



Radiologic Science Programs

Student Handbook

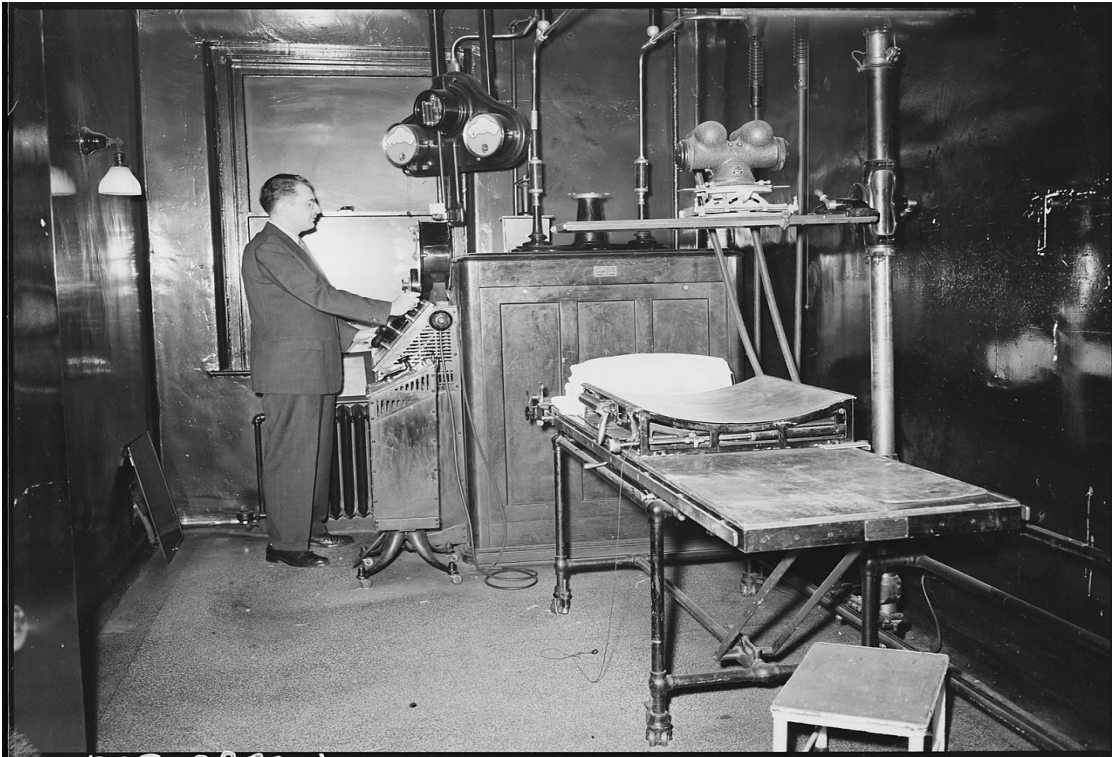


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I. INTRODUCTION

Welcome to the Community College of Denver (CCD) radiologic science programs. Whether you are an incoming radiography student, or experienced technologist working to attain an advanced certification, the radiologic science program faculty members welcome you and wish you success.

This handbook design is to provide you with helpful information specific to Radiography, in addition to the information listed in the college catalog. Each student is responsible for reading and following the policies outlined in this student handbook. After reading this handbook, each student is required to review and sign the Program Agreement and Workers Compensation acknowledgement forms in the last section of this handbook. Retain a copy of this handbook for future reference, a copy is available online in your course shell and at the clinical site.

Please note: Program policies and guidelines may change while you are in the program. You will be notified of changes via CCD student email and announcements in class.

1. MISSION STATEMENT

The CCD radiologic science programs pledge to "Provide the healthcare community with ethical, competent, and professional radiographers."

2. PROGRAM GOALS

The goals and student learning outcomes of the CCD radiologic science programs are:

- A. Students will exhibit clinical competence.
 - a. . Students will model clinical competence through demonstration of positioning skills.
 - b. Students will apply appropriate technical factors.
 - c. Students will demonstrate competency in application of technical factors while following ALARA principals.
 - d. Students will practice radiation protection methods beginning with first semester through fifth semester.
 - e. Students will demonstrate use of radiation protection devices using Professional Development Assessment (PDA) tool positioning section in the clinical setting and procedure check off evaluation in lab setting.
- B. Students will be effective communicators
 - a. Students will demonstrate effective, medically oriented communication skills through written, oral, and group presentation projects.
- C. Students will demonstrate critical thinking and problem-solving skills.
 - a. Students will perform complex medical imaging examinations during trauma, surgical, and portable rotations in clinical settings.
 - b. Students will demonstrate proficiency in radiographic image analysis during image critique.

- c. Students will demonstrate proper technical factor selection for various patient scenarios use while following the ALARA principals.
- D. Students will exhibit professional growth and development
 - a) Students will identify the importance of continuing education and lifelong learning.
 - 1. Students will participate in one professional development seminar sponsored by the Colorado Society of Radiologic Technologist (CSRT) during the program.
 - b) Students will investigate the advanced radiologic modalities.
 - c) Students will demonstrate professional behavior through actions and appearance.

3. PROGRAM EFFECTIVENESS MEASURES

Radiography Program Measurable Outcomes:

- A. Radiography Program will maintain a 21-month program completion rate of 75 percent or higher in Radiography.
 - d) Program will maintain a first-time pass rate of ARRT certification examination of 85 percent or higher for all degrees and certificates.
 - e) At least 75 percent of program graduates who are actively seeking employment will obtain employment within 6 months of graduation.
 - f) Students will be satisfied with their education (80 percent or higher).
 - g) Employers will be satisfied with the graduate's performance (80 percent or higher).

4. PROGRAM DESCRIPTION

Community College of Denver offers the following medical imaging programs:

- Associate of Applied Science Degree: Radiologic Technologist
- Certificate in Computed Tomography (post-primary)
- Certificate in Mammography (post-primary)
- Certificate in Magnetic Resonance Imaging (post-primary)
- A. A.A.S. Radiologic Technology
 - a) The radiologic technology program is an accredited program, designed for the student who is pursuing a career as a registered radiographer. This 21-month Associate of Applied Science (A.A.S.) degree program is designed to be completed in five semesters. The curriculum is a combination of lecture, laboratory experience, and internships at area hospitals affiliated with the program. The internship is a required part of the student's education and provides actual patient care experiences.
 - b) Upon graduation from the program, the student is eligible to take the certification examination for the American Registry of Radiologic Technologists (ARRT). Passing this examination qualifies the student to practice as a radiologic technologist in a variety of medical settings, including hospitals.

- c) The radiologic technology program complies with the academic standards outlined by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is fully accredited by the JRCERT. JRCERT can be contacted at JRCERT.org and in writing or by phone at:
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182
312.704.5300 | mail@jrcert.org

d) PROGRAM PHILOSOPHY

The faculty members of the radiologic science programs support the vision of CCD to help our students attain the education they desire. We are student-focused and passionate about student success. We promote excellence, personal accountability, and lifelong learning throughout the program.

We believe that each person is an individual and is entitled to be treated as a unique human being with individual needs, differences, and potential. Education is a continuing process whereby the learner determines the goals, adapts to change, clarifies values, and develops the discipline and understanding necessary to attain their educational goals. In order to help you reach your goals, a variety of learning modes and options will provide you with experiences, which will meet your individual learning needs.

While the teaching-learning process is a combined effort on the part of students, faculty, administration, and clinical education centers, learning is primarily the responsibility of you. In accordance with CCD policies, you will be held personally responsible for your education.

Program Integrity: All didactic exams will be proctored to ensure fairness to all students and integrity of the program. The RTE program uses a lockdown browser software and Respondus software monitoring for all exams hosted by the Learning Management System, Desire to Learn (D2L). Breaches of integrity will be reported to Student Conduct and the Office of the Provost.

e) CURRICULUM

a) Radiography Program Prerequisite Courses:

The following general education and related courses are required to complete an A.A.S. degree in radiologic technology. Students must complete these courses prior to beginning the radiography program.

<u>Course Number and Name</u>	<u>Credit Hours</u>
ENG 121 English Composition I	
Or	
ENG 131 Technical Writing	3
BIO 201 Human Anatomy & Physiology I: SC1	4
BIO 202 Human Anatomy & Physiology II: SC1	4
MAT 121 College Algebra: MA1 or higher	3-4
PSY 101 General Psychology I: SS3	3

OR	
PSY 235 Human Growth & Development: SS3	3
OR	
SOC 101 Intro to Sociology I: SS3	3
PHY 105 Conceptual Physics*	4
(*recommended, not required)	

b) AAS Radiologic Technology Program Curriculum:

RTE 101 Introduction to Radiography*	2
*this course offered as an elective, if not taken prior to program admission then it has to be taken in the summer prior to the program start.	
RTE 111 Radiographic Patient Care	2
RTE 121 Radiologic Procedures I w/Lab	3
RTE 141 Radiographic Equipment/Imaging I w/lab	3
RTE 181 Radiographic Internship I (2 days/week)	5
RTE 122 Radiologic Procedures II w/Lab	3
RTE 131 Radiographic Pathology/Image Evaluation I	1.5
RTE 132 Radiographic Pathology/Image Evaluation II	1.5
RTE 142 Radiographic Equipment/Imaging II w/Lab	3
RTE 182 Radiographic Internship II (2 days/week)	5
RTE 183 Radiographic Internship III (4 days/week)	7
RTE 221 Advanced Medical Imaging w/Lab	3
RTE 231 Radiation Biology/Protection	2
RTE 281 Radiographic Internship IV (3 days/week)	8
RTE 289 Radiographic Capstone	3
RTE 282 Radiographic Clinical Intern V (3 days/week)	8
Total	78-82

c) GENERAL COLLEGE POLICIES

a) COLLEGE ADMISSION PROCEDURE

Refer to the current semester schedule and CCD Catalog for up-to-date college admission policies. Apply to CCD at: [CCD.edu/Apply](https://ccd.edu/Apply) and follow the steps to enrollment checklist. Admission to any of the radiologic science programs is separate and in addition to admission to CCD.

b) ADVISING & COUNSELING SERVICES

- Academic counseling is available to CCD students through the Academic Advising and Student Success Center on the Auraria Campus. The academic advisor for the Center for Health Sciences at Lowry also provides academic counseling to health sciences. Call 303-365-8300 to schedule an advising appointment.

- Current information can be found at: [CCD.edu/Pathways](https://ccd.edu/Pathways).

Career counseling services are available to CCD students through the Educational Opportunity Center at [CCD.edu/EOC](https://ccd.edu/EOC) and the Career and Transfer Center at [CCD.edu/Career](https://ccd.edu/Career).

For counseling on curriculum or individual program policies, please make an appointment and consult the academic advisor for health sciences, the radiologic science program director, or the appropriate program coordinator. Office hours available for appointments are found on course syllabi and are posted on the faculty office doors.

Counseling process while at clinical site (clinical education center):

- The college faculty (clinical instructor) assigned to the clinical site should be informed that a concern or potential problem exists.
- The college faculty will assist the student in problem solving.
- If the concern persists, the clinical instructor or department supervisor involved will notify the clinical coordinator or program director of the situation via telephone and/or in writing.
- The clinical coordinator will then arrange a meeting with the involved parties. A counseling form or contract stating the concern, a student response, and a planned resolution will be signed by all parties. A copy will be given to the student and the clinical coordinator will file the original.
- Follow-up will be scheduled with involved parties within two weeks of the counseling session with continued follow-up as needed.
- Counseling will be the responsibility of the college faculty. A counseling form must be faxed to the clinical coordinator the day of session.
- At no time should a student circumvent this process. **Failure to follow this process will result in a probationary contract and possible expulsion.**

c) COURSE REGISTRATION

- a) You must register and pay for classes before attending clinical or class. For liability reasons, students who are not registered cannot attend clinical. Keep all registration receipts for the length of the program to avoid any future problems.
- b) Per the CCD website at [CCD.edu/Cashier](https://ccd.edu/Cashier): "You must pay your tuition and fees ON or BEFORE the payment deadline stated on your registration. If you do not pay by that date, your name will be dropped from your registered classes. Once dropped, you must pay your tuition and fees, in full, when you reregister. You are not guaranteed placement when you reregister, and you cannot attend class until you finalize payment."
- c) It is your responsibility to ensure that all financial aid documentation is in order and that your account is up-to-date. A student who is dropped from their classes due to non-payment or financial aid documentation issues may not be allowed to reregister for classes if they are past the registration deadline. This will result in the student being unable to continue in the

program. View more at CCD.edu/FinAid.

- d) Current policies can be found at CCD.edu. Communication will be through the name@student.cccs.edu email; students are expected to access regularly throughout the program. It is against college policy to open or answer emails from personal accounts.

e) FERPA

- a) FERPA pertains to the U.S. Family Educational Rights Act of 1974. Information about FERPA and your rights under FERPA can be found at CCD.edu/FERPA.
- b) Faculty may not provide references or recommendations unless you provide written permission to do so. There are FERPA release forms at CCD.edu/FERPA-Release. These must be filled out prior to the reference request.

c) CODE OF CONDUCT

- a) All radiologic science programs at CCD adhere to the CCD Student Code of Conduct. If there is reason to suspect that a student has violated the code of conduct, the faculty member involved will follow current procedures to report the potential violation. The current CCD Student Code of Conduct Policy can be found at CCD.edu/StudentCode.

b) SMOKING POLICY

- a) Smoking at CCD: CCD is a non-smoking facility. Smoking inside any CCD facility is prohibited. If you must smoke while at CCD, you must do so outside in designated areas. As required by law, there is no smoking allowed within 20 feet of any building.
- b) Smoking Policy at Clinical Affiliates (Hospitals & Clinics): Clinical affiliates **do not** allow smoking anywhere on their grounds or in their buildings. Students cannot smell of cigarette or cigar smoke while performing clinical duties. You will be sent home from your clinical assignment if your clothing, hair, breath, etc. smell of smoke. Any missed time due to this is unexcused and is considered make-up time at the end of the clinical rotation period, within the semester.

c) INCLEMENT WEATHER (SNOW) POLICY

- a) Community College of Denver relies on its partnership with the Lowry campus facilities and security departments to make an informed decision regarding safety on the Lowry campus. Consequently, the decision for opening, delaying or closing the Lowry campus rests with the Lowry leadership.
- b) If the Center for Health Sciences at Lowry (not the Auraria Campus) is closed due to poor weather conditions, you are not required to attend classes on Lowry campus or clinical. This day will not need to be made up. Students can call the campus closure information line at 303.556.2401 for accurate

information. Please use this link for more information.

<https://www.ccd.edu/weather-campus-closures>

- c) You are encouraged to sign up for the Campus Emergency Notification System alerts. This can be done by visiting [CCD.edu/Safety](https://www.ccd.edu/Safety).

d) TUTORING

- a) Tutoring is a voluntary service offered by CCD.. BrainFuse software will also be available online for 24/7 tutoring.
- b) Contact your instructor to discuss specific tutoring through the Excel Zone.
- c) Follow this link for more information:
<https://www.ccd.edu/org/excel-zone>

d) STUDENTS WITH DISABILITIES

- e) Americans with Disabilities Act /Amendments Act of 2008 (ADAA):
All students who identify themselves to faculty as having a disability or suspect that they have a disability are encouraged to contact the Accessibility Center (AC). The AC office is located in the Confluence Building, room 121. Faculty members are not obligated to provide accommodations without proper notification from the AC. Students may also contact AC staff by telephone to make an intake appointment at 303.556.3300 or by email at ccd.access@ccd.edu. More information is available at [CCD.edu/Access](https://www.ccd.edu/Access).

f) PHYSICAL REQUIREMENTS

Students in the radiologic sciences programs are enrolled in clinical internships 2-4 days a week for +7.0 hours a day. You are expected to perform the same duties as a radiologic technologist during your clinical internships. The typical physical demands a student will encounter are:

- g) Job skills require full range of body motion including handling and lifting patients, physical dexterity and eye-hand coordination.
- h) Frequent mobility required for extended periods of time.
- i) Frequently lifts and carries items weighing up to 25 pounds and occasionally, lifts and places 50 or more pounds with assistance normally available.
- j) Occasionally pushing and/or pulling up to 200 pounds or more with assistance normally available.
- k) Requires visual and hearing acuity.
- l) English speaking with clear diction and common pronunciation.

m) GRADUATION REQUIREMENTS

- a) Complete all prerequisites and program curriculum as outlined. Occasionally, when courses were not taken through CCD, substitute courses were applied to the required prerequisites. Students who transferred courses into CCD need to review

course substitutions with the health sciences program advisor prior to graduation.

- b) Apply to graduate with the registrar's office. It is your responsibility to apply for graduation during the last semester in your respective program; this includes the A.A.S. degree and certificate programs. Application deadlines and procedures are published in the college catalog and class schedule for each semester. View more at ccd.edu/GradApp.
- c) Attain the appropriate clinical competencies within the required timeframe as prescribed by the ARRT for the program in which you are enrolled. See section VIII for current ARRT clinical competency requirements, or visit www.arrt.org

d) PROGRAM ADMISSION PROCESS – ccd.edu/Radiography

Complete general education prerequisite requirements. Please Note: Your G.P.A. is a significant factor in candidate evaluation for program acceptance.

a) Admissions Packet:

Accepted December to mid-February (see website for exact dates). Candidates who have successfully completed their prerequisite course work may submit an application packet to the radiography program faculty at the Center for Health Sciences at Lowry, or postmarked by the last date.

- b) Students in progress of a prerequisite course may submit an application with their **current student schedule** and are responsible **for submitting final grades** to the Program faculty if course was taken at CCD. Official transcripts from students enrolled at a college other than CCD will be required to submit an unofficial transcript when the course is completed and an official transcript to the Office of Registration and Records.
- c) Approximately 36 of the top scoring candidates will be invited to participate in an objective, panel-style interview for enrollment in the next matriculating class. If prerequisites are in progress, applicants need to provide evidence of their mid-term grade.
- d) The highest scoring candidates from the panel interview and application packet evaluation will be invited to enter the radiography program, provisionally, if RTE 101 course not completed before invitation or there are any outstanding in-progress grades.
- e) The number of applicants selected is determined by the number of clinical sites available for internship. Approximately 25 candidates will receive an invitation. Five alternates are chosen. Candidates who are not selected to enter the program will be provided with advisement, if desired. Students may apply for the program a total of three times.
- f) The following application documents are required in order to be considered for participation in the interview process:
 - Verification of completed application to CCD (email from registration)

- Application to the radiography program
- Resume and cover letter
- Official, sealed transcripts from all transfer credit institutions must be sent to the Office of Registration & Records for evaluation
- Unofficial transcripts from all transfer credit institutions
- Up-to-date, unofficial transcripts from CCD
- 12 hours (minimum) of documented job shadowing experience see alternative to job shadowing(due to pandemic) below or on RTE website.
- Two structured references, download from website.

Website for application:

<https://www.ccd.edu/academics/academic-centers/health-sciences-lowry/programs-study/radiologic-technology/apply-rte-program>

If you were able to complete the 12 hours of job shadowing with a Radiology Technologist, then you must answer the following questions in an essay. Please take the time to prepare a typed, well-written, grammatically correct, essay-style answer to the two questions below. Each answer should be single-spaced, in 12-point Verdana or Calibri font, and a maximum of half a page in length. Please include the question along with your answer to each.

For applicants who could not secure job shadowing due to the pandemic, an alternative is available on the RTE website. Applicants must watch the six videos listed and respond to the same essay questions.

- Reflecting on your personal experience and impressions after job shadowing, what did you see or experience regarding the actual work of a radiology technologist that attracts you to this profession?
- What skills or personality traits do you possess, relating to your past experience and learned information from your job shadow experience, that speaks to how Radiology Technology and specifically admission into the program at the Community College of Denver, could be a future profession for you?

Pre-Covid essay questions:

- What qualities, skills, and characteristics do you possess that would contribute to and ensure your success within the field of medical imaging as a radiologic technologist?
- One of CCD's institutional outcomes is the development and production of graduates who are personally responsible. How would you interpret this outcome from

the perspective of a prospective student in the Radiologic Technology program?

- Updated contact information, include personal and CCD school email if applicable.
- Incomplete packets will not be considered for admission. Please keep your own copies of all documentation submitted, except structured references, which are to be confidential and sealed.

g) Required documentation for student files: Students accepted into the radiologic technology program are required to attend a mandatory orientation session during the preceding summer semester. The following items must be on file by August 1st for all radiologic sciences program students prior to program commencement or as determined by the clinical coordinator.

- Program application
- CCD informed consent for background check
- Confidentiality/HIPAA Education Recognition Form
- Current resume
- CPR certification: 2-year BLS for Healthcare Providers
- Proof of health insurance
- Immigration paperwork if not a U.S. citizen
- Radiation Monitoring Badge Form
- Immunization Record Notification Form
- Health and Immunization form completed by a physician
- The following immunizations:
 - Hepatitis series shots or signed waiver
 - Tetanus & Diphtheria (TD)
 - Varicella (proof of immunity or vaccination)
 - Tb Intradermal (PPD) within the last 3 months
 - MMR (proof of immunity or 2 doses)
- Emergency Contact Information Form
- Official background check and receipt for drug screen
- OSHA questionnaire, signed by the students' personal physician.

h) BACKGROUND CHECK POLICY

The Colorado Community College System ("CCCS") and the State Board for Community Colleges and Occupational Education authorize the radiologic sciences programs to conduct a background investigation of all student applicants. The clinical sites used in the radiologic sciences programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. New students who refuse to comply with the background investigation will not be allowed to enter a CCCS radiologic sciences program.

CastleBranch (<http://cccs.castlebranch.com/>) is the company that administers the online background check, and includes instructions

for the drug screen process and available locations. There is one fee to pay.

In order for the background check process to be complete before students enter the clinical setting, the following processes have been established:

- a) Radiography students will initiate the background check and drug screen once they are notified by the clinical coordinator or at the mandatory orientation.
- b) These shall be completed within three months of the clinical start.
- c) If these are not completed by the deadline, the student may lose their position in the program.
- d) Drug screen and background results might not be available for up to six weeks, please plan accordingly.
- e) A copy of the receipt for the background check and drug screen will be placed in the student file.
- f) Placement is not guaranteed until all three steps of the background check process are complete and results have been analyzed. Note, if the student does not pass the background check, they will not start the program.
- g) A background check is only good for 90 days. Do not start this process more than 90 days prior to the start of the program.
- h) Students who finish one program and move into another program the next semester will need to have a new background check completed.
- i) Students who have a break in service of more than 12 months must submit to a new background check procedure and drug screening.
- j) A background check may be held over for up to 12 months from the date the initial background check was started if a student is unable to start the program that semester due to institutional error or extenuating personal reasons. After 12 months, the background check and drug screening must be completed again. The cost of a background check is non-refundable, under any circumstances.
- k) CCD's Human Resources reviews all background checks and drug screens. The Human Resources department has the final decision in regard to passing or not passing a background check or drug screen.
- l) Radiologic sciences faculty members do not have access to this information. Select faculty and the program advisor can access a database that indicates the status of the background checks process and if the student has passed the background check.
- m) Flagged background checks occur when there has been a misdemeanor charge within the prior 10 years. Students enrolled in radiologic technology programs must follow the ARRT ethics policy which states that any misdemeanor charge, with any court mandates, such as fines, community service, or plea agreements must be reported to the ARRT. The RTE program director will be notified of any flags, and along with the

Human Resource department, will determine if the student will be required to submit a pre-ethics review application and associated fees to the ARRT to be able to continue in the program. Pre-ethics application is found in the appendix.

- n) An applicant will be disqualified from CCD radiologic sciences program based on the following guidelines; this list is subject to change based on CCCS updates to policy: **See Appendix B**
- Any violent felony convictions of homicide. (No time limit)
 - Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
 - Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
 - Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
 - Any felony theft crimes in the 7 years immediately preceding the submittal of application.
 - Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
 - Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
 - Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
 - Registered Sex Offenders. (No time limit)
 - Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
 - More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
- o) If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- p) If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden

to produce substantial evidence that proves the crimes charged are incorrect.

- q) The ARRT has a very strict policy in regard to prior offenses. Any offense other than a traffic violation must be disclosed to the ARRT. Even though the student may have passed their CCD background check, this is no guarantee they will be eligible to sit for their ARRT certification exam. Visit www.arrt.org for more information or to initiate an ethics review. This review must be initiated if the background check is flagged upon admission to the program, six months prior to graduation, or at time of ARRT certification application. The ARRT policy is that any new offenses must be disclosed within 30 days. Students are included in this policy. See section m of the Background check policy.

r) **ACADEMIC STANDARDS**

The Radiologic Sciences programs adhere to all CCD academic policies. This includes assessment requirements, new student orientation, registration deadlines, payment deadlines, withdrawal dates, academic integrity, applying for graduation, Student Code of Conduct, etc. Please refer to the current college catalog for more information.

- a) The purpose of the grading scale listed below is to enhance the likelihood that upon completion of any of the radiologic sciences programs the student will successfully pass the appropriate ARRT certification examination. Statistics have shown that anyone who achieves a 76 percent or higher in radiography program typically pass the ARRT certification examination on their first attempt.

Grading Scale:

A	93-100
B	85-92
C	76-84
F	Below 76

- b) Students must earn a "C" grade or better in all courses to continue in the radiologic technology program to earn an A.A.S. degree. Any student who fails a course twice, or fails two (2) or more courses in the same semester will not be considered for re-entry into the degree or certificate programs.
- c) If a student receives a grade below 76% on two or more tests in a program course, they may be placed on an academic contract and must seek advisement from the instructor to formulate an action plan for improved outcomes.

i) **DRUG AND ALCOHOL POLICY**

Community College of Denver's radiologic science programs conforms to the common health profession requirement for drug testing. Both initial enrollment in any CCD radiologic science program and subsequent placement at clinical sites is contingent upon presentation of a negative drug test. CCD will not accept a previous employment drug test.

- a) All students enrolling in any radiologic sciences program, in addition to other established entry criteria, must agree to present

documentation of a current drug test. The drug test and/or any necessary transportation to a testing facility must be paid for at the student's expense. For initial drug testing, students must use the designated lab and testing date identified by CCD, through CastleBranch.

- b) Only the person for whom a prescription drug is prescribed can bring the medication on CCD property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion based alcohol or drug testing will be performed if performance or behavior in any Radiologic Sciences program is suspected to be substance related.
- c) Refusal to Participate: Students may refuse to participate in initial or suspicion-based testing. However, those students refusing will not be admitted into any radiologic science program and any student who refuses to test based on reasonable suspicion while they are in the program could lead to disciplinary action, up to and including dismissal from the program. CCD's radiologic sciences program supports and enforces a zero (0) tolerance alcohol and drug policy.
- d) Definitions
 - Alcohol Testing: Providing a breath, blood or urine sample to determine the presence of alcohol.
 - Authorized Lab: A collection site or sites identified by the radiologic sciences program where students may present themselves for the purpose of taking a drug test.
 - Controlled Substance: This has the meaning assigned by the Title 21 United States Code (USC) Controlled Substances Act Section 21 USC 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines and propoxyphene and their metabolites, and prescription drugs for which the student does not have a current prescription.
 - Drug Test: Providing a blood and/or urine sample to be analyzed for the presence or absence of specific controlled substances, as well as for substitution, adulteration, or dilution of the sample.
 - Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription (excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results.
 - Drug: Any substance (other than alcohol) that is a controlled substance as defined in this section.
 - On Duty Time: Beginning when a student arrives at a clinical rotation site until the time he/she leaves the clinical rotation site, or all time actively participating in any CCD Radiologic Sciences

Program class, lab, or other activities including volunteer activities.

- Reasonable Cause: When the College or clinical rotation site believes the actions or appearance or conduct of a radiologic sciences student who is on duty is indicative of the use of alcohol or a controlled substance.
 - Substance Abuse Professional: A licensed physician, or a licensed or certified psychologist, social worker (certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders.
- e) Suspicion-Based Testing: The student may be required to submit to a drug test if radiologic science program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance related.
- f) Initial Drug Test: Prospective Radiologic Sciences students must, in addition to other established entry criteria, present documentation of a current drug test. The drug test must be paid for at the student's expense and must be conducted by the due date provided at time of admission. Students must use an authorized lab.
- g) Initial Testing Results Positive: Upon acceptance into the program, if the result of the initial drug test is positive for controlled substances, as defined in this procedure, the student will be unable to enter the program unless a retest (of the same sample) is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. If the results of the retest are still positive, the student will be unable to enter any radiologic science program and tuition may be refunded in accordance with the College refund policy as stated in the catalog. This delayed progression counts as the student's one-time deferment.
- h) Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, **the possession and use of marijuana remains illegal under federal law.** Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus: [CCD.edu/StudentCode](https://ccd.edu/StudentCode)
- i) Refusal to participate in the initial Drug Test: If a student refuses to provide a timely drug test upon entry into the program, the student will be denied entry. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.
- j) Suspicion-Based Testing: The radiologic science program may test students on a reasonable cause basis. If a student is having performance problems or if the faculty member or clinical staff

directly observes behavior that may be alcohol or drug related, the student will be requested to submit immediately to drug or alcohol testing at the student's expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuance in the program is contingent on consent by the student for testing. Refusal to consent to testing will result in disciplinary action up to and including dismissal from the program. The program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired the student will be sent home via alternative transportation, at the student's expense. The student will be dismissed from the program and the criteria under prior section "Initial Drug Testing" as well as "Program Re-enrollment" must be followed.

- k) Program Enrollment/Re-enrollment: Students who refuse either the initial drug test or a suspicion-based drug test or whose test results are positive for controlled substances must show proof that they have been evaluated by a certified substance abuse professional/Licensed Chemical Dependency Health Counselor. Proof that the substance-abuse professional or LCDHC is certified must be given to the CCD radiologic sciences program director. Students must show proof of successfully completing the prescribed program (highly recommend 1 year of treatment). This proof must be reviewed and approved by the program chair and the division dean. If re-enrollment is approved, student will be subject to unannounced drug/alcohol testing during the duration of the program, at the student's expense. If any test is positive student will be subject to disciplinary action, up to and including dismissal from the program and the student will be ineligible for re-entry. Diluted drug tests may be considered positive test result

II. WITHDRAWAL, DISMISSAL, AND RE-ENTRY

1. PROGRAM DISMISSAL

- A. Students may be dismissed from any radiologic sciences program for several reasons, which include but are not limited to:
 - a) The student receives a failing grade or withdraws with an in-progress failing grade in one or more didactic courses.
 - b) The student fails a course for a second time.
 - c) The student receives a failing grade or withdraws with an in-progress failing grade in a clinical course.
 - d) The student signs a probationary contract and does not adhere to the contract. This includes lack of progression of clinical skills.
 - e) Removal from the clinical site at the request of the clinical affiliate. If a student is removed from clinical at the clinical affiliate's request, the student may be discontinued from the program. If the student is removed from more than one clinical affiliate, the student will be dismissed from the program and denied re-entry.
 - f) Faculty determines that the student's continued enrollment in the

- program constitutes a risk to the safety and well-being of patients, staff, and/or equipment.
- g) Violation of the CCD Student Code of Conduct.
 - h) Failure to follow the Conflict Resolution Policy outlined in section V.
 - i) Cheating or plagiarism
 - j) Violation of the CCD Drug and Alcohol Policy.
 - k) Documented substance abuse as evidenced by a failed drug screening test is grounds for immediate dismissal.
 - l) Chronic absences or tardiness from clinical or didactic classes.
 - m) Failure to complete assigned make-up days.
 - n) Multiple (3 or more) failures to follow call-in policy for tardiness and absences from clinical.
 - o) Violation of the ASRT Code of Ethics (www.asrt.org)
 - p) Violation of the ARRT Standards of Ethics (www.arrt.org)
 - q) Inability to demonstrate a progression toward mastery of clinical skills.
 - r) Refusal to submit to a pre-admission drug test.
 - s) Refusal to submit to a request for suspicion-based drug test (see section E.6 Drug & Alcohol Policy).
 - t) Testing positive for drugs or alcohol.
 - u) Improper use of classroom facilities and equipment to include, but not limited to, the irradiation of another person.
- v) RE-ENTRY PROCESS
- a) Under certain circumstances, a student who has been dismissed from a radiologic science program may apply for re-entry. Program re-entry is evaluated on a case-by-case basis and is determined by the Program Director and Clinical Coordinator.
- b) ACADEMIC WITHDRAWAL:
- a) A student who receives lower than a "C" grade in one (1) didactic class or withdraws from a class with an average of at least a "C" at the time of withdrawal is eligible to request re-entry into the radiologic sciences program.
 - b) The student should check the current course schedule for the last day in which they may withdraw from a class and receive a "W" grade. Failure to withdraw from classes prior to this date could result in a failing "F" grade and jeopardize their eligibility for re-entry.
 - c) The failed or withdrawn class will be repeated and the appropriate internship, as determined by the Program Director and Clinical Coordinator, in order for the student to resume the radiologic sciences program. This will require the student to withdraw from the program until the next time the course is offered and can be repeated. Depending upon the course, this may be in the following year.
 - d) Courses are designed to be taken simultaneously as a cohort moves through the program; withdrawal from one course requires withdrawal from the co-requisite courses.

- e) Students requesting re-admission to any radiologic sciences program will need to re-apply to be eligible to re-enter within one year after dismissal.
- f) The possibility for any student to gain re-admission to these programs will be dependent on many variables, including availability of clinical placement and willingness of clinical sites to host the returning student.
- g) Intention to repeat a course and re-enter the program must be received in writing to the program director by the beginning of the semester prior to their requested reentry.
- h) The program director, clinical coordinator and other CCD representatives will meet and review the re-entry request. The program director will make the final decision on re-entry.
- i) Once a student is confirmed for program re-entry, the program director and clinical coordinator will determine which courses will be repeated. Students who re-enter must register and attend subsequent internship course, regardless of prior passing grade. This policy ensures that the student is current in clinical skills upon re-entry.
- j) NON-ACADEMIC/PERSONAL REASONS WITHDRAWAL:
 - a) If a student withdraws from the program for personal reasons and is in good standing, the student must notify the program director of said withdrawal in writing.
 - b) The student should check the current course schedule for the last day in which they may withdraw from a class and receive a "W" grade. Failure to withdraw from classes prior to this date could result in a failing "F" grade and jeopardize their eligibility for re-entry.
 - c) All classes from which the student withdrew must be repeated, including the semester internship regardless of grade status at the time of withdrawal.
 - d) Students requesting re-admission to any radiologic science program will need to re-enter within one year after withdrawal. After 12 months, the possibility for any student to gain re-admission to these programs will be dependent on many variables, including availability of clinical placement and willingness of the clinical site to host the returning student.
 - e) Intention to re-enter the program must be received in writing to the program director by the beginning of the semester prior to their requested reentry.
 - f) The program director, clinical coordinator, and CCD representatives will meet and review the re-entry request. The program director will make the final decision on re-entry.
 - g) Once a student is confirmed for program re-entry, the student must arrange with the clinical coordinator for an independent study course, if the withdrawal occurred after the first semester. This independent study is a clinical internship to reacquaint the student to radiography, as determined and scheduled by the

clinical coordinator. To begin this course, the student must have passed all prior RTE academic courses. All immunizations and other file documents must be up to date.

h) NON-ACADEMIC: DRUG- OR ALCOHOL-RELATED WITHDRAWAL

- a) Students who refuse either the initial drug test or a suspicion-based drug test or whose test results are positive for controlled substances will be removed from the Program in which they are enrolled.
- b) The student will be notified in writing and advised to withdraw from all courses prior to the last day in which they may withdraw from a class and receive a "W" grade. Failure to withdraw from classes prior to this date could result in a failing "F" grade and jeopardize their eligibility for re-entry.
- c) The failed or withdrawn class must be repeated, and a clinical refresher completed before the student is allowed to resume any radiologic sciences program. This will require the student to withdraw from the program until the next time the course offered, and the course can be repeated. Depending upon the course, this may be in the following year.
- d) Students requesting re-admission to any radiologic sciences program will need to re-enter within one year after dismissal.
- e) The possibility for any student to gain re-admission to these programs will be dependent on many variables, including availability of clinical placement and willingness of the clinical site to host the returning student.
- f) Intention to repeat a course and re-enter the program must be received in writing to the program director by the beginning of the semester prior to their requested reentry.
- g) The student must show proof that they have been evaluated by a certified substance abuse professional/Licensed Chemical Dependency Health Counselor.
- h) Proof that the substance-abuse professional or LCDHC is certified must be given to the program director.
- i) Students must show proof of successfully completing the prescribed program (highly recommend 1 year of treatment). This proof must be reviewed and approved by the program director and the division dean.
- j) If re-enrollment is approved, student will be subject to unannounced drug/alcohol testing during the duration of the program, at the student's expense. If any test is positive student will be subject to disciplinary action, up to and including dismissal from the program and the student will be ineligible for re-entry. Diluted drug tests may be considered positive test results.
- k) The clinical coordinator/program coordinator and CCD representatives will meet and review the re-entry request. The committee's decision will be presented to the program director.
- l) The program director will make the final decision on re-entry.
- m) Once a student is confirmed for program re-entry, the student

must arrange with the clinical coordinator for an independent study course, RTE 185. This independent study is a clinical refresher to reacquaint the student to radiography. This clinical refresher will begin the last six weeks of the semester preceding the proposed re-entry date. To begin the clinical refresher, the student must be in passing status in all academic courses. All immunizations and other file documents must be up to date.

n) DENIAL OF RE-ENTRY

- a) A student who withdraws from more than one course in a failing status will not be considered for re-entry into any program.
- b) A student who fails more than one course will not be considered for re-entry into any program.
- c) Re-entry to the A.A.S. radiography program will not be considered for a student who receives less than a "C" in any clinical course for the first four semesters.
- d) Re-entry to any radiologic sciences program will not be considered if a probationary contract is breached by the student.
- e) If a student is removed from or refused placement at more than one clinical affiliate, the student will be dismissed from the program and denied re-entry.
- f) A student who was previously dismissed due to a positive drug test who refuses to submit to an unannounced or suspicion-based drug test will be dismissed and denied re-entry.
- g) A student who was previously dismissed due to a positive drug test who subsequently tests positive will be dismissed from the program and the student will be ineligible for re-entry.
- h) A student who fails a didactic class for the second time will be dismissed and denied re-entry.

2. CLASSROOM POLICIES

A professional healthcare career requires a commitment to personal responsibility, ethical decision-making, and professional behavior. The faculty and staff of the radiologic science programs at CCD are committed to helping students learn and/or improve these skills. The development of professional behavior habits begins in the classroom. The classroom policies set forth are designed to help students become personally responsible for their behavior and to develop the skills necessary to succeed in the healthcare profession.

A. CCD STUDENT CODE OF CONDUCT

- a) The Student Code of Conduct will apply for all classroom or laboratory experiences. Please refer to [CCD.edu/StudentCode](https://ccd.edu/StudentCode).
- b) The Student Code of Conduct is available on every course in the Learning Management system used at CCD called Desire to Learn (D2L).
- c) Students are expected to be respectful of each other, their instructors and any CCD employee while on campus.
- d) When called upon to do so, students will meet with the Student Conduct staff and/or faculty member or risk program dismissal.

B. ATTENDANCE

- a) Academic success begins with regular class attendance, whether the class is presented in a traditional or online format. Course material in addition to the information covered in the reading assignments will be covered in lectures; therefore, students are required to attend all scheduled classes.
- b) Absences: For absence from a class on the day of a scheduled test, quiz, or oral presentation, if the student notifies the professor personally in advance of the scheduled class meeting time of an illness or other emergency reason, the student will be permitted to make up the missed work on the next regular class day with a 10% grade reduction.
- c) If the test, quiz, or oral presentation is not made up on the next regular class day, 10% will be deducted for each additional day of delay.
- d) If no advance notification of an absence is received by the instructor, the assignment cannot be made up and a grade of zero will be awarded.
- e) **RTE Program Policy:** Your consistent attendance and participation is required. You are expected to be in class and on time for each session. You are expected to stay for the entire class. Tardies and leaving early will have a direct impact on your learning and, subsequently, your grade.
 - 3 tardies = 1 absence Leaving early = 1 tardy

Absences in excess of 15% can result in a one letter grade reduction in the final grade. For classes meeting weekly, this would equal 2.25 missed class periods. For classes meeting biweekly, this would equal 4.5 missed class periods.

Absences in excess of 25% will result in an additional letter grade reduction in the final grade. For classes meeting weekly, this would equal 3.75 missed class periods. For classes meeting biweekly, this would equal 7.5 missed class periods.

C. TARDINESS

- a) Students are expected to be punctual for class. This prevents unnecessary disruption in the learning environment and ensures that students do not miss any important information. Your consistent attendance and participation is required. You are expected to be in class and on time for each session. You are expected to stay for the entire class. Tardies and leaving early will have a direct impact on your learning and, subsequently, your grade. Students called for Jury Duty will not be recorded as an absence (Documentation of service needed).
 - 3 Tardies over 5 minutes = 1 absence
 - Leaving early +5 minutes = 1 tardy

- Absences percentages will cause a lower grade by the percentage missed.
- b) Personal Responsibility: If a student misses two or more days of class, or is habitually late, an attendance contract will be written. The contract will define the missed class time and outline the actions that must be taken for the student to remain in good standing in the program.
- c) Chronic absences or tardiness may result in academic probation. If this occurs, the student must meet with the program director before they may return to class.
- d) Any chronic abuse of attendance may result in dismissal from the program.

D. TLD BADGES / STUDENT ID

- a) In preparation for the professional life of a radiologic technologist, students are required to wear their TLD badge and student ID while in the classroom and lab. Failure to do so will result in student dismissal from the class/lab for retrieval purposes. Missed information and work will need to be acquired by the student from peers. Missed exams and quizzes will need to be rescheduled with the instructor in accordance with the late policy and will incur the associated late penalty.
- b) Lost badges must be reported immediately and will incur a \$19.00 replacement fee for each badge. Badges turned in after 60 days are subject to the 19.00 fee, which is placed on the students account. It is the student's responsibility to ensure they have received and returned their badges.

E. CELL PHONES

- a) In order to ensure the best learning environment for all students, the use of cell phones for personal use during class is prohibited.
- b) Please turn off all cell phones while in class. If you must accept an emergency call during class, please notify the instructor before class of this necessity.
- c) Cell phones may be collected and held by the instructor until the end of the class if the cell phone is used personally or is a distraction in the classroom. Students seen texting during class time/lab will have their phone held until the end of the class day.

F. PARTICIPATION

- a) Participation in classroom and laboratory activities is highly encouraged. Students who do not participate or are disruptive will be subject to disciplinary action. Computers can be open and used to write notes and view presentation material for the course in session. There will be no use of social media or personal business during class. If this policy is violated, the student will need to forgo computer use and handwrite their notes.

G. LABORATORY USE POLICY

- a) Students are encouraged to make full use of the radiography and nursing labs at CCD to reinforce what they have learned in class and to prepare them for actual patient care situations. Please observe the following rules:
- An ARRT registered faculty member must be present in the building in order for students to use the radiography labs. Please make arrangements with your instructor if you want access to the labs before or after classes.
 - An ARRT registered faculty member must be notified when the C-arm systems are in use, direct supervision is required.
 - No food or drink allowed in the labs.
 - Leave the lab clean when you finish. Put all equipment away in its proper place. All equipment used will be sanitized, with special attention to all surfaces, handles, door knobs, cassettes, including monitors, keyboards, and mouse.
 - Shut down all equipment when finished.
 - Treat all equipment, phantoms, computers, etc. with care.
 - **Do not take apart the whole body phantoms** unless given permission to do so.
 - Review the Radiography Lab Expectations list posted in the main room of the lab.
 - Under no circumstances is a student allowed to x-ray another person. This will result in immediate program dismissal.

III. CLINICAL INTERNSHIP POLICIES

1. INTERNSHIP ASSIGNMENT

- A. Each student is assigned to a clinical education site for his/her internship experience. This assignment is made by the appropriate clinical coordinator or program coordinator, based upon various educational considerations. Students may request a specific site and every effort is made to facilitate that request; however, no specific site can be guaranteed. This request and the reason for the desired clinical site must be made in writing on or before the date specified by the appropriate clinical coordinator or program coordinator.
- B. Radiography Students: For the first three semesters, students will rotate between a primary "home" hospital and a Kaiser Permanente outpatient clinic. The fourth and fifth semesters will be spent in specialized rotations.

2. ALTERNATE CLINICAL SITE ASSIGNMENT

- A. Students enrolled in any of the radiologic sciences Programs may be moved from one facility to another if program needs warrant such a change. Reassignment is only considered under extraordinary circumstances.
- B. A student may be moved to an alternate facility if program Faculty consider such a move to be in the best interests of the student. Any

decision to move a student to an alternate site will be made by the appropriate clinical or program coordinator in conjunction with the program director and clinical instructor.

- C. Any student requests to change facilities will only be considered at the end of a semester. The decision to grant the request will be made by the appropriate clinical or program coordinator in conjunction with the program director and clinical instructor. A request to change facilities must be submitted prior to the end of the semester for the following semester and must explain the reason for the request.

3. INTERNSHIP STRUCTURE

- A. Internship classes provide the actual hands-on experience necessary for the student to develop into a clinically competent technologist. There are three primary goals of internship classes, regardless of the program in which the student is enrolled:
 - a) develop the technical skills required of the modality being studied,
 - b) develop the personal responsibility and professional skills necessary for success in medical imaging, and
 - c) obtain the required ARRT competencies to become eligible to sit for the appropriate ARRT certification examination.

4. RADIOGRAPHY PROGRAM INTERNSHIP

- A. During the first three semesters (RTE 181, 182, 183) students will be systematically rotated through the general diagnostic areas of the radiology department. These rotations will include general radiography, fluoroscopy, surgery, emergency, transporting, and the front desk/electronic file management. The rotations are planned to assure the student has the opportunity to build a strong basic technical skill set and develop an understanding of the workings of a medical imaging department.
- B. Rotation schedules: The clinical coordinator will create a master schedule which outlines the dates students will rotate through their home hospital and Kaiser sites.
- C. The Clinical Instructor will create the site-specific rotation schedule. It will be distributed to each student and posted at each clinical site.
- D. Clinical site assignment will be made during the first month of the first semester.
- E. Semesters four and five will involve 5-week specialized rotations in fluoroscopy, pediatrics, trauma, portables/operating room, outpatient, and diagnostic imaging.
- F. Included in these rotations will be occasional weekend and evening work shifts. These shifts will be included in the RTE 281/282 rotation schedule. Typically, the diagnostic and trauma rotations will have at a minimum one weekend rotation and one week of evenings. The hours worked for these shifts are dependent upon staffing availability at the clinical education center.

- G. Once the student has completed all of their ARRT required competencies they may request optional rotations to a maximum of two advanced modalities.
- H. Mammography rotations: Male students interested in a mammography rotation should review the JRCERT program's policy regarding student clinical rotations in mammography. This policy is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.
- I. These specialty rotations may take place at any affiliated hospital or outpatient clinic, as deemed appropriate.
- J. A rotation schedule for RTE 281 and 282 will be provided to the students and clinical education centers prior to the start of RTE 281. Any schedule change is at the discretion of the clinical coordinator. There will be no schedule changes due to driving distances or desire to be placed at a particular clinical education center.
- K. Any requests for schedule change due to extenuating circumstances must be made in writing to the clinical coordinator.

Clinical rotation hours:

- (1) 1st semester (RTE 181): two 7-hour days/week
- (2) 2nd semester (RTE 182): two 7-hour days/week
- (3) 3rd semester (RTE 183): four 7-hour days/week
- (4) 4th semester (RTE 281): three 7-hour days/week
- (5) 5th semester (RTE 282): three 7-hour days/week

5. GENERAL INTERNSHIP POLICIES

- A. Didactic and internship class schedules will not exceed 40 hours in one week or require averaging of variable hour weeks.
- B. Clinical days are 7-hour days.
 - a) During the end-of-semester make-up days, students can work up to 10 hours, pending approval of clinical affiliate department supervisor.
- C. Students will receive a 15-minute break every four hours or a 45-minute lunch dependent on clinical site protocol. Lunches may not be worked in lieu of clinical time. Every student is required to have a designated 30-minute lunch.
- D. Cell phones are not allowed in the clinical setting. Student cell phones should be turned off and stored in a locker or other secure place. Students may use their phones during breaks and lunches only.
 - a) For emergencies, students should know the phone number of the technologist work area; share this with family members, etc.
- E. The radiologic sciences programs observe all recognized CCD breaks and holidays. Due to liability insurance policies, students cannot attend clinical on recognized holidays and semester breaks.

- a) Students cannot fulfill missed clinical time during the fall or spring breaks or on school-recognized holidays. All students must be registered in an appropriate course to participate in clinical internships. If excessive absences occur due to extraordinary circumstances, an additional short-term internship course, scheduled during school breaks may be necessary at the discretion of the clinical coordinator and program director. The student is responsible for all tuition and fees associated with the additional internship.

Due to the pandemic, incompletes may be awarded, and the student can make-up lost time due to lack of site availability and program director approval.

- F. Employment at clinical sites: At no time during the clinical assignment may the student be paid for their educational hours or be reimbursed in any way. Students hired at clinical sites are under the management of the employer. In this role, the student indirect and direct supervision policy is in effect.

- G. Snow Policy: If the Center for Health Sciences at Lowry is closed because of poor weather conditions, the student is not required to attend clinical. This day will not be made up. Students can call the campus closure information line at 303.556.2401 for campus closure information. Occasionally, the Center for Health Sciences will be closed and the Auraria campus will be open. Please verify campus closures in your student email.

H. Faculty

- a) Each clinical education center appoints contact or preceptor who is responsible for supervising students at times when a CCD clinical instructor is not available. A CCD clinical instructor will be assigned to supervise each group of students at the clinical education center.

- b) Each facility will have CCD faculty coverage every 1-3 weeks depending upon the number of students at the site.

I. Affiliated Clinical Education Centers

- a) The following institutions serve as clinical education centers for student internship experiences:

- Avista Adventist Hospital
- Denver Health and Hospital Authority
- Kaiser Permanente – multiple locations
- North Suburban Medical Center
- Porter Adventist Hospital
- Presbyterian/St. Luke's Hospital
- Sky Ridge Medical Center
- The Children's Hospital of Colorado
- The Medical Center of Aurora

6. EVALUATION OF CLINICAL PROGRESS

- A. The clinical course objectives, clinical requirements, and clinical evaluation criteria for each rotation are outlined in the sites Clinical

Handbook and course specific syllabus. Each student is required to obtain the appropriate clinical handbook and familiarize themselves with the requirements. Course syllabi will be available in the respective D2L course management system. A hard copy of the syllabus may also be distributed to students at the beginning of each course.

- B. The student will receive a clinical rotation evaluation and a performance assessment grade for each rotation. The number of evaluations depends on the specific rotation the student has completed. For specific information, refer to the appropriate clinical handbook and course syllabus.
- C. If for any reason a student receives a rotation grade lower than a 76%, the student will be placed on probation for the duration of the semester. If the student fails any clinical rotation or course during the probationary period, they may be dismissed from the program.
- D. RTE Student 4th & 5th Semester Clinical Conference
 - a) To ensure the progression of professional development and clinical competence, a fourth and fifth semester clinical evaluation conference will be held with each student. The student's clinical progress will be assessed with emphasis on the student's strengths, areas needing improvement, and desired goals to be met by midterm of the fifth semester. If the student is unable to meet the stated goals by the end of the fifth semester, the student will fail clinical and will not be eligible for graduation from this program. The student may either choose to accept the failing (F) grade for the clinical internship or complete a sixth semester of clinical. The student will be expected to achieve clinical competence during this additional semester in order to graduate, be deemed clinically competent, and eligible to take the ARRT radiography certification examination.

7. CLINICAL SUPERVISION POLICY & STANDARDS

- A. According to JRCERT standards, a ratio of no more than one Radiography student to one registered technologist during any clinical assignment is acceptable.
- B. Students will access and complete the ASRT Student Supervision module annually and provide proof of viewing the module by printing or emailing the test results to the program director.
- C. Definitions of Direct Supervision, Level I and II
 - a) Direct Supervision, Level I:
 - b) Throughout the entire medical imaging examination, an appropriately certified radiologic technologist works directly with the student. The certified technologist is in the room observing the student, assisting and coaching as appropriate, and decides when the exposure can be made.
 - c) The appropriately certified radiologic technologist reviews the request for examination.
 - d) The appropriately certified radiologic technologist evaluates the

- condition of the patient.
- e) The appropriately certified radiologic technologist evaluates the positioning of the patient and the exposure factors before the radiographic exposure is made.
 - f) The appropriately certified radiologic technologist reviews and approves the completed images before the patient leaves the radiology department.
 - g) Students will be evaluated for new procedures in the radiology lab before evaluation for the procedure at the clinical site. After documentation of the check-off in lab by the RTE 121, 122, or 221 instructors (seniors only), the student is allowed to have a supervising technologist and/or Clinical Instructor (CI) evaluate the procedure at the clinical site. After it is determined by the Clinical Instructor that competency is achieved by the student, the CI will document with a signature on the Master Clinical Competency Form as evidence in case of an audit by ARRT.
 - h) The junior students will remain under Direct Supervision, Level I, throughout their first two semesters.
 - i) The third semester, only procedures documented by the CI and entered on the Master Clinical Competency form may be performed under Indirect Supervision, Level II. This indirect supervision status is subject to change by the supervising technologist at the clinical site depending on patient circumstances.
 - j) Students will bring the Master Clinical Competency Form to all clinical rotations and make it available to any supervising technologist or representative of authority at the clinical site.
 - k) Direct Supervision Level II: Level II Direct Supervision is defined as that supervision provided by a qualified radiographer present in the immediate vicinity and available to assist students.
 - l) Student's responsibility: It is the responsibility of the student to communicate with the appropriately certified radiologic technologist if he/she requires assistance and/or Level I supervision. Students will provide verification of competency as needed.
 - m) The following procedures must be performed under Level I supervision, regardless of the competency level of the student. This applies to ALL RTE students:
Radiography:
 - Portable radiography procedures
 - Operating room procedures
 - Pediatric exams under 6 y/o
 - Severe or multiple trauma exams

8. EVALUATION OF CLINICAL COMPETENCE

- A. The following system will be used to establish student clinical competency:
 - a) Each procedural topic will be introduced and thoroughly explored didactically.
 - b) The proper positioning and technical factors will be demonstrated

- in the x-ray laboratories by qualified RTE faculty.
- c) The student will simulate the procedure in the labs and pass the assessment.
 - d) The laboratory faculty will evaluate the student's ability to perform the procedure and provide a recorded grade.
 - e) Upon receiving a passing grade on the procedure simulation in the labs, students may perform the procedure on patients at the clinical site under the Level I, direct supervision of an appropriately certified radiologic technologist.
 - f) Once students have passed the procedure simulation in the lab they may perform the examination on patients and earn procedure or image grades.
 - g) Upon successful execution of one or more of the same examination at the clinical setting, an appropriately certified radiologic technologist will document student competency. For radiography students, this is documented on the Master Competency Verification Form and signed by the Clinical Instructor (page 1 of the Student Clinical Procedure Handbook).
 - h) In the third semester, after competency has been documented at the clinical site, on the aforementioned forms, students may perform the procedures with Level II indirect supervision.

9. CLINICAL ATTENDANCE POLICIES

- A. A professional career requires a personal attitude of responsibility and commitment. Student professionalism and responsibility will be reflected through clinical course activities.
- B. All clinical course experiences will have specific times and performance criteria. Therefore, any absence from a scheduled clinical shift will be made up at a time assigned by the clinical coordinator or program coordinator.
- C. Missed time includes: arriving late, leaving early or missing an entire clinical day.
- D. Make up days: Clinical make-up time will be performed on the days immediately following the last day of the internship, scheduled at the discretion of the clinical site and clinical coordinator. Students are expected to fulfill their make-up day obligations. The only exception to this is due to an extended illness or pregnancy leave of absence.
- E. Effect on grade: Clinical absences are subject to a grade deduction, calculated as the percentage of times missed.
 - a. Example: Internship I: 20 days of internship. If one day absent, 5% grade deduction, two days absent then 10% grade deduction, three days absent, 15% grade deduction, etc.
 - b. Make up days are completed consecutively
 - c. No make-up day can exceed 10 hours and no combined clinical and academic week can exceed 40 hours.
 - d. If make-up days are not completed as assigned, the student may be dismissed from the program.
 - e. If a student exhibits chronic tardiness or is absent three or more days in one semester, an attendance contract will be

written documenting the missed time, effect on current grade, and expectations of student/clinical responsibilities.

- f. If a contract for missed time is written on a student, the student may be placed on clinical probation and must meet with the clinical coordinator or program coordinator before returning to the clinical site. The necessity for this action will be determined on a case-by-case basis.
- g. If a student demonstrates a pattern of chronic sick time and has at least one attendance contract, the student will be required to provide a doctor's note for each absence in order to gain re-admission to clinical.
- h. Any chronic abuse of attendance for either clinical or didactic may result in dismissal from the appropriate Radiologic Sciences Program.

F. Call-in Procedure:

- a) If a student has a problem that necessitates missing a clinical day, a phone call must be made to the following persons a minimum of 30 minutes prior to their scheduled start time: the hospital, clinical instructor and clinical/program coordinator.
Email messages will not be accepted.
- b) Leave a voicemail message at the college for the clinical coordinator/program coordinator if they cannot be reached in person.
 - If a student has a problem that necessitates arriving late to clinical, a phone call must be made to the hospital, clinical instructor, and clinical/program coordinator 15 minutes prior to their scheduled start time. **Email messages will not be accepted.**
 - Any tardiness of less than 60 minutes may be made up on the day it occurs. A tardy of more than 60 minutes will be made up during the make-up days at the end of the semester.
 - Tardy students may not forgo their lunch in order to leave on time.
- c) If a student has a problem that necessitates leaving early from clinical, this should be pre-arranged with the Clinical Instructor, hospital, and clinical coordinator/program coordinator, if at all possible. If the situation is urgent, the student must notify the hospital and Clinical Instructor of the need to leave early. Leave a message at the college informing the clinical coordinator/program coordinator of the situation. **Email messages will not be accepted.**
- d) Any absence or tardiness not called in demonstrates a lack of student responsibility, which may result in dismissal from the program.
- e) One failure to comply with the call-in procedure will require a written probation contract.

10.DRESS CODE

Community College of Denver is proud of the radiologic science programs and its students. In order for students to instill confidence in patients and staff and to identify themselves as medical imaging students, all students will follow a consistent dress code.

- A. Personal appearance must be neat and well groomed. Please shower, brush teeth, and use unscented deodorant.
 - f) No perfume, after shave, or cologne is to be used prior to internship.
 - g) Hair: shoulder length or longer hair must be tied back and off of face.
 - h) Nails: fingernails shall be no longer than the end of the finger; clean and neatly trimmed.
 - i) No artificial nails of any type, including shellac or gel nails.
 - j) Nail polish must be fresh, neutral toned, and not chipped.
 - k) Jewelry:
 - a) Small earrings or studs that do not dangle are acceptable.
 - b) One earring per ear only.
 - c) Modest necklaces that do not dangle are acceptable.
 - d) Wristwatch is acceptable.
 - e) One modest ring per hand. Rings should not have the potential to catch on equipment or injure patients.
 - f) No evidence of tattoos or piercings other than the ear. This includes navel, nose, eyebrow, tongue, etc.
 - a) Any piercings other than those in the ear lobes must be removed or covered so not noticeable while at clinical.
 - b) Those students who have tattoos must keep them covered while at the clinical site.
 - c) Uniform:
 - a) Navy blue medical scrub uniform with CCD logo on left chest.
 - b) A navy lab coat may be worn over navy scrubs, but it must have the CCD logo affixed, except at CHC..
 - c) A white or black shirt may be worn under scrub top for warmth.
 - d) Shoes: white or black nursing style shoes or an all-white or all black sturdily constructed, closed toe walking shoe. No visible logos on shoes unless they are white on white or black on black.
 - e) CCD nametags and film badges must be worn at all times while in the clinical setting.
 - f) A complete uniform ensemble includes navy scrubs, appropriate shoes, CCD identification badge, dosimetry badges, clinical competency book/exam verification book.
 - g) Students in clinical without their name tag or current dosimetry badge, or not in proper uniform will be sent home to retrieve missing uniform items; the missed time will be unexcused made up on designated make-up days.
 - h) Some hospital sites require additional badging specific to their site, for admission to the building or parking. It is the responsibility of the student to return these items when the clinical rotation is completed. Failure to do so, may delay graduation or posting of grades.

11. HEALTH FORM & COMMUNICABLE DISEASES

Students come in contact with chronically ill and debilitated patients on a daily basis. Therefore, it is important that students not be in the clinical environment with diseases they might transfer to patients and vice versa. Consequently, students must have on file with the program, a Health and Immunization Form completed and signed by a physician.

A. The following immunizations are required for clinical placement:

- a) Varicella:
 - a. Positive titer, immunization, or childhood illness are acceptable
- b) Tetanus/Diphtheria (Tdap)
 - a. Within the last 10 years
- c) MMR
 - a. 2 doses if born on/after 1957; if born before 1957, one dose only
- d) Hepatitis B
 - a. Documentation of series, positive titer, or signed declination
- e) PPD (Tb skin test)
 - a. Yearly test, or negative CXR within the last 5 years if PPD test is positive
- f) Annual flu shot
 - a. Approximate yearly deadline
 - b. November 1
- g) Yearly respiratory fit testing
 - a. Offered through Center for Health Sciences at Lowry each fall semester during the first-year orientation on a Monday or Wednesday, date to be determined.
 - b. A copy of current fit test results from current employer is acceptable.
- h) All immunizations must be kept current and up to date while enrolled in any radiologic science program.
 - a) NOTE: it is the responsibility of the student, NOT CCD FACULTY to ensure that immunizations are current.
- b) All immunizations must be current prior to the start of any radiologic science program.
- c) The annual PPD must be completed within 3 months of the start of the program.
- d) If the student is taking the Hepatitis B series, it must be completed within the proscribed time frame for the immunization series, or the student may be removed from clinical. A signed declination forms must be in students' academic file.
- e) Annual PPD tests must be completed before the previous year's PPD test expires. The initial PPD must be completed within 3 months of the start of the program. Students who fail to do this will be removed from clinical until they have completed this test.
- f) Failure of the student to keep their immunizations up to date will result in their removal from the clinical setting until the

immunizations have been updated. Any missed time will be made up at the end of the semester, per the attendance policy. Repeated failure to comply may result in a probationary contract and dismissal from the program.

- g) Flu shots are required each fall by October 31st. Documentation needs to be sent to the clinical coordinator.
- h) Personal Illness * Covid specific policies in appendix section
 - a) When a student suspects they may have a communicable disease, it is their responsibility to report this to the clinical instructor and have the appropriate diagnostic tests performed as soon as possible.
 - b) If the clinical instructor suspects a student of having a communicable disease, they may require the student to leave clinical until the appropriate diagnostic test can be obtained. The absence will be considered under the internship attendance policy.
 - c) Any absence from clinical due to illness will be considered under the Internship Attendance Policy.
 - d) Exposure to communicable diseases
 - a. Testing following exposure to HIV, Hepatitis B, Tuberculosis, or other highly contagious diseases must be processed through Workers Compensation. The healthcare facility is not responsible or liable for testing students exposed to communicable diseases. The site protocol may require testing after exposure at their expense, in this case, the site may perform the testing, but is not obligated.
 - b. If a student is exposed, notify the clinical/program coordinator or program director immediately. They will advise the student and clinical site on the proper procedure to follow.
 - c. Students are not to image any patients with suspected or confirmed Covid-19 virus.
 - e) The Auraria Health Center is an accessible outpatient healthcare clinic located on the Auraria Campus, in the Plaza Building Suite 150. A variety of health services, including immunizations are provided to students with a campus I.D. from CCD, MSU, and UCD. Visit their website at www.msudenver.edu/healthcenter/ for current information.

12.CPR

Since students working in medical imaging will deal with patients who are either chronically sick or injured, the student must be prepared to respond to emergency situations.

- A. Each student is required to obtain and maintain a two-year BLS for healthcare provider's certification from the American Heart Association prior to the start of any radiologic sciences program. Certification must be sufficient to cover the length of the program. If

certification will expire at any time during the course of the RTE program, recertification must take place prior to beginning the program.

- B. Obtaining and maintain this certification is the responsibility of the student. Failure to maintain CPR certification will result in removal from the clinical setting until the CPR certification has been updated.

13.INSURANCE

- A. Accident and Sickness Insurance: Students are required to carry personal health insurance while in any radiologic sciences program.
- B. Liability Insurance: Since students work closely with patients and radiographic equipment, it is necessary to protect the student in case of injury to either the patient or themselves. Each student purchases and is covered under CCD's professional liability insurance policy. This insurance is associated with clinical internship course fees.
- a) This is liability insurance (malpractice), not health insurance.
 - b) Liability insurance is not provided to students who participate in clinical education outside the State of Colorado, or who take a 1-credit clinical internship class.
- C. Workers Compensation:
- a) Injury while at clinical: Accidents or injuries occurring to students in clinical are covered by CCD worker's compensation insurance.
 - b) If injured at clinical, follow this procedure:
 - Report the incident to the Clinical Instructor and/or floor supervisor immediately.
 - If treatment is necessary, the student will be sent to a contracted facility for treatment. Do not go to the clinical site emergency department unless the injury is life-threatening.
 - An injury report form must be completed by the student and sent to the CCD Human Resources department within 48 hours, preferably the same day. A Human Resources representative will work with you throughout the claim submission and resolution process.
 - Contact the clinical/program coordinator or program director for assistance.

14.RADIATION SAFETY AND PROTECTION

- A. Community College of Denver's radiologic science programs adheres to and support ALARA guidelines (meaning as low as reasonably achievable) set forth by the National Council on Radiation Protection and Measurements (NCRP) and Nuclear Regulatory Commission (NRC) Title 10 CFR Part 20- Standards of Protection against Radiation
- B. These safety measure include are that students will:
- a) use proper radiation protection apparel under all circumstances.

- b) practice time distance and shielding at all times (ALARA) principals
- c) always wear neck badge at collar and never under the lead apron
- d) never be in the primary beam
- e) never use fluoroscopy to position patients
- f) keep radiation monitoring badge away from any radiation area, if left in a radiation area, please notify the clinical coordinator or radiation safety officer at CCD.
- g) report lost or damaged badges (exposed to excessive heat or water) to the clinical coordinator immediately
- h) NRC Title 10 CRF Part 20 can be found at:
<http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>

C. Radiation Monitoring Procedure:

- a) All students are required to wear radiation-monitoring devices to insure that NCRP established dose limits are not exceeded.
- b) The film badges are to be worn at all times when in clinical, in the classroom, and when using the equipment in the radiographic laboratory to make radiographic exposures.
- c) The designated badge worn on the collar of the uniform indicates exposure to the eyes and thyroid. A lead apron will not cover this badge. The second badge is worn at the waist, under the lead apron; it records total body exposure. Do not interchange these two badges.
- d) Students are responsible for exchanging their own badges on a regular monthly basis. Each current badge should be exchanged for the following months badge on or around the 25th of the month. Exchanges will be made through the student radiation safety officer (RSO) in conjunction with the faculty member designated as the radiologic sciences programs RSO.
- e) Students will not be admitted to clinical without current film badges. If the student is sent home from clinical because of no film badges or expired film badges, the time will be made up at the end of the semester on the designated clinical make up days.
- f) All students must make the attempt to minimize the time or duration of an exposure, maximize distance for personnel and others in the exposure area, and shield patient or others when possible using the criteria of time, distance, and shielding for each exposure. The students will be introduced to these concepts during Boot camp prior to attending their first clinical assignment, as well as through the entire program duration.
- g) The student is charged a fee as part of the Internship courses for the rental of radiation monitoring devices. Charges are assessed as "dosimetry badges". Lost dosimeter badges are subject to an additional fee which will result in a hold on transcripts and graduation until paid.
- h) Copies of the radiation monitoring dose reports are filed in the Radiation Safety Officer's office (RSO) for confidentiality. It is the student's responsibility to review the report with the RSO. If maximum dose is exceeded, see below 2. b. The current maximum

radiation exposure allowed for students is listed below.

- i) Current NCRP occupational dose limits will be adhered to. Occupational dose limits are defined in Section 4.6.1.1 of the Regulations. Annual and monthly dose limits are as follows:

Student technologists, whole body:	5000mrem/50 mSv
Student lens of eye:	15 mSv
Student localized—skin, hands, feet:	50 mSv
Radiologic technologists whole body:	50 mSv
RT lens of eye:	150 mSv
RT localized—skin, hands, feet:	500 mSv
Embryo and fetus, entire gestation:	5.0 mSv
Embryo and fetus, monthly	0.5 mSv
- j) Dose limits that are exceeded: The RSO at CCD will review the reports and if a student's radiation exposure limits are above the RTE programs maximum of 50 mrem quarterly, the program director will be notified verbally and in writing immediately. The program director and CCD RSO will notify the student within 7 days of discovered information. At this time the student, upon direction from the RSO and clinical coordinator, may need to:
 - a. Cease clinical assignment until investigation into the radiation dose monitoring report is completed to insure accuracy.
 - b. Schedule an appointment with the Dean of Health Sciences, program director, radiation safety officer, affiliate site RSO, and clinical coordinator regarding the necessary course of action and radiation safety counseling. A radiation physicist may be contacted for input and counsel depending on the radiation dose.
 - c. A written course of action as determined by the attendees of the meeting will be given to the student and placed in the student's files to ensure that the health and safety of the student is protected.
 - d. Excessive dose reports for the same student will be addressed through a clinical action plan regarding ALARA. This will be reported to Student Conduct & Support if excessive dose occurs twice in the program duration. Consequences of not meeting the stated goals in the clinical action plan set by the RSO and clinical coordinator can result in program dismissal.
 - e. Students will exchange their film badges as directed by the clinical coordinator; Students not returning a film badge are subject to a 15.00 fee on their student account. Grades or diplomas may be withheld due to non-payment.

D. Student Holding Policy

- a) The radiologic sciences program supports ALARA guidelines set forth by the NCRP in regard to holding patients for radiographic procedures. Students shall employ mechanical immobilization devices at all times. If mechanical means of restraint are not

feasible, non-occupationally exposed persons wearing appropriate protective apparel will be engaged to perform this function. If these avenues of restraint have been exhausted, a registered technologist should hold the patient.

- b) Students may hold patients for an examination only when making the exposure requires technical competency. All students will wear appropriate protective apparel and stay out of the primary beam.

E. MR Safety and Screening

- a) All students will receive training about magnetic resonance imaging and the environment of the magnetic wave and radiofrequency during the first semester orientation. Students will sign fill out a screening form which reflects their own personal safety requirements when near the equipment.
- b) Students may request to observe in a specialized modality during the fifth semester only if all clinical competencies are complete, they obtain permission from the clinical coordinator and clinical instructor and site. MR site safety will be satisfied by the sites own protocols.

15. PREGNANCY: See Appendix A

Recognizing the sensitivity of the human fetus to damage by ionizing radiation, Colorado state regulations require that fetal exposure during the entire nine-month gestation period be limited so as not to exceed 5 mSv or 0.5 rem. In accordance with the dose limits recommended by the National Regulatory Commission (NCRP) Guide 8.29, the following policy will be followed.

- A. Students may or may not declare their pregnancy to the Program.
- B. Once a student learns of her pregnancy, she has the option of notifying the clinical/program coordinator and/or program director of the pregnancy in writing. The student will be provided a form (appendix A) to complete, to officially declare her pregnancy and estimated date of conception with program leadership and the program RSO. The clinical instructor and clinical site supervisor will be notified of the pregnancy declaration.
- C. The student is not obligated to officially declare her pregnancy to Program faculty members. If she chooses not to officially declare the pregnancy, per NCRP rules, the Radiologic Sciences Program is not obligated to provide fetal monitoring.
- D. A pregnancy declaration may be withdrawn, in writing, at any time. The Program RSO can provide the student with the appropriate form to officially withdraw the pregnancy declaration.
- E. No general restrictions are placed on pregnant students, which is enforced through the "Colorado Pregnant Workers Fairness Act" effective August, 2016. Which requires that individuals are to be free from discriminatory or unfair employment practices due to pregnancy, a health condition related to pregnancy, or the physical recovery after childbirth. Reasonable accommodations can be made to those who request them.
- F. Pregnant students involved in employment with radiation outside of the program must bring outside radiation dosimeter reports to the Radiation Safety Officer for dose compilation.
- G. Following delivery of the child, a written statement from a physician must be submitted indicating a "return to work" status, identifying any restrictions or limitations. This information must be given to the clinical coordinator prior to or upon return at the latest.
- H. The student will be counseled about additional radiation protection precautions necessary during pregnancy. This will include work habits, protective apparel, and work assignments.
- I. Counseling is based on the NRC Regulatory Guide 8.29, it states: "Exposure to any amount of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the

occupational does limit for the whole body of 5rem (50mSv) per year, the risk is believed to be very low”.

- J. Each student wears a total body film badge. The total body badge will be called the “fetal dose monitor”. This badge is to be worn at all times during the clinical experience. It shall be worn at the waist level and under any protective apparel. The badge readings from the whole-body badge shall be collected from the estimated time of conception throughout the pregnancy. These readings will be added together to represent total fetal exposure dose.
- K. The primary tool to be used to maintain minimal fetal dose shall be distance, the wearing of protective apparel, and other shielding. The pregnant student should never hold a patient.
- L. The pregnant student is responsible for wearing protective apparel to keep the fetal radiation exposure within prescribed safe limits. If the fetal dose monitor indicates that the dose equivalent limit of 0.5 mSv has been reached in one month, then the student must be removed from the radiation environment. This may require the student to be placed on a leave of absence until after the birth. Time lost will be made up at the end to the clinical experience.
- M. If the fetal dose monitor indicates that the fetal dose limit is likely to be exceeded, the program RSO will counsel the pregnant student with respect to work habits, use of protective apparel, and work assignments. Clinical rotations may be modified to reduce potential fetal exposure without compromising the learning experience.
- N. If the monthly 0.5 mSv limit is exceeded, it will be treated as any other over-exposure.
- O. More information about current recommendations can be found on the [Colorado Department of Public Health and Environment website](#) or the [Nuclear Regulatory Commission \(NRC\) website](#).

16. Clinical Documentation:

- A. Clinical sites utilized by the Radiologic Technology Program have specific compliance requirements. It is the responsibility of the student to ensure that their documentation is current.
- B. The clinical coordinator will send required documentation to the clinical site.
- C. Electronic and/or handwritten signatures are required from students for some of the compliance paperwork. Students must be timely and comply with the policies as requested.
- D. Clinical sites may provide additional identification badges or parking passes during a specific rotation. It is the student’s responsibility to return these to the site at the end of the rotation. The clinical sites may ban the student from an upcoming rotation for not returning the items in a timely manner.
- E. The clinical coordinator will enter a grade of incomplete at the end of the semester if these items are not returned.
- F. MyClinical Exchange is a compliance interface used by some clinical affiliates. The student must comply with the requirements by reading

the required documents, adding their electronic signature, and achieving satisfactory compliance as indicated by a green “thumbs up”. Students at facilities that use MyCE are required to submit the appropriate surveys as requested in their student email account.

IV. GRIEVANCE POLICY & PROCEDURE

All programs of study in the Radiologic Sciences Program are intended to assist students in gaining the optimum benefit from their educational experience. In support of this, all students are expected to take responsibility for their education and demonstrate appropriate conduct both in the classroom and in the clinical setting. Students are encouraged to attempt to resolve disagreements with faculty members, administrators, and other students in an open, non-confrontational manner.

- A. All students are able to file a grievance when they choose. If a situation arises related to
 - a) the academic setting including, but not limited to classroom and clinical sites,
 - b) academic performance and progress concerns, and
 - c) rights to privacy issues which the student feels warrant action, the student is directed to take the following action steps:

1. CONFLICT RESOLUTION PROCESS

- A. Make an appointment within two working days to talk with the faculty member, indicating you have a problem to discuss.
- B. Seek resolution to the problem during the appointment. Submit a written, detailed account of the situation including copies of supporting documentation and suggested remedies.
- C. If the problem is not resolved during the appointment, make an appointment within one working day to meet with the program director.
- D. If you do not feel satisfied with the outcome of the discussion, make an appointment with the dean of the Center for Health Sciences.
- E. The program director or dean must acknowledge receipt of the written account, notify the respondent(s) (i.e. faculty member, administrator, or student) of the complaint and notify the grievant student and respondent in writing of a meeting or meetings scheduled to discuss the situation within 48 hours of receipt of the written account. The meeting(s) to discuss the situation must occur within five working days of receipt of the written account.
- F. If satisfactory resolution is still not achieved at this time, proceed with the college grievance procedure as outlined on the CCD website at CCD.edu/StudentCode.

2. CONFLICT RESOLUTION IN THE CLINICAL SETTING

- A. Every radiologic sciences student is expected to conduct themselves in a highly professional manner while in the clinical setting. If the

student experiences a problem of any sort at clinical, they are expected to follow a specific chain of command in order to resolve the issue. This process is inclusive of any and all problems the student may experience in the clinical setting, whether it is an interpersonal issue, patient issue, question of clinical competence, violation of any student rights or violation of a college policy.

- B. If a problem occurs at the clinical site, speak with your Clinical Instructor first. Your clinical instructor will document the incident and direct you accordingly. The clinical instructor is your primary liaison at the clinical facility and will work to resolve any issues on your behalf.
- C. The clinical instructor will notify the clinical coordinator and/or program director of the situation and engage them to work toward a viable solution for all parties.
- D. If the problem is not corrected to the student's satisfaction, they should make an appointment to meet with the program director and clinical coordinator.
- E. Under no circumstances is the student to circumvent this process. They shall not go to clinical affiliate staff members, administrators, human resources or anyone else affiliated with the clinical site. CCD faculty and clinical instructors will act as the liaison between the student and the hospital staff.
 - a) Any deviation from this policy can result in immediate dismissal from the program in which the student is enrolled.
 - b) This policy applies to those students who are also employees of the facility in which they are conducting their clinical education
- F. This means of resolving disagreements in no way replaces any college grievance policy or procedure that is available to students, faculty members, or administrators. Individuals who utilize this process retain all rights to access other grievance procedures available within and outside the college.
- G. Radiography students may also pursue a grievance through the Joint Review Committee on Education in Radiologic Technology (JRCERT). Information can be accessed through the JRCERT website:
www.jrcert.org

3. COMPLIANT POLICIES

- A. The student code of conduct, grievance policy, and other related policies can be found on the CCD website at [CCD.edu/StudentCode](http://ccd.edu/StudentCode). The procedure for filing a grievance with the college can be found on this website.
 - c) JRCERT Standard and Complaint Policy
 - a) The purpose of this policy is to give students a procedure to follow if they feel the Radiologic Technology Program at the Community College of Denver (CCD) has not adhered to the JRCERT standards in education. The standards are available for review on the website: www.jrcert.org. The standards are also available to read in Room 117 on the Education bulletin board. Students are expected to go through the following steps if they believe the RTE program at CCD is not in compliance with

JRCERT standards.

1. Make an appointment with course instructor and discuss concerns.
2. If student believes concerns are not addressed, an appointment with the program director should be set within the next seven days after the initial meeting with the instructor.
3. Prior to meeting with the program director, the student will place the complaint in writing and present it to the program director. If an instructor is involved, they will be invited to the meeting.
4. The program director will keep a copy of the complaint, documentation of the meeting, and will give a copy to the Dean of Health Sciences, and Student Conduct, and JRCERT.
5. This means of resolving disagreements in no way replaces any college grievance policy or procedure that is available to students, faculty members, or administrators. Individuals who utilize this process retain all rights to access other grievance procedures available within and outside the college.

V. **TERMINAL COMPETENCIES**

By the completion of the fifth semester, students should demonstrate competence in didactic coursework and an ARRT-specified list of clinical procedures as outlined in the ARRT Radiography Didactic and Clinical Competency Requirements (effective January 2017). These documents and current information can be found at www.arrrt.org.

1. Achievement of basic and advanced academic skills
 - A. Graduates will demonstrate college-level skills in reading, writing, applied mathematics, speaking, and listening.
 - B. Graduates will demonstrate the ability to learn, reason, think critically, and to make informed decisions and solve problems.
 - b) Graduates will demonstrate levels of responsibility, self-management, and integrity consistent with entry-level employment as a radiologic technologist.
2. Attainment of general occupational skills
 - A. Graduates will demonstrate the ability to manage their practice of radiography through the effective allocation of time and materials, including data management technology.
 - c) Graduates will demonstrate their ability to work with patients from a "customer service" perspective and to work effectively with people of culturally diverse backgrounds.
 - d) Graduates will demonstrate their ability to operate and maintain radiographic equipment.
3. Attainment of specific occupational competencies

- A. The graduate will demonstrate the ability to apply knowledge of anatomy, physiology, positioning, and radiographic technique to accurately demonstrate anatomical structures on the image.
- e) The graduate will demonstrate the ability to incorporate principles of radiation protection for the patient, self, and others.
- f) The graduate will demonstrate independent judgment and discretion in the technical performance of medical imaging procedures.
- g) The graduate will demonstrate the ability to determine exposure factors to achieve optimum radiographic techniques with minimums radiation exposure to the patient.
- h) The graduate will demonstrate the ability to evaluate the performance of radiographic systems and report malfunctions to the proper authorities.
- i) The graduate will demonstrate the ability to evaluate radiographic images for appropriate positioning and image quality.
- j) The graduate will demonstrate the ability to participate in radiographic quality assurance programs.

k) PROFESSIONAL ORGANIZATIONS & STANDARDS OF ETHICS

In an effort to develop a sense of professionalism and responsibility to the medical imaging profession and to advance the medical imaging professions, all radiologic science program students are encouraged to become student members of the [American Society of Radiologic Technologists](#) (ASRT), the Colorado Society of Radiologic Technologists (CSRT).

1. ASRT CODE OF ETHICS

A. Can be found at: www.asrt.org/main/standards-regulations/ethics

- l) Students are expected to maintain the same level of professionalism as any experienced radiologic technologist. The following Code of Ethics from the ASRT is to serve as a guide by which medical imaging students may evaluate their professional conduct as it relates to patients, colleagues, other members of the allied health professions, and healthcare consumers. The Code of Ethics is not law but is intended to assist radiologic technologists to maintain a high level of ethical conduct.
- a) The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
- b) The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- c) The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
- d) The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and

- accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
- e) The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
 - f) The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
 - g) The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
 - h) The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
 - i) 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.
 - j) The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

2. ARRT STANDARDS OF ETHICS

A. Can be found at: www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf

k) **RADIOLOGIC SCIENCES PROGRAM FACULTY**

Program Director: **Lorraine Yost, M.Ed. R.T.(R) M,**

Radiography Clinical Coordinator: **Johanna Morrison, M., S., R.T.(R),**

Full-Time Faculty, Computed Tomography (CT) and Magnetic Resonance Imaging (MR) Program Coordinator: **Teri Huggins BS, R.T.(R) CT, MR**

Adjunct Instructors:

Bridgett Arnold RT(R)

Kristy Cruz RT(R)(M)

Drew De Garbo, BA, RT(R)CT

Anne Earhart RT(R)

Samantha Haswell RT(R)

Pam Johnson MS, RT(R)

Betsy Larsen RT(R)

Jess Richardson, R.T.(R), (CT)
(MR)

Judith Sarro, B.S., R.T.(R)(M),
Mammography Program
Coordinator



WORKERS COMPENSATION PROCEDURES (Work Related Injury or Illness)

The following procedures are for minor emergencies.

NOTE: The immediate medical needs of an injured person require immediate attention.

In the case of a major trauma or "life or limb threatening accidents", an ambulance should be called for transportation to the nearest emergency room. Employees injured on the Auraria Campus—Auraria Public Safety should be called for emergency services.

It is strongly advised that an injured person not be moved by a non-medical person if there is any doubt about safety.

Except in the case of a serious or life-threatening emergency, an injured employee must be treated by one of the designated providers which includes approved physicians at HealthOne and Concentra. The list of approved physicians is found at the end of the handbook.

Failure to comply may cause you to risk liability of all medical expenses. **Once a selection has been made, do not change providers.** It is recommended that the facility chosen be called before sending an employee. The hours of operation are Monday-Friday, 8 a.m.-5 p.m. The medical evaluation, testing, or consultation is required and the patient could be referred to appropriate medical services by the designated provider. Parking is available at each facility.

- A. Students will immediately report all work related injuries or illnesses first to their Clinical Instructor on site, second to the Radiography Program Clinical Coordinator and to the CCD Human Resources Office at 303.352.3004 within 48 hours. Prompt reporting will expedite claims processing and prevent future penalties.
- B. The supervisor of the injured student is required by Worker's Compensation to obtain and submit the "Worker's Compensation Injury Information Form for Health Science Clinical Students". This form can be accessed by RTE faculty and clinical instructors through the RTE clinical faculty course shell on D2L.
- C. This form is to be completed by the clinical instructor or Clinical Coordinator, and then signed by the student. The completed form with signatures should be sent to the Human Resources Office, Administrative Services Building, Suite 310, Campus Box 240 PO Box 173363, Denver, CO 80217 within five (5) calendar days after injury. It is recommended that all supervisors assign a designee to complete and sign this injury form in their absence.
- D. Human Resources can be called at 303.352.3042 or faxed to 303.556.6557.
- E. Following examination by a physician, the patient will be given copies of the Worker's Compensation "Activity Status Report". The original should be kept in the supervisor's files. A copy is to be retained by the employee for medical instructions and for subsequent appointments as necessary.
- F. The Activity Status Report form will indicate when the employee is able to return to work. The employee must provide this form to the supervisor and Human Resources in order to return to work.
- G. CCD Worker's Compensation insurance company (Pinnacol) is responsible for payment of medical expenses if an injury or illness is determined to be work related and the proper procedures have been followed. If an employee's claim is denied, the employee must seek reimbursement from their own insurance carrier and face responsibility of payment if the claim is denied at that point.
- H. The employee is responsible for informing the supervisor and the nearest designated provider when treatment is received after hours.



EMPLOYER NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES

I _____ have been notified by my employer/supervisor of the Workers Compensation Procedures. In the event I am involved in a work related injury or illness, I understand that Community College of Denver has designated CONCENTRA Medical Centers & HEALTHONE Occupational Medicine Centers as the approved medical provider for all work related injuries or illnesses. I understand that if I do not receive medical care for work related injuries or illnesses from the designated clinic or an approved 24-hour after care facility, or any Specialist to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY; I could be financially responsible for payment of that care.

I have received the above referred procedures and have been informed that authorization is required from the Community College of Denver Human Resources Department before I seek medical care for non-emergency, work related injuries or illnesses.

Print Name

Signature

Date



Radiologic Sciences Program Agreement

The following agreement is intended to verify that the student radiographer has been informed of the RTE program requirements, policies, and guidelines for program success at the Community College of Denver and the affiliated clinical facilities. This list is not all inclusive, changes will be made in writing to the students with updated copies available in the D2L Internship course shell.

1. **Duration of Program:** The radiography program is 5 consecutive semesters in length for the Radiologic Technology AAS Degree Program (including a summer semester). **Governing Regulations:** All provisions concerning academic standards, code of conduct, registration, attendance, substance abuse, and use of college resources as outlined in the college catalog and included in the Radiologic Sciences Programs Student Handbook shall apply.
2. **Student Aid:** Scholarships or loans are available to students through applications to the Financial Aid Office of Community College of Denver.
3. **Uniform:** The purchase and upkeep shall be the responsibility of the Student, and shall adhere to the program dress code as identified in the Radiologic Sciences Programs Student Handbook.
4. **Textbooks:** The student shall obtain all textbooks required by the College.
5. The clinical absence and tardy policies will be strictly enforced, as outlined in the Radiologic Sciences Programs Student Handbook.
6. The student is responsible for updating any necessary health immunizations and CPR certification/Drug screening.
7. Any substantial breach of regulations, any serious departure from professional bearing, or any prominent deficit in academic or clinical educational achievement, motivation or attitude may constitute grounds for a student's expulsion from the program depending upon the severity of the infraction.


I have read and studied the Radiologic Sciences Programs Student Handbook, and I understand my obligation to abide by these program policies and procedures during my enrollment in the Community College of Denver radiologic sciences programs.

Name: (Please print)_____

Signature:_____

Date:_____

WORKMAN Compensation Providers

CLINIC	LOCATION	PHYSICIANS (* **Indicates Level II Accredited)	CARE COORDINATOR	PRACTICE ADMIN (Clinic Issues)
AURORA M-F 7:00-5:00 PT & X- Ray Resp	1444 S Potomac St, Ste 200 Aurora, CO 80012 Phone: 303-214-0000	John Sanidas, MD** Braden Reiter, DO** Kathleen D'Angelo, MD** Deana Halat.	Crystal Edwards	Shelly Johnson
BRYANT M-F 7:00-5:00 PT & X- Ray Resp	120 Bryant St. Denver, CO 80219 Phone: 303-936-9700 Fax: 303-936-9686	Dr. Christian Updike, MD** Deana Halat. NP	Donna Tomerlin	DeAndra Dean-Carter
CENTENNIAL M-F 7:30-5:00 PT & X-Ray	14000 E Arapahoe Rd, #110 Centennial, CO 80112- 4056	Elizabeth Bisgard, MD** Hiep Ritzer, MD** Thanh (Tom) Chau. PA	Nanette Conry	Tameka Davis
ENGLEWOOD M-F 7:00-5:00 PT & X- Ray Resp	125 E Hampden Ave. Englewood, CO 80113 Phone: 303-788-9292 Fax: 303-788-9260	Clement Hanson, DO** Sharon Walker, MD** Deana Halat, NP	Dawn Shullaw	Annette Mell
LODO* M-F 7:00-5:00 PT & X- Ray Resp	1515 Wazee, Ste D Denver, CO 80202 Phone: 303-534-9550 Fax: 303-720-932-7805	Martin Kalevik, DO** Deana Halat, NP Alan Burgess, MD** (Int	Lisa Stone	Sandy Chau
NORTH SUBURBAN M-F 7:00-5:00 PT & X-Ray	9195 Grant St, Ste 100 Thornton, CO 80229 Phone: 303-292-0034	Jeffrey Hawke, MD** Arthur Kuper. DO**	Diane Leiker	Sally Ellsworth
 Phone 303-861-	* 1515 Wazee, Ste D Denver, CO 80202 M-F 5 PM-12 AM Weekend/Holiday 8 AM-12	3212 E 104 th Ave Thornton, CO 80233 M-F 5 PM-12 AM Weekend/Holiday 8 AM-12	6895 E Hampden Ave Denver, CO 80224 M-F 5 PM-12 AM Weekend/Holiday 8 AM-10 PM	200 W County Line Rd, #100 Highlands Ranch, CO 80129 M-F 5 PM-12 AM Weekend/Holiday 8 AM-10

Emergency Department Care Coordinators: Mora Sopranuk, Manager p) 303.788.9288 f) 303.788.9287
 Medical Director: Dr Alan Burgess p) 303.584.8271 | Alan.Burgess@healthonecares.com
 MRO Services: Vangie Rangel, Manager p) 303.584.8165 f) 866.210.2798
 Customer Service: Mia Tantsi p) 303.788.9325 | Mia.Tantsi@healthonecares.com



For our most updated clinic information, please visit our website at: www.HealthONEclinics.com 01/26/17

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We provide affordable walk-in medical treatment for a wide range of non-life-threatening illnesses and injuries.

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- Cough, cold, and flu
- Sore throats and sinus infections
- Minor cuts and scratches
- Sprains, strains, and broken bones
- Ear and eye infections

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- Vaccinations
- Physicals
- Physical therapy
- X-ray and lab facilities*

Take control of your health, view our health library and learn about common illnesses and their symptoms.

Most insurance accepted.

*Required forms for your visit

You can print and complete these patient forms in advance.

- Patient information form (English & Spanish)
- Patient authorization form (English & Spanish)

Visit our locations in Denver

Aurora Chambers

3449 Chambers Road Suite B Aurora, CO 80011

Phone: 720.859.6139

Hours: 8am - 5pm (Mon-Fri)

Aurora North

15235 East 38th Ave Suite 190 Aurora, CO 80011

Phone: 303.340.3053

Hours: (Mon - Fri) 8am-8pm (Sat) 8am-4pm

Aurora Southeast

10355 E Iliff Avenue Aurora, CO 80247

Phone: 303.755.4955

Hours: 8:00 a.m. – 5:00 p.m. (Mon– Fri)

Boulder

3300 28th Street

Boulder, CO 80301

Phone: 303.541.9090

Hours: 8:00 a.m. – 6:00 a.m. (Mon – Fri)

Cherry Creek

875 S. Colorado Blvd. Suite 100

Denver, CO 80246

Phone: 303.388.3627

Hours: 8:00 a.m. – 8:00 p.m. (Mon– Fri) 8am-4pm (Sat) 10am-4pm (Sun)

Downtown Denver

1730 Blake Street Ste. 100

Denver, CO 80202

Phone: 303.296.2273

Hours: 8:00 a.m. – 6:00 p.m. (Mon– Fri)

North Denver

420 E 58th Avenue Ste. 111

Denver, CO 80216

Phone: 303.292.2273

Hours: 7:00 a.m. – 5:00 p.m. (Mon– Fri)

South Broadway

1212 S Broadway Ste. 150

Denver, CO 80210

Phone: 303.777.2777

Hours: 7:00 a.m. – 5:00 p.m. (Mon– Fri)

Tech Center

11877 E. Arapahoe Road Bldg 200 C Centennial, CO 80112

Phone: 303.792.7368

Hours: 8:00 a.m. – 8:00 p.m. (Mon– Fri)

Highlands Ranch

9330 S. University Blvd., Suite 100&120

Highlands Ranch, CO 80126

Phone: 303.346.3627

Hours: 8:00 a.m. – 8:00 p.m. (Mon – Fri)

8:00 a.m. – 4:00 p.m. (Sat)

10:00 a.m. – 4:00 p.m. (Sun)

Lakewood Simms

11185 W 6th Ave Suite. 100

Golden, CO 80401

Phone: 303.239.6060

Hours: 8:00 a.m. – 6:00 p.m. (Mon – Fri)

20 W Dry Creek Circle Ste. 100 Littleton, CO 80120

Littleton

Phone:303.798.1009

Hours:8:00 a.m. – 5:00 p.m. (Mon– Fri) (Locations continued on other side)

Stapleton

5855 Stapleton Drive North Suite A 130 Denver, CO 80216

Phone:303.371.7444

Hours:7:00 a.m. – 5:00 p.m. (Mon – Fri)

Thornton

500 E 84th Avenue Ste. B14 Thornton, CO 80229

Phone:303.287.7070

Hours:8:00 a.m. – 5:00 p.m. (Mon– Fri)

Concentra Customer Care Line Phone:

866-944-6046

www.concentra.com/urgent-care-centers/colorado/denver



Appendix A Community College of Denver Radiologic Technology Program Pregnancy Policy

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. The Community College of Denver's radiography program pregnancy policy is consistent with the Colorado Department of Public Health and Environment (CDPHE) standards and the NCRP.

A declared pregnant woman is one who has voluntarily elected to declare her pregnancy. The radiology student is not under any regulatory or licensing obligation to do so.

A declared pregnant woman has the right to undeclare her pregnancy in writing at any time. Students should understand that the notification is entirely voluntary and that they will not be considered pregnant by the radiology program until they have submitted a declaration of pregnancy in writing.

After the student has consulted with her physician and medical certification of pregnancy has been determined, the radiography program director will offer two options to the pregnant student.

Option I- Leave of absence during pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- A. If the student decides to accept this option and leaves the program, she must immediately notify the program director in writing.
 - l) An incomplete grade will be awarded for the courses in progress; the remaining coursework may be completed upon the student's return- (note that it may not be feasible for the student to return/re-enter the program immediately since all classes are offered chronologically and once a year).
 - m) All didactic and clinical coursework must be completed prior to completion of program and graduation.

Option II- The student remains in the program during the pregnancy

If the student chooses this option, she may continue in the program under the following requirements:

- A. The student is required to review and implement radiation safety practices as outlined by the NCRP and the CDPHE as written in the CCD Radiology Student Handbook (page 37).
- n) Submit a physical exam report from a physician that documents that she may continue to participate in all aspects of the clinical portion of the radiography program.
 - o) Follow all safety procedures of the clinical education affiliates.
 - p) The student shall be issued two dosimetry badges and a third badge for fetal monitoring:
 - Badge One- should always be worn at the collar level outside of apron.
 - Badge Two- should be worn at the waist level outside of apron.
 - Badge Three- (Fetal Badge) should be worn at waist level under the apron.
 - q) The student should employ the "As Low As Reasonably Achievable" ALARA philosophy at all times and should wear a 1.0 mm Pb Lead apron (wrap around) to ensure adequate protection from ionizing radiation.
 - r) No general restrictions are placed on pregnant students, which is enforced through the "Colorado Pregnant Workers Fairness Act" effective August 10, 2016. This act requires that individuals are to be free from discriminatory or unfair employment practices due to pregnancy, a health condition related to pregnancy, or the physical recovery after childbirth. Reasonable accommodations can be made to those who request them. The student is expected to participate in all scheduled clinical rotation assignments in order to meet clinical competency requirements.
 - s) Following delivery, a physician release must be submitted to the Clinical Coordinator indicating a "return to work status before returning to a clinical rotation, identifying any limitations or restrictions. Missed clinical internship time may be made-up in an additional course based on the number of missed days/hours. The student is responsible for all associated course credits and fees in this circumstance.

I _____ have read and understand the Community College of Denver's Radiologic Technology Program Pregnancy Policy.

Student Name (Printed)

Student ID#

Student Signature

Date

RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY PROCEDURE

The following statements are confirmation that

_____ (Student name)
has read and understands the Nuclear Regulatory Commission (NRC) section 10; Part 20 of the Code of Federal Regulations (attached).

This document, which deals with occupational radiation exposure during pregnancy, has been discussed with

_____ and _____
(CI and/or RSO and/or Program director)

_____ understands that there is some increased
(Student name)
risk to the unborn child from occupational exposure.

Every effort will be made by the program faculty and clinical supervisors to minimize any and all radiation exposure.

A fetal badge will be ordered as soon as the pregnancy has been declared. Pregnancy will not deter the student from completion of the Radiology program.

If additional modifications of clinical/classroom activities/modules are necessary, the radiologic technology program director will meet with the student to determine the appropriate modifications:
(Option #1, or Option #2).

Following the end of the pregnancy/delivery, meet with the program director and or clinical coordinator to plan the making up of any missed program requisites, if necessary.

Student Signature

Date

Radiation Safety Officer and/or Clinical Instructor Signature

Date

Radiology Program Director

Date

Radiation 10 CFR Part 20 (§20.1208) Policy

Dose to an embryo/fetus.

CCD Radiologic Technology Student Handbook, found on page 37.

www.NRC.org

- A. The licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). (For recordkeeping requirements see §20.2106.)
 - t) The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section.
 - u) The dose equivalent to the embryo/fetus is the sum of:
 - a) The deep-dose equivalent to the declared pregnant woman; and
 - b) The dose equivalent to the declared pregnant woman; and
 - c) If the dose equivalent to the embryo/fetus is found to have exceeded 0.5 rem (5 mSv), or is within 0.05 rem (0.5 mSv) of this dose, by the time the woman declares the pregnancy to the licensee, the licensee shall be deemed to be in compliance with paragraph 9a) of this section if the additional dose equivalent to the embryo/fetus does not exceed 0.05 rem (0.5 mSv) during the remainder of the pregnancy.

Appendix B
Colorado Community College System
Healthcare Programs
Disqualifying Criminal Offenses

3. The following criminal offenses appearing on a criminal background check will disqualify an applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), Fire Science, and Allied Health Programs.

- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 7 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
- Any felony homicide conviction (no time limit).
- Registered Sex Offenders (no time limit).
- Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
- Listed on Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.
- Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

State of Emergency Plan

The spring 2020 semester and the declaration of the Covid 19 pandemic created the opportunity to address how to navigate the educational process through a variety of organizations when a state of emergency is declared due to any natural or intentional disaster.

The World Health Organization (WHO), the Executive branch of the United States Government, state governors', educational entities and accrediting bodies, and local governmental agencies have all had a voice in creation of processes and mandates to be followed.

In Colorado, there is the Colorado Department of Public Health and Environment (CDPHE), Colorado Department of Higher Education (CDHE), and the Colorado Community College System (CCCS) that produced specific mandates, which then fell to CCD, one of the thirteen individual colleges.

The basic premise is that the processes and mandates in place at CCD as a whole, and each campus, are a result of approved processes that follow the higher levels of science, recommendations, and safest course of actions to ensure the health and well-being of faculty, staff and students.

The most current information and processes can be located on the CCD website at:
<https://www.ccd.edu/org/covid-19-updates>

All classes will be held remotely during the two weeks of the semester 2020-2021

- This means that you will need to log into D2L and check out your classes on the first day of the semester to find out specifics of how each of your classes will function and links to join synchronously via videoconferencing.
- The only exceptions to this will be Machining, Welding, Dental Hygiene, **Radiological Technology**, Nurse Aide, and Practical Nursing classes – these classes may/will meet in person during that first week of class.

After the first week, classes will run in the following ways:

- Remote Synchronous (SYNC) will combine online instruction with regularly scheduled web conference meetings
- Remote Asynchronous (ASYNC) will have mostly online instruction with few, if any, web conference meetings. This option will be removed in summer 2021 and will be considered an online course with associated fees.
- HYFLEX courses will combine in-person and remote instruction by live-streaming all in-person classes so that alternating groups of students will attend on-campus or attend remotely via web conference meetings
- Traditional in-person and hybrid classes will run for classes that cannot be conducted remotely, such as Machining, Welding, and some science classes. These classes will have some variations and limitations in how they meet so you should reach out to the specific department or instructor for details
- Traditional online classes will run normally

Please log into [CCD Connect](#) and check your schedule. Look for the following to identify how your classes will be delivered:

- SYNC, ASYNC, and HYFLEX courses will have a building code of ALTLR and Room code of either SYNC, ASYNC, or HYFLEX
- In-person and hybrid courses will have the [actual campus building and room number](#)
- Online courses will have a building code of DD2L and a room code of CCD ONLINE

If you find that the format of one or more of your classes will not work for you, please [reach out to your advisor](#) to switch to a different section that suits your needs.

The RTE program will provide lectures as synchronous remote and in certain circumstances using the HYFLEX model.

The labs associated with RTE 121, 122, 141, 142, 221 and RTE 181 Junior Orientation Bootcamp will be held at the Lowry campus with the limitations of 10 people participating including the instructor or faculty. Students will wear their own masks and Personal Protective Equipment (PPE) as determined by the program faculty and approved by CCCS and CDHE during all times that social distancing cannot be achieved.

Clinical Internship and site availability is determined by each respective site. During this pandemic, incomplete grades were given due to closure of the campus and hospital clinical sites. CCD RTE program requires that students not perform imaging exams on any suspected or confirmed Covid 19 patients, and always follow the site protocols for PPE requirements.

• **Return-to-Campus Guidelines**

We want to welcome back our staff, faculty and students to our campuses as directed by state and federal mandates. Our campus life will be very different and these guidelines have been created to protect the health and safety of our campus communities, which includes Auraria, the Advanced Manufacturing Center (AMC), and the Lowry Center for Health Sciences.

1. Watch the [Community College of Denver Safe Return to Campus video](#) before visiting any CCD locations
2. Complete the [COVID Check-In Form](#) each day that you plan to come to any of CCD's locations. This form may be accessed at covidcheck.ccd.edu
3. Make sure you have your CCD student/staff ID available and visible.
4. Check our [Return-to-Campus Office Hours](#) to determine if in-person hours are offered before visiting campus.

• **Daily Health Check**

- All employees and students will be required to perform a self-check and symptom monitoring before they may visit the campus, every day that they intend to visit campus.
- If any staff, faculty, or student are exhibiting symptoms of COVID-19, please stay home.

[Daily COVID-19 Self Assessment Form](#)

• **Not Feeling Well**

- Do not come to campus if you are experiencing symptoms. If you have an employee or student who comes to campus sick, please send them home.
- If you are not feeling well, you should self-quarantine immediately and report immediately to HR and the Auraria Health Center if you've had suspected exposure to COVID-19 for contact tracing (this will be handled discretely).
- Health information and monitoring are available through the [Health Center at Auraria](#) for those experience symptoms.

- **Facial Coverings**

All employees and students must wear facial coverings:

- Any indoor space on campus, including lobbies, hallways, bathrooms, break rooms, and any open office space with multiple workstations, if there are other individuals present
- Any outdoor space on campus where there is a potential to encounter another individual and social distancing cannot be maintained
- Accommodations can be requested through HR for employees and through the Accessibility Center for students
- If you are a student who is experiencing symptoms, and/or needs temporary accommodations, please contact your instructor(s).
- If you do not receive any response from your instructor or you require additional leniency beyond what instructor(s) provide, please contact the [CARE Team](#), at 303.352.6445.

- **Facial coverings (defined)**

- Can be a cloth covering over the face and mouth, which can include a purchased or homemade mask, scarf, bandana, gaiter, or handkerchief
- Must cover nose and mouth
- Face shield with mask
- Employees and students are encouraged to bring their own mask
- CCD will provide a limited number to individuals that forget to bring one

- **Building Access**

- There will be a single door entry for the Lowry Health Science building. Even if you have swipe card access, enter through this single door so we can track how many people are in our buildings at one time.
- To enter any building on CCD's campuses, CCD staff and students must show their CCD ID. Lanyards will be provided to all employees, please see your office administrator to get yours. Once you have a lanyard, please always wear it with your ID on campus. Lanyards will be available for students from the Office of Student Life.
- There will be building ambassadors to greet you as you enter the building. You will be asked whether you completed your daily home health check and that you are COVID-19 symptom-

free. No-touch thermometers will be available for your use if you have not taken your temperature before leaving home.

- Our facilities team has implemented enhanced cleaning protocols and is working with office leads to ensure staggered work schedules and appropriate barriers and PPE is available.
- **Replacement IDS for Auraria campus**
 - Replacement IDs will be provided for those who have lost their original ID at no cost to the employee or student.
 - If you will be returning to campus during the month of July and need a replacement ID, please reach out to your supervisor to get the appropriate documentation.
 - Visit the Tivoli Station Bookstore to get your new ID.
 - If you will be returning to campus in August or later, please stay tuned for an online process that is in development.
 - If you are a student enrolled in summer classes, please take a photo ID and a copy of your class schedule to the Tivoli Station Bookstore to have an ID made.
 - If you're not currently enrolled in summer classes but are a work-study student, fill out the Auraria Campus ID Authorization Charge Form with your supervisor, and take it, along with a photo ID to the Tivoli Station Bookstore to have an ID made.
 - **Lowry campus IDs: wear your student badge to all activities at the Lowry campus. Badges are created at the Lowry campus. If you will be a student on the Auraria campus, then follow the above procedure.**
- **Social Distancing**
 - Social distancing of 6 feet (7' 10" center-on-center when measuring) should always be practiced
 - When possible, avoid having staff sit in adjacent cubicles to ensure there is adequate social distancing
 - Avoid meeting with customers/students in closed office spaces
 - All meetings will continue to be conducted virtually using Webex or Zoom
- **Non-Compliance**

All deans/directors will need to ensure their area(s) follow these guidelines:

- Employees found not following guidelines will be reported to their supervisor and to the director of human resources.
- Students found not following guidelines will be reported to student conduct.

If you have any questions, please contact your supervisor.

- **Contact Information**

Some CCD office locations offer in-person office hours.

[In-person and/or Remote Office Schedule](#)

- **Connect with Us:**

Academic Advising | 303.556.2481 | Advising@ccd.edu

Accessibility | 303.556.3300 | ccd.access@ccd.edu

Call Center/Admissions | 303.556.2600 (call or text)

Cashiers Office | 303.556.2075 | BusinessOffice@ccd.edu

Care & Conduct | 303.352.3205 | Student.Conduct@ccd.edu

Counseling Services | 303.352.6436

Financial Aid | 303.556.5503 | FinancialAid@ccd.edu

Human Support Services | [More Information Here](#)

HR/Payroll | HREP@CCD.edu

KEYS | 303.352.6342

Records & Registration | 303.556.2420 | CCD.ORR@ccd.edu

Title IX/Civil Rights | 303.352.3310 | Patty.Davies@ccd.edu

Call or Text | 303.556.2600