



COMMUNITY COLLEGE OF  
**DENVER**

Radiologic Technology Program  
Student Handbook

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## 1. Introduction

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

This handbook is designed to provide you with helpful information specific to our radiography program 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 D2L course shell, and at the clinical site.

This student handbook contains pertinent information affecting students, current through the date of its issuance. This handbook provides general expectations of all students enrolled in the Associates of Applied Science (AAS) of Radiologic Technology or any post-primary certification program at CCD. This compliments any CCD website, catalogue, and course syllabus. Please note program policies and guidelines may change while you are enrolled in the program. You will be notified of changes via CCD student email and announcements in class.

The policies and procedures contained in this handbook are to be used in conjunction with the general requirements, policies, and procedures of the Community College of Denver. To the extent that any provision of this handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System Procedures (SPs); the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as college directives, including but not limited to the contents of this handbook. To access BPs and SPs, see [Policies & Procedures | Colorado Community College System \(cccs.edu\)](https://www.cccs.edu/policies-procedures).

**Nothing in this handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedure, or practice will be followed, or benefit provided by the college. Community College of Denver reserves the right to modify, change, delete or add to the information in this handbook as it deems appropriate.**

## 2. Mission Statement

The CCD radiologic science programs pledge to “provide the healthcare community with ethical, competent and professional radiographers.”

## 3. Program Goals

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

- I. Students will exhibit clinical competence in positioning skills and technical factor selection.

**Institutional Learning Outcome:** Quantitative Literacy

**Student Learning Outcome:**

- a. Junior students will apply appropriate technical factors while following ALARA principles through an in-lab technique chart.
- b. Junior students will apply appropriate technical factors when performing portable exams in the clinical setting while following ALARA principles.
- c. Junior students will demonstrate procedure protocol knowledge and competency in positioning.
- d. Senior students will perform portable chest, abdomen, and extremity examinations using clear communication, and accurate technical factor selection (exposure or DI within range).
- e. Senior students will demonstrate procedure protocol knowledge and competency in positioning without repeats in an efficient manner during fluoroscopy, diagnostic, and/or orthopedic rotations.

- II. Students will demonstrate critical thinking and problem-solving skills.

**Institutional Learning Outcome:** Critical Thinking

**Student Learning Outcome:**

- a. Junior students will accurately apply the 15% rule to lower dose and maintain an acceptable image according to the ALARA principle.
- b. Junior students will adhere to clinical sites radiation safety protocols through knowledge and application of the ALARA principle to reduce dose through technical factor manipulation, collimation, with steady decrease in repeat rate.
- c. Senior students will obtain diagnostic quality images during a trauma or portable exam, adapting patient positioning and equipment independently and efficiently, compensating for patients' condition.
- d. Senior students will describe events sequentially, while prioritizing patient care needs of a given complex imaging scenario, developing a plan of action.

- III. Students will exhibit effective oral and written communication.

**Institutional Learning Outcome:** Intercultural Literacy and Communication

**Student Learning Outcome:**

- a. Junior students will communicate effectively orally and written, using medical terminology by creating a case study presentation.
- b. Junior students will use AIDET and adequately communicate by explaining exam and positioning instructions to patients.
- c. Senior students will use AIDET and adequately communicate by explaining exam and positioning instructions to patients.

- d. Senior students will effectively communicate using medical terminology through a written chapter summary.
- IV. Students will demonstrate professional behavior.
    - a. All radiology students will demonstrate professionalism in the following general work habits, punctuality, appearance, cell phone use, and constructive use of time.
    - b. All radiology students will demonstrate initiative through feedback acceptance, consistent improvement, and finding work to support department needs.

## 4. Program Effectiveness Measures

Radiography Program Measurable Outcomes:

- I. The radiography program will maintain a 21-month program completion rate of 75 percent or higher.
- II. The program will maintain a first-time pass rate of the ARRT certification examination of 85 percent or higher.
- III. At least 75 percent of the program graduates who are actively seeking employment will obtain employment within 6 months of graduation.
- IV. At least 80 percent or more students will be satisfied with their radiologic technology program education.
- V. At least 80 percent or more employers will be satisfied with the graduate's performance after being hired.

## 5. Program Description

The Community College of Denver offers the following medical imaging programs:

- Associate of Applied Science Degree: Radiologic Technology
  - Certificate in Computed Tomography (post-primary)
  - Certificate in Mammography (post-primary)
  - Certificate in Magnetic Resonance Imaging (post-primary)
- I. 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 lectures, 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 experience.
    - 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 outlines 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 Waker Drive, STE 2850  
Chicago, IL 60606-3182  
312.704.5300     [mail@jrcert.org](mailto:mail@jrcert.org)

## II. 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. 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 the student. In accordance with CCD policies, you will be held personally responsible for your education. Approximately 1 hour of independent learning outside of class time is expected per credit hour.

## III. 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>Prerequisite Course Number and Name</u>	<u>Credit Hours</u>
ENGLISH	
ENG1021 English Composition I	3
BIOLOGY	
BIO2101 Human Anatomy & Physiology I: SC1	4
BIO2102 Human Anatomy & Physiology II: SC1	4
<i>Please note: As of Summer 2024, A&amp;P has a prerequisite of either of the following:</i>	
BIO1010 Biology Foundations	2



BIO1111 General College Biology I w/Lab	5
MATH	
MAT1340 College Algebra or higher	3-4
SOCIAL SCIENCES ( <i>one of the following</i> )	
PSY1001 General Psychology I	3
PSY2440 Human Growth & Development	3
SOC1001 Intro to Sociology I	3
COM1250 Interpersonal Communication	3
RECOMMENDED ( <i>not required</i> )	
HPR1039 Medical Terminology	2
PHY1105 Conceptual Physics	4
RADIOLOGIC TECHNOLOGY ( <i>If not taken prior to program admission, must be taken in summer prior to program start. Acceptance is contingent on successful completion of this course.</i> )	
RTE1001 Introduction to Radiography	2

b. A.A.S. Radiologic Technology Program

The following core courses make up the remainder of the A.A.S. degree in Radiologic Technology and meet the requirements for education according to the JRCERT and ARRT.

<u>Course Number and Name</u>	<u>Credit Hours</u>
SEMESTER 1	
RTE1011 Radiographic Patient Care	2
RTE1021 Radiologic Procedures I w/Lab	3
RTE1041 Radiographic Equipment/Imaging I w/Lab	3
RTE1081 Radiographic Internship I	5
SEMESTER II	
RTE1022 Radiographic Procedures II w/Lab	3
RTE1031 Radiographic Pathology/Image Evaluation I	1
RTE1042 Radiographic Equipment/Imaging II w/Lab	3
RTE1082 Radiographic Internship II	5
SEMESTER III	
RTE1083 Radiographic Internship III	7
SEMESTER IV	
RTE2021 Advanced Medical Imaging w/Lab	3
RTE2031 Radiation Biology/Protection	2
RTE2081 Radiographic Internship IV	8
SEMESTER V	
RTE1032 Radiographic Pathology/Image Evaluation II	2
RTE2089 Radiographic Capstone	3
RTE2082 Radiographic Clinical Internship V	8
Total Credit Hours	78-86

#### IV. GENERAL COLLEGE INFORMATION

a. College admission procedure

Refer to the current semester schedule and CCD catalog for up-to-date college admission policies. Apply to CCD at: [Sign In \(elluciancrmrecruit.com\)](http://elluciancrmrecruit.com) 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 and counseling services

i. 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 students pursuing health sciences education. Call 303-365-8300 to schedule an advising appointment on Lowry Campus, or 303-556-2471 to schedule an appointment on Auraria Campus. Advising appointments can also be made through your student account on Navigate.

ii. Current career pathway information can be found at: [Pathways | Community College of Denver \(ccd.edu\)](http://Pathways | Community College of Denver (ccd.edu)). Career counseling services are available to CCD students through the Educational Opportunity Center at [Educational Opportunity Center | Community College of Denver \(ccd.edu\)](http://Educational Opportunity Center | Community College of Denver (ccd.edu)) and the Career and Transfer Center at [Transfer Assistance \(ccd.edu\)](http://Transfer Assistance (ccd.edu))

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 program Clinical Coordinator. Office hours are available and are found in course syllabi and are posted outside each faculty member's office door.

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

- The college instructor or faculty (clinical instructor) assigned to the clinical site should be informed that a concern or potential problem exists.
- The clinical instructor will assist students 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 or Program Director will then arrange a meeting with the parties involved. 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 clinical instructor or faculty's responsibility. A counseling form must be provided to the Clinical Coordinator on the day of the session.
- At no time should the student circumvent this process. **Failure to follow this process will result in a probationary contract and possible expulsion from the program.**

## V. 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.
- b. Per the CCD website at [ccd.edu/cashier](http://ccd.edu/cashier): "CCD will assess late fees on past due accounts. Failure to pay your bill in full or to set up an alternative payment arrangement (NBS Payment Plan, Financial Aid, or Third-Party) by the posted payment deadline will result in a \$40 late fee; an additional \$10 late fee will be charged each month thereafter."
- 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 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 [Financial Aid & Scholarships | Community College of Denver \(ccd.edu\)](http://ccd.edu/financial-aid).

## VI. 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 [Office of Registration & Records - FERPA | Community College of Denver \(ccd.edu\)](http://ccd.edu/office-of-registration-records).
- b. Faculty may not provide references or recommendations unless you provide written permission to do so. There are FERPA release forms at [Office of Registration & Records - FERPA Release & Student Reference Request | Community College of Denver \(ccd.edu\)](http://ccd.edu/office-of-registration-records). These must be filled out prior to the reference request.
- c. Communication will be through the [name@student.ccd.edu](mailto:name@student.ccd.edu) email; students are expected to access their student email regularly throughout the program. It is against college policy to open or answer emails from personal accounts.

## VII. 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 or staff member involved will follow current procedures to report the potential violation. The current CCD Student Code of Conduct Policy can be found at [Student Conduct & Support - Student Code of Conduct | Community College of Denver \(ccd.edu\)](http://ccd.edu/student-conduct-support).

## VIII. SMOKING POLICY

- a. 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, smoking is not allowed within 20 feet of any CCD building.
- b. 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 will require make-up time at the end of clinical rotation period within the semester.

#### IX. 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 class in person but are required instead to participate in remote learning. If campus is closed for inclement weather, students are not required to attend regularly scheduled clinical internship. Missed clinical internship days due to inclement weather do not require make-up time. Students can call the campus closure information line at 303.556.2401 for accurate information. Please use the following link for more information <https://www.ccd.edu/weather-campus-closure>
- c. You are encouraged to sign up for the Campus Emergency Notification System alerts. This can be done by visiting [Campus Safety | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/campus-safety).

#### X. 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. Suggested areas to support the rigor of the Radiologic Technology program are study skills and test taking. Follow this link for more information <https://www.ccd.edu/org/excel-zone>.
- c. Content specific to radiologic technology may not be available through CCD tutoring services. Contact your course instructor for supplemental support or tutoring specific to the course content.

#### XI. STUDENTS WITH DISABILITIES

- a. Americans with Disabilities Act/Amendments Act of 2008 (ADA): 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 in

the Confluence Building on Auraria Campus, room 121. Faculty members are not obligated to provide accommodation 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](mailto:ccd.access@ccd.edu). More information is available at [Accessibility Center | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/Accessibility-Center).

- b. Non-Discrimination Statement: The Community College of Denver prohibits all forms of discrimination, harassment, and retaliation including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policy 19-60. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, genetic identity, genetic expression, or sexual orientation in its employment practices or educational programs and activities. The Community College of Denver will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. In addition, the Community College of Denver prohibits retaliation against any person because such person has opposed any discriminatory or unfair employment practice or filed or participated in any investigation or grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies.

Information regarding civil rights complaint procedures can be accessed at [Human Resources - Discrimination & Harassment | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/Human-Resources-Discrimination-Harassment).

The College has designated the CCD HR Vice President, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

For information, contact:

Shana Stovall, Vice President of Human Resources  
AAOEO/Title IX Coordinator  
Community College of Denver  
King Center, Suite 578  
303.352.3220  
Campus Box 240 P.O. Box 173363  
Denver, CO 80217

You may also contact:

Office for Civil Rights  
303.844.5695  
U.S. Department of Education, Region VIII  
Cesar E. Chavez Memorial Building  
1244 N. Speer Blvd. STE 310

## XII. TITLE IX: PREVENTING AND REPORTING SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

- a. The Community College of Denver is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct, and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the college's positive learning and working environment. As such, all members of the college community have a responsibility to be aware of what behaviors constitute these actions/offenses and to help create an environment free of harassment or discrimination. Information regarding sexual misconduct is available in SP 19-60, Civil Rights and Sexual Misconduct Resolution Process and may be accessed at [Human Resources - Discrimination & Harassment | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/human-resources/discrimination-harassment).

Due to potential changes in applicable Title IX laws, the policies and procedures described in this handbook may require updating after publication. Updated policies and procedures will be posted at [Human Resources - Nondiscrimination/Title IX | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/human-resources/nondiscrimination-title-ix).

## XIII. PHYSICAL REQUIREMENTS

- a. 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 may encounter are as follows:
  - i. Job skills require full range of body motion including handling and lifting patients, physical dexterity and eye-hand coordination.
  - ii. Frequent mobility required for extended periods of time.
  - iii. Frequently lifts and carries items weighing up to 25 pounds and occasionally lifts and places 50 or more pounds with assistance normally available.
  - iv. Occasionally pushing and/or pulling up to 200 pounds or more with assistance normally available.
  - v. Requires visual hearing acuity.
  - vi. English speaking with clear diction and common pronunciations.
  - vii. Intellectual abilities require memorization skill, application of critical thinking and problem-solving in high stress areas such as emergency rooms, intensive care units, and surgical suites.
- b. Due to the potential need for cardiopulmonary resuscitation and/or emergent action, any students restricted from performing the above job duties may not be able to attend clinical internships for the duration of the restriction. Any missed time must be made up and scheduled with the Clinical Coordinator and/or Program Director in keeping with the program's make-up policy.



#### XIV. PROGRAM ADMISSION PROCESS

- a. Complete general education prerequisite requirements. Please note: your GPA for program prerequisite courses is a significant factor in candidate evaluation for program acceptance. The program admission packet is now an online process and can be found at [Radiologic Technology - Apply to the RTE Program | Community College of Denver \(ccd.edu\)](#)
- b. The application window is open from December 1<sup>st</sup> to February 15<sup>th</sup> each year, for the program starting the following fall semester. Applicants must have all prerequisite courses completed no later than the spring semester before the program starts. Any courses still in progress at the time of application require that proof of courses in progress be uploaded as part of the application.
- c. The following application documents are required for the application to be considered:
  - i. A resume and cover letter with all current contact information.
  - ii. Two professional references: the applicant must send the reference link to the individuals from whom a reference is being requested. The reference link can be found here: [CCD Radiologic Technology Online Reference Survey](#). References provided using this link will be submitted directly to program officials.
  - iii. Answers to the following essay questions. Essay questions must be answered separately with a maximum of 1,000 words each. You may type your answers directly into the application or upload them as a separate document.
    1. Reflecting on your personal experience and impressions after job shadowing, what did you see or experience regarding the actual work of a Radiologic Technologist that attracts you to this profession?
    2. What skills or personality traits do you possess that make you a good candidate for this program and the Radiologic Technology field, and why is CCD the best fit for you?
  - iv. Official, sealed transcripts from all transfer credit institutions must be sent to the Office of Registration & Records for evaluation. [Academic Advising - Transfer Support](#)
  - v. Unofficial transcripts must be uploaded in the online application.
  - vi. 6 hours (minimum) of documented job shadowing experience. [Job Shadow Documentation Form](#)
- d. Incomplete applications will not be considered for admission. It is strongly advised to save copies of all documentation submitted.
- e. Approximately 40-45 of the top scoring candidates will be invited to participate in an objective, panel-style interview for enrollment into the next matriculating class. If prerequisites are in progress, applicants must provide evidence of their mid-term grade to the Program Director.

- f. Once interviews have been conducted, each candidate's interview score will be combined with their application score, and the top scoring candidates will be invited to enroll in the program.
- g. The number of applicants accepted is determined by the number of clinical sites available for internship. Approximately 25-30 candidates will receive an invitation. Candidates who are not selected to enter the program will be provided with advisement, if desired.
- h. Required documentation for student files: Students accepted into the Radiologic Technology program must attend a mandatory orientation session during the summer semester prior to the program start. The following items must be on file by August 1<sup>st</sup> or as determined by the Clinical Coordinator.
  - i. Program application
  - ii. Signed program agreement
  - iii. CCD informed consent for background check
  - iv. Confidentiality/HIPAA Education Recognition Form
  - v. Radiation Monitoring Badge Agreement Form
  - vi. CPR certification: 2-year BLS for Healthcare Providers
  - vii. Proof of health insurance
  - viii. Immunization Record Notification Form
  - ix. Health and Immunization Form (completed by a physician) documenting the following immunizations:
    - 1. Hepatitis B series (immunization series, proof of immunity, or signed waiver)
    - 2. Tetanus, Diphtheria, and Pertussis (Tdap) within 10 years
    - 3. Varicella (proof of immunity or vaccination)
    - 4. Tb Intradermal (PPD) within the last 3 months
    - 5. MMR (proof of immunity or documented 2 doses)
    - 6. Covid-19 vaccination status and/or exemption
  - x. Emergency Contact Information Form
  - xi. Official background check and receipt for drug screen
  - xii. OSHA Questionnaire (signed by student's personal physician)

#### XV. GRADUATION REQUIREMENTS

- a. Complete all prerequisites and program curriculum as outlined. Occasionally, when courses were not taken through CCD, substitute courses were applied in place of the required prerequisite. Students who transferred courses into CCD need to review course substitutions with the health sciences program advisor prior to acceptance and/or 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. Applications for graduation can be completed here: [Office of Registration & Records - Graduation Application | Community College of Denver \(ccd.edu\)](#).

- 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 23 for current ARRT clinical competency requirements or visit [www.arrt.org](http://www.arrt.org).

## XVI. BACKGROUND CHECK POLICY

- a. 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.
- b. 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.
- c. The fee for background check and drug screen is at the student's expense.
- d. For the background check process to be complete before students enter the clinical setting, the following processes have been established:
  - i. Radiography students will initiate the background check and drug screen once they are notified by the Clinical Coordinator or at the mandatory orientation.
  - ii. These shall be completed within three months of the start of clinical internships.
  - iii. If these are not completed by the deadline the student may lose their position in the program.
  - iv. Drug screen and background results might not be available for up to six weeks, please plan accordingly.
  - v. Documentation of successful completion of the background check and drug screen will be placed in the student file.
  - vi. Program placement is not guaranteed until all 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.
  - vii. 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. CCD will not accept background checks performed on behalf of other institutions.
  - viii. Students who finish one program and move into another program the next semester will need to complete a new background check.

- ix. Students who have a break in enrollment of more than 12 months must submit to a new background check procedure and drug screening.
- x. A background check is valid for up to 12 months from the date it was initiated, 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 must be completed again. The cost of a background check is non-refundable, under any circumstances.
- xi. CCD's Human Resources reviews all background checks and drug screens. The Human Resources department has the final decision regarding passing or not passing a background check or drug screen.
- xii. Radiologic Sciences faculty members do not have access to this information. Select faculty and the program advisors can access a database that indicates the status (pass/fail) of the background check process.
- xiii. Flagged background checks occur when there has been a misdemeanor charge within the previous 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 Radiologic Technology Program Director will be notified of any red flags and may advise the student to complete the ARRT ethics review process in order to continue their enrollment in the Radiologic Technology program. Ethics review information can be found at: [ARRT Ethics Review](#).
- xiv. An applicant will be disqualified from the CCD Radiologic Science program based on CCCS updates to policy: See Appendix B for a list of disqualifying offenses.
- xv. 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.
- xvi. If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college at which they applied. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.
- xvii. 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 not a guarantee they will be eligible to sit for their ARRT certification exam. Visit [www.ARRT.org](http://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 the 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 xiii of the background check policy.

## XVII. 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 health sciences department at CCD utilizes the following grade scale in all its health science courses. The purpose of this grading scale is to acclimate students to the pass requirements of national certification exams.

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 program.
- c. Students must earn a “C” grade or better in all certificate program courses to successfully complete the associated certificate.
- d. If a student receives a grade below 76% on two or more tests in a program course, they may be placed on academic probation and must seek advisement from the instructor to formulate an action plan for improved outcomes.

## XVIII. DRUG AND ALCOHOL POLICY

The Community College of Denver’s radiologic sciences programs conform to the common health profession requirement for drug testing. Both initial enrollment in a 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 employer’s drug test or drug tests completed for outside institutions.

- a. All students enrolling in any radiologic sciences program, in addition to other established entry criteria, must agree to present documentation of a current negative 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 lab designated by CastleBranch and adhere to the testing deadline identified by the Radiologic Technology Clinical Coordinator.
- b. 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 policy, 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.

- c. Only the person for whom a prescription drug is prescribed can bring the medication on CCD property or into 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.
- d. 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 or displayed behavior may be substance related. 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 at the student's expense. Continuance in the program is contingent on consent by the student for testing and a negative drug test result. The program has the right to access and review the results of suspicion-based drug testing.
- e. Refusal to participate: Students may refuse to participate in initial or suspicion-based testing. However, students who refuse initial testing will not be admitted into any radiologic science program course or clinical setting. 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 programs support and enforce a zero (0) tolerance alcohol and drug policy.
- f. If a suspicion-based drug test is returned positive, the student will be dismissed from the program and the criteria under following section "Initial Drug Testing" as well as "Program Re-enrollment" must be followed.
- g. 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: [Student Conduct & Support - Student Code of Conduct | Community College of Denver \(ccd.edu\)](#).
- h. 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 (1 year of treatment is highly recommended). This proof must be reviewed and approved by the program chair and the division dean. If re-enrollment is approved, the 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, the 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 a positive test result.

i. Definitions:

- Alcohol Testing: Providing a breath, blood or urine sample to determine the presence of alcohol.
- Authorized Lab: A collection site or sites identifies 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.

## 6. Withdrawal, Dismissal, and Re-Entry

### I. PROGRAM DISMISSAL

- a. Students may be dismissed from any radiologic sciences program for several reasons, which include but are not limited to:
  - The student receives a failing grade or withdraws with an in-progress failing grade in one or more didactic courses.
  - The student fails a course for a second time after re-entry.
  - The student receives a failing grade or withdrawals with an in-progress grade in a clinical course.
  - The student signs a probationary contract and does not adhere to the contract.
  - Removal from the clinical site at the request of the clinical affiliate. If a student is removed from clinical site at the request of the clinical affiliate, 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.
  - 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.
  - Violation of the CCD Student Code of Conduct.
  - Failure to follow the Grievance Policy and Procedure outlined in section 21.
  - Cheating or plagiarism in any didactic or internship course.
  - Violation of the CCD Drug and Alcohol Policy.
  - Documented substance abuse as evidenced by a failed drug screening test, is grounds for immediate dismissal.
  - Chronic absences or tardiness from clinical or didactic classes.
  - Failure to complete assigned make-up days.
  - Multiple (3 or more) failures to follow call-in policies for tardiness and absences from clinical.
  - Violation of the ASRT Code of Ethics.
  - Violation of the ARRT Standards of Ethics.



- Inability to demonstrate a progression toward mastery of clinical skills.
- Refusal to submit to a pre-admission drug test.
- Refusal to submit to a request for suspicion-based drug test (see section 2. XXIII. Drug and Alcohol Policy).
- Testing positive for drugs and/or alcohol.
- Improper use of classroom facilities and equipment to include irradiation of themselves or another person.
- Student violates the CCD/JRCERT policy on student supervision (see section 11.III).

## II. 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 not a guaranteed outcome.

## III. ACADEMIC WITHDRAWAL

- a. A student who receives lower than a “C” grade in one (1) didactic class or withdraws from a class with lower than 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 by which they may withdraw from a class and receive a “W” grade. Failure to withdraw from classes prior to this date may result in a failing “F” grade and jeopardize their eligibility for re-entry.
- c. The failed or withdrawn class will be repeated along with the appropriate internship, as determined by the Program Director and Clinical Coordinator. The student may not retake the previously failed course until the next time the course is offered, in the following academic year.
- d. Courses are designed to be taken simultaneously as a cohort moves through the program; withdrawal from one course requires withdrawal from all RTE courses. Reenrollment into the program will place that student in the following year’s cohort.
- 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 unless Momentum Credit is allowed through permission by the program chair.
- 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 the clinical site to host the returning student.
- g. Intention to repeat a course and re-enter the program must be received in writing by the Program Director by the beginning of the semester prior to their requested re-entry.

- 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 approval.
- 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 courses, regardless of prior passing grades. The student may be asked to complete an intensive internship course intended to reacquaint the student with radiography, as determined and scheduled by the Clinical Coordinator. This policy ensures that the student is current in clinical skills upon re-entry.

#### IV. NON-ACADEMIC/PERSONAL REASON FOR 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 the intended withdrawal in writing.
- b. The student should check the current course schedule for the last day on 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 the 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, by the Program Director, by the beginning of the semester prior to their requested re-entry.
- 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 approval.
- g. Once a student is confirmed for program re-entry, the student must arrange with the Clinical Coordinator for an intensive internship course, if the withdrawal occurred after the first semester. This intensive course is a clinical internship to reacquaint the student with 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.

#### V. 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 by which they may withdraw from a class and receive a “W” grade. Failure to withdraw from a class 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 can resume any radiologic sciences program. This will require the student to withdraw from the program until the next time the course is 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, by the Program Director by the beginning of the semester prior to their requested re-entry.
- 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 (1 year of treatment is highly recommended). This proof must be reviewed and approved by the Program Director and the division dean.
- j. If re-enrollment is approved, the student will be subject to unannounced drug and/or alcohol testing during the duration of the program, at the student’s expense. If any test is positive the 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 chair, and CCD representatives will meet and review the re-entry request. The committee’s decision will be presented to the Program Director. The Program Director will make the final decision on re-entry.
- l. Once a student is confirmed for program re-entry, the student must arrange with the Clinical Coordinator for an intensive internship course, if the withdrawal occurred after the first semester. This intensive course is a clinical internship to reacquaint the student with 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.

## VI. DENIAL OF RE-ENTRY

- a. A student who fails more than one course or withdraws from more than one course in a failing status will not be considered for re-entry into any program.
- b. 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 internship course in any semester.
- c. Re-entry to any radiography sciences program will not be considered if a probationary contract is breached by the student.
- d. 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.
- e. 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.
- f. 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.
- g. A student who fails a didactic class for the second time will be dismissed and denied re-entry.

## 7. 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 outlined below are designed to help students become personally responsible for their behavior and to develop the skills necessary to succeed in their healthcare profession. Additional course specific policies may be added at any time to this handbook or through course syllabi. Currently enrolled students will be made aware of these course specific policies through instructors and/or D2L announcements.

### I. CCD STUDENT CODE OF CONDUCT

- a. The Student Code of Conduct will apply to all classroom or laboratory experiences. Please refer to [Student Conduct & Support - Student Code of Conduct | Community College of Denver \(ccd.edu\)](https://ccd.edu/student-conduct-support).
- b. Students are expected to be respectful of each other, their instructors, and any CCD employee or clinical affiliate while on campus or in clinical internship sites.
- c. When called upon to do so, students will meet with the Student Conduct staff and/or faculty members or risk program dismissal.

### II. 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. If a student misses three or more days of class or clinical internship, or is habitually late, an attendance contract will be implemented. 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. Three or more absences in one course, including absences based on tardies (see tardiness policy section), will result in a 10% grade reduction off the student's final grade for that course.
- d. Students called for Jury Duty will not be recorded as an absence (documentation of service required).
- e. 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, the student will be permitted to make up the missed work on the next regular class day with a 10% grade reduction.
  - o Only one make up test, with a 10% grade reduction, is allowed per student, per course. Any subsequent missed tests will receive a zero (0) grade and will not be eligible for make-up.
- f. If the test, quiz, or oral presentation is not made up by the next regular class day, 10% will be deducted for each additional day of delay.
- g. If no advance notification of an absence is received by the instructor, the assignment cannot be made up and a grade of zero may be awarded.
- h. 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.
- i. Any chronic abuse of attendance may result in dismissal from the program.

### III. TARDINESS

- a. Students are expected to be on time and ready to work at the beginning of a class period. This prevents unnecessary disruption in the learning environment and ensures that students do not miss any vital information. Consistent attendance and participation are required. Students are expected to be in class and on time for each class session and are expected to stay for the entire class. A tardy and leaving early will have a direct impact on your learning and, subsequently, your grade.
  - o Arriving 7 or more minutes late = 1 tardy
  - o Leaving 7 or more minutes early = 1 tardy
  - o 3 Tardies = 1 absence
  - o 3 or more absences in one course, including absences based on tardies, will result in a 10% grade reduction off the student's final grade for that course.
- b. If a student misses two or more days of class or is habitually late, an attendance contract will be implemented. 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. Excessive tardies impact student attendance records. Please reference the attendance policy above.

#### IV. DOSIMETRY BADGES/STUDENT ID

- a. In preparation for the professional life of a Radiologic Technologist students are required to wear their program-provided dosimetry badge and student ID while in the classroom, lab, and at the clinical site. Failure to do so will result in the student dismissal from the class, lab, or clinical site for retrieval purposes. Any missed clinical time will result in make-up time at the end of the semester, and any missed work will be subject to deductions based on the attendance and tardiness policies outlined above.
- b. Lost or damaged badges must be reported immediately and will incur a \$19.00 replacement fee for each badge. Badges turned in after 60 days are considered lost by our badge provider and are subject to the \$19.00 replacement fee. Fees are assessed on the student's account and will constitute a hold on the account, preventing future registration or application for graduation.
- c. CCD assesses lates fees on outstanding account balances. When a badge replacement fee is charged to a student's account, the Program Director will inform the student, and it is then the student's responsibility to pay the balance through the cashier's office in a timely manner.

#### V. CELL PHONES/COMPUTER USE

- a. In class: Use of cell phones during class is disruptive and should be avoided. Each instructor may have their own policy for cell phones during class time; see course syllabus for specific policies.
- b. In clinicals: Cell phones in the clinical setting are strictly restricted. They should be locked up with the students' personal belongings at all times during the clinical shift. Students may access their phones during breaks and lunch periods when appropriate.
  - o If cell phones are out during the clinical day, the clinical instructor or affiliate may ask that they are put away; if the student continues to access their phone, they may be asked to leave for the day. In this circumstance, the missed clinical time must be made up at the end of the semester.
- c. In both class and clinicals, if there is an emergency that requires that the student have their phone with them, they must let the instructor or clinical affiliate know at the beginning of the class or clinical shift, so that accommodations can be made.
- d. In class, computers can be open and used to write notes and view presentation material of a course in session. There will be no use of social media or personal business during class period. If this policy is violated, the student will need to forego computer use and hand write their notes.

- e. Computers are never allowed to be out or in use during a clinical shift.

## VI. PARTICIPATION

- a. Learning is enhanced by regular participation in all learning activities. Participation in classroom and laboratory activities is expected from every student. Students who do not participate, or are disruptive, will be subject to disciplinary action.
- b. Individual courses may have different policies regarding in-class participation. Some activities may be graded or evaluated based on participation. Review specific course policies in the course syllabus.

## VII. LABORATORY USE POLICY

Students are encouraged to make full use of the radiography 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:

- a. An ARRT registered faculty member must be present in the building and readily available when students want to use the radiography labs outside of scheduled lab courses. Please make prior arrangements with an instructor if you want access to the labs before or after classes.
- b. An ARRT registered faculty member must be in direct presence when the mobile or C-ARM systems are in use, JRCERT supervision policy is applied, and direct supervision is required.
- c. No food or drink is allowed in the lab.
- d. Leave the lab clean when you finish. Put all equipment and phantoms away in its proper place.
- e. Shut down all equipment when finished.
- f. Treat all equipment, phantoms, computers, etc. with care.
- g. **Do not take apart the whole-body phantoms** unless given permission to do so.
- h. Review the radiography lab at septations list posted in the main room of the lab.
- i. Under no circumstances is a student allowed to X-ray themselves, another student, or an animal. This will result in immediate program dismissal.

# 8. CLINICAL INTERNSHIP POLICIES

## I. INTERNSHIP ASSIGNMENT

- a. Each student is assigned to a clinical education site for his/her internship experience. This assignment is made by the Clinical Coordinator or Program Director, based upon various educational considerations. Students may request a specific site, and every effort is made to accommodate that request; however, no specific site is 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 Director.

- b. For the first three semesters, students will rotate between a primary hospital and a Kaiser Permanente or Health Images outpatient clinic. The 4th and 5th semesters will be spent in 5-week specialized rotations at various clinical sites in the Denver metropolitan area.
- c. Clinical site assignments may be at any location in the Denver metropolitan area, and students will have to commute to locations that are not near their home. The program cannot accommodate site requests based on location.

## II. ALTERNATE CLINICAL SITE ASSIGNMENT

- a. Students enrolled in any of the radiologic sciences programs may be moved from one facility to another if the program needs warrant such a change. Reassignment is only considered under extraordinary circumstances.
- b. A student may be moved to an alternate facility if the program faculty considers such a move to be in the best interest of the student or the clinical affiliate. Any decision to move a student to an alternate site will be made by the Clinical Coordinator in conjunction with the Program Director and clinical instructor(s).
- c. Any student requests to change facilities will only be considered at the end of the semester. The decision to grant the request will be made by the Clinical Coordinator in conjunction with the Program Director and clinical instructor(s).
- d. 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.
- e. Clinical schedules are carefully planned, and requests to change sites will only be considered in extreme circumstances.

## III. RADIOGRAPHY PROGRAM INTERNSHIP SCHEDULING AND 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 the internship classes, regardless of the program in which the student is enrolled:
  - o Develop the technical skills required of the modality being studied.
  - o Develop the personal responsibility and professional skills necessary for success in a healthcare career, specifically in medical imaging.
  - o Obtain the required ARRT competencies to become eligible for the appropriate ARRT certification examination.
- b. During the first three semesters (RTE1081, RTE1082, RTE1083) students will be systematically rotated through all the 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 workflow in a medical imaging department.



- c. The Clinical Coordinator will create a master schedule which outlines all dates and appropriate rotations for the entire cohort of students.
- d. The clinical instructor will create a site-specific rotation schedule. It will be distributed to each student and posted at each clinical site.
- e. Clinical site assignments will be provided during the first two weeks of the first semester during “bootcamp”, and at least 4 to 6 weeks prior to the start of every semester thereafter.
- f. Semesters four and five will involve six total 5-week specialized rotations: fluoroscopy, pediatrics, trauma/portables, operating room, orthopedic, and diagnostic imaging.
- g. Included in these rotations will be occasional weekend and evening work shifts. These shifts will be included in the RTE1083, RTE2081 and RTE2082 rotation schedules. 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.
- h. These specialty rotations may take place at any affiliated hospital or outpatient clinic, as deemed appropriate.
- i. A rotation schedule for RTE2081 and RTE2082 will be provided to the students and clinical education centers prior to the start of RTE2081. 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.
- j. Within semesters four and five, students may request to job shadow in two (2) advanced modalities as the clinical site allows. These requests will only be approved when all reasonable ARRT competency opportunities have been exhausted at that site. Advanced modality shadowing is limited to one (1) day in each modality and is at the clinical instructor and clinical site’s discretion.
- k. Mammography rotations: male students interested in a mammography rotation should review the JRCERT programs 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 October 2021 meeting. The JRCERT position statement is included as Appendix D included in this Handbook and is also available on the JRCERT website, [www.jrcert.org](http://www.jrcert.org).
- l. Clinical rotation hours:  
*All clinical shifts are scheduled for 7 hours and 45 minutes to include a 45-minute break for lunch. Students are not allowed to skip their lunch and leave 45 minutes early.*  
1<sup>st</sup> semester RTE 1081: two 7-hour days per week  
2<sup>nd</sup> semester RTE 1082: two 7-hour days per week  
3<sup>rd</sup> semester RTE 1083: four 7-hour days per week  
4<sup>th</sup> semester RTE 2081: three 7-hour days per week

5<sup>th</sup> semester RTE 2082: three 7-hour days per week

#### IV. CLINICAL ATTENDANCE POLICIES

- a. A professional career requires a personal attitude of responsibility and commitment. Student professionalism and responsibility will be reflected through all 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.
- c. Missed time includes arriving late, leaving early, or missing an entire clinical day.
- d. Make-up days: Clinical makeup time will be performed on the days immediately following the last day of the internship, scheduled at the discretion of the clinical site, clinical instructor, and Clinical Coordinator. Students are expected to fulfill their make-up day obligations. The only exception to this is due to extreme circumstances, extended illness, or pregnancy leave of absence, previously approved by program officials.
- e. Effect on grade: Clinical absences are subject to a grade deduction, calculated as the percentage of time missed.
  - o One absence does not result in any grade penalty. Every absence thereafter results in a 3% grade deduction per day missed. Every absence must be made-up at the end of the semester, regardless of the grade penalty.
  - o Make-up days are completed consecutively and may be scheduled on days that are not consistent with regularly scheduled clinical shifts.
- f. No make-up day can exceed 10 hours, and no combined clinical and academic week can exceed 40 hours.
- g. If a student exhibits chronic tardiness or is absent 3 or more days in one semester, an attendance contract will be written documenting the missed time, the effect on current grade, and expectations of student/clinical responsibilities.
- h. If make-up days are not completed as assigned, the student may receive an incomplete for the course, pending completion prior to the following semester. Additional tuition and fees may apply. In the case of an attendance contract, failure to complete make up time as outlined in the contract may result in dismissal from the program.
- i. 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 readmission to clinical.
- j. Any chronic abuse of attendance for either clinical or didactic may result in dismissal from the radiologic sciences program.

#### V. CALL-IN PROCEDURE



*(Please refer to the clinical instructor and Clinical Coordinator's preferred method of communication for the following)*

- a. If a student has a problem that necessitates missing a clinical day, a phone call must be made to the following people a minimum of 30 minutes prior to their scheduled start time: the hospital, clinical instructor and Clinical Coordinator.
- b. If a student has a problem that necessitates arriving late to clinical, a phone call must be made to the hospital and clinical instructor at least 15 minutes prior to their scheduled start time.
- c. Any tardiness of up to 60 minutes may be made-up on the day it occurs. A tardy of more than 60 minutes will be made-up during the designated make-up days at the end of the semester.
- d. Tardy students may not forgo their lunch in order to leave on time.
- e. If a student has a problem that necessitates leaving early from clinical, this should be pre-arranged with the clinical instructor, and hospital, if at all possible. If the situation is urgent, the student must notify the hospital and clinical instructor of the need to leave early.
- f. Any absence or tardiness not called in demonstrates a lack of student responsibility, this is considered a no call no show which will result in a 10% grade deduction for the internship course. Repeated offences may result in dismissal from the program.
- g. One failure to comply with the call in procedure may require a written probation contract at the discretion of the program Clinical Coordinator.

## 9. General Internship Policies

- I. Didactic and internship class schedules will not exceed 40 hours in one week or allow for an average of variable hour weeks.
- II. Clinical days are 7-hour days.
  - a. During the end of semester makeup days, students can work up to 10 hours, pending approval of clinical affiliate department supervisors, clinical instructor, and the Clinical Coordinator.
- III. In accordance with Colorado state employment law, students are required to take a 30-minute lunch for any shift over 5½ hours. Additionally, for every 4 hours worked, students are allowed a 15-minute break. For consistency within the clinical site, CCD plans for students to combine both breaks to a 45-minute break.
  - a. It is required that lunches be spent outside of the work area.
  - b. If a student wishes to separate the break and lunch period, it will be at the site's discretion and does not impact the start and end times of the clinical shift.
- IV. **Cell phones and laptops 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. Please see the program cell phone policy.

- a. For emergencies, students may provide family members with the phone number of the technologist work area. Calling this number is specifically intended for true emergencies and is not meant to be used for casual calls.
- V. The radiologic sciences programs observe all recognized see CCD breaks and holidays. Due to liability insurance policies, students cannot attend clinical during 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 occurred 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.
- VI. At no time during the clinical assignment may the student be paid or reimbursed for their educational hours. See student tech/intern policy in section 12.
- VII. If the Center for Health Sciences at Lowry is closed because of poor weather conditions, the student is not required to attend clinicals. This day will not need to 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 opened and vice versa. Please verify through school e-mail, D2L announcements, and text messaging whether closures apply to specific locations.
- VIII. FACULTY:
- a. Each clinical education center appoints a 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 one to three weeks depending on the number of students at the site.
  - c. The clinical instructor assigned to each facility will be the primary point of contact for students assigned to that site. It is the student's responsibility to obtain the instructor's contact information and preferred method of contact.
- IX. AFFILIATED CLINICAL EDUCATION CENTERS
- a. The following institutions serve as clinical education centers for student internship experiences:
    - o Advent Health
      - a. Avista
      - b. Castle Rock
      - c. Porter

- Denver Health and Hospital Authority
- Health Images
  - a. Southlands
  - b. South Denver
  - c. South Potomac
- Kaiser Permanente
  - a. Brighton
  - b. Englewood
  - c. Lonetree
  - d. Southwest
  - e. Smoky Hill
  - f. Wheatridge
- National Jewish Hospital
- HCA HealthOne
  - a. Aurora
  - b. Mountain View
  - c. Presbyterian St. Luke's
  - d. Sky Ridge
- Panorama Orthopedics
  - a. Golden
  - b. Highlands Ranch
- The Children's Hospital Colorado
  - a. Anschutz Campus
  - b. North Campus
  - c. South Campus
- UCHealth University of Colorado Hospital

## 10. Evaluation of Clinical Progress

- I. The clinical course objectives, clinical requirements, and clinical evaluation criteria for each rotation are outlined in each cohort's specific clinical handbook and course specific syllabus. Each student is required to obtain the appropriate clinical handbook and familiarize themselves with their requirements. Course syllabi will be available in the D2L course management system. A hard copy of the syllabus may also be distributed to students at the beginning of each course.
- II. The student will receive a clinical rotation evaluation and 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.
- III. Rotation evaluations and progress assessments are protected under FERPA and should be kept confidential.

- IV. If at any time during the semester a student receives a rotation grade lower than 76%, the student will be placed on academic 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.
- V. RTE student 4th and 5th semester clinical conference:
  - a. To ensure the progression of professional development and clinical competence, a 4th and 5th semester clinical evaluation conference will be held between each student and their clinical instructor. 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 following semester or end of program, as applicable. If the student is unable to meet the stated goals by the end of the 5th semester, the student will receive a failing grade for clinical internship 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 6<sup>th</sup> semester of clinical internship. 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.

## 11. Clinical Student Supervision Policy and Standards

- I. According to JRCERT standards, a ratio of no more than one radiography student to one registered technologist during any clinical assignment is acceptable.
- II. Students will access and complete the ASRT student supervision module annually, through an online module, then provide proof of comprehension by completing the accompanying quiz. The quiz must be passed with a score of 100%.
- III. DEFINITIONS OF DIRECT SUPERVISION (LEVEL 1):
  - a. 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.
  - b. The appropriately certified radiologic technologist reviews the request for examination.
  - c. The appropriately certified radiologic technologist evaluates the condition of the patient.
  - d. The appropriately certified radiologic technologist evaluates the positioning of the patient and the exposure factors before the radiographic exposure is made.
  - e. The appropriately certified radiologic technologist reviews and approves the completed images before the patient leaves the radiology department.
  - f. 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 RTE1021, RTE1022, or RTE2021 instructors, the student is allowed to have a

supervising technologist and or clinical instructor (CI) evaluate the procedure/image at the clinical site as a grade item.

- g. The 1st year students will remain under direct supervision, level one, throughout their 1st and 2nd semesters for all exams.
- h. During the 3rd semester, students may transition to indirect supervision, level 2, with the approval of their clinical instructor and the clinical affiliate. Documentation of indirect supervision approval will be made through Trajecsys by the clinical instructor.
- i. The supervising technologist may require that any procedure be performed under direct supervision depending on patient circumstances and site protocol.
- j. Once documented, students may be asked to provide verification of indirect supervision approval to future clinical affiliates.

#### IV. DEFINITIONS OF INDIRECT SUPERVISION (LEVEL II):

- a. Level 2 or indirect supervision is defined as supervision provided by a qualified radiographer present in the immediate vicinity and available to assist students.
- b. It is the student's responsibility to communicate with the appropriately certified radiologic technologist if he/she requires assistance and/or direct supervision.
  - o Students will provide verification of competency as needed. Students asked to perform a procedure specified as direct supervision without the required supervision must refuse and communicate the circumstance with their clinical instructor and or program Clinical Coordinator. Failure to follow the CCD/JRCERT supervision policies can lead to dismissal from the program.
- c. The following procedures must be performed under direct level 1 supervision, regardless of the competency level of the student:
  - o Portable radiography procedures
  - o Operating room procedures with or without C-arm
  - o Pediatric exams under six years old
  - o Any repeated exams
  - o Severe or multiple trauma exams

## 12. RTE Student Tech Policies

The Community College of Denver's Radiologic Technology A.A.S. program is proud of our students' professionalism, skills and work ethics, which results in students being hired by some of our clinical affiliate sites before graduating from our program.

This document is to provide clarification to CCD students, faculty, instructors and clinical affiliates regarding the policies of the RTE program, JRCERT, and the Colorado Department of Public Health and Environment (CDPHE) regarding students as employees.

The role of the student as a paid employee versus a CCD Radiologic Technology student must be strictly separate. See the following for distinction points between student and student technologist.

CCD RTE Student	Employed Student Tech
Covered by CCD provided malpractice/liability insurance	Covered by employer malpractice/liability insurance
Covered by CCD's workman's compensation policy	Covered by employer's workman's compensation policy
Must comply with JRCERT student supervision policies (See section 11)	Must comply with CDPHE regulations. (Students are not competent on skull radiography until having completed RTE 2021 in their 4th semester)
CCD students must wear their scrubs with CCD logo, student badge, and CCD dosimetry badge	Students employed by clinical sites must not wear CCD scrubs, student badges, or CCD dosimetry badges. They must wear hospital scrubs and dosimetry badges as required by the employer policy.
CCD students should only check off on ARRT competencies during their scheduled internship rotation.	Employed student technologists may not check off for ARRT competencies while on the clock.
CCD students must only obtain required internship evaluations of skills and professional development during their scheduled internship rotation.	Students cannot use images or procedures obtained while on the clock as graded assessments required for the RTE 2081 or RTE 2082 internships.
CCD faculty, instructors, and supervising registered technologists at clinical sites are allowed to provide supervision to students during internships.	Employed student techs are not permitted to be a supervising technologist for other students while on the clock, as they are not registered technologists with the ARRT.

The ARRT does not have a stated policy regarding the supervision of students, they defer to each state's regulations which, in Colorado, is the Colorado Department of Public Health and Environment (CDPHE). Please visit [X-ray certification unit | Department of Public Health & Environment \(colorado.gov\)](https://www.colorado.gov) for more information.

*The CDPHE documents describe supervision using the verbiage "direct" supervision; this is not to be confused with the same verbiage that the JRCERT uses. CCD will always defer to JRCERT standards for radiologic technology program students.*

### 13. Evaluation of Clinical Competence

- I. 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 Radiologic Technology faculty and instructors.
- c. The student will simulate the procedure in the labs and pass the assessment.
- d. The laboratory faculty and instructors 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 level one 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 required for that semester.
- g. In the third semester, during RTE1083, after competency has been documented at the clinical site, students may perform the procedures with a level 2, indirect supervision.
  - o The following procedures must be performed under direct level 1 supervision, regardless of the competency level of the student:
    - Portable radiography procedures
    - Operating room procedures with or without C-arm
    - Pediatric exams under six years old
    - Any repeated exams
    - Severe or multiple trauma exams

## 14. Dress Code

The Community College of Denver is proud of the radiologic sciences program and its students. 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. *Some policies listed below may differ from hospital policy, hospital policy is to be followed in addition to the following.*

- I. Personal appearance must be neat and well groomed. Please shower, brush your teeth, and use unscented deodorant.
- II. No perfume, after shave, or cologne is to be used prior to internship.
- III. Shoulder length or longer hair must be tied back and off of face.
- IV. Fingernails shall be no longer than the end of the finger, clean and neatly trimmed. No artificial nails of any type, including shellac or gel nails. Nail Polish must be fresh, pale, and not chipped.
- V. Small earrings or studs that do not dangle are acceptable. One earring per ear only. Any piercings other than those in the earlobes must be removed or covered so they are not noticeable while at clinical. Short necklaces that do not dangle are acceptable. A wristwatch is acceptable.
- VI. One modest ring per hand. Rings should not have the potential to catch on equipment or injure patients.



- VII. As tattoos become more widely accepted, they may be showing unless deemed inappropriate. If a tattoo is deemed inappropriate it must be covered while at the clinical site and/or on campus. Additionally, visible tattoos may not be admissible in certain clinical sites, which will require that they be covered while the student is on site in that location.
- VIII. A Caribbean blue medical scrub uniform with the CCD logo embroidered on the left chest is required. A Caribbean blue scrub jacket may be worn over uniform scrubs, but it must have the CCD logo embroidered on the left chest area as well. A white or black long-sleeved shirt may be worn under scrub tops for warmth. Shoes must solid black or white with minimal or no visible logo.
- A complete uniform ensemble includes Caribbean blue scrubs, appropriate shoes, CCD identification badge, dosimetry badges, and personalized radiographic (red Right and blue Left) markers.
  - Students completing a rotation in the operating room will be asked to wear hospital provided surgical scrubs. No street clothes, such as long-sleeved tee shirts, are allowed in the operating room.
  - Students in clinical without their name badge or current dosimetry badge, or not in proper uniform will be sent home to retrieve missing uniform items; the missed time will be unexcused and must be made-up on designated make-up days.
  - 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.

## 15. Health Form and Communicable Diseases

Students encounter chronically ill and immunosuppressed patients on a daily basis. Therefore, it is important that students not be in the clinical environment with illnesses they might transfer to patients. Likewise, students will encounter communicable diseases as part of their clinical experience. Consequently, students must meet the immunization requirements for our healthcare affiliates to protect themselves and the patients with whom they interact. Students are required to have documented immunization history and proof of physical, signed by a physician, kept on file.

### I. IMMUNIZATIONS

All immunizations must be kept current and up to date while enrolled in any radiologic science program. Note: It is the responsibility of the student, NOT CCD FACULTY, to ensure that immunizations are current.

The following immunizations are required for clinical placement:

- Varicella: positive titer test or proof of immunization acceptable. A history of chicken pox is not acceptable proof of immunity.



- b. Tetanus/Diphtheria (Tdap): current within the last 10 years.
  - c. MMR: two doses if born in or after 1957; if born before 1957, one dose only.
  - d. Hepatitis B: documentation of series, positive titer, or signed declination.
  - e. TB test: A PPD skin test or QuantiFERON blood test must be updated annually. If the student has a history of a positive TB test, a negative chest X-ray must be documented annually.
  - f. Annual flu shot
- II. YEARLY RESPIRATORY PAPR TESTING
- a. Offered through the Center for Health Sciences at Lowry each fall semester during the first-year bootcamp, date to be determined.
  - b. A copy of a current mask fit test results from current employer is acceptable.
- III. All immunizations must be current prior to the start of any radiologic science program.
- IV. The initial TB test must be completed within three months of the start of the program. Updated annual TB tests must be completed before the previous year's TB test expires.
- V. If the student is taking the hepatitis B series, it must be completed within the prescribed time frame for the immunization series, or the student may be removed from clinical. A signed exemption or declination form must be in the student file if they have declined this series.
- VI. 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/or dismissal from the program.
- VII. Flu shots are required each fall by October 31st. Documentation needs to be sent to the Clinical Coordinator.
- VIII. The Auraria Health Center is an accessible outpatient health care 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 ID from CCD, MSU, and UCD. Visit their website at <https://healthcenter1.com> for current information.
- IX. PERSONAL ILLNESS
- 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.
    - i. Symptoms that require that a student does not attend clinical include, but are not limited to the following:
      - 1. Fever above 100.3 degrees
      - 2. Vomiting
      - 3. Diarrhea
      - 4. Cold, flu, or COVID like symptoms

- ii. Students are not permitted to return until they are symptom free for 24 hours without the aid of medication.
  - b. If the clinical instructor or site preceptor suspects a student of having a communicable disease, they may require the student to leave the clinical site until the appropriate diagnostic test can be obtained.
  - c. Any absence from clinical due to illness will require make-up time under the Internship Attendance Policy.
  - d. Three consecutive absences from classes or clinical will require documentation from a healthcare provider before the student is allowed to return.
  - e. Extended or severe illnesses will be considered on a case-by-case basis and will require appropriate documentation from a healthcare provider.
- X. 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.
  - b. If a student is exposed, notify the Clinical Coordinator or Program Director immediately. They will advise the student and clinical site on the proper procedure to follow.
  - c. Reference the Workman's Compensation Procedure in Appendix C.

## 16. CPR

Students working in medical imaging will encounter patients who are chronically sick or injured and the student must be prepared to respond to emergency situations.

- I. Each student is required to obtain and maintain a two-year BLS for Healthcare Providers Certification certified by 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 expires at any time during the RTE program, recertification must take place prior to the expiration of the previous certification. BLS certification is the responsibility of the student.
- II. Obtaining and maintaining the certification is the sole responsibility of the student. Failure to maintain CPR certification will result in removal from the clinical setting until CPR certification has been updated.

## 17. Insurance

- I. **PERSONAL HEALTH INSURANCE:** Students are required to carry personal health insurance while in any radiologic science program.
- II. **LIABILITY INSURANCE:** 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 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 of the State of Colorado, or who take a one-credit clinical internship class.

### III. WORKERS COMPENSATION

- a. Injury while at clinical: Accidents or injuries occurring to students in clinical are covered by CCD workers compensation insurance.
- b. If injured at clinical, follow the following procedure:
  - o Report the incident to the clinical instructor and/or department supervisor immediately.
  - o If treatment is necessary, the student will be sent to a contracted facility for treatment (see attached document of locations of contracted facilities). *Do not go to the clinical site emergency department unless the injury is life threatening, or it will not be covered by workers compensation.*
  - o 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.
  - o Contact the Clinical Coordinator or Program Director for assistance.

## 18. Radiation Safety and Protection

- I. The Community College of Denver's radiologic science programs adhere to and support ALARA guidelines (meaning as low as reasonably achievable) set forth by the National Council on Radiation Protection and Measurements (NCRP) and the Nuclear Regulatory Commission (NRC) Title 10 CFR part 20 – Standards of Protection Against Radiation. This can be found at <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/>.
- II. These safety measures include the following:
  - a. That the students will use proper radiation protection apparel under all circumstances.
  - b. Practice time, distance, and shielding at all times.
  - c. Always wear a CCD provided dosimetry badge at collar level 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 radiation area, please notify the Clinical Coordinator or Radiation Safety Officer (RSO) at CCD.
  - g. Report lost or damaged badges to the Clinical Coordinator or Radiation Safety Officer (RSO) immediately.
- III. Radiation monitoring procedure:

- a. All students are required to wear radiation-monitoring devices (dosimetry badges) to ensure that NCRP established dose limits are not exceeded.
- IV. Dosimetry badges are to be worn at all times in the clinical setting, the classroom, and in the radiographic labs on campus.
- V. The dosimetry badge worn on the collar of the uniform indicates exposure to the eyes and thyroid. A lead apron is not to cover this badge.
- VI. Badges are exchanged on a regular quarterly basis. Students must present the current badge in order to receive the new badge.
- VII. Students will not be admitted to clinicals without current dosimetry badges. If the student is sent home from the clinical site to retrieve their dosimetry badge, the time will be made-up in adherence to the attendance policy.
- VIII. Students must follow the principle of time, distance, and shielding to reduce unnecessary exposure to themselves or anyone else in the vicinity of an exam.
- IX. Students must apply shielding in compliance with the specific clinical site protocol.
- X. The student is charged a course fee as part of the internship course for the rental of radiation monitoring devices. Lost or damaged dosimetry badges are subject to a replacement fee which will result in a hold placed on their student account, limiting registration and graduation applications until paid.
- XI. Copies of the radiation monitoring dose reports are filed in the Radiation Safety Officer's office for confidentiality. A redacted copy will be provided to students for review. Questions or concerns about personal dose history can be addressed to the RSO

## XII. MAXIMUM ANNUAL DOSE LIMITS

Student technologists, whole body:	1 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, monthly	0.5 mSv
Embryo and fetus, entire gestation:	5.0 mSv

## XIII. DOSE LIMITS THAT ARE EXCEEDED

The RSO at CCD will review the reports and if a student's radiation exposure limit is above the RTE programs maximum of 50 mrem quarterly, the Program Director will be notified verbally and in writing immediately. The Program Director and/or CCD RSO will notify the student within seven 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 ensure 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 advising 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 file 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 and support if excessive dose occurs twice in the program duration. The consequences of not meeting the stated goals in the clinical action plan set by the RSO and Clinical Coordinator can result in program dismissal.

#### XIV. STUDENT HOLDING POLICY

- a. The radiologic sciences program supports ALARA guidelines set forth by the NCRP in regard to holding patients for radio graphic 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.

#### XV. MR SAFETY AND SCREENING

- a. All students will receive annual training about magnetic resonance imaging and the environment and risks of working in proximity to the magnetic wave and radio frequency. Students will sign and fill out an MRI screening form which reflects their own personal safety requirements when near the equipment.

### 19. 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 be limited so as not to exceed 5 mSv or 0.5 rem. In accordance with the dose limits recommended by the Nuclear Regulatory Commission (NRC) guide 8.29, the following policy will be followed.

- I. Students may or may not declare their pregnancy to the program.
- II. Once a student learns of her pregnancy, she has the option of notifying the Clinical Coordinator and/or Program Director of the pregnancy in writing. The student will be provided with 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.
- III. 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.
  - IV. A declaration of pregnancy 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.
  - V. No general restrictions are placed on pregnant students, which is enforced through the Colorado Pregnant Workers Fairness Act effective August 2016. This 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 for those who request it.
  - VI. Students involved in employment with radiation outside of the program must bring outside radiation dosimetry reports to the Radiation Safety Officer for dose compilation.
  - VII. 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 to clinical at the latest.
  - VIII. The student will be counseled about additional radiation protection precautions necessary during pregnancy. This will include work habits, protective apparel, and work assignments.
  - IX. Counselling is based on the NRC regulatory guide 8.29 that 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 dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.”
  - X. Upon declaration, the student will be issued a whole-body dosimetry badge. The whole-body badge will be called the “fetal dose monitor”. This badge is to be worn at all times during the clinical and in the lab. It must be worn at the waist level and under any protective apparel. The badge readings from the whole-body badge will be collected from the estimated time of conception throughout the pregnancy. These readings will be added together to represent total fetal exposure dose.
  - XI. The primary tool to be used to maintain minimal fetal dose should be distance, the wearing of protective apparel, and other shielding. The pregnant student should never hold a patient for an exam.
  - XII. 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 period. Missed time will be made-up at the end of the clinical experience, or as determined by program faculty.
- XIII. 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.
  - XIV. If the monthly 0.5 mSv limit is exceeded, it will be treated as any other over exposure.
  - XV. More information about current recommendations can be found on the Colorado Department of Public Health and Environment website or the Nuclear Regulatory Commission website.

## 20. Clinical Documentation

- I. 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.
- II. The Clinical Coordinator will send the required documentation to the clinical site.
- III. 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.
- IV. 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.
- V. The Clinical Coordinator will enter a grade of incomplete at the end of the semester if these items are not returned.
- VI. My Clinical Exchange is a compliance interface used by some clinical affiliates.
- VII. 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 My Clinical Exchange are required to submit the appropriate surveys as requested in their student e-mail account.
- VIII. It is the student's responsibility to confirm compliance prior to attending any clinical rotation. Communication about outstanding compliance documents will be communicated by the Clinical Coordinator by CCCS email only; students must check their student email and their My Clinical Exchange account (when applicable) regularly to ensure no compliance items are missing.
  - a. The Clinical Coordinator will upload compliance documents into My Clinical Exchange. Students are responsible for providing documentation on compliance items to the Clinical Coordinator and for completing all required consents or training modules assigned in MCE.



## 21. Grievance Policy and 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, staff, administrators, and other students in an open, non-confrontational manner.

All students are able to file a grievance if they choose. If a situation arises related to:

- The academic setting including, but not limited to, classroom and clinical sites
- Academic performance and progress concerns
- Rights to privacy issues which the student feels warrant action,

In the event of any of the above, the student is directed to take the following action steps:

### I. 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 that 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, staff, 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 5 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: [Student Conduct & Support - Student Code of Conduct | Community College of Denver \(ccd.edu\)](https://www.ccd.edu/student-conduct-support).

### II. 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 an issue at clinical, the expectation is 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, the student must speak with their clinical instructor first. The clinical instructor will document the incident and direct the student accordingly. The clinical instructor is the primary liaison at the clinical facility and will work to resolve any issues on the student's behalf. 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.
- c. If the problem is not corrected to the students' satisfaction, they should make an appointment to meet with the Program Director and Clinical Coordinator.
- d. Under no circumstances is the student to circumvent this process. They shall not go to the 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. Any deviation from this policy can result in immediate dismissal from the program in which the student is enrolled.
- e. 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.
- f. Radiography students may also pursue a grievance through the Joint Review Committee on Education in Radiologic Technology. Information can be accessed through the JRCERT website: [www.jrcert.com](http://www.jrcert.com).

### III. COMPLAINT POLICIES

- a. The student code of conduct, grievance policy, and other related policies can be found on the CCD website at [Student Conduct & Support - Student Code of Conduct | Community College of Denver \(ccd.edu\)](http://www.ccd.edu). The procedure for filing a grievance with the college can be found on this website.
- b. JRCERT Standard and Complaint Policy

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 has not adhered to the JRCERT standards of education. The standards are available for review on the website: [www.jrcert.org](http://www.jrcert.org). Students are expected to go through the following steps if they believe the RTE program at CCD is not in compliance with JRCERT standards.

  - i. Make an appointment with the course instructor and discuss concerns.
  - ii. If the 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.

- iii. Prior to meeting with the Program Director, the student will submit the complaint in writing to the Program Director. If an instructor is involved, they will be invited to the meeting.
- iv. 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, Office of Student Conduct, and JRCERT.
- v. 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.

## 22. Terminal Competencies

By the completion of the 5<sup>th</sup> semester, students should demonstrate competencies in didactic coursework and an ARRT-specified list of clinical procedures as outlined in the ARRT Radiography Didactic and Clinical Competency Requirements effective January 1<sup>st</sup>, 2022. These documents and current information can be found at [www.arrt.org](http://www.arrt.org).

- I. 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.
  - c. Graduates will demonstrate levels of responsibility, self-management, and integrity consistent with entry level employment as a radiologic technologist.
- II. 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.
  - b. Graduates will demonstrate their ability to work with patients from a customer service perspective and to work effectively with people of culturally diverse backgrounds.
  - c. Graduates will demonstrate their ability to operate and maintain radio graphic equipment.
- III. 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 an image.
  - b. The graduate will demonstrate the ability to incorporate principles of radiation protection for the patient, self, and others.
  - c. The graduate will demonstrate independent judgment and discretion in the technical performance of medical imaging procedures.

- d. The graduate will demonstrate the ability to determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- e. The graduate will demonstrate the ability to evaluate the performance of radiographic systems and report malfunctions to the proper authorities.
- f. The graduate will demonstrate the ability to evaluate radiographic images for appropriate positioning and image quality.
- g. The graduate will demonstrate the ability to participate in radiographic quality assurance programs.

## 23. 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), and the Colorado Society of Radiologic Technologists (CSRT).

### I. ASRT CODE OF ETHICS

- a. The code of ethics can be found at: [www.asrt.org/main/standards-regulations/ethics](http://www.asrt.org/main/standards-regulations/ethics)
- b. 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 health care consumers. The Code of Ethics is not law but is intended to assist radiologic technologists to maintain a high level of ethical conduct.
  - o 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.
- c. 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.
- d. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
- e. 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.
- f. The radiologic technologist assesses situations; exercises care, discretion and judgement; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- g. 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.

- h. 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.
- i. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's rights to quality radiologic technology care.
- j. The radiologic technologist respects confidences and trusted 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.
- k. 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.

## II. ARRT STANDARDS OF ETHICS

- a. The standard of ethics can be found at: [www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf](http://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf)

## 24. Radiologic Sciences Program Faculty

Radiologic Sciences Director:

**Anne Earhart, B.S., R.T.(R)(ARRT)**

Full-Time Faculty - Computed Tomography/Magnetic Resonance Program Coordinator:

**Teri Huggins, B.S., R.T.(R)(CT)(MR)(ARRT)**

Radiography Clinical Coordinator:

**Bridgett Arnold, R.T.(R)(ARRT)**

Mammography Program Coordinator:

**Cybele Antonow, R.T.(R)(M)(ARRT)**

Radiography Adjunct Instructors:

**Antonio Vasquez, R.T.(R)(ARRT)**

**Betsy Larson, R.T.(R)(ARRT)**

**Issac Ibarra, R.T.(R)(CT)(ARRT)**

**Jaclyn Martindale, M.S.Ed., R.T.(R)(CT)(ARRT)**

**Jordan Carlson, R.T.(R)(MR)(ARRT)**

**Jordan Vera, R.T.(R)(M)(ARRT)**

**Karli Fairservice, R.T.(R)(MR)(CT)(ARRT)**

**Kristy Cruz, R.T.(R)(M)(ARRT)**

**Lacey Braun, R.T.(R)(CT)(ARRT)**

**Monica Pino, B.A., R.T.(R)(ARRT)**

**Pam Johnson, R.T.(R)(ARRT)**

**Sarah Dommer, R.T.(R)(ARRT)**

**Siera Morado, R.T.(R)(ARRT)**

CT/MR Adjunct Instructors:

**Kaitlyn Sparrow, R.T.(R)(CT)**

**Nate DeVeux, R.T.(R)(CT)**

## Appendix A

### Radiation 10 CFR Part 20 (§20.1208) Policy Dose Equivalent to an Embryo/Fetus

CCD Radiologic Technology Student Handbook (Section 19).

[www.NRC.org](http://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.)
- B. 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.
- C. The dose equivalent to the embryo/fetus is the sum of
  1. The deep-dose equivalent to the declares pregnant woman; and
  2. The dose equivalent to the embryo/fetus resulting from radionuclides in the embryo/fetus and radionuclides in the declared pregnant woman.
- D. 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 (A) 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.



## 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 (see page 55 of the Radiologic Sciences Student Handbook).

This document, which deals with occupational radiation exposure during pregnancy, has been discussed with \_\_\_\_\_ (Radiation Safety Officer or CI/Clinical Coordinator) and \_\_\_\_\_ (Program Director).

\_\_\_\_\_ (student name) understands that there is some increased 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 seen in Appendix A).

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.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student #

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
RSO and/or Clinical Instructor/Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiology Program Director Signature

\_\_\_\_\_  
Date

Pregnancy Policy  
Community College of Denver  
Radiologic Technology Program

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 Radiologic Technology Education 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 1 – Leave of absence during pregnancy.**

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

3. If the student decides to accept this option and leaves the program, she must immediately notify the program director in writing.
4. 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).
5. All didactic and clinical coursework must be completed prior to completion of program and graduation.

**Option 2 – 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.

- I. The student is required to review and implement radiation safety practices as outlined by the NCRP and the CDPHE as written in the CCD Radiologic Science Student Handbook.
- II. 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.
- III. Follow all safety procedures of the clinical education affiliates.
- IV. The student shall be issued two dosimetry badges.
  - a. Badge one – should always be worn at the collar level, outside of any lead protection devices.

- b. Badge two – should be worn at the waist level underneath any lead protection devices.
- V. The student should employ the “As Low As Reasonably Achievable” (ALARA) philosophy at all times and should wear a 1.0mm Pb lead apron (wrap around whenever possible) to ensure adequate protection from ionizing radiation.
- VI. No general restrictions are placed on pregnant students, which is enforced through the “Colorado Pregnant Workers Fairness Act” effective August 10<sup>th</sup>, 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 accommodation can be made for those who request it. The student is expected to participate in all scheduled clinical rotation assignments in order to meet clinical competency requirements.
- VII. 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B

### Colorado Community College System Healthcare Programs Disqualifying Criminal Offenses

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 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.

## Appendix C

### 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 emergency medical 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 for 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.

- I. 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.
- II. The supervisor of the injured student is required by Workers 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.
- III. 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, P.O. 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.
- IV. Human Resources can be called at 303.352.3042 or faxed to 303.556.6557.
- V. 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.
- VI. 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 to return to work.
- VII. CCD Workers 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.
- VIII. The employee is responsible for informing the supervisor and the nearest designated provider when treatment is received after hours.

## Employer Notification of Workers Compensation Procedures

I, \_\_\_\_\_, have been notified by my employer/supervisor of the Workers Compensation Procedures. In the event that I am involved in a work-related injury or illness, I understand that the 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 life or limb threatening 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

\_\_\_\_\_  
Student #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Insert Workman's Compensation Providers Document (4 Pages)



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Insert Workman's Compensation Providers Document (4 Pages)

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Insert Workman's Compensation Providers Document (4 Pages)

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Insert Appendix D JRCERT Position Statement (1 page)

## 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 D2L Internship course shell.

6. Duration of Program: The radiography program is five (5) consecutive semesters in length for the Radiologic Technology A.A.S. 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 outlines in the college catalog and included in the Radiologic Sciences Student Handbook shall apply.
7. Student Aid: Scholarships or loans are available to students through applications to the Financial Aid Office of the Community College of Denver.
8. 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 Student Handbook.
9. Textbooks: The student shall obtain all textbooks required by the college.
10. The clinical absence and tardy policies will be strictly enforced, as outlined in the Radiologic Sciences Student Handbook.
11. The student is responsible for updating any necessary health immunizations and CPR certification/drug screening.
12. 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 Science 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.

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Print Name

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Student #

---

Signature

---

Date

## Connect With Us

Academic Advising | 303.556.2481 | [Advising@ccd.edu](mailto:Advising@ccd.edu)  
Accessibility | 303.556.3300 | [ccd.access@ccd.edu](mailto:ccd.access@ccd.edu)  
Call Center/Admissions | 303.556.2600 (call or text)  
Cashiers Office | 303.556.2075 | [BusinessOffice@ccd.edu](mailto:BusinessOffice@ccd.edu)  
Care & Conduct | 303.352.3205 | [Student.Conduct@ccd.edu](mailto:Student.Conduct@ccd.edu)  
Counseling Services | 303.352.6436  
Financial Aid | 303.556.5503 | [FinancialAid@ccd.edu](mailto:FinancialAid@ccd.edu)  
HR/Payroll | [HREP@ccd.edu](mailto:HREP@ccd.edu)  
KEYS | 303.352.6342  
Records & Registration | 303.556.2420 | [ccd.ORR@ccd.edu](mailto:ccd.ORR@ccd.edu)  
Title IX/Civil Rights | 303.352.3310 | [Patty.Davies@ccd.edu](mailto:Patty.Davies@ccd.edu)  
Tutoring | [EXCEL! Zone | Community College of Denver \(ccd.edu\)](#)  
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