorado.
 2. Paramedic students completed these checks as part of their EMT certification. Finger prints for EMS are submitted only once in a lifetime.
 3. SMH hospital will complete a background check prior to beginning clinical rotations.
 - Q. Student who do not pass a clinical agency background check, will be dismissed from all classes and the program. The student will not be allowed back into the program until all background check issues are cleared.

Rev: 3/1/13

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

Rev. 11/87, 3/88, 11/94, 11/97, 5/99, 12/06, 5/09, 09/10

AAS 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 Procedure

Students will receive initial and ongoing education about confidentiality and patient privacy during his/her education.

- A. Students will watch a video on HIPAA privacy in the Clinical Education Center and in RTEC 120 students will hear a lecture on confidentiality.
- B. Annually, a signature will be required on the *Confidentiality of Record/Patient Information Policy and Signature Page* form stating agreement to comply with this policy.
- C. Students will sign, copy, and return the signature page to the program director. The form will remain in the student's file.

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.

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

Confidentiality of Record/Patient Information Policy and Signature Page for First Year

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 heard the lecture regarding patient confidentiality presented in RTEC 120, Introduction to Radiologic Technology and Patient Care and watched the HIPAA video. 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

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

Confidentiality of Record/Patient Information Policy and Signature Page for Second Year

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

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

Student Handbook Signature Page

Faculty of the AAS 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
AAS 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