



Department of Health Sciences

*Professional Certificate in
Radiologic Sciences
Magnetic Resonance Imaging or
Computed Tomography*

Student Handbook

2020-2021

Table of Contents

Description.....	3
Program Faculty.....	3
Academic Advising Policy	4
Requirements for a Professional Certificate in Radiologic Sciences	5
Suggested Course Sequencing.....	6
Withdrawal and Suspension Policies.....	8
Academic Policies	11
Online Learning Resources and Tutoring Services	12
Requirements Prior to Beginning Professional Certificate in Radiologic Sciences Coursework	13
Electronic Communication and Submission of Assignments.....	14
Program Guidelines for Writing an APA Style Paper	15
Frequently Asked Questions: RADS 480/490, Clinical Specialization I and II.....	15
Clinical Experience Policies	17
Department of Health Sciences Collective Bargaining Activities Policy.....	18
Professional Appearance and Grooming Policy	19
Program Requirements for RADS 480/490, Clinical Specialization I and II.....	21
Check List for Clinical Experience, RADS 480/490, Clinical Specialization I and II.....	24
Policies and Forms.....	25
Declared Pregnant Student Policy	26
Radiation Safety Policy	28
Safety Screening Policy for Magnetic Resonance Imaging	29
Bloodborne Pathogen and Exposure Control Plan Training	31
Injury/Exposure to Blood and Body Fluids/Infectious Disease Procedure Policy	33
Criminal Background Investigation Policy	34
Substance Abuse Policy.....	37
Confidentiality of Record/Patient Information Policy and Signature Page.....	40
Student Handbook Signature Page	42

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

Professional Certificate in Radiologic Sciences
Department of Health Sciences, Colorado Mesa University

Description

The professional certificate provides registered technologists the opportunity to advance in specialty areas in the field of radiology including magnetic resonance imaging (MRI) or computed tomography (CT). The program delivers quality education through distance education.

To acquire an advanced modality, the program requirements include online core coursework and clinical practice. Students complete clinical competencies in a facility acquired by the student. CMU and the clinical site must establish and maintain an affiliation agreement during the time the student is completing the clinical portion. Coursework from the certificate can be applied to the Bachelor of Applied Science in Radiologic Sciences.

The Higher Learning Commission accredits the CMU Professional Certificate.

Radiologic Sciences Program Mission Statement

In alignment with the mission of Colorado Mesa University, the mission of the Radiologic Sciences Program is to offer baccalaureate level professional education and professional certifications.

Program Student Learning Outcomes

All CMU professional certificate recipients are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. Upon completion of this program, students will be able to:

1. Combine academic theory with practitioner experience and skills. (**Applied Learning**)
2. Develop critical thinking and problem solving skills that demonstrate a professional level of expertise in advanced specialty areas in the radiologic sciences. (**Critical Thinking**)
3. Promote value based behaviors for professional practice (**Critical Thinking**).

Professional Standards

ARRT Post-Primary Pathway

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

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

Program Faculty

Program Coordinator/Associate Professor Olga Grisak, MS, RT(R)(CT) ogrisak@coloradomesa.edu

Assistant Professor Scott Vangemeren, MSRS, RT(R)(CT)(MR) svangemeren@coloradomesa.edu

Academic Advising Policy

I. Purposes

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

II. Policy

A. Academic Advising

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

B. Personal Counseling

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

Requirements for a Professional Certificate in Radiologic Sciences

Curriculum and Progression to Completion

The certificate is 16 credits. The program coursework is two or three semesters in length.

Magnetic Resonance Imaging Core Courses	Credit Hours	Contact Hours
Sectional Anatomy	3	45
Principles of MRI	2	30
Applied MRI	3	45
Clinical I	4	180
Clinical II	4	180
Total Hours	16	480

Computed Tomography Core Courses	Credit Hours	Contact Hours
Sectional Anatomy	3	45
Principles of CT	2	30
Applied CT	3	45
Clinical I	4	180
Clinical II	4	180
Total Hours	16	480

Conversion

Didactic (15 hours/1 credit hour)

Clinical (45 hours/1 credit hour)

ARRT Clinical Competency Requirements for Post-Primary Certification

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

Suggested Course Sequencing for a Professional Certificate in Radiologic Sciences after Completing an AAS/AA in Radiologic Technology

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

Magnetic Resonance Imaging

Fall Semester: 9 credits

- RADS 460 - Principles of MRI (2)
- RADS 452 - Sectional Anatomy (3)
- RADS 480 - Clinical Specialization I (4)*

Spring Semester: 7 credits

- RADS 470 - Applied MRI (3)
- RADS 490 - Clinical Specialization II (4)*

Computed Tomography

Spring Semester: 6 credits

- RADS 461 - Principles of CT (2)
- RADS 480 - Clinical Specialization I (4)*

Fall Semester: 10 credits

- RADS 452 - Sectional Anatomy (3)
- RADS 471 - Applied CT (3)
- RADS 490 - Clinical Specialization II (4)*

*Summer sessions for clinical are available following successful completion of the prerequisite course (RADS 460 Principles of MRI or RADS 461 Principles of CT for Clinical I, and RADS 470 Applied MRI or RADS 471 Applied CT for Clinical II).

Continuous Enrollment in the Program

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

Leave of Absence from Radiologic Sciences Program

Interruption of Course Sequence

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

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 Coordinator.
4. The Program Coordinator will render a decision in writing, with explanation, within 10 days.
5. If dissatisfied with the Program Coordinator'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 essential learning 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 RADS 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 RADS 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

<https://www.coloradomesa.edu/student-services/maverick-guide.html>

Withdrawal and Suspension Policies

Withdrawal from Course Policy

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

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

A. Academics

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

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 (<https://www.coloradomesa.edu/student-services/maverick-guide.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 Confidentially* below)

F. Criminal Background

Admission into the Radiologic Sciences 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 coordinator and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate dismissal from the program. (see *Criminal Background Investigation* below)

G. Substance Abuse

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

H. Misconduct

Students are expected to refrain from:

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

Withdrawal from the Radiologic Sciences Program

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

Involuntary Administrative Withdrawal Policy

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

Student Suspension/Administrative Withdrawal Appeals

A decision reached and/or sanction imposed by the Student Conduct Officer may be appealed by an accused student within (5) working days of said decision to the Vice President for Student Services. Students must follow the CMU *Maverick Guide* (Student Handbook), Student Suspension/Administrative Withdrawal Appeals procedure. <https://www.coloradomesa.edu/student-services/maverick-guide.html>

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 coordinator and validating any remedial action.

Radiologic Sciences 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, 2018)

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. See Student Code of Conduct tab. <https://www.coloradomesa.edu/student-services/maverick-guide.html>

Academic Policies

Privacy of Student Records

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

Absence during a Scheduled Examination/Graded Assignment

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

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

Faculty Evaluation

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

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

Online Learning Resources and Tutoring Services

Colorado Mesa Online <https://www.coloradomesa.edu/distance-education/index.html>

This link provides the main access to online information.

Desire2Learn Login and CMU Email

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

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

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

Who to contact for help <https://www.coloradomesa.edu/distance-education/index.html>

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

Tutoring Services

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

Tomlinson Library <https://www.coloradomesa.edu/library/index.html>

Library Services for Off Campus Students

<https://www.coloradomesa.edu/library/students/off-campus-students.html>

Requirements Prior to Beginning Professional Certificate in Radiologic Sciences Coursework

A. Criminal Background Investigation

Acceptance into the program is contingent upon passing the Criminal Background Investigation (CBI).

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, “+BSRS”.
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. Drug Testing

Students in Grand Junction can use MCC Drug and Alcohol (1330 N 12th Street; Grand Junction, CO 81501; 970.256.7772) or a testing center of choice. Send results to the Health Sciences Department Head (Health Sciences Department, 1100 North Avenue, Grand Junction, CO 81501) and the clinical facility.

C. Online Student Orientation to Desire2Learn

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

D. Signature Pages

On acceptance into the program, students are required to submit the following to the program coordinator:

- Confidentiality of Record/Patient Information Policy Signature Page (see Policy and Forms section)
- Signed Substance Abuse Signature Page (see Policy and Forms section)
- Signed Student Handbook Signature Page (see Policy and Forms section)

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Electronic Communication and Submission of Assignments

Electronic Communication in a Course

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

Submissions

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

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

Turnitin

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

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

Radiologic Sciences 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), ISBN: 978-1-4338-0559-2, is the standard for use in papers in the BS and BAS Radiologic Sciences Programs. Please remember plagiarism is a serious offense and as such constitutes grounds for removal from a radiologic sciences program.

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/>

CMU Library Research Help

Tutorial http://libguides.coloradomesa.edu/FAQ/research_help

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>

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

1. What is clinical specialization?

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

2. What imaging areas require clinical specialization?

The specialty areas of computed tomography and magnetic resonance imaging require clinical specialization.

3. What is the prerequisite for clinical specialization?

You must complete or be concurrently enrolled in the course corresponding to your specialty area of interest before registering for RADS 480, Clinical specialization I. Specialty area courses include RADS 461, Principles of Computed Tomography and RADS 460, Principles of Magnetic Resonance Imaging.

You must complete or be concurrently enrolled in the course corresponding to your specialty area of interest before registering for RADS 490, Clinical specialization II. Specialty area courses include RADS 471, Applied Computed Tomography and RADS 470, Applied Magnetic Resonance Imaging.

4. How many credit hours is the clinical specialization?

Clinical specialization includes two semesters. Each semester course is four credit hours.

5. How many clinical contact hours are required?

Each semester students are required to complete 180 contact hours for the course. Remember, the ARRT requirements are documentation of a minimum total of repetitions across all procedures. You should be able to accomplish this during Clinical Specialization I and II.

6. When may I begin my clinical specialization?

The two-semester clinical specialization may start during summer, fall, or spring terms after prerequisites courses are completed.

8. Are there any requirements for a facility to be a clinical site?

There are sites with which Colorado Mesa University already has an affiliate agreement. An affiliation agreement with a clinical site does not imply the clinical site will agree to accept you as a student. If you want to complete clinical at a non-affiliated site, contact the program coordinator. CMU will contact the facility to see if they are willing to sign an affiliate agreement with CMU. This process may take weeks or months to complete.

9. How do I decide what would be a good clinical site?

Make sure it is a full service facility so you can do all or most of the competencies required by the ARRT.

10. May I do clinical rotations at more than one site during a semester?

Yes, as long as CMU has an affiliate agreement with the facility.

11. What are the requirements for taking the ARRT boards in my specialty?

Search the ARRT website at <https://www.arrt.org/> for eligibility requirements and exam content specifications.

12. Whom do I contact if I have further questions?

Olga Grisak, MS, RT(R)(CT), Program Coordinator ogrisak@coloradomesa.edu (970) 248-1308

Radiologic Sciences
Department of Health Sciences, Colorado Mesa University

Clinical Experience Policies

Accountability and Behavior during Clinical Experience

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

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

Essential Functions for Radiologic Technologists

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

Physical and Mental Demands

Students must be able to meet the same level of physical and mental demands as those required of any radiologic technologist. It is essential that there is no compromise in patient care. The student must notify the program coordinator 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 coordinator 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 coordinator or supervisory technologist may remove the student from a clinical facility if they suspect they have a communicable disease. In order to confirm or deny a disease process, diagnostic testing and a physician's release may be required.

Guidelines to Prevent the Spread of Disease

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

Percutaneous Injection/Invasive Procedure

I. Purpose

Identify conditions for percutaneous access and injection and loading a power injector

II. Policy

1. Students may perform venipuncture or a similar invasive procedure on a patient only after meeting the requirements and conditions of the clinical facility.
2. Students may load a power injector only after meeting the requirements and conditions of the clinical facility.
3. Students may inject contrast media only after meeting the requirements and conditions of the clinical facility and **only under direct supervision of a technologist registered in the modality.**

Safety Screening Policy for Magnetic Resonance Imaging

I. Purpose

Make MRI specialization students aware of potential workplace hazards associated with magnetic fields.

II. Policy

- A. The student will sign the *Safe MRI Practices* form, which acknowledges understanding that he or she is allowed in the MRI environment only during the scheduled rotation of RADS 480 or 490 and only after completing the program's established screening process.
- B. An MRI-safety trained healthcare worker must screen the student. Screening will involve the use of the printed *MRI Safety Questionnaire* form to document the procedure, a review of the information on the form, and a verbal interview to verify the information on the form and to allow discussion of any question or concern the student may have before being permitted into the MRI environment.
- D. The student can enter the MRI environment only after receiving approval by the MRI-safety trained healthcare worker.
- E. The student must submit the MRI Safety Questionnaire to the program coordinator, which will remain a part of the student's permanent record.

Department of Health Sciences Collective Bargaining Activities Policy

I. Purpose

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

II. Policy

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

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Professional Appearance and Grooming Policy

Purpose: The purpose of the professional appearance and grooming policy is to provide a minimum standard for all health sciences students enrolled at Colorado Mesa University. This policy is intended to provide consistency throughout our health science programs and to help prepare and educate students for professional appearance and grooming expectations in the clinical setting and workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the patients we serve. Although a clinical site may have stricter or lenient standards than the policy as stated, the student is required to comply with the stricter standard at all times. Students observed in violation of the dress and grooming policy will be asked to take corrective action immediately, after that, the student may be excused from courses. All instances of professional dress, appearance, and grooming are impossible to list. Students are encouraged to consult with their instructors first before deviating from the policy as stated.

Personal Hygiene and Appearance (Grooming)

1. The hair, body, and mouth are clean and free from offensive odor.
2. Gum chewing, eating, or drinking in a patient care area or laboratory is prohibited.
3. Tobacco use is prohibited, as is the use of any electronic cigarettes or vaporizers while students are in attendance in the classroom, lab, or clinical site.
4. Hair is clean, 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. Hair bands may be white, beige, brown or black. Caps or adorned/colorful restraints are inappropriate. Dyed hair must be of a natural human color.
5. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
6. Artificial nails or extenders in any form, or long natural nails, are not appropriate for health care workers for infection control reasons. Natural nails shall be no longer than ¼ inch and clean. A solid neutral colored nail polish may be used; the same color must be used for all nails. Nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct patient care.
7. Perfumes, aftershave/cologne, or scented lotions are not permitted.
8. Makeup is conservative and applied moderately.
9. Permitted jewelry/hardware are a wedding/engagement ring and a maximum of two matching, small, post style earrings, limited to one per ear lobe. Medic alert bracelets and watches are not considered jewelry. Other jewelry such as necklaces and bracelets are not permitted. Facial, body, and tongue piercing (s) are not permitted, these piercings must be removed and may have flesh toned replacements inserted. Gauged ear lobes are not permitted.
10. Every attempt should be made to cover all body art/tattoos with clothing.

Dress Code Standard+

Uniform: Scrub-style uniform, dress, or short/long sleeve top with pants or skirt. If a long sleeve top is worn under a short-sleeve top, it must be white. A white lab coat may be worn over a top. Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. No denim. Uniforms must be clean, in good repair and neatly pressed.

Fit: Uniforms must be well fitted such that skin is not exposed, while either upright or bending over in the chest or seat area. Choose tops that cover to mid-hip length to avoid skin exposure, while reaching or bending over. Wear a high neckline undershirt, if your top gapes in the front when bending over.

Length: Hem of pants must be full length, reach the top of your shoes, and not drag on the floor. Pants cannot have large side pockets on the mid-thigh or calf area. Dress/skirt must be at least knee length.

Undergarments: Undergarments must not be visible through fabric, so avoid color/print. White/nude shade undergarments are preferred. Students may find white, thin, “long john” type undergarments offer more coverage, if the scrub fabric is too thin. A white undershirt may be worn with the uniform. It must be short or long sleeved and without embellishment. No “burnout” tees, lace, embroidery, logos etc... White crew socks (no ankle socks) or white/natural hose are to be worn with pants. Hose must be worn with a dress/skirt uniform.

Shoes: Clean and polished, leather, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred). Shoes should not be perforated or made of absorbent material.

Miscellaneous Standard

1. Approved nametag worn on the outer garment at all times during the CT rotation
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 during the CT rotation

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

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

I. Immunizations and Other Documentation submitted to the Department of Health Sciences

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

A. Immunizations

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

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 with subsequent dates of completion of the series.

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. There are two agencies that are specifically designed for this requirement:
 - Cinch, the website is <http://www.itsaCinch.com/cmu>
 - Healthcare Providers Service Group (HPSO), the website is <http://www.hpsso.com>
2. Apply through either of the agencies 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.** You must submit a copy of the policy form, not your receipt of payment through the mCE platform. Keep originals/copies for future use.
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.

II. Additional Requirements for Clinical

A. Individual Requirements per Clinical Facility

Most clinical facilities require proof of immunizations, CPR, professional liability insurance, etc. prior to a clinical rotation. Check with the clinical facility regarding requirements.

B. Computed Tomography Specialization

1. Nametag

Students must wear a CMU nametag (with first name and last initial) during all clinical experiences. Students purchase pre-ordered name tags at CMU bookstore (The Maverick Store). Email Renae Phillips the semester before you begin clinical at rphillips@coloradomesa.edu.

2. Radiation Monitoring

Students must wear a radiation monitor during all clinical experiences where there is potential for the use of ionizing radiation. If employed by the clinical facility where the student is completing the specialization, he/she may wear the facility dosimeter. Otherwise, the student is responsible for arranging for a dosimeter from the program coordinator (at least five-week notification prior to the rotation). To cancel the dosimeter the student must notify the program coordinator at least five-weeks prior to the end of the rotation. The student is responsible for the set up cost (approximately \$15) and associated costs if the student does not notify the program coordinator in a timely manner.

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

I. Purpose

Identify conditions for use of fluoroscopy or C-Arm in the clinical setting

II. Policy

In the State of Colorado, any person (including a student in training) using a C-Arm or fluoroscope has to pass *Fluoroscopy Training*. This includes among others radiologic technologists and radiologists.

<http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251617273626>

1) Students must complete and pass the state *Fluoroscopy Training*

2) Students must submit the training certificate to the program coordinator

3) Violations are subject to disciplinary action including failure of the course and/or dismissal from the program.

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

Hardcopies not accepted. Scan and electronically submit documentation to MyClinicalExchange or email to the designated individual noted below,

- Annual Physical** (form on the CMU Health Sciences website)
- Proof of Immunizations**
- Annual Tuberculin Skin Test (TST)**
- Annual Influenza Vaccination** (date established by the clinical facility)
- Annual Personal Health Insurance Coverage** (effective January 2014)
- Annual Personal Liability Insurance**
- CPR for the Professional Rescuer**
- Criminal Background Investigation**
- CMU Name Tag** (CT only)
- Radiation monitor** (CT only)
- State of Colorado Fluoroscopy License** (for Colorado students only, if necessary for program)
Copy to the Program Coordinator – ogrisak@coloradomesa.edu
- Safe MRI Practices Signature Form and MRI Safety Questionnaire** (MRI only)
Copies to the Program Coordinator – ogrisak@coloradomesa.edu
- Bloodborne Pathogen and Exposure Control Plan Training Signature Page**
Copy to the Program Coordinator – ogrisak@coloradomesa.edu
- Confidentiality of Record/Patient Information Policy**
Copy to the Program Coordinator – ogrisak@coloradomesa.edu
- Substance Abuse Policy Signature Page**
Copy to the Program Coordinator – ogrisak@coloradomesa.edu
- Student Handbook Signature Page**
Copy to the Program Coordinator – ogrisak@coloradomesa.edu
- Other** (as required by the clinical facility – this may include additional documentation, a facility background check or badge, and/or documentation of completion of facility tutorials)

Policies and Forms

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

Declared Pregnant Student Policy

Radiation Safety Policy

Safety Screening Policy for Magnetic Resonance Imaging

Bloodborne Pathogen and Exposure Control Plan Training

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

Criminal Background Investigation Policy

Substance Abuse Policy and Signature Page

Confidentiality of Record/Patient Information Policy and Signature Page

Student Handbook Signature Page

Radiologic Sciences Program
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 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 coordinator. 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 coordinator 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 coordinator will notify the radiation safety officer and file the notification in the student's permanent file.

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

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

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

STATEMENT OF DECLARED PREGNANCY

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

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

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

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

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

The estimated date of conception _____

The estimated due date _____

Signature of Student

Date

Signature of Program Coordinator

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

Signature of Student

Date

Date fetal monitor issued

Signature of Radiation Safety Officer

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

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.

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 responsible for picking up and returning his/her personal dosimeter after devising a plan with the program coordinator. Students are required to exchange the dosimeter by the tenth of each month. 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

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.

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Safety Screening Policy for Magnetic Resonance Imaging

I. Purpose

Make students enrolled in the MRI specialization aware of potential workplace hazards associated with magnetic fields.

II. Policy

- A. During RADS 460, Principles of MRI, students will learn about the potential dangers of implants or foreign bodies when entering the MRI environment.
- B. Students will sign the *Safe MRI Practices* form, which acknowledges understanding that students are allowed in the MRI environment only during the scheduled MRI rotation and only after completing the program's established screening process.
- C. Prior to the MRI clinical rotation, before the student is allowed into the MRI environment, he or she must be screened by an MRI-safety trained healthcare worker. Screening will involve the use of the printed *MRI Safety Questionnaire* form to document the procedure, a review of the information on the form, and a verbal interview to verify the information on the form and to allow discussion of any question or concern the student may have before being permitted into the MRI environment.
- D. The student can enter the MRI environment only after receiving approval by the MRI-safety trained healthcare worker.
- E. The student must submit the *MRI Safety Questionnaire* to the program coordinator where it will remain a part of the student's permanent record.

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Safe MRI Practices Signature Form

By signing this agreement, I acknowledge understanding that I am allowed in the MRI environment only during a scheduled MRI clinical rotation and only after completing the BAS in Radiologic Sciences screening process.

Print Student Name

Student Signature

CMU Student ID #

Date

Radiologic Sciences Program
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 annual training. 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

*Contact the program coordinator for access to the training materials.

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Bloodborne Pathogen and Exposure Control Plan Training Signature Page

By signing this agreement, I acknowledge I have received bloodborne pathogen and exposure control plan training provided by Colorado Mesa University or other approved training*

Print Student Name

Student Signature

CMU Student ID #

Date

*Attach proof of training.

Radiologic Sciences Program
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 Sciences 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 supervisor of the clinical facility.
2. Be escorted to the emergency room of the clinical facility by the supervisor, if deemed necessary.
3. Comply with the facility's policy regarding student injuries.
4. Complete the clinical facility incident documentation.

Exposure to Subsequently Reported Infectious Disease Procedure

(Tuberculosis, hepatitis, varicella)

1. Comply with the facility's policy regarding student injuries.
2. Complete the clinical facility incident documentation.

Department of Health Sciences, Colorado Mesa University
Criminal Background Investigation Policy

Department of Health Sciences, Colorado Mesa University
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 CastleBranch (castlebranch.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 CastleBranch website castlebranch.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 CastleBranch.
- C. CastleBranch 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 CastleBranch (castlebranch.com) 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 Coordinator 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: <http://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 BSRS 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

Department of Health Sciences, Colorado Mesa University
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

Radiologic Sciences Program
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.

Printed Student Name

Student Signature

CMU Student ID #

Date

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Confidentiality of Record/Patient Information Policy and Signature Page

Purpose

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

Policy

“The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community”. (Code #9 of the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists Code of Ethics)

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

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

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

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

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

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

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

Printed Student Name

Date

Student Signature

Faculty Signature

Date

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Confidentiality of Record/Patient Information

Disciplinary Action for Breach of Confidentiality or Patient Privacy

- A. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate dismissal of the student from the program.
- B. The department head and/or program coordinator 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 coordinator 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.

Radiologic Sciences Program
Department of Health Sciences, Colorado Mesa University

Student Handbook Signature Page

Faculty of the Radiologic Sciences 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 enhancing your education.

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
Professional Certificate in Radiologic Sciences!

I have read and understood the Colorado Mesa University Professional Certificate in Radiologic Sciences policies as stated in this student handbook. I agree to adhere to the policies stated in the handbook.

Printed Student Name

Student Signature

CMU Student ID #

Date