



**MEMORIAL HOSPITAL**  
**SCHOOL OF RADIOLOGIC**  
**TECHNOLOGY**

**A PART OF UCHEALTH**

**Student**

**Handbook**

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## **NOTICE AND DISCLAIMER**

This Student Handbook (“Handbook”) contains standards, rules, policies, values, and responsibilities that characterize student life at UCH-MHS d/b/a Memorial Hospital School of Radiologic Technology (“School”). UCH-MHS is part of University of Colorado Health (“UCHealth”). Students are expected to read, understand, and comply with the provisions of this Handbook and to be guided by the spirit of the guidelines expressed herein.

No Handbook can anticipate every circumstance or question regarding School policies. Accordingly, this Handbook is not intended to be a legally binding contract, and the School reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Handbook from time to time as it deems appropriate, based upon the facts and circumstances surrounding each situation, in its sole and absolute discretion. Any amendments and supplements to the Student Handbook during the academic year shall be disseminated to the student in paper copy format with a signature page maintained by the program manager. Any situation that is not outlined in this handbook will be reviewed by the Program Manager. Upon review, the Program Manager will give order in how the circumstance will be handled and implemented.

## **PREFACE**

Please Note: Successful completion of the program and the clinical affiliation component does not constitute any guarantee that a student will be able to pass certifying or licensing examinations, or perform successfully in practice. It is important to emphasize that these issues are the individual student's personal responsibility. Completion of the program does indicate that a student has met all program competencies, which is an indicator of success in practice and on board examinations.



*Memorial Hospital- School of Radiologic Technology*

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## SCHOOL DIRECTORY

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		•		



## **MISSION STATEMENTS**

### **FOR UCHEALTH-MEMORIAL HOSPITAL**

We improve lives.

In big ways through learning, healing and discovery.

In small, personal ways through human connection.

But in all ways, we improve lives.

#### **VISION:**

From health care to health.

#### **VALUES:**

Patients first

Integrity

Excellence

## **UCHEALTH-MEMORIAL HOSPITAL STANDARDS OF EXCELLENCE**

### **Service**

I am here to serve my customers. This means prompt, friendly and quality service.

I promptly respond to patient requests, phone calls and customer needs.

I communicate in a respectful and professional manner. Nonverbal communication is as important as what I say.

I anticipate patients' and others' needs, working to prevent problems and remove barriers.

I communicate frequently about how long a patient, visitor or colleague may expect to wait. I provide regular updates.

I walk guests to their location and seek out those who look lost.

### **Quality**

I seek to understand and improve core measures, quality metrics, best practices, patient satisfaction measures and employee engagement measures.

I respect the confidentiality of patients and colleagues.

I report concerns and take appropriate actions to eliminate patient, visitor and/or employee safety hazards.

I identify opportunities and solutions for service and safety improvements in my work area and assume accountability for our success.

I keep the facility and my work area neat, clean, presentable, uncluttered and safe.

I will take appropriate action when public areas do not meet these standards.

### **Team**

I listen to understand and respond in a compassionate manner.

I encourage my colleagues and offer words of praise for excellent work.

I partner with my colleagues to manage the workflow of my team and willingly pitch in to help others.

I help new or less experienced colleagues feel welcome.

I thank others for their time and efforts.

### **Personal**

I take responsibility for my attitude and actions. I treat others with dignity and respect; rudeness is not acceptable.

I am supportive and flexible when change occurs.

I consistently carry out my work duties to the best of my ability, skills and training, understanding that my work makes a difference in the care of our patients.

I deal with conflict in a constructive manner and welcome personal feedback to improve performance and relationships.

I look for opportunities to further my learning.

I do the right thing because it is the right thing to do, whether anyone is watching or not.

I take responsibility to use UCHealth resources appropriately.

I take steps to maintain personal health and wellness.

### **Communication**

I maintain a positive image and follow the UCHealth dress code. I wear my badge so it is easily read by patients, visitors and colleagues. Any time I am in uniform or have my badge on, I represent UCHealth in a positive light.

I show respect to all members of the UCHealth team: volunteers, employees, managers, medical staff, students and others.

Before I speak, I consider who might be listening and what is appropriate in that situation.

I keep current on organizational information

## **COMMITMENT TO THE LAW AND TO ETHICS**

The Code of Conduct describes general policies and procedures as well as prescribed ethical and legal conduct to help guide us in our interactions with patients, families, physicians, students, third-party payers, subcontractors, independent contractors, vendors, consultants, volunteers and one another. The Code of Conduct does not replace any UCHealth or institutional policy or procedure. Every employee and student is expected to know and abide by all UCHealth and institutional policies and procedures and, should there be a conflict between this Code of Conduct and a policy or procedure, employees and students should follow the policies and procedures of UCHealth and its institutions. Government regulations for healthcare organizations, such as those related to Medicare and Medicaid, are complex, and following those laws and regulations is critical to our continued growth and success. We strive to obey the law and to make business decisions that reflect our values. UCHealth, supported by our Chief Executive Officer recognizes and appreciates the rich array of talents and perspectives that equal employment and diversity can offer our institution. UCHealth is an affirmative action/equal opportunity employer. Affirmative Action plans may be reviewed at the Human Resources Department. We are committed to making all employment decisions based on valid requirements. No employee or student applicant shall be discriminated against in any terms, conditions or privileges of employment or otherwise be discriminated against because of the individual's race, creed, color, religion, gender, national origin or ancestry, age, mental or physical disability, sexual orientation, gender variance, genetic information

or veteran status. UCHealth does not discriminate against any “qualified applicant with a disability” as defined under the Americans with Disabilities Act and will make reasonable accommodations, when they do not impose an undue hardship on the agency. If you require reasonable accommodation to complete this application and/or any other aspect of the employment/student application process please contact the Human Resources Department.

UCHealth has a vital interest in maintaining a safe, healthy and efficient environment for its employees, students, and the public. UCHealth is committed to retaining individuals of the highest quality. Consequently, UCHealth employees and students are expected to comply with UCHealth Standards of Excellence, performance expectations, our Code of Conduct, policies, procedures, regulatory requirements, and state and federal laws. Employees and students can find information on the Source to these standards and information on how they were developed. If for any reason an employee or student believes these standards are not being upheld they should report the incident to HR Compliance. As policies continue to be systemized, please check UCHealth system policies before consulting location specific legacy policies. You may contact 855-824-6287 at any time, from any place, to report an incident.

### **MISSION STATEMENT FOR PENROSE-ST. FRANCIS HEALTH SERVICES**

We extend the healing ministry of Christ by caring for those who are ill and by nurturing the health of the people in our communities.

Core Values: Integrity, Stewardship, Spirituality, Imagination, Respect, Excellence and Compassion.

### **MISSION STATEMENT OF UCHEALTH-MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY**

Dedicated to excellence in education and to quality and safety in diagnostic imaging, in order to provide quality imaging and compassionate and sensitive patient care, while preparing graduates for service and leadership roles in health care and the community.

### **STATEMENT OF OBJECTIVES/LEARNING OUTCOMES**

1. The student will be able to demonstrate clinical competence.
  - A. Students will use proper positioning skills
  - B. Students will practice patient safety
  - C. Students will select proper technical factors
  
2. Students will demonstrate professional growth.

Students will recognize the importance of being an advocate to the profession and participating in lifelong learning

3. Students will be able to communicate in the healthcare arena.
  - A. Students will demonstrate good written skills
  - B. Students will demonstrate good oral skills
4. The student will develop critical thinking and problem solving skills.

Students will complete exams under changed conditions by acting appropriately with new knowledge

Accordingly, the educational program of the UCHealth-Memorial Hospital School of Radiologic Technology is designed to meet the needs of those prepared to actively engage in the field of Radiologic Technology.

### **THE NATURE AND PURPOSE OF THE UCHEALTH-MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY**

The School of Radiologic Technology is an integral part of the Department of Radiology of UCHealth-Memorial Hospital. The program is approved by the Joint Review Committee on Education in Radiologic Technology and is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board.

UCHealth-Memorial Hospital School of Radiologic Technology is a two-year associate of applied science degree program. The program has a total of three (3), sixteen (16) week semesters for the first year, and two (2), sixteen (16) week semesters and one (1) thirteen week semester for the second year. Both years contain both didactic and clinical components.

### **OVERALL EDUCATION PLAN**

The overall education plan of the School consists of keeping abreast of the latest developments and trends in the field of Radiologic Technology, and, at the same time, blending these developments and trends into a curriculum of the School.

The primary goal of the School is to graduate high quality radiographers who excel in technology, and compassion, and who are prepared to become leaders in their profession.

### **RADIOLOGIC TECHNOLOGY----A GROWING PROFESSION**

Radiologic Technology is a profession, which offers excellent opportunities to well-educated individuals. With the expansions of hospital units and clinics, and the increased use of x-ray in government and industry, the demand for technologists is

expected to continue to grow. Employment is, and will be, available in hospitals, industry, government, in private physician's offices, in dentistry, in the public health service, and in technology education. Radiologic Technologists are also in demand in many foreign countries.

### **Sponsorship**

The UCHealth-Memorial Hospital School of Radiologic Technology is a twenty-three (23) month hospital sponsored Associate of Applied Science Degree Program, sponsored by UCHealth-Memorial Hospital in Colorado Springs, Colorado. UCHealth-Memorial Hospital is a full service hospital, which is governed by the UCHealth-Memorial Hospital Board of Trustees.

### **PROFILES OF ADMINISTRATIVE OFFICERS**

**Medical Director:** Steven Wegert, MD. All authority is vested in the Medical Director, and is delegated according to his discretion to all other officials and committees of the School.

**Program Manager:** Elaine R. Ivan, MA, R.T.(R), (M), (ARRT). The Program Manager is the administrative head of all academic activities of the School, and as such, has administrative authority over the School, its faculty, and its student body.

**Clinical Coordinator:** Danielle Green, BS, R.T.(R), (ARRT). The Clinical Coordinator is responsible for coordinating clinical education with didactic education as assigned by the Program Manager. Responsibility shall include coordination, instruction, and evaluation.

**Radiology School Instructors:** Megan McCreight, MS, R.T.(R), Joseph Dailey, R.T.(R)

**Administrator:** Jarad Muasau, Radiology Director, as the administrator will provide advice and consultation to both the Medical Director and the Program Director in all administrative matters.

**Clinical Instructors:** The clinical instructors are responsible for clinical instruction and clinical competency evaluations as well as some didactic training. All clinical instructors can be found in the CI School Directory.

### **GENERAL ACADEMIC POLICIES**

The twenty-three (23) consecutive month curriculum in Radiologic Technology (listed in the following pages) consists of didactic and clinical experience in Radiologic Technology, and is designed to meet the needs of those students planning to work in

the field of Radiologic Technology. UCHealth-Memorial Hospital School of Radiologic Technology is based on a sixteen- (16) week semester system.

Students will carry twelve to seventeen (12 – 17) credit hours each semester as a full-time student in the program, no part-time student status is allowed.

The curriculum provides an integrated program in theory, with extensive clinical experience in all phases of Radiologic Technology.

Students are instructed in basic sciences and Radiologic Technology under the supervision of the Program Manager. The students rotate through all sections of the department to become acquainted with the varied aspects of radiologic techniques.

UCHealth-Memorial Hospital School of Radiologic Technology does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

### **Americans with Disabilities Act (ADA):**

Any student eligible for and needing academic accommodations because of a disability is requested to speak with the Program Manager (new students should do this 6-8 weeks\* before the semester begins and returning students should do this 4-8 weeks\* before the beginning of every semester). Students should make an appointment with their instructor during the first week of class and bring the **Disability Services Notification for Faculty** form provided by the Program Manager that specifies the accommodations(s) needed for their class. **All arrangements for accommodations must be agreed upon, in writing, and signed by the student, the program manager and the instructor.** Because accommodations are not retroactive, it is best to obtain accommodations before the first week of class. Also: “It is the student’s responsibility to self-advocate for approved accommodations that are not being provided since accommodations cannot be provided retroactively.”

### **Minimum Prerequisites for Program Entry**

\*English Composition

\*College Algebra

\*Anatomy and Physiology I and II with a Lab

\*General Psychology

**\*The above classes must be taken from a state-approved and/or regionally accredited college or university. The student must achieve a minimum grade of C (2.5) in each course.**

## Additional General Education Requirements for AAS Degree

MED 101 Medical Terminology 3 credits

**\*The above class will be taught at the UCHealth-Memorial Hospital School of Radiologic Technology, or can be taken as a prerequisite prior to the start of the program from an accredited college or university as long as it is a 3 credit or higher course.**

## Radiologic Technology Core Curriculum Outline

The following is the outline of the classroom curriculum used at the UCHealth-Memorial Hospital School of Radiologic Technology.

			<u>CREDITS</u>
1.	RTE 101	Introduction to Radiologic Technology/Patient Care I	2
2.	RTE141	Principles of Exposure & Technique I	3
3.	RTE 142	Principles of Exposure & Technique II	3
4.	RTE 143	Principles of Exposure & Technique III	3
5.	RTE 121	Radiographic Procedures, Lab, & Film Critique I	3
6.	RTE 122	Radiographic Procedures, Lab, & Film Critique II	3
7.	RTE 220	Radiographic Procedures, Lab, & Film Critique III	3
8.	RTE 221	Radiographic Procedures, Lab, & Film Critique IV	3
10.	RTE 111	Patient Care II	2
11.	RTE 211	Patient Care III	2
12.	RTE 240	Radiation Physics I	3
13.	RTE 241	Radiation Physics II	3
14.	RTE 231	Radiation Biology	3
15.	RTE 232	Principles of Radiation Protection	3
16.	RTE 289	Registry Review	3
17.	RTE 255	Cross Sectional Anatomy/CT Scan	1
18.	RTE 181	Clinical Education I	5
19.	RTE 182	Clinical Education II	5
20.	RTE 183	Clinical Education III	8
21.	RTE 281	Clinical Education IV	8
22.	RTE 282	Clinical Education V	8
23.	RTE 283	Clinical Education VI	4
24.	MED 101	Medical Terminology	3
25.	RTE 131	Radiographic Pathology I	2
26.	RTE 132	Radiographic Pathology II	2

**Total Credits**

**88**

The School is responsible for practical training and supervised clinical experience for all students, with 1920 hours devoted to this aspect of the training. This program is based on 88 semester credit hours. All students are encouraged to accumulate at least 3000 radiographic examinations during the 23-month program.

## **Course Descriptions**

### **Introduction to Radiologic Technology/Patient Care I (RTE 101)**

Instructor: Elaine R. Ivan, MA, R.T.(R)(M)(ARRT)  
2 credit hours

Pre-requisite: High School Diploma/Equivalent and Admissions Committee Approval

In this orientation and introduction to the art and science of Radiologic Technology, the student will be exposed to the concept of the health care team, Memorial Hospital and School rules and regulations, the history of medicine and radiology, patient transfer and body mechanics, elementary radiation protection, infection control, critical thinking, medical ethics/HIPAA, certifications and professional organizations, as well as other subjects of interest and importance to incoming students.

### **Principles of Exposure & Technique I (RTE 141)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Introduction to Radiologic Technology

Introduction to radiographic exposure and technique to include a brief introduction to the history of the x-ray machine, x-ray production, and basic interactions. Topics of radiographic quality will be covered in detail to include exposure, density, contrast, distortion, recorded detail, and noise. Mathematical basis of exposure and technique will be covered in these categories as well.

### **Principles of Exposure & Technique II (RTE 142)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Principles of Exposure & Technique I



In-depth study of radiographic technique shall include controlling and influencing factors of radiographic quality. Continuation of definition, density, contrast, distortion and noise factors are discussed in great detail. Special consideration is given to the mathematical basis of exposure and technique. Fluoroscopy, tomography, grids, and beam limiter concepts are also discussed in detail.

### **Principles of Exposure & Technique III (RTE 143)**

Instructor: Joseph Dailey, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Principles of Exposure & Technique I & II

Emphasis will be placed on digital radiography including CR and DR imaging. Concepts of CR and DR will be discussed in great detail from image analysis to production as well as factors affecting image quality in computed and digital radiography.

### **Medical Terminology (MED 101)**

Instructor: Elaine Ivan, MA, R.T.(R)(M)(ARRT)  
3 credit hours

Pre-requisite: Introduction to Radiologic Technology

This course is an independent study course. This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building system will be used to learn many new terms, especially those pertinent to radiology.

### **Radiographic Procedures, Lab, and Film Critique I (RTE 121)**

Instructor: Elaine R. Ivan, MA, R.T.(R)(M)(ARRT)  
3 credit hours

Pre-requisite: Introduction to Radiologic Technology

This course considers the radiographic examinations of the upper extremities, and lower extremities including the pelvis. This course has a didactic, laboratory and clinical component.

### **Radiographic Procedures, Lab, & Film Critique II (RTE 122)**

Instructor: Joe Dailey, R.T(R)(ARRT)  
3 credit hours

Pre-requisite: Radiographic Procedures, and Methods of Patient Care I

This didactic, and laboratory course covers radiography of the vertebral column, bony thorax and chest is included. Trauma radiography will also be discussed.

### **Patient Care II (RTE 111)**

Instructor: Elaine R. Ivan, MA, R.T.(R)(M)(ARRT)  
2 credit hours

Pre-requisite: Introduction to Radiologic Technology

Concepts in Human Diversity, Patient interactions, Transfer/Immobilization Techniques, Infection Control, Vital Signs and Oxygen, and Medical Emergencies will be presented.

### **Radiographic Procedures, Lab, & Film Critique III (RTE 220)**

Instructor: Danielle Green, BS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Radiographic Procedures and Methods of Patient Care I & II

Radiography of the Abdomen, Gastrointestinal Tract, Urinary System, Biliary Tract, and the Male and Female Reproductive System, as well as an introduction to special procedures are offered in this course. Emphasis will also be given to care of patients having these examinations. Patient preparation and competency based performance of the radiographic examination will be concentrated on. Contrast media use and reactions are also covered.

### **Patient Care III (RAD 211)**

Instructor: Elaine R. Ivan, MA, R.T.(R)(M)(ARRT)  
2 credit hours

Pre-requisite: Patient Care I and II

Concepts in Medical Ethics and Law, Contrast Media, Gastrointestinal, and Aseptic and Non-Aseptic Techniques will be discussed. An emphasis on patient care will be placed. In pharmacology the various categories of drugs and specific drugs in each category will be discussed. Drug nomenclature and basic concepts of pharmacology

will be covered including expected actions, reactions and possible interactions. Medications used in CPR will be discussed.

In Venipuncture the student will learn most frequently used sites for Venipuncture in the upper extremity and practice performing Venipuncture using proper procedures. The student will learn how to take vital signs and the normal values for vital signs. Contrast media and common medications used in the Radiology Department will be discussed. The preparation of the patient will be emphasized. The student will also be taught proper procedures for emergency situations such as a contrast reaction. Charting of medications and/or contrast media and proper documentation of a contrast complication/reaction will be covered.

### **Radiographic Procedures, Lab & Film Critique IV (RTE 221)**

Instructor: Joseph Dailey, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Radiographic Procedures, Lab, & film Critique I-III

This course will consider special imaging techniques and exams which specifically involve the use of contrast media. Arthrography, myelography and venography shall be the exams considered here and all the indications and contraindications of these exams. This course also describes various methods and positions for imaging the human skull, facial bones, and paranasal sinuses along with accompanying patient care methods. The student will develop a good understanding of how to critique radiographs of the skull, facial bones, and paranasal sinuses.

### **Radiation Physics I (RTE 240)**

Instructor: Danielle Green, BS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Principles of Exposure and Technique I-II

Units of measurement; concept of energy; structure of matter; and the basic principles of electronics will be presented in this course. The fundamentals of electrical circuits, to include electrostatics, electrodynamics, magnetism, and electromagnetism, as applied to x-ray equipment shall be discussed in detail. The mathematical basis of radiation physics is given special consideration.

### **Radiation Physics II (RTE 241)**

Instructor: Danielle Green, BS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Radiation Physics I, Principles of Exposure and Technique I- III

A continuation of electrical circuits is presented here and shall include motors and generators, transformers, rectification, and x-ray tubes as applied to x-ray equipment. The production and properties of x-radiation; the interactions of radiation and matter; and health physics, as well as photo timing and image intensification is also covered. Demonstration of x-ray circuitry will also be included. Special consideration is given to the mathematical needs of the unit.

### **Radiation Biology (RTE 231)**

Instructor: Danielle Green, BS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Introduction to Radiologic Technology

A course designed to impart knowledge of the effects of ionizing radiation on biological systems and the public's consequent right to expect minimal exposure. Emphasis is placed upon the structure and functioning of the cell, protein synthesis, and theories of damage mechanisms associated with radiation exposure.

### **Radiographic Pathology I (RTE 131)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
2 credit hours

Pre-requisite: Introduction to Radiologic Technology

This course examines relevant pathology of the skeletal system, axial skeleton, and Respiratory System.

### **Radiographic Pathology II (RTE 132)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
2 credits

Pre-requisite: Radiographic Pathology I

This course examines relevant pathology of the digestive system, genitourinary system, circulatory system, nervous system, and skull.

### **Radiation Protection (RTE 232)**

Instructor: Danielle Green, BS, R.T.(R)(ARRT)  
3 credit hours

Pre-requisite: Radiation Biology

This course examines the general effect of radiation on the body with emphasis on examinations which give high levels of exposure to the gonads or body in general. This association of diagnostic x-ray and gamma radiation with mortality and incidence of disease is also considered. Methods of reducing exposure, governmental regulation, radiation monitoring, and proper equipment design for minimum exposure are greatly emphasized.

### **Cross-Sectional Anatomy/CT Scan (RTE 255)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
1 credit hour

In this unit, human anatomy as seen from a cross-sectional view is discussed, to include the extremities, spine, thorax, abdomen, pelvis, and the skull and face. A brief study of computed tomography: its history, basic components, systems and image acquisition will also be included.

### **Registry Review (RTE 289)**

Instructors: Elaine Ivan, MA, R.T.(R)(M); Joseph Dailey, R.T.(R); Megan McCreight, MS, R.T.(R); Danielle Green, BS, R.T.(R)  
3 credit hours

Pre-requisite: Satisfactory completion of all previous courses.

This course is characterized by its general review of ALL phases of Radiologic Technology with emphasis on preparation for the National Registry Examination of Radiography. Included are: Principles of Exposure, Anatomy and Physiology, Radiation Protection, Positioning, Radiation Physics and Equipment, and Patient Care and Management as per Registry test categories.

### **Clinical Education I (RTE 181)**

Instructor: Joseph Dailey, R.T.(R)(ARRT)  
5 credit hours

Pre-requisite: Introduction to Radiation Protection  
Introduction to Radiologic Technology

Clinical Education I is the first in a series of six (6) courses that will provide the student with the necessary experience and education needed to practice the art of radiology. All six (6) courses will take place in the hospital clinical areas. During this course and all subsequent courses, the student will be exposed to film critique, patient care procedures and responsibilities of maintaining their radiographic room, as well as technical skills.

During the first course, the student will be under direct supervision. A staff technologist and/or instructor must assist all students while performing radiographs. Emphases will be placed on Upper and Lower Extremity Positioning. Department policies and procedures will also be considered.

### **Clinical Education II (RTE 182)**

Instructor: Joseph Dailey, R.T.(R)(ARRT)  
5 credit hours

Pre-requisite: Radiographic Procedures I

Clinical Education II is the second in a series of six (6) courses that will provide the student with the necessary experience and education needed to practice the art of radiology. All six clinical education courses will take place in the hospital clinical areas. During this course and all subsequent courses, the student will be exposed to film critique, patient care procedures, responsibilities of maintaining their radiographic room, as well as technical skills.

During the second course, the student will be under direct supervision. A staff technologist and/or instructor must assist all students while performing radiographs. Clinical competency evaluation of specific examinations is performed. Emphasis is placed on gaining competency in all extremity exams. Concentration on the Vertebral Column, Bony Thorax and Chest will also be included.

### **Clinical Education III (RTE 183)**

Instructor: Joseph Dailey, R.T(R)(ARRT)  
8 credit hours

Pre-requisite: Radiographic Procedures II

Clinical Education III is the third in a series of six (6) courses that will provide the student with the necessary experience and education needed to practice the art of radiology. All clinical education courses will take place in the hospital clinical areas.

The student continues to be evaluated for clinical competency on specific examinations under direct supervision in ever increasing degrees of difficulty.

Fluoroscopy, Abdominal and Genito-Urinary Systems are the main focus in this series. Competency in all previously discussed areas continues.

Exams mastered previously will continue to be perfected and will be done under indirect supervision.

### **Clinical Education IV (RTE 281)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
8 credit hours

Pre-requisite: Radiographic Procedures III

Clinical Education IV is the fourth in a series of six (6) courses that will provide the student with the necessary clinical education needed to practice the art of radiology. The student continues to be evaluated for clinical competency under direct supervision.

The student will begin Evening Clinical Education Rotations to incorporate the difficulties of the trauma patient into their positioning skills and to further increase positioning skills on the more difficult patient.

Previously mastered exams are done under indirect supervision. The student is now ready to begin demonstrating proficiency in previously mastered exams and is re-evaluated. Head exams and special examinations such as myelography are the main focuses during this series. Competency continues in all previously discussed areas. Proficiency in previously mastered areas shall begin during this semester.

### **Clinical Education V (RTE 282)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
8 hours

Pre-requisite: Radiographic Procedures IV

Clinical Education V is the fifth in a series of six (6) courses that will provide the student with the necessary clinical education needed to practice the art of radiology. The student is continuing to show proficiency in the previously mastered exams and is re-evaluated.

Evening clinical education rotations are continued.

Concentration on special imaging departments shall take place during this series. Competency and Proficiency evaluations continue.

### **Clinical Education VI (RTE 283)**

Instructor: Megan McCreight, MS, R.T.(R)(ARRT)  
4 credit hours

Pre-requisite: Radiographic Procedures IV

Clinical Education VI is the last in a series of six (6) courses that will provide the student with the necessary clinical education needed to practice the art of radiology. The student will continue showing proficiency in the previously mastered exams and is re-evaluated.

Evening clinical education rotations are discontinued. Mandatory and elective outside clinical education rotations begin this semester to enhance knowledge and interest.

The student masters clinical skills in anticipation of graduation and gaining placement in the clinical environment.

### **The Registry Examination of the ARRT**

Upon successful completion of the approved twenty-three (23) month program in Radiologic Technology, the graduate radiologic technologist is qualified to write the Registration Examination of the American Registry of Radiologic Technologists. These applications are processed shortly after they are received (always within six weeks) and Application Status Reports/Admission Tickets are sent to the examinees. Candidates schedule individual examination appointments at a time convenient to them with the computerized test administer. The fee for taking the examination in Radiography is \$200.00. The filing fees and fee for the application is solely the responsibility of the student. A photograph is also required with the application. Student must obtain the signature of the program director on the application.

"Applicants for certification in Radiological Technology must, at the time of application, and on subsequent occasions when the certificate is renewed, agree to abide by the following code of ethics:

In consideration of the granting to me of a certificate of registration or a renewal thereof, by the American Registry of Radiologic Technologists, and the attendant right to use the title "Registered Radiologic Technologist" and its abbreviation R.T. (ARRT)" in connection with my name. I do agree to perform the duties of a radiologic technologist whether as a worker, teacher or supervisor, only under the direction of supervision of a duly qualified physician.

I will not act as owner, co-owner, advisory employer in connection with any type of enterprise having anything to do with the medical use of ionizing and radiation unless it is as an affiliated registered technologist and subject to the limitations of such certification. I will not interpret radiographs or fluoroscopic shadows, treat or advise



patients as to radiologic technology unless under the direct supervision of a duly qualified doctor of medicine who specializes in radiology; and I will abide by this code of ethics, and all other present and future rules of regulations of the American Registry of Radiologic Technologies as long as I retain my certification."

## **THE LIMITED SCOPE of PRACTICE in RADIOLOGY/COLORADO**

Pursuant to Colorado law, the Colorado Board of Medical Examiners has adopted rules and regulations that require non-licensed personnel operating equipment that produces ionizing radiation for medical purposes outside the hospital setting demonstrate competency via satisfactory passage of the ARRT Limited Scope Examination. The processing fee for each application is \$200. The filing of and fee for this application is solely the responsibility of the student. A student who is registry eligible is unable to practice medical radiography outside the hospital setting without a Limited License until they registered in Radiologic Technology by the ARRT. It is optional for the student to sit for this exam but it is recommended.

### **Requirements for Graduation**

Each candidate must meet the following requirements:

- A. Satisfactory completion of the approved twenty-three (23) month curriculum in both academic and clinical Radiologic Technology. (Please see clinical handbook regarding requirements necessary for graduation.)
- B. Settlement of all debts contracted within UCHealth-Memorial Hospital. (Tuition is currently \$21,000 for the 2 year program.)
- C. Return of name tag, and OSL.

Please allow up to 2-4 weeks post-graduation for receipt of degree.

**At no time may a student be released to meet geographical or institutional manpower needs.**

## **POLICIES WHICH PROMOTE THE ACADEMIC PROCESS**

### **Academic / Clinical Grievance Procedures**

#### **Introduction**

The UCHealth-Memorial Hospital School of Radiologic Technology will incorporate two (2) separate, but similar areas of grievance procedures with regard to unsatisfactory progress. The first set of procedures, entitled "Academic Grievance

Procedures", will address unsatisfactory or inadequate academic progress. The term "academic" as it is used here will refer to the student's performance in all classroom or didactic activities, as measured by written evaluators (i.e. tests and quizzes). The "Academic Grievance Procedures" will deal only with student achievement in the areas of classroom theoretical knowledge, and will not be applicable in the case of unsatisfactory or inadequate clinical or practical work.

"Clinical Grievance Procedures," the second area of the grievance policy, will be applicable when the unfavorable progress is in the area of clinical/practical work, as determined by criteria elucidated upon in the section of the Policy and Procedures Manual entitled "Clinical Grievance Procedures."

In each of the two areas of grievance procedures (academic and clinical), three separate levels of progression will exist. These levels are advisement, probation, and dismissal. The first level, advisement, is intended to be a non-punitive, first-stage remediation in the event of poor academic or clinical progress. Advisement is intended to instigate awareness within the student of inadequate progress, and should be approached by both student and faculty not as a punitive measure, but rather as an opportunity to restore or initiate satisfactory academic or clinical progress.

As such, written records of academic or clinical advisement will be retained in the student's permanent file, but will not be entered into his/her permanent transcript record.

The second level, probation, will be imposed as per criteria elucidated in the following sections on academic and clinical probation and is a more punitive action. Probation is intended to inform the student that his/her academic or clinical progress has become grossly inadequate, and that if the trend is not immediately reversed dismissal will shortly result (within 90 days).

Written records of academic and or clinical probation will be both retained in the student's permanent file, and entered into the student's permanent transcript form; reflecting the more serious nature of the imposition of academic or clinical probation.

Dismissal of a student for inadequate academic or clinical progress is considered the final step. However, due to the School's responsibility to both the public and the profession for the student's competency, the School will not hesitate to dismiss any student which it feels is progressing unsatisfactorily, as per the following criteria:

### **Academic Advisement**

Any student whose grade on any written academic evaluation, i.e. a test, that falls below 80% will be placed under Academic Advisement. The condition of Academic Advisement is as follows:

- A. The student shall accept extensive counseling and additional help from the faculty in the area of academic difficulty. Every effort shall be made by both the student and the appropriate faculty members to rectify the problem.
- B. Grades on all academic tests must be at least 80% for a period of three (3) months following the imposition of Academic Advisement, or the student will be placed under Academic Probation, the conditions of which will be outlined below.
- C. If during the three-month period of Academic Advisement, all grades on all evaluations are satisfactory, Academic Advisement shall be lifted.
- D. If on advisement more than 2 times during the course of the program, you will be automatically placed on academic probation on the third offense.

### **Academic Probation**

The conditions of Academic Probation are as follows:

- A. A student will be placed on Academic Probation when:
  - 1) While under Academic Advisement, any grade on any written test falls below 80%, as long as seven (7) calendar days have passed from the academic advisement to allow for the student and appropriate faculty member to meet to help rectify academic advisement concerns.
  - 2) If on advisement more than 2 times during the course of the program, you will be automatically placed on academic probation on the third offense.
- B. Under Academic Probation, the student shall again receive such counseling as is necessary to rectify the problem.
- C. The student is on probation for the first three (3) months of entry into the program. If during this three-month period, the student has failed five (5) tests in any class or has failed in one or more didactic or clinical courses, the student will be dismissed. After this three (3) month period, failure to maintain the required standards will result in academic/clinical due process procedure.

### **Clinical Advisement**

Any student whose clinical progress is deemed insufficient by any or all of the following criteria may be placed under Clinical Advisement:

- A. Unsatisfactory student development and appraisal reports.
- B. Complaints about the student's clinical progress by supervisors or staff.
- C. An inordinately high number of repeat examinations.

- D. Failure to use radiation protective measures on patients where these measures will not interfere with the objectives of the examination.
- E. A general inability to function competently and safely in the clinical setting, in the opinion of the Radiology Supervisor, the radiology educator and training coordinator, the day, evening, or night shift charge technologists, or any other supervisory figure connected with the Department or School.
- F. Noncompliance with Policies and Procedures

Under Clinical Advisement, the student shall accept additional counseling and help from the faculty in the area of clinical difficulty. Every effort will be made by both the student and appropriate faculty members to rectify the problem. Clinical Advisement will be lifted if the student, as determined by the above criteria, demonstrates sufficient clinical progress. If, at the end of the three (3) month Clinical Advisement period, sufficient progress has not been demonstrated by the student, then he/she will be placed on Clinical Probation.

### **Clinical Probation**

A student may be placed on Clinical Probation under any of the following conditions:

- A. If insufficient clinical progress has been achieved at the end of Clinical Advisement.
- B. If, (in the joint opinion of the Medical Director and the Program Manager) a major breach of clinical competency has occurred either while under Clinical Advisement, or at any time during the two (2) year course.
- C. First three months of training.
- D. If deemed necessary, a student may be placed on Clinical Probation, if Clinical Advisement is not a necessary first step.

Students may also be subject to probation:

- A. If their work is unsatisfactory.
- B. For breach of the rules and regulations of UCHHealth-Memorial Hospital, the Radiology Department, the School of Radiologic Technology, or any clinical site used by the School.
- C. If they do not have a cooperative ability, are of an antagonistic disposition, or are lacking in empathy for patients. First infraction - verbal warning, second infraction – written warning and clinical advisement, third infraction – clinical probation, fourth infraction – dismissal.

The student is not allowed more than two (2) probationary periods during the entire training program. No two probationary periods can be received in the same class at any time, or simultaneously in two different classes during the training program.

Under Clinical Probation, the student shall again receive such counseling and additional help as is deemed necessary by the faculty to rectify the clinical problem (it is the responsibility of the student to schedule and obtain additional help from the appropriate instructor). Furthermore, no student who is placed under Clinical Probation will be allowed to perform any procedure or examination directly concerned with patient care unless that student is closely and directly supervised by a registered technologist. A student under Clinical Probation may be dismissed at any time if substantial and marked improvement is not demonstrated and maintained.

Clinical Probation may be appealed under the same guidelines set down for Academic Probation in the Student Handbook.

A failing clinical grade at the end of any semester may result in dismissal from the program.

### **Student Recourse**

Since academic or clinical advisement is essentially non-punitive and is not recorded on a student's permanent record, the decision of the Program Manager to impose advisement is not subject to the appellate process.

The decision of the Program Manager to impose probation or dismissal as per UCHealth-Memorial Hospital School of Radiologic Technology policy, owing to its more serious nature, is subject to the following appeals process:

If an individual student feels that academic or clinical probation or dismissal has been unfairly imposed, that student may appeal the decision of the Program Manager. A formal written appeal must be sent directly to the UCHealth-Memorial Hospital School of Radiologic Technology's Medical Director. In addition, the student must send a copy of the appeal to the Program Manager, stating the reason for the appeal.

If a student is appealing a probationary decision, the conditions of probation will exist until such time as the appeals process has resolved the situation. Likewise, if the student is appealing a dismissal decision that student shall be suspended from all school activities and attendance until the appeals process has been completed.

Upon receiving the appeals request and at his/her discretion, the Medical Director may request a hearing with the student in question, the Program Manager, and/or any others he/she feels may have input into the case, either individually or in any combination thereof. Within four (4) working days after the Medical Director has completed his/her review of the case he/she may either uphold, or rescind the action of the Program Manager. The Medical Director will inform both the student and the Program Manager in writing of his/her decision within forty-eight (48) hours.

If the student loses this appeal, (i.e. the Program Manager's decision is upheld), the student may then appeal his/her case to the UCHealth-Memorial Hospital School of Radiologic Technology Lay Appeals Board. The Lay Appeals Board will consist of the UCHealth-Memorial Hospital Radiology Director, the UCHealth-Memorial Hospital Chief Nursing Officer, and the Dean of the Beth-El School of Nursing at UCCS. The Lay Appeals Board will serve as an impartial arbitrator, and all parties in any case shall consider its decision final. The Radiology Director is included on the Board to provide continuity, and not to compromise impartiality. If it is felt by the other two members of the Lay Appeals Board that the Radiology Director cannot function in an impartial manner on any particular case, then their majority vote can appoint any acceptable temporary substitute to fill the third position on the Board until the resolution of that particular appeal. The student in question also has the right to request this action. In this event, the Radiology Director will have no say (unless as a witness), and no vote on the appeal in question. This does not disqualify the Radiology Director from participating and voting on the Board in other appeals where his/her impartiality is not compromised. The temporary substitute must realize that his/her tenure with the Lay Appeals Board is only for the duration of that particular appeal where the Radiology Director was thought to be unsuitable. All members of the Lay Appeals Board must be present to constitute a quorum.

The student must submit his/her request for appeal before the Lay Appeals Board in writing to the Radiology Director within four (4) working days following the decision of the Medical Director. The student may not, however, appeal his/her case directly to the Lay Appeals Board until the matter has first been appealed to the Medical Director, and the Medical Director has rendered what the student considers to be an unacceptable decision.

Upon receiving the request for appeal before the Lay Appeals Board, the Radiology Director will set a hearing with the Lay Appeals Board to be held within five (5) working days following the receipt of the request for appeal.

At this hearing, the student shall have the right to call witnesses on his/her behalf, and shall have the right to confront the Program Manager, the Medical Director, or any other "accusers" and shall have the right to counsel. The choice of counsel can be any member of the faculty of the School of Radiologic Technology (excluding the Program Manager, the Medical Director, and any members of the Lay Appeals Board), any staff member of the Department of Radiology, or any student officially enrolled in the UCHealth-Memorial Hospital School of Radiologic Technology. A majority vote of the Lay Appeals Board is necessary in order to render the final decision. In this decision the Lay Appeals Board may either uphold or rescind the decision of the Medical Director, and this decision must be rendered in writing within forty-eight (48) hours of the conclusion of the appeals hearing. All parties involved shall consider this decision final.

At any time a student may contact the Joint Review Committee in Education in Radiologic Technology: 20 North Wacker Drive, Suite 2850, Chicago, IL, 60606-

3182, (312) 704-5300, Fax: (312) 704-5304, email: [mail@jrcert.org](mailto:mail@jrcert.org), if he/she has concerns about the program being offered at the UCHealth-Memorial Hospital School of Radiologic Technology. This grievance must be in writing and list specific complaints about the program. The student may remain confidential if requested unless an identity is required by a legal process.

If a satisfactory resolution cannot be reached between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos), or by requesting a complaint form at 1600 Broadway Street, Suite 2200, Denver, CO 80202, phone number (303) 862-3001. There is a two (2) year limitation (from the student's last date of attendance) on the Division Board taking action on student complaints.

Informal Grievance Procedures: Any complaints apart from those that require invoking the grievance procedure, students should see any faculty member to discuss the item in question. Additionally, the student governance meetings allow for students to discuss such items and bring them to the attention of the school staff.

## **ADA Process and Grievance Procedure**

### **ADA Student Requests and Processing**

The Program Manager has been designated the responsibility for processing requests for accommodations and to coordinate compliance with the non-discrimination requirements contained in the Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA), including section 35.107. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the program manager.

### **ADA Grievance Procedure**

The UCHealth-Memorial Hospital School of Radiologic Technology has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act ("ADA").

Title II states in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity".

Complaints should be addressed to

1. A complaint should be filed in writing or verbally. The complaint should contain the name and address of the person filing it, and briefly describe the alleged violation.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation.

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the System Quality ADA Coordinator or his/her designee. This procedure refers to an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the System Quality ADA Coordinator or his/her designee and a copy forwarded to the complainant no later than 30 days after its filing unless more time is required due to extenuating circumstances.
5. The System Quality ADA Coordinator shall maintain the files and records of the UCHealth-Memorial Hospital School of Radiologic Technology relating to complaints files as required by this procedure.
6. The complainant may request a reconsideration of the complaint in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within (7) business days to the director of system quality.
7. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These procedures shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the UCHealth-Memorial Hospital School of Radiologic Technology complies with the ADA and implementing regulations.

### **Grading System**

Students are expected to maintain an 80% average (2.0) in all theoretical work and 85% (2.5) in all practical work. The 4-point system used is as follows:

			<b>Academic</b>	<b>Clinical</b>
A+	4.0	Distinguished	100	100
A	3.8	Excellent	94.00-99.99	96.00-99.99
A-	3.7	Proficient	93.00-93.99	95.00-95.99
B+	3.3	Above Standard	92.00-92.99	94.00-94.99
B	3.0	Above Average	86.00-91.99	91.00-93.99
B-	2.7	Good	85.00-85.99	90.00-90.99
C+	2.3	Competent	84.00-84.99	89.00-89.99
C	2.0	Average	81.00-83.99	86.00-88.99
C-	1.7	Below Average	80.00-80.99	85.00-85.99
F		Failure	0.00-79.99	0.00-84.99
P		Pass		
Fa		Fail		
I		Incomplete	If not completed in the time allowed by the Instructor, a grade of "F" will be given.	
WP		Withdrew passing		
WF		Withdrew failing		



A grade of D or F is considered failing and 0 GPA points are earned.

This high scholastic standard is such that the prospective candidate is better prepared for the National Registry Examination. Files are kept on each student with records of their grades. The students are kept informed as to what grades he/she are maintaining. If the student fails one semester of clinical, they can make it up. A fee \$238.63/credit hour will be assessed. This time has to be made up within 6 months after graduation. If they fail 2 clinical rotations, they will be dismissed.

The student must hand in all assignments on the due date or must make other arrangements with his/her individual instructor ahead of time. Failure to turn in the assignment will result in a 10% reduction from that grade, only if turned in within (7) seven days of the posted due date. After (7) seven days of the posted due date the student will receive a (0) zero for that assignment unless stated otherwise in each individual instructors syllabus.

If the student is absent for a quiz or test because of illness, please make arrangements with the appropriate instructor to make the quiz or test up on the first scheduled day of return. Also, if the student is absent for a quiz or test because of vacation, the student must make prior arrangements with the appropriate instructor to take the quiz or test prior to the vacation day. Failure to make prior arrangements will result in a 10% reduction from that grade.

### **Withdrawal**

A student wishing to withdraw from the UCHealth-Memorial Hospital School of Radiologic Technology at any time must state the reason for withdrawal in a letter of resignation addressed to the Program Manager. Resignation shall not become effective until all financial obligations to the School and UCHealth-Memorial Hospital have been met.

### **Early Release Policy**

Graduation from UCHealth-Memorial Hospital School of Radiologic Technology is based on the successful attainment of program competencies and proficiencies, goals and objectives. The School is responsible for practical training and supervised clinical experience for all students, with 1,920 hours devoted to this aspect of the training. In order to ensure a competent radiographer, students will remain in clinic until their last day of class, and/or upon completion of all course and clinical requirements to include stated hours. Completed competency requirements does not waive the requirement of 1,920 hours. If a student is not completed with all clinical exams required by the last day of class, then that student shall remain in clinic in order to fulfill all clinical competencies and requirements, until they are met. The last day of class is listed in the course schedule outline.

A student may also continue an additional semester if program objectives are not met by the graduation date. A fee of \$238.63/credit hour will be assessed for each credit hour a student must complete.

### **Dismissal**

Students will be dismissed according to the criteria elucidated in the previous sections on Academic and Clinical Advisement and Probation Reinstatement.

### **Failing a course:**

Students who fail a Radiologic Science course may not be allowed to continue the sequence of the program depending on the time the course is taught in the duration of the 2 year sequence. If the course is a second year course, the student will not be able to re-take the course and will be dismissed from the program. Whether or not a student may repeat a failed course is at the discretion of the program manager. The student will be automatically placed on academic probation following the failure of an entire course. An "F" will be marked on the student's transcript for the failed course and will be a part of the student's permanent record. A student may not fail more than 1 course in the 23 months of the program. If more than 1 course is failed, dismissal will result. If the student is allowed to retake the failed course, the student will need to pay for the course and graduation will be delayed. A fee of \$238.63 per credit hour will be charged for retaking a course, and is not included in any tuition already paid or any fees as outlined in the Promissory Document signed by the student prior to the acceptance and start of the program. It may not be possible for the student to re-enter the program in the future if a student is dismissed for failing a course. If circumstances permit, the student's records will be reviewed and he/she may be admitted the following year pending faculty decision and as space is available.

**Students dropped due to unsafe clinical practice will not be re-admitted.**

### **If a student fails one semester of clinical:**

1. The student will be required to make up all of the clinical hours that were required in the previously failed semester during the 16 weeks of the allotted makeup semester.
2. The student may not be present more than 10 hours per day or more than 40 hours per week for the duration of the semester and can't complete anything less than 4 hours/day,
3. The student must submit a schedule of the days they wish to be present, and the facility they wish to be present at to the faculty 2 weeks in advance for approval. Approval of said days and facility is up to the discretion of the school faculty.
4. The student will be granted 5 days of vacation time to use for personal issues.

5. Any additional time taken beyond the 5 days of personal time will be made up at a 2:1 basis. This additional time must also be made up during said semester. The only approved excuses beyond the five days are as follows:

1. Hospitalization of the student
2. Jury duty
3. Military deployment of the student only
4. Death in the student's immediate family (as defined by Memorial Hospital's Human Resources Department).

6. The student's clinical grade for the make-up semester will consist of the following items: 1 passing room evaluation given by a faculty member, completion of 2 journals, 3 affective evaluations completed by the faculty, completion of any remaining competencies and proficiencies, and successful completion of 1 fluoro comp, 1 surgery comp, 1 spine comp, and 1 headwork comp.

7. If the student does not complete the required hours during the stated semester, the student will be given a letter grade of "F", and will be deemed to have failed the course. As a result of the student's second failure, the school will terminate the student. This termination results in the student being unable to sit for the registry.

### **Student Evaluation and Progress**

After completion of the first three (3) months of training, each student will be evaluated academically, and to a lesser extent clinically, to determine each student's potential for successfully completing the remainder of the program. Any student, who, in the opinion of the faculty, demonstrates poor aptitude and/or little potential for success in the remainder of the program, will be encouraged to withdraw.

In addition, all students will be evaluated, both academically and clinically, every semester thereafter. Any student who is not meeting the standards of the School, as determined by academic grades and clinical performance, will either be placed under advisement, probation or dismissed, according to the above criteria. All students are counseled with regard to their evaluations. In addition to the counseling, the student will receive a copy of current grades.

Students are evaluated every semester on the basis of grades, Affective and Clinical Objectives, and on an ongoing basis for clinical performance/competency. Attitude and professional ethics will be considered in all of these evaluations. Students may also be evaluated at any time if the need presents itself.

It is understood that on completion of the course, the student agrees:

- A. To perform the work and duties of a Radiologic Technologist, that is, only under the direction and supervision of a qualified Physician as recognized by the Board of Trustees of the American Registry of Radiologic Technologists.

- B. Never to give oral or written statements or diagnoses of radiographs, either while in training or while actively engaged as a Registered Technologist.
- C. Never to engage independently in Radiologic Technology, whether in a private office, hospital, or their institutional facility.

### **Clinical Experience**

The following rules and regulations are to be followed by all student technologists during clinical experience in Radiologic Technology in the Department of Radiology.

- A. The student technologist will find his/her clinical assignment listed on the appropriate bulletin board and/or Trajecsys at each approved clinical site upon reporting for their clinical assignment.
- B. The student technologist will precede with his/her daily clinical education assignment under the direct or indirect supervision of the Clinical Coordinator, Radiology School Faculty, Clinical Instructors or a staff technologist, depending on the individual student status.
- C. The student technologist will have all radiographs or computer generated images checked by the, Clinical Coordinator, Radiology School Faculty, Clinical Instructors, the Lead Technologist or staff technologist upon completion of each radiographic procedure and then document the individual who checked the images in the computer.
- D. The student technologist will keep a permanent record of all general and special radiographic procedures performed and observed, by him/her. In addition, they will record on this permanent record who witnessed their repeats if applicable.
- E. The "Chain of Command" in the clinical department is the Lead Technologist, Clinical Coordinator, Radiology School Faculty, Clinical Instructors, and Staff Technologist.
- F. The student technologist will notify the supervising technologist before leaving the Department of Radiology.
- G. The student technologist will inform the Program Manager and/or Clinical Coordinator, Radiology School Faculty, **and** the Clinical Instructor of any expected absence due to sickness, personal reasons, etc.
- H. The student technologist will conduct himself/herself, at all times, in a professional manner-being as efficient, helpful and courteous as possible.

Should any problems concerning the School, its policies, its staff or student members arise, the students are encouraged to discuss this with the Program Manager,

Clinical Coordinator, Radiology School Faculty, Clinical Instructors, the Lead Technologist and/or the staff technologist.

### **Mammography Policy**

The radiography program sponsored by UHealth has revised its policy, effective immediately, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

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

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

### **School Closure**

In the event that the School closes, the following procedures have been put in place to assist the student:

- A. A private school license bond is in full force and effect through Acordia of Colorado to demonstrate that Memorial Hospital and School are solvent. Any refunds owed to the student will be handled in a timely fashion.
- B. The UHealth-Memorial Hospital School of Radiologic Technology networks extensively with all other programs in the State of Colorado. A reasonable attempt will be made by the program to place students who are successfully passing the course in Radiologic Technology in appropriate programs across the state so that the student may finish his/her program of training in Radiologic Technology.

## **POLICIES WHICH PROMOTE AN ACADEMIC COMMUNITY**

## **CLASS SCHEDULES for 2018-2019**

### **FIRST/FOURTH SEMESTERS: June 24, 2018 – October 13, 2018.**

Academic classes for **First Years** are held Mondays, Wednesdays and Fridays from 8:00a.m. to 3:00p.m.

Lunch: 11:30 a.m. to 12:30 p.m.  
Breaks: 9:30 a.m. and 2:00 p.m.

Clinical Education is conducted on Tuesdays and Thursdays from 7:30a.m. to 4:00p.m.

Lunch: 12:00 p.m. to 12:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m.

Academic classes for **Second Years** are held Tuesdays and Thursdays 8:00 a.m. to 2:30 p.m.

Lunch: 12:00 p.m. to 1:00 p.m.  
Breaks: 10:00a.m. and 2:00 p.m.

Clinical Education is conducted Mondays, Wednesdays, Fridays, Saturday's and Sunday's from 7:30 a.m. to 4:00 p.m. or 1:00 p.m. to 9:00 p.m.

Lunch: 12:00 p.m. to 12:30 p.m. or  
5:00 p.m. to 5:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m. or  
3:30 p.m. and 7:30 p.m.

Holiday breaks for both classes are as follows:

- Labor Day – Monday September 3, 2018
- Thanksgiving Holiday – November 18 through the 24, 2017

### **SECOND/FIFTH SEMESTERS: October 14, 2018 – February 16, 2019**

Academic classes for **First Years** are held Mondays, Wednesdays and Fridays from 8:00a.m. to 3:00p.m.

Lunch: 11:30 a.m. to 12:30 p.m.  
Breaks: 9:30 a.m. and 2:00 p.m.

Clinical Education is conducted on Tuesdays and Thursdays from 7:30a.m. to 4:00p.m.

Lunch: 12:00 p.m. to 12:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m.

Academic classes for **Second Years** are held Tuesdays and Thursdays 8:00 a.m. to 2:30 p.m.

Lunch: 12:00 p.m. to 1:00 p.m.  
Breaks: 10:00a.m. and 2:00 p.m.

Clinical Education is conducted Mondays, Wednesdays, Fridays, Saturday's and Sunday's from 7:30 a.m. to 4:00 p.m. or 1:00 p.m. to 9:00 p.m.

Lunch: 12:00 p.m. to 12:30 p.m. or  
5:00 p.m. to 5:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m. or  
3:30 p.m. and 7:30 p.m.

Holiday Breaks for both classes are as follows:

- Winter break: December 23, 2018 through December 29, 2018.
- New Year's Day: January 1<sup>st</sup>, 2019
- Spring Break: March 24, 2019 through March 30, 2018

**THIRD/SIXTH SEMESTERS: February 17, 2019 – June 15, 2019**

Academic classes for **First Years** are held Tuesdays and Thursdays 8:00 a.m. to 3:00 p.m.

Lunch: 12:00 p.m. to 1:00 p.m.  
Breaks: 10:00a.m. and 2:00 p.m.

Clinical Education is conducted Mondays, Wednesdays, Fridays, Saturday's and Sunday's from 7:30 a.m. to 4:00 p.m. or 1:00 p.m. to 9:00 p.m.

Lunch: 12:00 p.m. to 12:30 p.m. or  
5:00 p.m. to 5:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m. or  
3:30 p.m. and 7:30 p.m.

Academic classes for **Second Years** are held Mondays, Wednesdays and Fridays from 8:00 a.m. to 3:00 p.m.

Lunch: 12:00 p.m. to 1:00 p.m.  
Breaks: 10:00 a.m. and 2:00 p.m.

Clinical Education is conducted Tuesdays and Thursdays from 7:30 a.m. to 4:00 p.m.

Lunch: 12:00 p.m. to 12:30 p.m.  
Breaks: 10:00 a.m. and 2:30 p.m.

Holiday Breaks for both classes are as follows:

- Memorial Day – Monday, May 27, 2019
- Independence Day – July 4, 2019
- Semester Break: June 16th -22nd, 2019

**Last Day of Class for second years: Friday, May 17, 2019**

## **Hours in Class and Clinic**

### **Regular**

The School week consists of a forty (40) hour week; these forty (40) hours are scheduled Monday through Friday and may vary from week to week.

The students will attend class and do their practical clinical experience five (5) days per week. The total hours of experienced per week shall not exceed forty.

Students are expected to attend all class sessions of individual courses and all clinical experience sessions. A student, who misses more than six (6) days of class or clinic per semester, on the recommendation of the instructor, and with the approval of the Program Manager, may be dropped from the class with a grade of "F".

Students should report promptly to classes and clinical experience sessions. Class and clinic start and end times are set by the school staff for the entire length of the program, and cannot be altered due to individual student circumstances.

All students are given a week off at the end of each semester

### **Holidays**

The list of the holidays that the school honors, and as a result is closed, is as follows:

Labor Day	Memorial Day	July 4 <sup>th</sup>
Thanksgiving	Christmas	New Years

Each class will be given a week off at Christmas time, and a week off at the end of each semester.

Any other holiday, including legal holidays, are considered school days.

### **Attendance**

Your attendance and clinical hours will be recorded and verified through Trajecsyst Report System. You must clock in and out for all assignments at the correct time. Falsifying your time card, clocking in or out for another student, or clocking in on your phone, somewhere other than the clinical facility or school will result in disciplinary actions depending on the severity of the incident, which could be written warning, suspension, or termination from the program and is under the discretion of the



program manager. Credit will not be given to the student if the Trajecsys Time Card is not filled out appropriately. All time must be made up after graduation.

On occasion, there may be extenuating, unusual circumstances that are outside the control of the student that may result in an absence, tardy, or a no show. When these occur, the Clinical Coordinator and Program Manager will make the determination of whether to waive the occurrence, i.e. Road closure, power outages, car accidents, etc. Approved absences include but are not limited to: Military leave, Jury Duty, and Bereavement Leave. To ensure student health, any sick call-ins (occurrences) exceeding five (5) days within a six (6) month period is considered excessive, and a review will be conducted to include a need for a doctor's excuse of absence before his/her education can continue. Each series of sick/absent calls related to one illness is considered an occurrence. Missing more than two hours, unless the time was reduced at the instructor's request, or all of a day, is considered an occurrence. Students reporting to class or clinical after the start of one's scheduled shift and failure to clock in is considered a tardy occurrence. Two instances of tardiness and/or leaving early will be documented as one absent occurrence.

The following disciplinary actions will be applied consistently:

- 5 occurrences in 6 months – Conference with the Clinical Coordinator so that the student is aware of the impact of his/her absence or tardiness
- 6 occurrences in 6 months – Verbal warning
- 7 occurrences in 6 months – Written warning
- 8 occurrences in 6 months – Action taken to include but not limited to: suspension or termination.

Vacation day(s) must be requested through email to the appropriate staff at least 48 hours before that desired day. Records of attendance are kept by the School instructor and may be examined at any time by the student upon request.

Overuse of student leave time is highly discouraged. If a student goes over the amount of allotted missed time for any reasons, those hours must be made up on a 2:1 basis. These excess hours must be made up at the end of the school program, following school ending date. There will not be any make up dates during school vacation or during any other days off during the regular school year. The make-up hours will start as soon as possible following graduation at the discretion of the school. No holidays or weekends may be used for make-up days. This may delay receiving their degree. The student will be limited to 10 hours per day. Vacation days cannot be used to make up missed time. In addition, should a student exceed he/she allowed time of 80 hours the first year and 120 hours the second year by missing an additional 160 hours or more in a school year (July 1st – June 30), he/she shall be released from the program.

Students will maintain clinical and class schedules as they are posted. Room assignments are posted in the control area at each clinical education site at the beginning of each week. Students are expected to adhere to these assignments unless otherwise instructed. During a student's clinical assignment, classroom

reading and homework are discouraged and may occur only when all clinical education assignments have been completed, and have been approved with the clinical instructor or clinical supervisor/lead tech.

Students must check out with the clinical supervisor/lead tech or a School faculty member at the end of their clinical assignment or at any time before leaving the Control Area.

Students are not required to participate more than 40 hours per week, including both clinical and class time, while enrolled in the education program.

### **Make-up Time Policy**

If any make-up time is required of the student, it is the policy of UCHealth-Memorial Hospital School of Radiologic Technology that this time must be made-up after graduation or after completion of all required clinical hours to avoid any overtime during the week at no additional cost to the student. There will not be any make-up dates during school vacation or during any other days off during the regular school year. The make-up hours will start as soon as possible following graduation at the discretion of the school. These excess hours must be made up at the end of the school program, following graduation or the completion of all clinical hours. No holidays or weekends may be used for make-up days. The student will be limited to 10 hour days per make up day and 40 hours per week.

When requesting a full day off the following time will be deducted and is nonnegotiable: 6 hours for class days, 2.5 hours for lab, and 8 hours for clinical days. Make up time will only be allowed to be done at the following clinical sites: UCHealth-Memorial Central, UCHealth-Memorial North, and PPMP. All make up time will need to be prearranged with faculty prior. The student is required to complete the make-up time within 16 weeks (one semester) after graduation.

A student will not be permitted to earn vacation hours through the participation of extra program events if that student already owes time and/or has exceed the amount of vacation hours allotted.

Attendance for clinical and classroom education is mandatory. The first year student is allowed 10 days off per year in addition to semester breaks, and a Christmas break; the second year student is allowed 15 days off per year in addition to semester breaks, and a Christmas break. These days include sick call-ins and appropriately scheduled vacation days. The unused first year vacation time can carry over into the second year. All dates for vacation will be assigned with ample advanced notice. Vacation of more than three (3) days will not be granted the last 2 weeks prior to graduation unless all requirements have been met for graduation.

If at any time a student does not show up for clinical or classroom education and does not call the Clinical Coordinator, radiology school instructor, or manager, and the appropriate clinical site instructor the infraction will be dealt with as follows:

**First Infraction:** Verbal warning (conversation will be documented)

**Second Infraction:** Written warning

**Third Infraction:** Two- (2) day's suspension with time assigned from make up by the Clinical Coordinator at a 2:1 basis to be made up at the end of the school program, following graduation or following completion of all required clinical hours.

**Fourth Infraction:** Progressive discipline up to and including termination from the program.

If at any time the student is sick, he/she must e-mail the appropriate School instructor and the clinical site two (2) hours before he/she is scheduled to be present if those hours are 0730 to 1600 hours and if he/she is presenting from 1300 to 2100 hours. Failure to do this will result in a full occurrence. The first person to be contacted should be Mr. Joseph Dailey. If the student is unable to contact this person, a second attempt should be to contact the Program Manager. If all contact attempts are ineffective, the student must contact the Clinical Instructor/Charge Tech person for the clinical area to which they are assigned.

**PLEASE KEEP THE SCHOOL NUMBERS (LISTED IN THE DIRECTORY) ACCESSIBLE AT ALL TIMES (TO INCLUDE CLINICAL INSTRUCTORS AT EACH SITE)**

The clinical rotation and assignments will be given to each student and posted in the central clinical area. The schedules will be completed in an appropriate time period for student awareness of rotation commitments.

The Clinical sites a student may be required to rotate through include but may not be limited to the following (all distances are measured from classroom)

UCHealth-Memorial Hospital Central– 1 mile; Printers Park Medical Plaza – 1 mile; Surgery Center within Printers Park Medical Plaza – 1 mile; Penrose Hospital- 4 miles, St Frances Medical Center – 12 miles; Front Range Orthopedics – 10 miles; Briargate Medical Plaza – 10 miles, Memorial Hospital North – 11 miles; Circle Square Urgent Care – 4.7 miles; and UCH Central (Anschutz Campus) – 73 miles.

**These sites may change, at the School's sole discretion, as situations and circumstances change. Since the student's clinical rotations are integral to this program, it is imperative that students participate in the clinical rotations as assigned.**

The clinical rotation schedule times are 0730-1600, 0700-1530, and 0800-1630 hour for daytime shifts, 1300 to 2100 hours for evenings and 0700-1530 and 0730-1600 for weekend shifts. This means the student is in his/her proper rotation assignment area ready to start at those times. Therefore, it will be necessary for the student to sign in 5 minutes prior to the beginning of his/her clinical experience. This is the student's responsibility, and is a part of his/her clinical evaluation, which indicates

motivation, interest, and responsibility. The student may clock in up to 15 minutes early for each shift, but no credit is given for the time.

### **Tardiness**

Being on time for academics and clinical is the student's responsibility. Remember that clocks may vary; as a result, students should leave themselves some time for these differences. The tardiness policy will also be strictly enforced with regard to tardiness if it occurs when signing in and out from class to the clinic and from the clinic to the class.

### **Leaves and Absences**

Any request for a leave of absence must be made in writing to the Program Manager. Each leave of absence request will be reviewed individually on a case by case basis by the faculty. All attempts will be made to accommodate any student's legitimate request, with the mutual understanding that all academic and clinical requirements must be made up, thereby possibly postponing graduation. Depending on the length of the leave absence (which may not exceed one semester) it may be necessary for the student to repeat the school year. Tuition will be assessed for the additional year.

Students are requested to make doctor, dentist, and other appointments on their own time, except in emergencies. Missed lectures and clinical assignments could be a hardship. It is difficult to "catch up" when guest lecturers or others are missed. Make-up time will be scheduled in such cases that these appointments cannot be scheduled on a students' own time.

### **Breaks and Lunch/Dinner**

The clinical supervisor will assign breaks and lunch/dinner times to the student. The student is expected to adhere to the allowed time. Breaks are 15 minutes and lunch/dinners are 30 minutes only, depending on the clinical facility. If anyone takes a break or lunch/dinner for longer than the allowed period of time, disciplinary measures will result.

**Parking:** During established times, on-site parking is available in designated areas.

**On-street parking is prohibited.** Disciplinary action up to and including termination will be applied to violations of this policy.

### **Schedule Changes**

Students may find that it is not easy to arrange their personal and School schedules to coincide at all times. The School schedule is arranged each semester to give the students adequate experience in all facets of their education. Therefore, we are

unable to change your schedules unless extreme circumstances necessitate a change.

### **Professional Etiquette**

Students will address all physicians, supervisors, and patients with respect by using their appropriate titles.

You should always remember to introduce yourselves to your patients and prior to proceeding with the examination, explain briefly what the procedure is and what you are going to do. It is also important to introduce co-workers to the patient if they should enter the room.

### **Disputes**

Controversies or disagreements between technologists and students are inevitable. However, good working relationships can be established. Be mature enough to form your own opinion of fellow students or hospital employees. If you find yourself in disagreement with a technologist, follow through with the technologist's decision, since they are ultimately responsible for problems arising in their area, and then discuss the problem with them at a later more convenient time. Discussing the problem with fellow students or employees at coffee break or lunch only results in hard feelings and sometimes-unpleasant conditions for everyone involved.

### **Who the student is responsible to**

During the education program, you will find yourself asking the question, "Who am I responsible to?" This is sometimes a confusing question which the following guidelines should help clarify.

At all times, you are responsible to the Program Manager, Clinical Coordinator, Radiology School Faculty and the Clinical Instructors. We cannot be with each one of you during your eight-hour assignment; therefore, we have delegated the responsibility of your clinical assignment and conduct to other technologists and area supervisors. During your clinical assignment, you are responsible to the technologists or area supervisor to whom you are assigned. As your program progresses and you assume more responsibility, you may find yourself responsible for a room; and in this event, you are responsible to the floor or shift supervisor. This allows you to build more confidence in yourself and the skills that you have acquired.

## **Policies Which Promote Professional Standards**

### **Confidentiality**

Memorial Hospital and the School will guard each individual's right to privacy and the confidentiality of all matters relating to rehabilitation. The confidence of medical records for employees with alcohol or drug dependencies will be strictly maintained.

### **Patient Confidentiality**

Memorial Hospital is responsible providing every consideration of privacy concerning the patient's medical care. Medical records are maintained in accordance with the medical staff by-laws, rules and regulations and cannot be given to any person or agency without the patient's written consent.

The student shall not divulge medical information to any other person connected with the care of the patient. If a student finds it necessary to discuss the patient's care, the student should inform only the immediate supervisor, program staff, or the department administrative staff within the Department of Radiology.

Medical information is of a highly personal and confidential nature. This information must be respected at all times and not discussed in any manner. All students are expected to comply with HIPAA (Health Insurance Portability and Accountability Act of 1996 – Refer to regulations on the M-Net). Intentional or involuntary violation of confidentiality may result in disciplinary action by the hospital and/or legal action, including possible imprisonment.

### **Student Confidentiality**

The student is assured complete confidentiality regarding his/her records, evaluations, grades and personal matters in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Student Access to Records**

Each student has the right to examine his or her file. The parents of minor students also have a right to access that file when authorized by the minor student.

If you wish to have any portion of your file sent to other persons, you must submit a request in written form to the Program Manager.

### **Academic Honor Code**

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community-students, faculty and staff.

UCHealth-Memorial Hospital School of Radiologic Technology has an ongoing commitment to maintain and encourage academic integrity.

### **Types of Academic Dishonesty**

- A. Plagiarism - Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution. The writer fails

to reference the correct author or loosely paraphrases the author without appropriate citation. Loosely paraphrasing is changing only a few words while still acknowledging the author.

- B. Cheating - Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices in any academic exercise. It also includes getting help on a take-home examination, discussing examinations, copying another person's assignment or examination, writing a paper for another person, acquiring advance information on examinations, and not equally participating on group projects.
- C. Fabrication and Falsification - Intentional and unauthorized alteration or invention of any information citation in an academic exercise.
- D. Multiple Submissions - Submission of substantial portions of either written or oral academic work which has previously earned credit, when such submission is made without instructor authorization.
- E. Misuse of Academic Materials - Intentionally or knowingly destroying, stealing, or making inaccessible, library, or other academic resource material.
- F. Complicity in Academic Dishonesty - Intentionally or knowingly contributing to the academic dishonesty of others.
- G. The federal copyright laws give users, such as educators, the right to use a portion of a copyrighted work—without obtaining permission—if the intended use is a “Fair Use.” Four factors are weighed in determining whether a particular use is “fair” or not (the factors are weighed as a whole.):
  - 1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purpose. The following purposes are included in consideration:
    - a. Criticism, comment and news reporting
    - b. Teaching, scholarship or research
  - 2. The nature of the copyrighted work:
    - a. Materials designed primarily for educational use, including textbooks and periodicals for students, are less susceptible to a “Fair Use” exemption than an item such as a popular magazine
    - b. A “Fair Use” claim is greater in the case of factual and non-fiction works than for creative, original, or fiction works.
    - c. Works that are not based on originality, such as a catalog, index, directory, or phone book, are more open to a claim of “Fair Use”.
    - d. If a work is determined to be of an entertainment nature, it is less likely to hold up to a claim of “Fair Use”.
  - 3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. In short, it is not “Fair Use” to copy an

entire work (except in the case of some very short items, as discussed below).

4. The effect of the use upon the potential market for, or value of, the copyrighted work.  
Because the above rules are theoretical and can be difficult to apply, here are some more specific guidelines for copying for classroom use. Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course, for classroom use or discussion.
5. All of the above must bear the copyright notice. Photocopying for classroom use must also meet the standards of "spontaneity."

These examples of academic dishonesty shall not be construed to be comprehensive, and infractions will be investigated on an individual basis. Disciplinary action may include suspension or expulsion from the School. First offense will result in suspension and automatic zero for the grade on the assignment/exam, and second offense will result in expulsion from the program. (suspension will be up to 2 days-one day of class and one day of clinic which will need to be made up after graduation). It is the obligation of each student to assist in the enforcement of academic standards; infractions, whether by students or faculty, should be first brought to the attention of the instructor.

### **Standards of Conduct**

Upon enrolling in the UCHealth-Memorial Hospital School of Radiologic Technology, you assume an obligation to conduct yourself in a manner compatible with the school's function as an education institution. The School expects each student to obey school regulations. Any act, which violates policy, brings discredit to the School, is insubordinate, or is offensive to patients, visitors, or fellow peers and staff, interferes with the rights of others, disrupts or impairs the normal functioning of the school, damages or destroys property, or impairs health or safety is grounds for suspension or expulsion from the School. Students shall always act in the School's best interests, upholding the highest ethical standards. Professional conduct is expected at all times. If you neglect or ignore this responsibility, the School must, in the interest of fulfilling its function, institute appropriate disciplinary action.

### **General Disciplinary Policy**

A disciplinary policy is put into place for general issues that should arise which affect clinical and classroom environments. This policy is used for many occurrences when clinical issues arise that could affect patient care, tech and student interactions, as well as affecting classroom interactions with peers and instructors.

The general disciplinary policy process is as follows:

1. First Offense: Verbal Warning. This is documented.
2. Second Offense: Written Warning.
3. Third Offense: Suspension (2 days)
4. Fourth Offense: Dismissal from the program.



Due to certain situations being more severe than others this process can be changed at the discretion of the program manager and/or director. In cases of patient safety, the process may skip ahead in steps based on severity of events and the necessity to maintain a safe clinical and classroom environment.

### **Student Appearance**

It is important for the student to understand that they contribute to the quality of patient care, the professionalism and efficiency of UCHealth-Memorial Hospital. The manner, in which you carry out your duties, your courtesy to others, appearance and personal hygiene all contribute to the customer's image of UCHealth-Memorial Hospital. Students are expected to project a professional and mature demeanor toward patients, visitors, staff and peers. Students should conduct themselves in a courteous, friendly and helpful manner, maintaining a positive attitude knowing and applying acceptable standards of performance for staff, peers, patient/guest relations and telephone courtesy. Standards have been established to assist the student in achieving appearance that will be accepted as being in good taste by the community UCHealth-Memorial Hospital serves and will contribute to a healthier and safer environment. UCHealth-Memorial Hospital School of Radiology expects you to be neat, clean and well groomed. A casual and unkempt appearance will not be acceptable. Personal cleanliness and body and breath odors are particularly noticeable. Should such problems be called to the student's attention, it should be recognized in a spirit of constructive criticism and resolved.

### **Wearing Apparel**

#### **Uniforms during the two year training program.**

Students are required to wear appropriate uniforms whenever they are in the clinical setting. Wearing attire for the classroom should be appropriate for that environment. The uniform for all students in the clinical setting shall be as follows: (Please call before purchasing if you have questions).

- A. Scrub uniforms as prescribed by the School of Radiologic Technology. Appropriate scrub uniforms includes a **Gray scrub top and scrub pants and white or black shoes (no open toe).** For warmth or comfort, tee shirts or turtlenecks in solid black, white, or gray can be worn under a scrub top.
- B. White or black shoes must be worn. Tennis shoes will be acceptable only if all white or black and if clean at all times. (No open toed shoes)
- C. A school patch for each uniform (To be purchased from the School, \$5.00/patch)

The personal appearance of a student must always be in accordance with the dignity of UCHealth-Memorial Hospital. Uniforms must be clean and well pressed. Shoes and shoelaces are to be clean. Appropriate undergarments must be worn and should remain inconspicuous.

**Jackets** - Must have UCH logo, or you can wear a gray scrub jacket or white - lab coats. These may be worn over the uniform to help keep clean or may be used for warmth as the department is necessarily kept cool.

**Hair** - Hairstyles should be neat and clean at all times and of natural appearance. Long hair must be tied back or put up in a manner that the hair will not fall over the shoulder. No ribbons, please. Beards and/or mustaches if worn, must be clean and neatly trimmed, of a conservative nature, and not interfere with the use of personal protective equipment. Hair color or style may not be extreme.

**Perfume and After Shave** - Excessive use of cologne, perfumes, after-shave, and makeup cannot be permitted. Odors can be very unpleasant to patients who are ill or have allergies.

**Jewelry** - Jewelry is a source of bacteria and will therefore be limited to professional pins, necklaces, which remain inside the uniform, watches, wedding rings, engagement ring or a ring of deep sentimental value only. Ear piercings, including studded earrings and small hoops must be discreet and not create a safety hazard. Gauged or plug earrings, must be less than ¼ inch in diameter. Small post earrings are allowed. When working with a patient with an open wound, or contagious disease, all jewelry must be removed. No facial, oral, or neck piercings are allowed. Earrings are limited to two (2) per ear. Pins, buttons, jewelry, emblems, or insignia bearing political, controversial, inflammatory, or provocative message are not permitted.

**Tattoos** - Tattoos are to be covered whenever possible. Tattoos unable to be covered must be non-offensive, and non-profane (at the sole discretion of the Program Manager).

**Name Tags and TLD Badges** - A nametag will be supplied by the School and issued to each student on the first day of class. They are used as identification and are required to be worn whenever the student is within the clinical facility. Identification badges must be worn above the waistline with the picture side of the badge visible at all times. If the badge is displayed using a neck lanyard; the lanyard must be a breakaway variety when in direct patient care settings. Mechanisms used to display badges must be cleaned regularly. It should be worn so that it is visible, preferable over the left chest pocket location. A \$10.00 charge will be assessed to the student to replace a lost nametag. A collar and waist TLD badge will also be issued to each student on the first day of class. Please refer to the policy and procedure manual as to the rules and regulations of these badges.

### **Other**

Clear or light pastel fingernail polish may be worn as long as it is not chipped. Fingernails, male and female, must be clean and well-groomed at all times (no more than ¼" past the tip of the finger). Due to an increased incidence of healthcare-acquired infections, artificial nails cannot be worn by direct patient caregivers.

Also, when off duty and on hospital grounds whether eating in the cafeteria or taking care of other business, please be aware that you represent UCHealth-Memorial Hospital School of Radiologic Technology.

Personal cleanliness is critical to the professional image and patient care. Should a supervisor find it necessary to call a personal hygiene problem (body odor, halitosis, hair) to a student's attention, it should be accepted as constructive feedback and resolved.

### **Eating, Drinking, Gum Chewing**

Eating and drinking will be allowed only in specified areas and NEVER in patient areas. Eating in the classroom will not be permitted unless on a special occasion (i.e. graduation party, birthday, etc.) and only after okayed by a faculty member. Gum chewing will **NOT** be allowed at any time while students are participating in clinical education assignments or laboratories.

### **Professional Societies**

The Colorado Society of Radiologic Technologists holds a yearly convention. First year students, who want to participate in this conference, must submit a paper or project. There is no such requirement for second year students. Participation is optional and the attendance fee (hotel, food and registration) is approximately \$150. A waiver for travel is provided.

### **Meetings**

Throughout the school year additional meetings are scheduled both during and after school hours. These include in-service meetings and field trips. Students are required to attend such functions.

## **SCHOOL SERVICES**

### **Application Procedures:**

#### **Recruitment**

Student recruitment is primarily carried out through:

- A. The school brochure
- B. Faculty participation in programs of community service (High School Career Days, open houses, etc.)

#### **Admissions Inquiries**

Inquiries concerning admission to the School should be directed to the Program Manager:

UCHealth-Memorial Hospital School of Radiologic Technology

2420 East Pikes Peak Ave. Room #2044  
Colorado Springs, CO 80909.

The mailing address is:

1400 East Boulder, Colorado Springs, CO 80909.

### **Admission Qualifications**

The School of Radiologic Technology's admission policy is to receive and select the best applicants for its program without regard to race, religion, sex, and or qualified disability. The applicant must be a graduate of an accredited high school or possess a GED equivalent, with satisfactory standing. The applicant must have completed the following prerequisites from a State Approved and Regionally Accredited College or University:

- College English Composition (Eng 121 or equivalent)
- College Algebra (MAT 121 or equivalent)
- General Psychology (PSY 101 or equivalent)
- Anatomy and Physiology (Both I and II w/ lab, BIO 201 and 202 or equivalent)

Although we do give preference to students with previous academic experience, we are unable to give credit for any courses other than College Algebra, English Composition, equivalent Medical Terminology, Introduction to Radiology, Anatomy and Physiology I, Anatomy and Physiology II, and Pharmacology.

The applicant can meet this condition if they are currently enrolled in prerequisite classes at the time of application. The prerequisite course must be completed prior to the beginning of Radiologic Technology classes. Variance from this policy must be approved by the Program Manager. The applicant must achieve a minimum grade of 'C' (2.5) in each course.

If these prerequisite studies were not completed within the previous ten years, and both Anatomy and Physiology courses within seven years, the Admissions Committee may require that the courses be repeated or updated. If an applicant wishes to challenge any one of these prerequisites, the applicant must have previously taken the course he/she wishes to challenge (or experienced the equivalent content as determined by the individual instructor). Please be advised, if math or English classes on previous transcripts are 10 years or older, a placement test will need to be taken for each of these areas at Pikes Peak Community College Testing Center located at 5675 S. Academy Blvd., (719) 540-7115. This test may be taken on a walk-in basis. The Testing Center's hours are 8:00 a.m. - 8:00 p.m. Monday/Tuesday and 8:00 a.m. - 5:00 p.m. Wednesday-Friday. The placement test is a self-paced test that takes approximately two hours. Results of this test must place the applicant into MAT 121 and ENG 121 (or higher) in order for those classes to be transferred in. The cost of the test is the responsibility of the applicant and is currently \$10.00 per test, unless the applicant is registered at Pikes Peak Community College, in which case it is free. Further information on this procedure may be obtained from the Program Manager of the School of Radiologic Technology.

High school seniors preparing for study in the School of Radiologic Technology should start the admission process during the first semester of their senior year. However, their formal admission will not be considered until after receipt of their high school transcript and record, which must show completion of the seventh semester of high school. Recommended high school studies should include:

Three years of English  
Three years of Math  
One year of Biological Sciences

The student must be of good moral character, and have an adaptable personality. They must be able to maintain poise and professionalism, follow and respect authority, and show a willingness to participate in a concentrated academic program. The applicant should demonstrate an aptitude in working with seriously ill patients, have an empathetic understanding of the patient's culture, needs and attitudes, and be reliable and dedicated to the medical profession.

Prospective students should carry out the following instructions:

- A. Include a brief statement (one page – 150 words) as to why you wish to become an RT, how you became interested, what you wish to do once you have completed your training and the qualities you possess which will make you a success.
- B. The application, all transcripts of previous high school and college records with a 2.5 GPA, character, and employer references must be received by the School on or before March 1<sup>st</sup> each year. \*
- C. Please be advised, if Math and English classes on previous transcripts are older than 10 years, and if Anatomy and Physiology classes on previous transcripts are older than 7 years, a Placement Test will need to be taken for each of these areas at Pikes Peak Community College Testing Center located at 5675 S. Academy Blvd., (719) 540-7115. This test may be taken on a walk-in basis. The Testing Center's hours are 8:00 a.m. - 8:00 p.m. Monday/Tuesday and 8:00 a.m. - 5:00 p.m. Wednesday-Friday. The placement test is a self-paced test that takes approximately two hours. Results of this test must place the applicant into MAT 121 and ENG 121 (or higher) in order for those classes to be transferred in. The cost of the test is the responsibility of the applicant and is currently \$10.00 per test, unless the applicant is registered at Pikes Peak Community College, in which case it is free.
- D. The top 50 qualified applicants meeting the above requirements are required to meet with the Admissions Committee for an interview. You will be notified as to the date and time of this interview. Failure to attend this interview will result in an incomplete application.

- E. Applications should be submitted in their entirety, with the exception of transcripts, to the school by the deadline (March 1<sup>st</sup>). Please do not submit part of your application throughout the year. Keep your application until you have all documents needed and submit/mail all at once.

Upon receipt and examination of the above credentials by the school faculty, the student will be notified of his/her acceptance or rejection.

Students will complete the admissions procedure by:

- 1) Paying the book and first semester tuition fee (which must be paid before or at the time of registration).
- 2) Reporting for Orientation Week prior to the beginning of the First Semester of the Program.

\*Applications received after this date will be considered incomplete and denied and will need to be resubmitted for the following year's application due date.

#### Additional Application Policies:

- 1) An applicant can only apply up to **3 times** in entirety. After the third time applying and acceptance into the program is denied, then you can no longer apply to the program.
- 2) All applications are based on a point system. The top 50 applicants with the highest beginning points will get an interview. Points are given and determined based on GPA, additional college course work, patient care experience, and employer reference score. Interviewing points will also be contributed to the candidates' overall application points. After interviews, each applicant's points will be totaled.
- 3) After the completion of all interviews, the Program Manager will prepare a list of the total scores of all candidates who were interviewed. The scores will be ranked from the highest to the lowest. The 35 applicants with the highest scores will be presented to the admissions committee. The admissions committee will review the applications **and** interviews of the top 35 and select 27 candidates to start as the new class for the summer. There will be 6 additional applicants selected as alternates from the list of the top 35.

#### Admissions Point System

- 1) The minimum number of points required for admission will fluctuate based on the pool of applicants for each start date. Admission is based on a point based system. Only the top 50 applicants with the highest cumulative points will receive an interview. After the completion of all interviews, the Program Manager will prepare a list of the total scores of all candidates who were interviewed. The scores will be ranked from the highest to the lowest. The 35 applicants with the highest scores will be presented to the admissions committee. The admissions committee will review the applications **and** interviews of the top 35 and select 27 candidates to start as the new class for

the summer. There will be 6 additional applicants selected as alternates from the list of the top 35.

The following categories are used to determine how many points an applicant receives:

- Academic Background
- GPA
- Prior healthcare education
- Healthcare background and experience
- Admission interview
- Letters of reference/employer references

### **Acceptance**

The UCHealth-Memorial Hospital School of Radiologic Technology will accept a maximum of twenty-seven (27) students once a year. Classes will begin the first week in July, and continue for 23 consecutive months.

### **Transfer Credits in Radiologic Technology**

We do not accept transfer credits from students looking to transfer from another Radiologic Technology school or institution. We do not have an advance placement program.

Credits earned at regionally accredited colleges or universities or other approved educational institutions in College Algebra, College English Composition, equivalent Medical Terminology, Pharmacology, Anatomy and Physiology I & II, and/or Introduction to Radiologic Technology, may be transferred toward fulfilling UCHealth-Memorial Hospital School of Radiologic Technology requirements. Transferring credits is based on the following conditions:

- Credits must have been earned within 10 years prior to admission to UCHealth-Memorial Hospital School of Radiologic Technology with the exception of Anatomy, which needs to be within 7 years.
- Courses in which a grade of C or above was earned will be accepted in transfer when the courses are applicable. Credit will be transferred from an official transcript from the originating institution only. Only courses that are applicable to UCHealth-Memorial Hospital School of Radiologic Technology will be transferred.

Granting credit for previous courses shall not impact the refund policy.

**UCHealth-Memorial Hospital School of Radiologic Technology does not guarantee the transferability of its credits to any other educational institution. The transferability is up to the receiving institution.**

Students are eligible to receive an Associates of Applied Science Degree in Radiology from Pikes Peak Community College if they successfully complete the UCHealth-Memorial Hospital School of Radiology Program and have taken the above prerequisites from PPCC. Pikes Peak Community College will then transfer in 57 credit hours from UCHealth-Memorial School of Radiology Technology for a total of 75 credit hours.

## **International Admissions**

### **Age Requirement**

All students must be at least eighteen (18) years of age before the first day of class.

### **Educational Requirement**

The minimum educational requirements is a 3- year college degree (90 credits or more) or equivalent. A 3.0 GPA or higher is required for all students applying from abroad.

### **Proof of English Proficiency**

All international applicants who are non-native English speakers are required to show proof of English language proficiency. Applicants must submit a valid TOEFL or IELTS score report. The score report must be submitted directly to UCHealth-Memorial Hospital School of Radiologic Technology from the testing agency. TOEFL and IELTS score reports are only valid for 5 years after the test date.

The minimum required scores are as follows:

- TOEFL iBT – 79
- TOEFL pBT – 550
- TOEFL cBT – 213
- IELTS – 6.0

International students who have completed a 3-credit English Composition course, with a B- or better, from an accredited postsecondary school in the United States are not required to submit TOEFL or IELTS scores. The English class must be 100-level or higher and it must have been completed on the campus of an accredited postsecondary school in the United States. Online courses will not be accepted as a replacement for TOEFL or IELTS. A sealed transcript must be submitted directly to the school.

### **M-1 Student Visa**

All international applicants must be in the United States legally and obtain M-1 student status prior to the first day of class. Nonimmigrant students who are eligible to attend classes without obtaining M-1 student status are not considered international student and are permitted to enroll as domestic students.

### **Submission of Admission Documents**

International applicants must submit all required Admission documents before the application can be reviewed.

The following documents can be submitted via email:

- Admission Application
- Copy of Passport
- Copy of college degree



- Application Letter- explaining the applicant's reasons for wanting to attend, and educational/career goals.
- Character References
- Copy of I-94 (if currently residing in the United States)
- Copy of valid visa or proof of legal status (if currently residing in the United States)

The following documents must be submitted via mail:

- Official TOEFL or IELTS score report (or equivalent) submitted directly to the school by the testing agency.
- Official college transcript(s). The transcript(s) must be evaluated by an approved evaluation service. Approved companies include all current member of the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators (AICE). The evaluation must be in English and include a course by course breakdown, including credits and grades, of the programs. The transcript(s) and evaluation should be submitted directly to the school from the credential evaluation service.

### **Interview**

Enrollment in the Radiology program requires an interview with the program manager, clinical coordinator, and instructors. The interviews can be done remotely via phone.

### **Acceptance Letter**

After a complete application has been submitted and the interview has been completed, the school will evaluate the application and make a decision. An official acceptance or rejection letter will be mailed to the address listed on the applicant's admission application.

### **Applying for an M-1 Student Visa**

It is the sole responsibility of the student to pay any required fees, and if required to apply for an M-1 Student Visa at a local U.S. Consulate or Embassy or submit a Change of Status application to USCIS. The student is fully responsible for obtaining the correct nonimmigrant status and entering the United States legally.

### **Arrival on Campus**

When an international student first arrives to the school, he/she will be required to complete all necessary enrollment documents. The student is not officially enrolled until the enrollment contract and policies have been completed. In order to enroll in the program, the international student must have the appropriate visa status and be in the United States legally. The student must maintain his/her legal status throughout the course of the program.

### **Collaboration Agreements**

UCHealth-Memorial Hospital School of Radiologic Technology has a collaboration agreement with Pikes Peak Community College (PPCC) in that if a student takes prerequisite courses through PPCC prior to admittance into the radiology program, an associate's degree can be awarded through PPCC instead of UCH Memorial Hospital School of Radiologic Technology; if the student chooses to do so upon

graduation. Additionally a collaboration agreement with University of Colorado at Colorado Springs (UCCS) allows 40 transfer credits from the radiology program towards a bachelors in Allied Health at UCCS, should the student want to continue their education past an associate's degree.

### **Orientation**

Student orientation to the School of Radiologic Technology and UCHealth-Memorial Hospital takes place approximately two weeks prior to the start of classes during Orientation Week of the first semester of the program.

Student orientation consists of introducing the new students to the Staff and Facilities of UCHealth-Memorial, UCH-Denver and Penrose/St. Francis Hospitals, and the field of Radiologic Technology. It also encompasses Body Mechanics, CPR, Radiation Protection, Corporate Compliance and Infection Control. This orientation places emphasis on general Rules and Regulations for student Radiologic Technologists.

### **Placement**

The UCHealth-Memorial Hospital School of Radiologic Technology maintains no formal graduate placement service. However, the Program Manager and faculty members will assist graduating students in contacting hospitals, medical centers, clinics, radiologist's and physician's offices, both local and national, which have the need of services of a Radiologic Technologist.

### **Physical Education and Athletics**

The School does not conduct a course in Physical Education and has no facilities for athletic events. However, the School encourages all students to spend as much time as possible outdoors after school hours (and during free time) and, of course, completely away from x-and gamma radiation.

## **Use of Controlled Substances in the Clinical & Academic Setting**

### **OBJECTIVE AND SCOPE**

#### **Introduction:**

UCHealth-Memorial Hospital is required to adhere to various federal, state and local laws and regulations regarding alcohol and drug use. UCHealth-Memorial Hospital also has a vital interest in maintaining a safe, healthy and efficient environment for its employees, students and the public. Being under the influence of, subject to the effects of, or impaired by alcohol or a drug while on the hospital premises may pose

serious safety and health risks to the user, the user's co-workers and the public. Additional, the possession, use or sale of an illegal drug in the workplace may pose an unacceptable risk to the safe, healthy and efficient operation of UCHealth-Memorial Hospital.

### **Scope:**

All students are subject to this policy while they are on the hospital premises, serving as an agent of UCHealth-Memorial Hospital, conducting any UCHealth-Memorial Hospital business and/or present on the grounds of any UCHealth property.

Additionally, off duty or off UCHealth property illegal drug use is not acceptable. Convictions, a plea of guilty or plea of nolo contendere for possession of drug paraphernalia, a plea of guilty of nolo contendere for being under the influence of, subject to the effects of, or impaired by alcohol or a drug must be reported to the program manager within five days of the plea or conviction whichever occurs first. Failure to meet this deadline will constitute a violation of this policy and subject the student to disciplinary action up to and including termination.

### **Policy Details:**

#### **I Prohibitions:**

##### **A. Alcohol**

1. Students are prohibited from consuming, being under the influence of, impaired by alcohol or alcoholic beverages while they are in school, serving as an agent of UCHealth, conducting any UCHealth business and/or present on the grounds of any UCHealth property.

A student not on duty and attending an authorized UCHealth event serving alcohol or alcoholic beverages may consume the alcohol or alcoholic beverages as a part of the sanctioned event if of legal age however; at no time may a student consume enough alcohol or alcoholic beverages to be considered "under the influence of" or "impaired by alcohol".

2. The alcohol levels defined by the state legislature that may be amended from time to time for defining "under the influence of" alcohol and "impaired by alcohol" are adopted for purposes of this policy.

##### **B. Legal Drugs**

Students, shall, when receiving prescription medication from a medical professional, inquire of the prescribing professional whether the medication has any side effects that may impair the student's ability to perform in the academic or clinical setting and whether the side effects may create a risk to their own safety, the safety of their co-workers or the public. If the answer to either question is yes, the student shall

obtain a written statement from the medical professional indicating any recommended restrictions and the duration of those restrictions. The student shall provide this statement to the program manager and secure approval to return to class.

The program manager may contact the student's personal physician for clarification of the restrictions or in attempt to identify another medication that will provide the student the same benefit without producing the side effects. Prior to making contact with the student's personal physician, the program manager will obtain a medical release from the student. The program manager shall keep the medical records that disclose the identity of the prescription medication confidential in accordance with UCHealth policies and with state and federal laws. The student may be required to take time off until the above determinations can be completed.

### C. Illegal Drugs, Drug- Related Paraphernalia and Drug Diversion

1. While students are on the hospital premises, serving as an agent of UCHealth, conducting any UCHealth business and/or present on the grounds of any UCHealth property they are prohibited from:

- a. Consuming, being under the influence of, impaired by, or subject to the effects of illegal drugs,
- b. Selling, purchasing, transferring or possessing an illegal drug,
- c. The unauthorized carrying, use, sale, purchase, transfer or possession of drug-related paraphernalia, and
- d. Unauthorized diversion of any drug

2. Marijuana and its metabolites, including that recommended for medical use, are illegal under federal law. If the federal and Colorado laws are in conflict on this issue, the federal law will take precedence. Therefore, a positive marijuana drug test will be treated as illegal drug use for students, subjecting them to all rules contained herein for illegal drug use even if a physician has prescribed the marijuana for medical reasons.

3. Convictions, a plea of guilty or plea of nolo contendere for possession of drug paraphernalia, a plea of guilty or plea of nolo contendere for being under the influence of, subject to the effects of, or impaired by a drug will be considered a violation of this policy and subject a student to discipline up to and including termination.

## II. Alcohol and Drug Testing:

### A. Post-Conditional Offer/Pre-enrollment Testing

All individuals presented with a conditional offer of acceptance into the School of Radiology will be required to complete a post-conditional offer/pre-enrollment drug screen test. Successful completion of the drug screen is required.

Individuals who refuse to take the test in its entirety or who do not pass the test will have their conditional offer of acceptance rescinded.

Where a prescription drug (excluding medical marijuana) is detected, an individual will be contacted by a Medical Review Officer or designee to ascertain that the drug has been prescribed to the individual by a physician. If the individual provides such proof, their test result will be reported as a negative and the individual will continue to be processed. If the individual is unable to provide such proof, their test result will be reported as a positive and their conditional acceptance into the school of radiology will be rescinded.

B. Reasonable Suspicion Testing

When an employee with supervisory responsibilities (herein referred to as “manager, coordinator, faculty, or clinical instructor”) has reasonable suspicion that a student is in violation of this policy, after taking appropriate safety measures, i.e. removing the student from any situation which may pose a safety risk to the student, co-workers or the public, the supervisor shall immediately consult the radiology school program manager and/or Human Resources Department to determine further actions. However, if immediate consultation is not possible, it is the responsibility of the supervisor to promptly initiate alcohol and drug testing. The supervisor shall initiate testing as follows:

1. Document in writing the specific reasons for the decision to initiate testing based on specific, contemporaneous, articulable observations of the student’s appearance, behavior, speech or body odors. When possible, have a second supervisor confirm the specific, contemporaneous, articulable observations of the student’s appearance, behavior, speech or body odors.
2. Advise the student that the supervisor is ordering the student to go to the testing site for testing. If the student refuses to go to the testing site, or refuses to participate in the testing process will subject the student to discipline up to and including termination.
3. No supervisor should allow the student to drive to or away from the testing site or hospital premises. However, if the student does drive off, the supervisor should notify the Police Department immediately and provide them pertinent information.

C. Post-Accident Testing

As soon as practicable following a clinical accident, the supervisor shall ensure that the student is tested for alcohol and drugs when the accident:

- May have been the fault of the student **and** the accident involves a fatality;
- May have been the fault of the student **and** any individual was injured severely enough to receive medical treatment immediately away from the scene of the accident;
- May have been the fault of the student **and** the accident resulted in disabling damage to any equipment; or,
- There is reasonable suspicion to test the student

D. Return to school

If UCHealth elects to allow a student to return to school following a positive alcohol or drug test, it is mandatory that the student first pass a return-to-school alcohol and drug test and agree to a program of unannounced testing for a period of not more than twelve (12) months from the return to class date. Failure to comply with the unannounced testing program will result in discipline up to and including termination.

**III. Other Material:**

A. Diversion

When a supervisor has reasonable suspicion that any student may have diverted controlled substances, drug testing will be administered within two (2) hours. In addition, if the greater weight of the evidence supports the conclusion that a student diverted drugs or their drug test is positive, the student will receive additional infectious disease testing. This testing will include, at a minimum, testing for Hepatitis, HIV, Syphilis and Herpes.

B. Safeguards and Confidentiality

1. The UCHealth security and police **shall be** contacted when a supervisor has reasonable suspicion that a student appears to be in possession of, selling or transferring illegal drugs.
2. Noncompliance with a supervisor's order will be viewed as refusal to obey the order of a supervisor and subject to discipline, up to and including termination.
3. It will be considered a violation of this policy if the greater weight of the evidence supports the conclusion than a student used, or attempted to use, a masking agent, another person's urine or blood, or in any other way attempted to alter the sample and/or test results.
4. Supervisors have the right to search UCHealth-owned property e.g., a desk, file cabinet, or locker when predicated by reasonable suspicion that evidence of misconduct will be found. Supervisors may search a student's personal property e.g. their personal vehicle parked on

UCHealth property, lunch boxes, briefcases, purses, tool kits, and backpacks, upon consent of the student.

C. Alcohol and Drug Levels

Under the Colorado statutes, as may be amended from time to time, “impaired by alcohol” is defined as having 0.05 grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood), but less than 0.08 grams of alcohol. “Under the influence of alcohol” is defined as having 0.08 or more grams of alcohol (per two hundred ten liters of breath or per one hundred milliliters of blood).

“Subject to the effects” of an illegal drug is to be determined consistent within the confirmation test levels of established by the certified drug testing lab contracted for testing.

### **Harassment and Bullying Policy**

**Description:** this section describes the school’s anti-harassment policy and any prohibited conduct and provides a system for students to report a complaint

Prohibited Conduct Definitions:

A. Harassment:

Is verbal or physical misconduct that denigrates or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, age, national origin, sexual orientation, disability, veteran status or other protected group. Harassment has the purpose or effect of creating intimidating, hostile or offensive environment; unreasonable interfering with an individual’s school performance.

B. Hostile Environment:

Creation of an offensive school environment that prohibits an individual from performing the duties and responsibilities of a student because of repeated, pervasive, unwelcome behavior that a reasonable person would find hostile, abusive or humiliating. Examples include racial slurs, ethnic jokes, sexual innuendo, lewd photographs, and/or disparaging remarks aimed at a protected group.

C. Retaliation

Adverse treatment of an individual who files a harassment complaint, providing information related to a complaint and/or participation in an investigation that rises to the level of harassment or hostile environment.

D. Sexual Harassment

## Unwelcome

- 1) When submission to the conduct involves a condition of the individual status either stated or implied
- 2) When the individual's submission or refusal is used, or might be used, as the basis of a decision which affects the individual
- 3) When the conduct unreasonably interferes with the individual's school performance or creates a work environment that is intimidating, hostile or offensive.

## E. Bullying

Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.

## F. Other Civil Rights Offenses/Prohibited Conduct include, but are not limited to, the following, when the act is based upon one or more actual or perceived civil rights classifications:

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person.
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the System or College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; hazing is also illegal under Colorado law.
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
- Violation of any other System or College rule.

## **Complaint Procedure**

- 1) The student (complainant) may choose to use either an informal process or if the process fails, the student may proceed to the formal procedure. Management and/or the Human Resource Department are responsible for assisting the student with this process. All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.
  - a. Informal Process: The student should first consider letting the harassing person know of his/her objections. The student may choose to handle the complaint personally or directly with the alleged harasser, or, may choose to have the alleged harasser's



supervisor contact the individual and attempt to resolve the complaint. If this does not produce the desired results, the student should then immediately report the situation.

- b. Formal process: This process is activated with the initiation of the student appeal procedures or when the student contacts a Human Resource manager/director for assistance or to report a complaint.

### **Libraries**

The School Library, located at 2420 East Pikes Peak., Room #2044, serves as both an instruction unit and as an aid to research for both the faculty and the student body.

Most books dealing directly with medical imaging, and specifically radiography, are contained in these two libraries.

The School Library is financed through the budget of the School of Radiologic Technology.

### **Memorial Hospital Health Sciences Library**

Faculty members and students may use the resources of the UCHealth-Memorial Hospital Library located on the second floor of the Memorial Hospital Central. The library is an automated integrated library system. All CD ROM products are on a CD LAN that gives students and faculty access to Med Line, CINAL, and Health Care Administration. An Internet PC is available for access to the World Wide Web. Modems on the public PCs enable access to distance databases.

### **Counseling**

Recognizing that personal concerns can and do have an effect on a person's morale, attitude, and productivity, UCHealth-Memorial Hospital offers the Employee Assistance Program (EAP) to the student body at a cost.

- A. The goal of the EAP is to help the student evaluate concerns and provide some initial counseling and help in the early stages of a problem before there is an adverse impact on the student's performance. These concerns may involve marriage or family conflicts, financial difficulties, drug or alcohol abuse, school or work related stress, loneliness and numerous other emotional problems.
- B. This service is administered through agencies contracted by UCHealth-Memorial Hospital who will provide counseling services for UCHealth-Memorial Hospital students at a cost.
- C. The EAP assures complete confidentiality. Discussion between the student and counselor will be held in strictest confidence. If the student is referred to

the program by the Program Manager, the counseling service will only confirm that the student has followed through with the appointment. Reports of treatment are NOT available to Memorial Hospital management, and participation in the EAP will no way jeopardize the student's position in the school or his/her reputation.

- D. Appointments may be made with the contracted agencies directly by the student. EAP brochures, available from the Human Resource Department and/or the program manager or department managers, will contain specific information on the contracted agencies and services available.
- E. Help is available 24 hours a day, 7 days a week.

### **Health Services**

#### Health Requirements and Services

- A. Forms for Physical Examination and Immunization will be sent with the pre-entrance information in the spring and must be returned to the Program Manager at the commencement of the program in July.
- B. The following immunizations and tests are required:
  - 1) Rubella titer for females and males. Measles, Mumps, Rubella (MMR) booster required. Proof of having the Chicken Pox or Chicken Pox vaccine or
  - 2) If rubella titer is negative, rubella vaccine for both females and males is required.
  - 3) Tuberculin tests (PPD) within the past six months (unless a previous test was positive or you are pregnant). This test is preformed at no cost to the student who has been accepted into the program. It will be given at the infection control department of UCHealth-Memorial Hospital.
  - 4) Diphtheria-Tetanus series or Diphtheria-Tetanus booster within the past ten years.
  - 5) **Optional:** Hepatitis Vaccine (see Communicable Disease Policy for additional information). Please make every attempt to begin the vaccine at your private physician office. If all attempts have been exhausted, this vaccine is given at no cost to the student who has been accepted into the program. It will be given at the infection control department of UCHealth-Memorial Hospital.
- C. The student assumes financial responsibility for all of the above requirements prior to admittance. At commencement of the program, UCHealth-Memorial Hospital Employee Health Department will provide a health screening at no cost to the student. Annual screening will be provided thereafter.

- D. It is the student's responsibility to inform the Program Manager of special health considerations (temporary or chronic) which may require specific adjustments to your program or studies.

**Other Services available in the community for health & wellness:**

1) Nurse Advice through the Memorial HealthLink Nurse Advice Line: (719) 444-CARE. It is free to all community members. It is open from 8:30 a.m. to 9 p.m., seven days a week. Memorial's Nurse Advice Line Will answer your health-related questions, provide advice on treating earaches, fever, and other minor injuries/illnesses, help you find a physician, schedule the class or screening of your choice and provide information about Memorial programs and services.

2) The SET Family Medical Clinic provides the acute care needs of uninsured residents. This clinic provides basic health care for the uninsured, low-to-moderate income populations who have little access to affordable medical treatment. Services include treatment of minor illnesses, such as, bronchitis, earaches, eye infections, and minor dermatological conditions. School, daycare and sports physicals are also available. Patients are seen by appointment only by calling (719) 776-8850 ext. 1003. Clinic hours are Monday through Wednesday 10:00 am – 8:30 pm and Thursday through Friday from 9:00 am – 5:00 pm at 825 East Pikes Peak Ave. Bldg. 29 Colorado Springs, CO 80903.

3) Peak Vista – 2502 E. Pikes Peak, 3<sup>rd</sup> Floor, Immediate Care Center. Copays are based on income for those who have no insurance or are not members of Peak Vista.

4) Pikes Peak Mental Health – 115 Parkside Drive, Colorado Springs, CO. Phone numbers: (719) 572-6200, (719) 572-3300, (719) 635-7000. Web Site: ppmhc.org

5) Colorado Indigent Care Program provides discounted health services to low income individuals at participating providers. CISP is not a health insurance program. CISP partially compensates participating providers who provide health care to the uninsured and underinsured at or below 250% of the Federal Poverty Level. Call customer service at (303) 866-3513 or 1-800-221-3943 or visit Colorado.gov/hcpf.

**Health Insurance**

All students are urged to carry some type of hospitalization and medical insurance. You assume financial responsibility for hospital and medical expenses not covered by insurance. Health expenses incurred at Memorial Hospital or any other UCHealth facility, which are not covered by insurance, are the responsibility of the student. Arrangements for payment may be made through the Financial Counselor at Memorial Hospital. UCHealth has a Student Accident Insurance Policy to assist students with medical bills related to injuries sustained in the course of their roles as a student in the educational/clinical setting. The policy is secondary to any other health insurance a student may carry. For questions about whether your injury may

qualify for coverage under the UCHealth Student Accident Insurance Policy, or to request that a claim be filed on your behalf, please contact Risk Management at 719-365-5400.

### **Illness or Injury**

UCHealth Memorial Hospital is committed to the maintenance of a safe and productive staff. When a student experiences a clinical related injury, exposure, or illness, the student should immediately notify his or her Program Manager and the student should seek care either through their primary care provider, an urgent care clinic, or an emergency department depending on the requirements of any health insurance coverage and/or the urgency of the situation.

A) At clinical facilities: If you are ill and unable to report for clinical assignment, you must follow the call in policy (See Clinical Handbook).

- During the clinical assignment, any illness or injury should be reported immediately to the instructor in the clinical area. Seek care as appropriate for the situation.
- If an injury or exposure to blood or body fluids has occurred, an online Incident Report is to be prepared by the student with the assistance of the clinical instructor or the Radiology manager in the Radiology Department. When possible, the Incident Report should be completed prior to treatment. The student should inform the Program Manager of the number the system assigned to the Incident Report.

B) At the School of Radiologic Technology or UCHealth facilities:

- You should report illness or injury to the Program Manager. If illness or injury requires immediate treatment, seek care through an urgent care clinic, emergency department or through your primary care provider as applicable to the situation and in accordance with any medical insurance requirements. Note: The Emergency Department will be used for emergencies only.
- If you receive an injury, needle stick or other blood or body fluid exposure, complete an online Incident Report. If an exposure occurs after hours and you do not have an injury requiring sutures, the wound or affected area should be cleansed thoroughly with soap and water and the student should seek care as soon as possible through his/her primary care physician or an urgent care clinic, in accordance with any health insurance requirements, during regular hours.

- For other injuries and illnesses, which do not require emergent or urgent treatment, the student should make an appointment with their primary care provider for an assessment of the student's health and/or injury. Students will need to be cleared by their primary care provider before returning to clinical activities.

### **Communicable Disease Policy**

Radiology is a health-related profession; therefore, it is important that you, as a radiology student be a role model for a healthy lifestyle. One facet of this lifestyle is to be protected against preventable diseases and thus protect your future patients from contracting these diseases from you. In this spirit, the following policy is enforced:

- A. All students are required to submit proof of natural immunity, current immunization, or positive titer for the following diseases prior to participating in the clinical courses: \*, \*\*
  - 1) Chicken Pox (Unless you had the disease), Measles, Mumps, Rubella (MMR) booster required.
  - 2) Tetanus, Diphtheria (DT) within the last 10 years.
  - 3) **Optional:** Hepatitis B (Heptavax) unless allergic to yeast. (UCHealth-Memorial Hospital will give this vaccine to all students accepted into the program if they are unable to obtain from their personal physician.)
- B. A PPD is required each year unless your PPD is positive or you are pregnant. This is also given free of charge to all accepted students.
  - 1) A positive PPD is not repeated.
  - 2) If your PPD becomes positive during your enrollment at the school, it is suggested that you consult with your private physician or the Public Health Department for INH prophylaxis for a period of one year.
  - 3) A PA chest x-ray is required for students who convert their PPD skin test from negative to positive.
- C. If you have been exposed to a communicable disease and your immune status is questionable, a blood titer will be drawn to determine your immune status. If you are not immune to the disease, you will not be allowed to participate in classes or clinical courses for a period of time equal to one incubation period for that disease.
- D. If you contract chickenpox, you will be allowed to return to class and clinical practicum 6 days after the onset of your rash.

E. Students with staphylococcus, streptococcus, or herpetic skin lesions will be evaluated for contagiousness prior to participating in clinical courses.

\* If you choose not to have these immunizations, you will be required to sign a statement that you decline to participate in this immunization requirement. This will result in not meeting requirement for certain clinical placements and course requirements for graduation.

\*\* If your immune system is suppressed for any reason, or you are pregnant, please consult with your physician prior to receiving any immunizations.

### **Technical Standards**

Listed below are standards that a student would need to meet, and should consider before entering Radiologic Technology as a profession:

Students must:

- A. Possess good mental and physical flexibility to satisfactorily participate in clinical experience that is composed of multiple tasks.
- B. Maintain poise and professionalism under stressful situations.
- C. Have acute eyesight, good communication skills, and the ability to record a patient's history.
- D. Must be able to lift patients and handle portable equipment, which requires stooping, bending, and lifting.
- E. Must be able to communicate with patients and co-workers.
- F. Must be able to work with their arms over their heads.
- G. Be able to stand for long periods of time.
- H. Be able to lift, position, push, and/or transfer patients and equipment.
- I. Be able to manipulate self and equipment in small confined spaces of 3' x 3'.
- J. Be able to evacuate patients in case of a fire.
- K. Be able to assume elevated, upright positions to perform radiographic procedures.
- L. Be able to perform CPR on a patient.

\* The above statements are intended to describe the general nature and level of standards needed to perform in this school. They are not intended to be construed as an exhaustive list of all responsibilities and skills required.

Conditions that may be present in the clinical setting include:

- Exposure to infectious diseases, blood-borne pathogens, hazardous chemicals and fumes, noise, and heat.
  - A. Exposure to blood-borne pathogens and hazardous chemicals requires use of personal protective equipment:
    - 1) Poly aprons
    - 2) Face mask
    - 3) Gloves
    - 4) Goggles
- Exposure to electrical and related energy hazards.
- Physical strain from bending prolonged standing, lifting, and positioning of patients.
- Generally high-stress, busy working environment.

In order for a student to complete the program, the student must be able to perform numerous psychomotor skills requiring the use of both extremities and an average amount of coordination.

Students in our program are constantly in contact with patients who need assistance moving from wheelchair and stretcher to radiographic tables. Patients range from mildly sick to emergent.

Students must be able to manipulate portable radiographic machines and other complicated equipment.

### **Student Markers**

Student markers must be used on all films taken by student radiographers so that the program can monitor, evaluate and analyze repeated radiographs taken by students as part of the clinical education component. Students are responsible for buying one or more sets of markers during the week of their first clinical rotation. If these markers are lost, it is the responsibility of the student to replace them at an approximate cost of \$25.00 per set. The student will not be allowed to perform competencies or proficiencies without their markers. Failure to use these markers on all films taken by students will result in disciplinary action.

## **POLICIES WHICH CREATE A SAFE ENVIRONMENT**

### **Radiation Protection**

- A. UCHealth-Memorial Hospital will furnish each student in the radiologic technology program with (1) OSL badge. One to be worn on the collar as a whole body dosimeter.
- B. All students and instructors are required to wear their OSL badges in the Radiology Departments.
- C. All students, instructors and technologists in the Radiology Department are to observe and practice essential radiation protection measures. These include:
- 1) Shield all patients and co-workers at **ALL TIMES** during any radiation exposure as long as this does not interfere with diagnostic quality.
  - 2) Maximum distance should be observed between operator and the radiation beam or source (use lead aprons and partitions also).
  - 3) Holding patients or image receptors during radiation exposure is not a practice the MRP authorizes. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method can be utilized. It is understandable that extremely rare instances of an emergent nature, for which student assistance with patient holding is required may occur. Therefore the following parameters have been set:
    - Appropriate techniques shall always be utilized as the primary method of patient immobilization, thereby making it possible to forego the need for anyone to hold a patient or image receptor.
    - The student should not be exposed by the primary beam.
    - The student should always be positioned farther from the primary beam than the supervising, qualified radiographer.
  - 4) Use exposure factors that produce minimum radiation dose to patients and co-workers.
  - 5) Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.
  - 6) During fluoroscopy, always wear your film badge outside the apron at the collar level and your second badge inside the apron at the waist level.
  - 7) Keep all doors closed during exposure.
- D. We follow the Memorial Hospital policy for ALARA levels for dosimeters:
- Body badge: 100 mrem in any month
- Collar badge: 250 mrem in any month



## **MRI Screening Policy**

UCHealth-Memorial Hospital School of Radiologic Technology has a vital interest in maintaining safe practices for all students in the clinical setting. As a recommendation from the JRCERT (Joint Review Commission on Education in Radiologic Technology), all students must have an MRI Screening Sheet filled out and in their student file. All students must have an awareness of MRI Safety Standards by review of the MRI safety information and protocols.

## **Student Pregnancy Policy**

Due to the possibly serious side effects associated with exposure of ionizing radiation to unborn children, a pregnant student may choose from one of the following options concerning her pregnancy:

- 1) The student may choose to not declare her pregnancy. **If the student chooses not to declare a pregnancy, no change in status shall occur.**
- 2) If the student **chooses to declare her pregnancy voluntarily**, the student may continue in the program with no modifications. The student is subject to all time and attendance rules and regulations of the program applied to a student who is not pregnant.
- 3) If the student **chooses to declare her pregnancy voluntarily**, the student may continue in the program with no modifications to status or position. However, the student must submit the following information:
  - a. A declared pregnancy form.
  - b. Written permission from her physician to lift patients and push portables.
  - c. Notify the program of the estimated return date after delivery in writing.

This student is allowed maternity leave after delivery which is considered as a separate matter in regards to the current time and attendance policies. All education missed as a result of pregnancy, must be made up. This may make it necessary to delay graduation until all requirements have been met. Make up time will be completed after fulfilling all clinical requirements for graduation.

This student may also participate in the clinical area with the following suggestions to safe-guard her safety/health during pregnancy:

- A. May perform fluoroscopic examinations as long as fetal badge readings remain within normal limits, (.05 rem/month) or unless the student feels uncomfortable doing fluoroscopy during her pregnancy. If the student decides to discontinue

fluoroscopy, these assigned rotations will need to be made up before the student graduates.

- B. Perform no examinations on isolation or nuclear medicine patients.
- C. May perform examinations in surgery as long as all badges remain within normal limits (.05 rem/month) or unless the student feels uncomfortable doing exams in surgery because of possible radiation exposure. If the student decides to discontinue performing the above examinations, these assigned rotations will need to be made up before the student graduates.
- D. May assist on portable examinations, other than those excluded above, as long as there is another technologist present and as long as there are no weight lifting limits placed on the student by her physician.

A student also has the option to withdraw her declaration of pregnancy in written form at any time to the program manager.

All education missed as a result of the pregnancy must be made up. This may make it necessary to delay graduation until all requirements have been met. If any make-up time is required of the student, it is the policy of UCHealth-Memorial Hospital School of Radiologic Technology that this time must be made-up after graduation to avoid any overtime during the week at no additional cost to the student. There will not be any make-up dates during school vacation or during any other days off during the regular school year. The make-up hours will start as soon as possible following graduation at the discretion of the school. These excess hours must be made up at the end of the school program, following graduation ceremonies and after all requirements for graduation have been met. No holidays or weekends may be used for make-up days. The student will be limited to 10 hour days per make up day and 40 hours per week.

Maternity leave/class attendance is the student's option. However, missed time/courses must be made up, this may require longer than just the original leave of absence to accomplish. Maternity Leave make up time **only** is subject to a one-for-one basis make up.

When requesting a full day off the following time will be deducted and is nonnegotiable: 6 hours for class days, 2.5 hours for lab, and 8 hours for clinical days. All make-up time due to maternity leave will be made up **clinically**. This total will be discussed, reviewed, and agreed upon with the student prior to maternity leave. Due to the very small class size, no infants may be brought to class or clinic during the leave.

### **Snow and Inclement Weather Policy**

In case of severe weather or snowstorm, school may be canceled. The decision to cancel school or for a delayed start, is the responsibility of the Program Manager and will coincide with School District #11.

Steps to follow if you wake up and the weather looks bad:

- A. Listen for closure reports on the radio. If School District #11 is closed, UCHealth-Memorial Hospital School of Radiologic Technology is closed. If School District #11 is open, UCHealth-Memorial Hospital School of Radiologic Technology is open. Students who are in the UCH-Denver clinical Rotation will also follow this inclement weather advisory plan. \*UCH-Denver clinical rotation, please refer below to letter "H" if only District #38 is closed.
- B. If District #11 is on a delayed start, UCHealth-Memorial Hospital School of Radiologic Technology will also be on a delayed start.
- C. If your clinical assignment is during the evening and a school closure does not happen until after 2:00 p.m., please follow Pikes Peak Community College. If PPCC is closed, UCHealth-Memorial Hospital School of Radiology is closed.
- D. It is your responsibility to contact the appropriate school faculty member and the appropriate clinical site either by email or phone (if you choose phone, please call the home phone of the Coordinator, also, please talk to the CI at clinical site personally) if you were scheduled for clinical and will not be there by the scheduled time.
- E. Perhaps the most important aspect of the Snow Policy is that you use your own discretion to insure your safety. If you think your area of town is worse than District #11, and you think venturing out will be risky, then stay home. Vacation time must be used in this case.
- F. Faculty will notify students by phone if there are other exceptions to the regular class schedule.
- G. Any specific calls from the Program Manager, the Radiology Educator and Training Coordinator, the school faculty, or Clinical Instructors will preempt the District #11 policy.
- H. In the event of inclement weather at the UCH campus in Aurora/Denver: The school staff will mirror the inclement weather policy of Lewis Palmer School District 38. If there is a delay, the UCH-Denver students will follow the delay according to the advisement of School District #38. In the event that school District #11 remains open, students from UCH-Denver Clinical Rotation will be assigned to temporary clinical rotations in Colorado Springs as directed by school staff. Students who are to be in class will adhere to the School District #11 policy regardless of Lewis Palmer School District #38 closures/delays. Please refer to local radio and TV stations for up to the minute closure information. School closure information may also be viewed at: <http://lewispalmer.org/>
- I. Please remember that if you feel unsafe traveling in the inclement conditions you may stay home and your absence will be excused. You will, however, be charged vacation time for your absence.

- J. In the event a student has taken a vacation day before a school closure due to weather prior to the start of clinic, they will be granted back their vacation time. In the event a student has taken a vacation day, and the school is subject to early release due to weather and road conditions, they will not be granted back their vacation. It is policy to attend class and clinic, and on the event of such a release and closure it is subjected to the discretion of the school's staff if deemed unsafe. This policy adheres with the professional workplace at Memorial Health System, and will be implemented in line with Memorial Hospital's School of Radiologic Technology due to the affiliation.

## **Fire Policy**

### I. Introduction

- A. The most effective tool that can be used during a fire in a hospital or school or other agency is prior preparation to assure that each student and staff member has an assignment and has had instruction in this assignment to function effectively. Some rules to remember are:
- 1) AVOID PANIC. The greatest danger in most fires is panic. Don't alarm students or staff by excited motions or by shouting "Fire". Remember that your job is to reassure the student or staff by the calmness of your presence.
  - 2) BE ALERT FOR SIGNS OF FIRE. If you see or smell smoke, report it immediately for investigation. Early detection means promptly extinguishing a fire.
  - 3) KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA. Think over the instructions you have been given in the use of fire extinguishers. Use the right fire extinguisher on the fire.
  - 4) FIRST IN THE EVENT OF FIRE. Remember these simple steps:
    - a. Remove any patient or person from the immediate area of the fire.
    - b. Close the doors and windows in the room where the fire is located.
    - c. Pull the nearest fire alarm box. Report the exact location of the fire to the hospital switchboard and to the School office.
    - d. Contain the fire by closing all doors and windows in the immediate area of the fire.
    - e. Return to the fire and fight it to the best of your ability until help arrives.

## **Fire Exit Plan for UHealth-Memorial Hospital School of Radiologic Technology**

- A. Call 911 with details of the fire. The person finding or suspecting a fire should activate the manual pull station located in the corridors adjacent to the stairwell door closest to the location of the suspected fire.
- B. Upon hearing the fire alarm in the building, the exit routes posted within the classroom will be utilized. In case of fire, an alarm will be broadcast throughout the building, and a siren will sound on the outside of the building. ALWAYS treat any fire alarm as REAL.

## **Electrical Safety Policy**

UHealth Memorial Hospital (MH) electrical safety program is to ensure that the use of equipment within MH facilities is properly managed to maximize patient, visitor and staff safety through the application of basic electrical safety principles and precautions. This includes processes to educate staff and students to recognize and report potential electrical hazards.

### **I. Electrical Safety General Information**

- A. Electrical medical equipment used within the MH facilities must meet electrical safety requirements specified by the National Fire Protection Association (NFPA).
- B. Student safety education is accomplished through the first two weeks of orientation. This program trains students to contact the appropriate support department and report problems when equipment or facilities are suspected.
- C. Medical equipment will be managed and inspected as defined by the MH Medical Equipment Risks Management Plan. This written plan addresses the risk management procedures for hospital owned equipment and non-hospital owned equipment, including medical equipment that is patient owned.
- D. Electrical utilities are managed and inspected as defined by the MH Utilities Risks Management Plan.
- E. All cord connected electrical appliances used by staff and students must be procured through Purchasing, IS, Engineering, or Clinical Engineering to ensure items meet appropriate safety requirements.
- F. Safe use of multi-outlet power strips requires following these rules:
  - 1. Use temporarily and request permanent solutions from Engineering.

2. Use only the power strips provided by Engineering, Clinical Engineering or IT.
  3. Visually inspect the outlet strip, cord and plug before each use.
  4. Unplug the outlet strip and properly store when not in use.
  5. Never plug one outlet strip into another (no “daisy chaining”),
  6. Place cords to minimize trip hazards, not concealed by a carpet, and not be damaged by closing a door.
  7. Place the outlet strip so that spilled fluids will not readily enter the outlet openings.
- G. The use of patient-owned electric blankets, space heaters and heating pads are strictly prohibited.
- H. Space heaters are prohibited in non-patient areas except when authorized by Facilities Director when or if the ventilation system cannot be consistently maintained between the temperatures of 68-72 degrees due to HVAC equipment problems or issues on a temporary basis.
- I. If students have concerns about the safety of patient owned electrical appliances in their areas, notify Radiology Supervisor or school staff and Clinical or Facilities Engineering should be contacted.
- J. In the event that medical equipment needs to be removed from service, contact School Staff or a Radiology Supervisor and tag the item with a “Do Not Use, Service Needed” form and immediately notify Clinical Engineering. Report to the Coordinator/Radiology Supervisor any device that:
1. Has been dropped or otherwise physically damaged or if liquid has been spilled into it.
  2. Has caused a shock in connection with its use.
  3. Shows evidence of overheating, i.e., odor, heat.
  4. Does not appear to be supplying or receiving power.
- K. Report immediately any of the following to the Coordinator/Radiology Supervisor who will then notify Clinical Engineering (medical equipment) or Facilities Engineering (non-medical equipment):
1. Any wire that has frayed, worn, burned, or cut insulation
  2. Connectors that are broken, bent, or that do not hold securely to the receptacle.
  3. Switches that are loose or do not snap definitely from one position to another.
  4. Switches knobs, or other controls that that are loose or do not turn smoothly or do not consistently produce the expected results when they are operated.
  5. Indicator (test) lights that are burned out.

6. Any event which suggested to the observer that a device is not operating normally.
  7. Any power outlets that are loose, cracked, discolored, broken or have any type of burning smell.
- L. For patients with temporary pacing wires and/or a temporary pacemaker:
1. Inspect prior to use, that the pacing wires and cable are intact.
  2. On the pacemaker verify that the insulated connectors are intact.
  3. When pacing wires are not attached to the generator, pacing wires must be capped, secured in a clean, disposable glove and taped to the chest. This is to ensure that the patient is not inadvertently defibrillated.
- M. The medical equipment labels described below are used so that operators are able to verify that the appropriate inspections are being completed on labeled equipment.

<b>Asset Tag</b>	This permanent red or blue, numbered label indicates that the item is owned by or on permanent loan to MH, that the item has been registered to the MH medical equipment inventory, and that an initial safety inspection has been completed on the item prior to its use for patients.
<b>PM Label</b>	This orange label indicates when the next inspection is due. For AC powered equipment, electrical safety inspections are typically part of the scheduled inspections. This should be found on all items that have scheduled inspection requirements. Not all equipment requires scheduled maintenance. The Medical Equipment Risks Management Program describes how scheduled inspections are established.
<b>Non-Hospital Owned Medical Equipment</b>	This orange label indicates that the equipment is Non-Hospital Owned medical equipment and has been safety inspected.

### **Chemical Safety Policy**

If any chemical procedures or policies are unknown, contact school faculty or a Radiology supervisor for additional information and to follow current hospital policies.

Orientation to the hospital and departments in which topics of Chemical Safety is addressed is covered during hospital orientation with each student at the beginning of their formal training.

Further information for Chemical Safety: If any hazardous Material spill presents a hazard to people or the environment, a Radiology Supervisor or School Faculty should be contacted as well as the Safety Officer. Appropriate personnel with protective equipment will clean up the spill. The area and spill should be isolated and evacuated, and a 911 call should be made in the case of an emergency. Follow MSDS recommendations for material disposal and information by going to the source on any hospital computer. Contact the Safety Officer for additional information if necessary. Contact school faculty or a Radiology Supervisor to complete an Incident Report and Spill Response Form to ensure proper follow up is made.

### **Personal Security**

The hospitals have security service to provide for the security of the hospital, its patients, visitors, and employees or students. In addition to other duties they will, upon request, escort employees and students leaving the hospital or arriving at the hospital. Call the hospital operator and request a security guard to be paged. Security problems related to parking, vandalism, theft, or disorderly persons should be referred to the guard on duty by notifying the switchboard operator by dialing "0" on any hospital phone.

### **Bomb Procedure**

- I. Purpose: To provide a general guideline for action to be taken in the event a bomb threat is received at the school building.
  - II. Procedure:
    - A. If the threat is received by phone:
      - 1) Handle the call quietly and calmly
      - 2) Prolong the conversation as long as possible-take notes
- Ask:
- a. Where is the bomb?
  - b. What time will it explode?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. Why bomb the school?



- 3) Try to get another person on the line to help you listen. Listen for background noises such as: music, conversation, and laughter, aircraft, etc.
  - 4) How does the caller sound? Excited, sober, angry, amused, intoxicated, etc.
  - 5) Note the language used, is the caller familiar with academic/radiology terminology?
  - 6) Make immediate written notes of the conversation and your observations.
- B. Notify the Security Guard by dialing 0 and the Program Manager or Clinical Coordinator of the threat.
- C. The above officials will immediately notify:
- 1) Colorado Springs, CO Police Department (471-6611)
  - 2) UCHealth-Memorial Hospital Security Department
- D. If you find a suspicious object in your work area:
- 1) Do not touch it
  - 2) Report it at once to the Security Guard by dialing 0.
  - 3) Clear all people from the immediate area.
  - 4) All personnel and students should remain calm and alert and avoid even the appearance of panic.
- E. Evacuation Procedure: If the Program Manager or Security official determines that the building should be evacuated, the School Fire Evacuation Plan will be utilized. Do not turn electrical equipment on or off. Do not use or key in radio equipment. Do not waste time gathering personal belongings (you may pick up/take purses). Open all doors. Move in an orderly manner. Use the stairs. **DO NOT USE THE ELEVATORS.** Go to the established safety area for your department.
- F. If the bomb threat is received by mail:
- 1) Do not handle the letter/package any more than necessary. Protect it as much as possible to facilitate later examination by the Police.
  - 2) Remain calm; notify the Security Guard by dialing 0 and the Program Manager.

- 3) Do not discuss the incident with anyone other than those in authority.

### **Severe Weather Watch/Warning Safety Plan**

- I. Purpose: To provide general guidelines for action to be taken in the event of severe weather warnings.
- II. General Instructions
  - A. During a severe thunderstorm warning, stay alert to the possibility of damage to the school building caused by high winds and flying objects. Review the procedure to be followed in the event of a tornado and be prepared to follow them.
  - B. Closing all doors reduces the danger from flying glass and other objects, which will be carried by the strong winds.
  - C. During a tornado warning, seek cover and do not attempt to leave the building until the "all clear" is communicated. The safest places to seek cover are below ground level, and in interior hallways away from windows.
  - D. If a tornado does strike the community, it may be necessary to implement the Disaster Plan to aid hospitals to assist the injured. Students may participate under the direction of hospital staff.

### **Smoking Policy**

As a health care system committed to the health and safety of our staff, patients, physicians, visitors, and business associates, Memorial Hospital and Penrose/St. Francis are taking a leadership role on the major public issue of tobacco usage. To promote our commitment to public health and safety and reduce the health and safety risks of those we serve, all MH/Penrose/St. Francis facilities, campuses, vehicles, and properties are tobacco-free environments. Specifically this means no smoking of cigarette, cigar, or pipe or use of chewing tobacco will be permitted in facilities or on properties of MH/Penrose/St. Francis. "Facilities or properties" includes, but is not limited to, our hospitals, clinics, regional facilities, office buildings, parking lots, and private vehicles on MH/Penrose/St. Francis property and MH/Penrose/St. Francis vehicles. This policy applies regardless of whether a MH/Penrose/St. Francis facility or property is owned, leased or rented and whether or not the other tenants follow similar guidelines.

Failure to adhere to this policy will result in disciplinary actions. The first violation will result in a verbal warning and the second violation will result in a written warning. A third violation results in suspension and the fourth violation will result in further disciplinary action up to and including termination.

Students will be prohibited from smoking and use of tobacco during any and all parts of their scheduled academic and clinical experience. Lunch periods are the only

portion not included. Students who arrive or return to their scheduled academic and clinical experience with an odor of smoke will be in violation of this policy and will be subject to disciplinary action up to and including termination.

### **Valuable Storage**

There is limited space available in the hospital settings to store personal items. Please limit the items you take to the hospitals because of this space limitation. The hospital and/or the School are not responsible for valuables left in lockers or any place in the hospital.

### **Housing**

Students are responsible for their own housing.

### **Telephone Calls**

Hospital phones may be used for emergency personal calls on a limited basis. Personal cell phones and pagers may only be used on approved breaks and lunch periods. Personal conversations will not be held in patient rooms, patient care areas or in front of patients or visitors. Excessive personal phone usage and disruptive personal conversations may be subject to disciplinary action up to and including termination.

### **Unauthorized Audio Recording While in the Clinical Setting**

Students are prohibited from making audio recordings of any type while in the clinical setting. Any student found to be recording conversations with/without the permission of those involved may face disciplinary action up to and including termination.

### **Unauthorized Persons and Visitors**

Anyone loitering on Memorial Hospital property must be reported to a supervisor or a security guard immediately. Students should not have visitors or children in the clinical setting.

### **Prohibition of Personal Photography in the Workplace**

To insure the privacy and confidentiality of our patients and staff, the use of personal cameras (to include cell phone cameras) is strictly prohibited in the clinical setting. The taking of any photographs in patient care areas can be grounds for termination. Photography for training or medical purposes must be coordinated with the program manager and requires the use of school owned cameras. The taking of such photos must be within the required regulations and guideline governing the use of these photographs.

## **FINANCES**

### **Financial Statement**

UCHealth-Memorial Hospital solely finances the School. The School has its own budget, separate of that of the Department of Radiology.

### **Tuition and Fees**

Tuition for the program is \$21,000.00. Tuition for each year of the two-year course (23 months) is \$10,500.00. Payment in full may be made prior to the beginning of each year. Otherwise, a tuition payment of \$3500.00 is due the first day of each semester. Registration for a semester is complete only after the check for payment of tuition and fees has cleared the bank. If a check is returned unpaid from the bank, UCHealth-Memorial Hospital School of Radiologic Technology reserves the right to cancel the registration and/or submit the uncollectible check to the County Attorney for prosecution. A \$30.00 service fee will be charged on all returned checks. A late fee payment surcharge will also be assessed and payment will be required by cash or money order.

Additional fees include \$75.00 per year for Trajecsyst (Clinical grading software), \$25.00 for a Background check, and \$45.00 for InformationNOW (Online Academic Grading software).

If a student does not pay \$3500.00 the first day of each semester, UCHealth-Memorial Hospital school of Radiologic Technology reserves the right to drop the student from the respective term. As a result, students will not be allowed to continue the sequence of the program. It may not be possible for the student to re-enter the program in the future. If circumstances permit, the student's records will be reviewed and he/she may be admitted the following year pending faculty decision and as space is available.

Students completing pre-requisite course work at state and regionally accredited institutions are subject to the costs of that institution.

### **Refunds**

The policy of UCHealth-Memorial Hospital School of Radiologic Technology in the event, and within thirty (30) days of the date, a student fails to enter the program, withdraws or discontinues at any time prior to completion is as follows:

- A. A full refund of all moneys paid if the school does not accept the applicant.
- B. A full refund of tuition and fees paid if the applicant withdraws within three days after signing the contract or making an initial payment, provided that the applicant has not commenced training.
- C. A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student

could have reasonably completed the same. Except that this provision shall not apply in the event that the school ceases operation.

- D. If a student cancels after the 3-day cancellation right, but prior to commencing class, the school will retain a cancellation fee of \$150.00.
- E. The refund will be calculated as of the last day of recorded attendance.
- F. For the student that has begun classes a retention charge of \$150.00 will be assessed and the following refund of tuition and fees only will be (based on 50 wk. /yr.)\*:
  - 1) 90% for the student terminating within the first 10% of their training.
  - 2) 75% for the student terminating within 25% of their training.
  - 3) 50% for the student terminating within 50% of their training.
  - 4) 25% for the student terminating within 75% of their training.
  - 5) No refund if greater than 75% of their training is completed.

\*Assuming tuition was paid in full for that year. Refunds exclusive of books, tools, and supplies.

\*The granting of credit for previous training shall not impact the refund policy.

\*Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the School. The agreement must set forth:

- 1) Whether the postponement is for the convenience of the school or the student, and:
- 2) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

### **Financial Aid**

Assistance in financial aid is available for anyone who may be interested. There are several types of financial aid such as:

- a) Veteran's Assistance - Any qualified veteran or his/her dependent may apply.

- b) The Mark Pounds Scholarship - Provides a scholarship fund for students with varying financial needs at the UCHealth-Memorial Hospital School of Radiologic Technology. The awarding of the scholarship is based primarily on financial need, and not on academic accomplishment. However, all candidates for this scholarship must be in satisfactory academic standing at the School, and in cases of equal financial need, preference will be given to the student with the superior academic performance record. For this reason the award is referred to, as a "scholarship" as opposed to a simple financial need grant. All first year students who have successfully completed the first two semesters of their enrollment at the School are eligible to apply for the scholarship.

All applicants will be required to submit:

- 1) Complete a Financial Needs Analysis Form
- 2) Complete a Letter to the Scholarship Committee detailing the financial need and prospective uses for the funds if awarded.

After all applications have been received, the Scholarship Committee will meet to determine which applicant (or in some limited cases, applicants) shall receive the award, and the amount of that award based on the level of financial need. The Scholarship Committee reserves the right to determine both the recipient and the amount of the award. Under no circumstances should the award exceed \$125.00/month. The Scholarship Committee also reserves the right to award no funds in a particular year, if, in its opinion, none of the applicants have a financial need or their academic performance is not high enough to justify the award. Students who do not have a legitimate financial need are encouraged not to apply for the scholarship since the primary criteria for selection is financial need.

The School of Radiologic Technology does not participate in Title IV Funding.

## **THE PHYSICAL PLANT**

The physical plant of the School consists of:

**School Office** - The offices of the Program Manager, Clinical Coordinator, and School Faculty are located at 2420 East Pikes Peak Avenue, Room #2044. Each administrator has an office.

**School Classroom** - Located at 2420 East Pikes Peak Avenue, Room #2044, second floor. It contains a seating and writing surface for each student with sufficient space to conduct demonstrations of procedures and to use audiovisual resources appropriate to the course. The lightning, ventilation, and fire alarm systems are excellent. A large non-energized x-ray lab is directly across the hall.

The facilities used for clinical experience are state of the art radiographic rooms in the Radiology Departments and, a non-energized lab located in the classroom. Each

room is certified in compliance with all federal and state radiation, health and safety codes.

UCHealth-Memorial Hospital Department of Radiology - Located on the main level of Memorial Hospital, provides a state of the art clinical site for student learning. Resources available to the student include:

- ❖ One (1) Continental Class Radiographic Unit
- ❖ Two (2) Siemens Multix Top Radiographic Units
- ❖ Two (2) Siemens Ysio Max Digital Radiographic Unit
- ❖ One (1) GE Advantx R & F Unit
- ❖ One (1) GE Advantx Legacy Digital R & F Unit
- ❖ One (1) Planmeca Panorex Unit
- ❖ A State of the art 2001 Liebel-Flarsheim compact X CP 60 Surgical Urography Suite.
- ❖ Two (2) Velocity Fuji Digital Units
- ❖ Two (2) Fuji Digital Portables and one (1) GE Digital Portable
- ❖ Five (5) 9900 OEC C-Arms
- ❖ One (1) Medtronic O-Arm
- ❖ Three (3) Siemens Siremobile C-Arms, and a state of the art Siemens Siremobile Compact 2000
  - ❖ Mammography
  - ❖ One Special Procedures Suite
  - ❖ Computerized Tomography and MRI
  - ❖ Nuclear Medicine
  - ❖ Radiation Therapy
  - ❖ Medical Sonography

**The Imaging Equipment at the Printers Park Medical Plaza Outpatient Center includes:**

- ❖ Two (2) Sireskop SD Digital R&F Systems
- ❖ Two (2) Aristos MX FD Digital Radiographic Systems with Electronic Tomography

- ❖ One (1) Aristos TX Thorax FD Digital Chest System
- ❖ Two (2) Magnetom Symphony MRI Systems
- ❖ One (1) Somatom Volume Zoom CT Scanner
- ❖ One (1) 3D Virtuoso Ensemble
- ❖ Two (2) E. Cam Dual Head Variable Angle Nuclear Imaging Systems
- ❖ One (1) E. Cam Dual Head Variable Angle Nuclear Imaging System with 5/8 Inch Crystal
- ❖ Two (2) Sequoia Ultrasound Systems
- ❖ Fuji PACS, Fuji Computed Radiography
- ❖ GE Lunar Prodigy Advance Bone Densitometer

#### **Briargate Medical Plaza**

- ❖ One (1) Aristos FX Digital Diagnostic Room

#### **Penrose St. Francis Centura Health includes:**

- ❖ Two (2) Siemens Luminos Agile MAX Radiographic Rooms
- ❖ Two (2) GE Precision MPi Radiographic Rooms
- ❖ Two (2) Philips Optimus 80 Digital Diagnostic Rooms
- ❖ Three (3) Carestream Portables – DRX Revolution
- ❖ One (1) GE Definium AMX700 Portable
- ❖ One (1) Medtronic O-Arm
- ❖ Two (2) Fluoroscanner Premier Encore Mini C-arm
- ❖ Six (6) OEC/GE 9800 Plus/ESP Super and 9900 Elite C Arm
- ❖ Libel Florsheim OR Room
- ❖ Mammography Suite
- ❖ Special Procedures Suite
- ❖ Computerized Tomography and MRI
- ❖ Nuclear Medicine Suite



- ❖ Radiation Therapy Suite
- ❖ Medical Sonography Suite
- ❖ Fuji Synapse PACS
- ❖ CR/DR AGFA and FUJI

**St. Francis Medical Center:**

- ❖ Two (2) GE Densitium 8000 suites
- ❖ One (1) GE diagnostic/fluoroscopy suite
- ❖ One (1) GE Lightspeed CT scanner
- ❖ Two (2) room ultra sound suite
- ❖ One (1) MRI scanner department

**Surgery Center:**

- ❖ Two (2) GE OEC 9800 C-arms
- ❖ One (1) Mobile portable machine

**Urgent Care:**

- ❖ One (1) GE radiographic room

**UCH Central Denver:**

- ❖ AOP – Rooms 1, 2, 6, General Radiographic Rooms Two Siemens, 1 GE, 3, 4 R and F rooms Siemens
- ❖ AIP – 7, 8,9,10 Four Phillips, 2 General and two R and F, ED 1 Siemens, 1 GE and a Swissray. 2 –O arms, 9 C-arms Phillips and three OEC's, 9 Portables, and 9 GE Digital portables.
- ❖ Mammography
- ❖ Special Procedures Suite (Cath Lab and IR)
- ❖ Computerized Tomography and MRI
- ❖ Nuclear Medicine
- ❖ Radiation Therapy
- ❖ Medical Sonography

Utilization - The faculty members and students are encouraged to use (to its maximum) the Physical Plant of the School to meet laboratory, clinical, and program objectives. Students and faculty should also feel free to use any and all Radiology Department equipment and resources (contingent upon the student's having had proper initial instruction on the specific equipment in question).

## **ACCREDITATION**

The Joint Review Committee in Radiologic Technology 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182: (312) 704-5300: [mail@jrcert.org](mailto:mail@jrcert.org) accredits UCHealth-Memorial Hospital School of Radiologic Technology. A copy of the Standards for an Accredited Educational Program in Radiologic Sciences is available for review, upon request in the Program Manager's office. The radiography program is accredited for (27) twenty-seven students per year. The School is approved by the State Approving Agency for Veterans Benefits, and approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. The Division of Private Occupational Schools can be reached at 1600 Broadway Street, Suite 2200, Denver, CO 80202, phone number: (303) 862-3001, website address: [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos). The Division of Private Occupational Schools shall not consider any claim that is filed more than two years after the date the student discontinues his or her training at the School. After satisfactory completion of the prescribed training, the student is eligible for the examination given by the American Registry of Radiologic Technology.

## **Conclusion**

Acceptance of the policies and procedures, stated in this Handbook, shall be a condition of admission to Student Status.

Revised: 7/96, 3/31/97, 5/97, 3/98, 5/98, 3/99, 12/99, 4/18/00, 6/00, 2/01, 6/02, 2/03, 6/03, 07/03, 11/04, 05/05, 01/06/, 08/06, 5/07, 05/08, 01/09, 5/09, 10/09, 12/09, 06/10, 12/10, 05/11, 5/12, 5/13, 11/13, 04/14, 6/14, 10/14; 1/15, 11/15, 4/16, 3/17, 7/17, 2/18, 5/18; 1/19.



**UCHEALTH-MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC  
TECHNOLOGY**

**Radiologic Technology Student Policies:**

I have read and fully understand the UCHealth-Memorial Hospital School of Radiologic Technology Student Handbook and agree to comply with the policies therein.

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

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_