



**UCHEALTH SCHOOL OF**  
**RADIOLOGIC TECHNOLOGY**  
**CONSORTIUM**

**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 UCHealth d/b/a UCHealth School of Radiologic Technology Consortium ("School"). UCHealth School of Radiologic Technology Consortium 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 Director. Any situation that is not outlined in this handbook will be reviewed by the Program Director. Upon review, the Program Director 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.

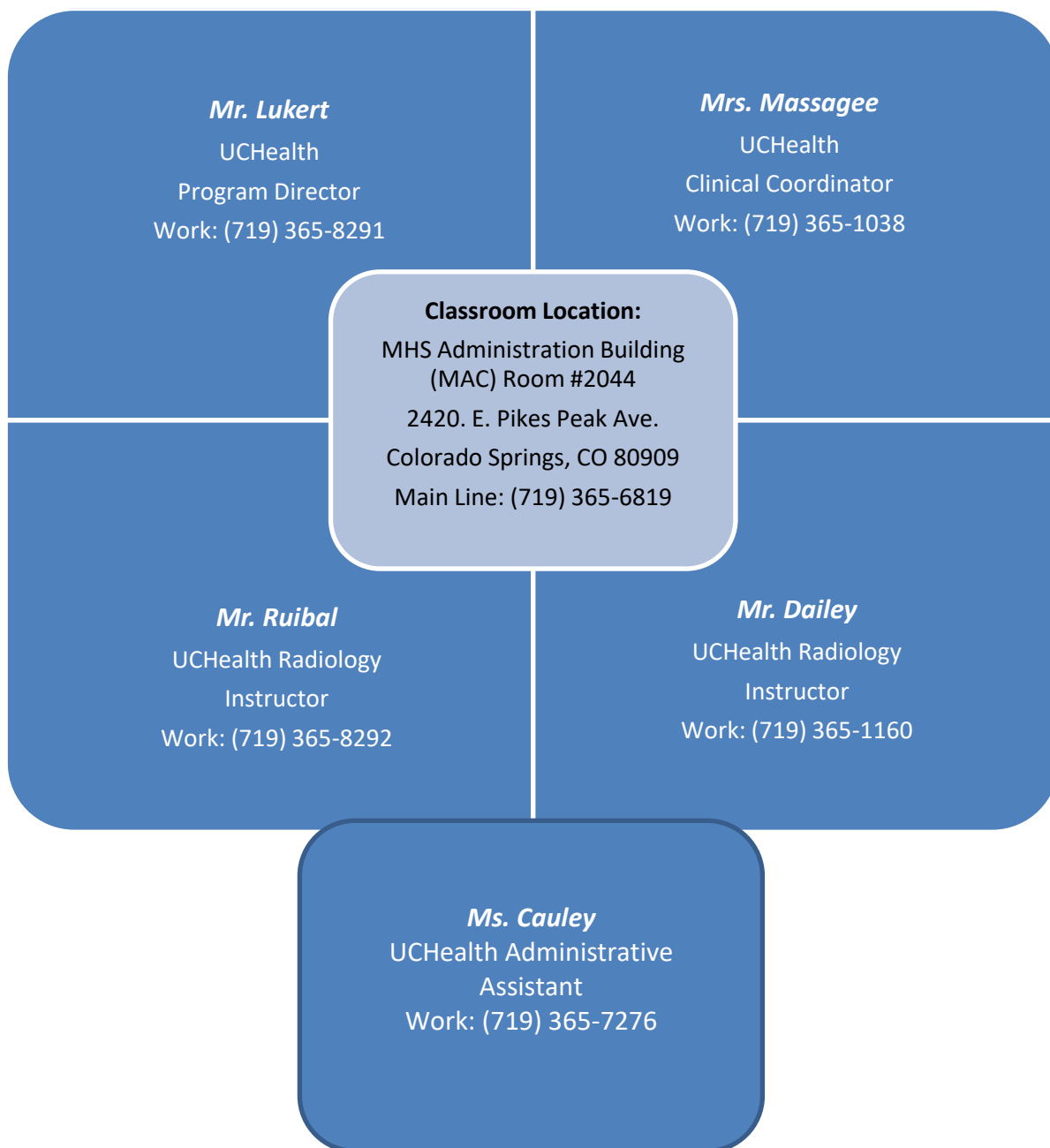


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*UCHealth School of Radiologic Technology Consortium*

**Colorado Springs Campus** Mailing Address: UCHealth School of Radiologic Technology, 1400 East  
Boulder, Colorado Springs, CO 80909

**\*Colorado Springs Campus Contact Information\***



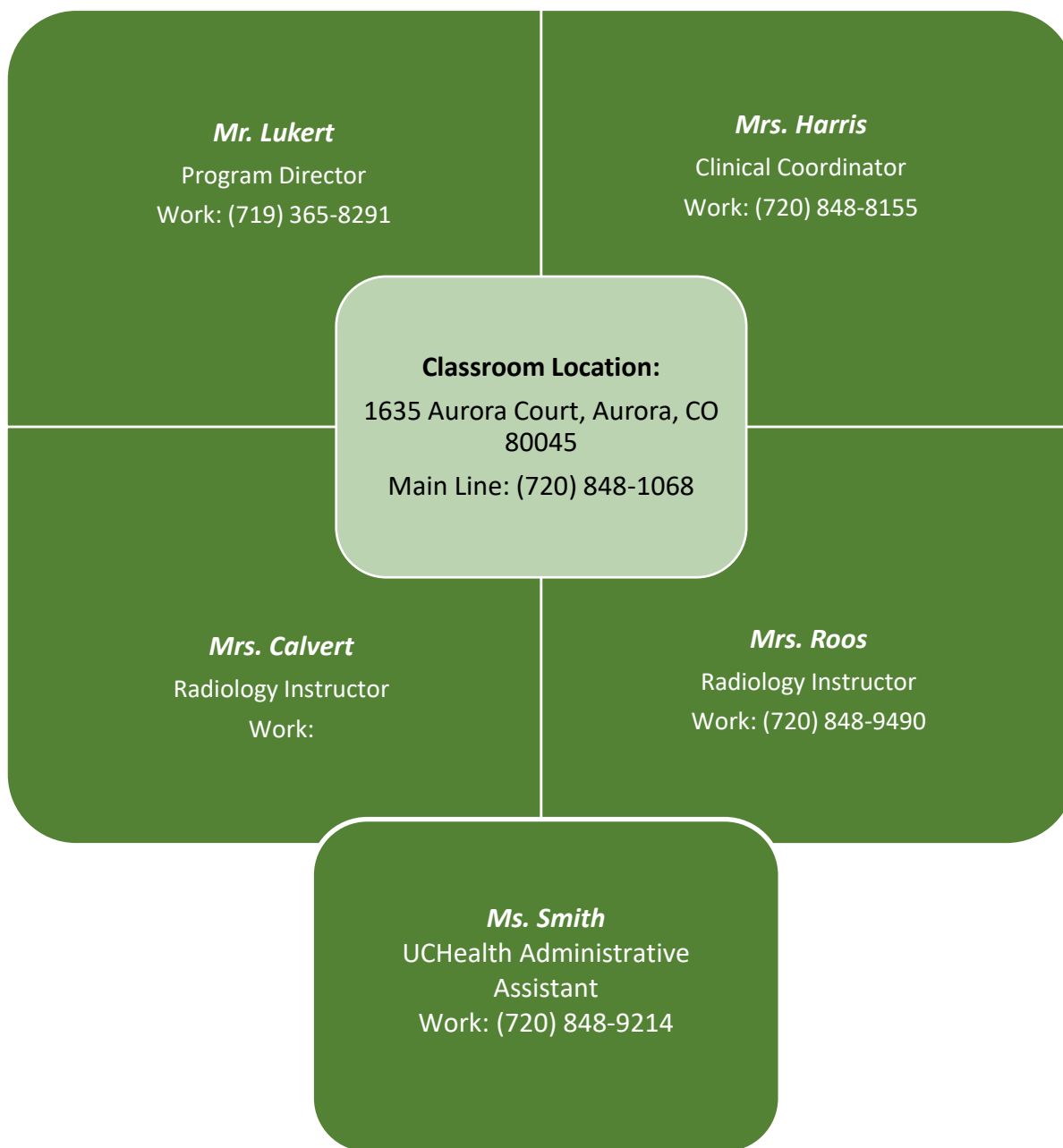


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*UCHealth School of Radiologic Technology Consortium*

**Denver- University of Colorado Hospital** Campus Mailing Address: UCHealth School of Radiologic Technology, 1635 Aurora Court, Aurora, CO 80045

**\*Denver Campus Contact Information\***



## **MISSION STATEMENTS**

### **FOR UCHEALTH**

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 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 OF UCHEALTH SCHOOL OF RADIOLOGIC TECHNOLOGY CONSORTIUM**

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 School of Radiologic Technology Consortium 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 SCHOOL OF RADIOLOGIC TECHNOLOGY-UNIVERSITY OF COLORADO HOSPITAL**

The UCHealth School of Radiologic Technology consortium is an integral part of the Departments of Radiology of UCHealth. 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 School of Radiologic Technology Consortium 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 School of Radiologic Technology Consortium is a twenty-three (23) month hospital sponsored Associate of Applied Science Degree Program, sponsored by UCHealth School of Radiologic Technology Consortium. UCHealth is a full service hospital, which is governed by the UCHealth Board of Trustees.

## **PROFILES OF ADMINISTRATIVE OFFICERS**

**Medical Director:** Nate Mann, 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 Director:** Mr. Lukert, MBA, R.T.(R). The Program Director 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:** Mrs. Massagee, BS, R.T.(R) for Memorial Hospital and Mrs. Harris, BA, R.T.(R) for University of Colorado Hospital. The Clinical Coordinator is responsible for coordinating clinical education with didactic education as assigned by the Program Director. Responsibility shall include coordination, instruction, and evaluation.

**Radiology School Instructors:** Mr. Dailey, BA, R.T.(R); Mr. Ruibal, BS, R.T.(R), Mrs. Roos BS, R.T.(R), and Mrs. Calvert BS, R.T.(R)

**Administrator:** David Daughtery Jr, MBA, CRA, R.T.(R)(CT)(MR) FACHE Senior Director Radiology & Imaging Services, 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. UCHHealth School of Radiologic Technology Consortium 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 Director. The students rotate through all sections of the department to become acquainted with the varied aspects of radiologic techniques.

UCHealth School of Radiologic Technology Consortium 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 Director (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 Director 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 Director 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 (3 credits)
- \*College Algebra (4 credits) or Career Math (3 credits)
- \*Anatomy and Physiology I and II with a Lab (4 credits each)
- \*General Psychology (3 credits)
- \*Introduction to Radiology (2 credits)
- \*Medical Terminology (2 credits)

**\*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 and credits must be equivalent.**

## Radiologic Technology Core Curriculum Outline

The following is the outline of the classroom curriculum used at the UCHealth School of Radiologic Technology Consortium.

			<b><u>CREDITS</u></b>
1.	RTE 141	Principles of Exposure & Technique I	3
2.	RTE 142	Principles of Exposure & Technique II	3
3.	RTE 121	Radiographic Procedures, Lab, & Film Critique I	3
4.	RTE 122	Radiographic Procedures, Lab, & Film Critique II	3
5.	RTE 220	Radiographic Procedures, Lab, & Film Critique III	3
6.	RTE 221	Radiographic Procedures, Lab, & Film Critique IV	3
7.	RTE 111	Patient Care II	2
8.	RTE 211	Patient Care III	2
9.	RTE 240	Radiation Physics I	3
10.	RTE 241	Radiation Physics II	3
11.	RTE 231	Radiation Biology	3
12.	RTE 232	Principles of Radiation Protection	3
13.	RTE 289	Registry Review	3
14.	RTE 255	Cross Sectional Anatomy/CT Scan	1
15.	RTE 181	Clinical Education I	5
16.	RTE 182	Clinical Education II	5
17.	RTE 183	Clinical Education III	5
18.	RTE 281	Clinical Education IV	8
19.	RTE 282	Clinical Education V	8
20.	RTE 283	Clinical Education VI	6

## Total Credits

75

The School is responsible for practical training and supervised clinical experience for all students, with 1824 hours devoted to this aspect of the training. This program is based on 75 semester credit hours. All students are encouraged to accumulate at least 3000 radiographic examinations during the 23-month program.

## **Course Descriptions**

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

Instructor: Mr. Ruibal, BS, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Roos, BS, R.T.(R)(ARRT) at University of Colorado Hospital  
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. Fluoroscopy, tomography, grids, and beam limiter concepts are also discussed in detail.

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

Instructor: Mr. Dailey BA, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Calvert BS, R.T.(R)(ARRT) at University of Colorado Hospital  
3 credit hours

Pre-requisite: Principles of Exposure & Technique I

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.

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

Instructor: Mr. Dailey, BA, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Harris, BA, R.T.(R) at the University of Colorado Hospital  
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: Mr. Dailey, BA, R.T.(R)(ARRT) at Memorial Hospital or  
Mrs. Harris, BA, R.T.(R) at the University of Colorado Hospital

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. Trauma radiography will also be discussed. This course has a didactic, laboratory and clinical component.

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

Instructor: Mrs. Roos, BS, R.T.(R) at the University of Colorado Hospital  
Mr. Ruibal, BS, R.T.(R) at UCHHealth – Memorial Hospital

2 credit hours

Pre-requisite: Introduction to Radiologic Technology

Introduction concepts in radiographic techniques, positioning, and patient care will be presented. Includes History Taking, Infection Control, Medical Emergencies and Vital Signs.

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

Instructor: Mrs. Massagee, BS, R.T.(R) at Memorial Hospital or  
Mrs. Harris, BA, R.T.(R) at the University of Colorado Hospital

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 : Mrs. Roos, BS, R.T.(R) at the University of Colorado Hospital



Mr. Ruibal, BS, R.T.(R) at UCHealth – Memorial Hospital  
2 credit hours

Pre-requisite: Patient Care II

Concepts in Medical Ethics and Law, Contrast Media, Venipuncture, Pharmacology, 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 also 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. 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: Mr. Dailey, BA, R.T.(R)(ARRT) at Memorial Hospital or  
Mrs. Harris, BA, R.T.(R) at the University of Colorado Hospital

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: Mrs. Massagee, BS, R.T.(R)(ARRT) at Memorial Hospital or Mrs.  
Calvert BS, R.T.(R)(ARRT) at University of Colorado Hospital  
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: Mrs. Massagee, BS, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Calvert BS, R.T.(R)(ARRT) at University of Colorado Hospital  
3 credit hours

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

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: Mrs. Massagee, BS, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Roos, BS, R.T.(R)(ARRT) at the University of Colorado Hospital

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.

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

Instructor: Mrs. Massagee, BS, R.T.(R)(ARRT) at Memorial Hospital or Mrs. Roos, BS, R.T.(R)(ARRT) at the University of Colorado Hospital

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 (RTE 255)**

Instructor: School Staff 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.

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

Instructors: All School Staff: Mrs. Massagee, BS, R.T.(R); Mr. Dailey, BA, R.T.(R), Mr. Lukert, MBA, R.T.(R), Mr. Ruibal, BS, R.T.(R), Mrs. Harris, BA, R.T.(R), Mrs. Roos, BS, R.T.(R), and Mrs. Calvert, 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: Clinical Coordinator  
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: Clinical Coordinator  
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: Clinical Coordinator  
5 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: Clinical Coordinator  
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: Clinical Coordinator  
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. Mandatory and elective outside clinical education rotations begin this semester to enhance knowledge and interest.

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

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

Instructor: Clinical Coordinator  
6 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.

The student master's 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 \$220.00. 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 School of Radiologic Technology Consortium.
- C. Return of name tag, and OSL.
- D. Graduation Checklist must be completed by each student and handed into the Clinical Coordinator prior to graduation.

Please allow up to 4 weeks post-graduation for receipt of degree if accepting a degree from UCHealth. UCHealth is not responsible for degrees from outside institutions and any delays that may occur with them.

**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 School of Radiologic Technology Consortium 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, within a course 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 for that course. 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 during that course are satisfactory, Academic Advisement shall be lifted.

### **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 during that course which falls below 80%.
- 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 for each course individually.
- D. While on Academic Probation, if a student fails a test within that course, the student will be subject to dismissal if they fail the course. Please refer to the dismissal/failing a course section below for an outline on dismissal.

### **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 Program Director, radiology supervisor, the clinical coordinator(s), the day, evening, or night shift charge technologists, or any other supervisory figure connected with the radiology department(s) 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 Director) 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 UCHealth, the UCHealth School of Radiologic Technology Consortium or any clinical site used by the UCHealth School of Radiologic Consortium.
- 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 will 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 Director to impose advisement is not subject to the appellate process.

The decision of the Program Director to impose probation or dismissal as per UCHealth School of Radiologic Technology Consortium 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 Director. A formal written appeal must be sent directly to the UCHealth School of Radiologic Technology Consortium within 5 days of dismissal or probation, 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 Appeals Board (designated by the Program Director) may request a hearing with the student in question, the Program Director, and/or any others he/she feels may have input into the case, either individually or in any combination thereof. Within 5 working days after the Appeals Board has completed his/her review of the case he/she may either uphold, or rescind the action of the Program Director. The Appeals Board will inform both the student and the Program Director in writing of their decision within forty-eight (48) hours.

If the student loses this appeal, (i.e. the Program Directors decision is upheld), the student may then appeal his/her case to the UCHealth School of Radiologic Technology Consortium Lay Appeals Board and has 5 working days to appeal it to the Lay Appeals Board. The Lay Appeals Board will consist of the UCHealths' applicable Radiology Director, the UCHealth 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 five (5) working days following the decision of the Appeals Board. The student may not, however, appeal his/her case directly to the Lay Appeals Board until the matter has first been appealed to the Appeals Board, and the Appeals Board 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 Director, the Appeals Board, 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 Director, 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 School of Radiologic Technology-University of Colorado Hospital. 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 School of Radiologic Consortium. 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.

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://highered.colorado.gov/dpos>, 303-862-3001.

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 Director 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 Director.

### **ADA Grievance Procedure**

The UCHealth School of Radiologic Technology Consortium 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 School of Radiologic Technology Consortium 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 School of Radiologic Technology Consortium 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. A fee \$360/credit hour will be assessed.

Make up exams and assignments will be considered only if the student has a dire emergency. If a test is missed due to illness/sickness a physician note must be shown for the approval of a make-up exam. A 10% grade deduction may be taken per day each day past the exam ending date. Vacations and simply missing due dates are **not** considered emergencies. No more than 1 make up exam may be considered for any student under the above guidelines. The request to make up an exam must be made within a week of missing that exam. No request will be accepted after one week. Pre-arrangements must be made with the instructor.

Any exam not completed by the deadline date, without prior notification to the instructor or admin with your emergency, will receive a "0".

If the student is absent for a quiz, test, or assignment 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, test, or assignment because of vacation, the student must make prior arrangements with the appropriate instructor to take the quiz, test or turn in the assignment 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 School of Radiologic Technology Consortium at any time must state the reason for withdrawal in a letter of resignation addressed to the Program Director. Resignation shall not become effective until all financial obligations to the UCHealth School of Radiologic Technology Consortium have been met.

### **Early Release Policy**

Graduation from UCHealth School of Radiologic Technology Consortium 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 1,824 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 Doesn't waive the requirement of 1,824 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. The current fee per 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 fails any Radiologic Science course will not be allowed to continue the sequence of the program and will be dismissed. 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. 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.**

### **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 be able to view their grades on the school grading system in which each student has a personal login and can be viewed at any time during the program.

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 Technologist.
- 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(s), 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(s), 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(s), 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 Director and/or Clinical Coordinator(s), 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 Director, Clinical Coordinator(s), Radiology School Faculty, Clinical Instructors, the Lead Technologist and/or the staff technologist.

### **Mammography Policy**

The radiography program sponsored by UCHHealth School of Radiologic Technology Consortium 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 surety bond is in full force and effect through Travelers Casualty and Surety Company of America to demonstrate that UCHealth and the School are solvent. Any refunds owed to the student will be handled in a timely fashion.
- B. The UCHealth School of Radiologic Technology Consortium 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: UCHealth School of Radiologic Technology – University of Colorado Hospital 2025-2026**

#### **First Year Schedule Overview (Semesters 1-3):**

- Academic Class and Lab days are held Mondays and Wednesdays every week from 7:30am- 4:00pm with lunch and breaks.
- Clinical Education is conducted on Tuesdays and Thursdays every week – these are 8 hour shifts with a break and lunch included. Times vary based on clinical site and rotation but range from 7:00am to 5:00pm. Weekend Rotations occur in the third semester of first year (2 min weekend rotations required per student).

#### **Second Year Schedule Overview (Semesters 4-6):**

- Academic Class and Lab days are held Tuesdays and Thursdays every week from 7:30am- 4:00pm with lunch and breaks.
- Clinical Education is conducted on Mondays, Wednesdays and Fridays every week – these are 8 hour shifts with a break and lunch included. Times vary based on clinical site and rotation but range from 7:00am to 9:00pm. Evening and Weekend Rotations occur in the fourth and fifth semesters of second year (2 minimum evening and weekend week rotations required per student per semester).

#### **2026-2028 Calendar**

*~Semester dates and holidays*

#### **Denver Program Dates:**

#### **2025 CALENDAR**

- January 1, 2025 – New Year's Day off
- January 18, 2025 - End of 3<sup>rd</sup> Semester
- January 20, 2025 – Martin Luther King Jr. Day off
- January 21, 2025 - Beginning of 1st and 4th Semester
- March 23 through 29, 2025 – Spring Break
- May 17, 2025 – End of 1st and 4th Semester
- May 18, 2025 – Beginning of 2nd and 5th Semester
- May 26, 2025 - Memorial Day Off
- June 8 through 14, 2025 – Summer Break
- July 4, 2025 - Independence Day Off
- September 1, 2025 - Labor Day Off
- September 13, 2025 – End of 2nd and 5th Semester
- September 14, 2025 – Beginning of 3rd and 6th Semester
- November 23 through 29, 2025 - Thanksgiving Break
- December 12, 2025 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- December 21, 2025 through January 4, 2026 – Winter Break

#### **2026 CALENDAR**

- January 1, 2026 – New Year's Day off
- January 17, 2026 – End of 3<sup>rd</sup> Semester
- January 19, 2026 – Martin Luther King Jr. Day off

- January 20, 2026 - Beginning of 1st and 4th Semester
- March 22 through 28, 2026 – Spring Break
- May 16, 2026 – End of 1st and 4th Semester
- May 17, 2026 – Beginning of 2nd and 5th Semester
- May 25, 2026 - Memorial Day Off
- June 7 through 13, 2026 – Summer Break
- July 4, 2026 - Independence Day Off
- September 7, 2026 - Labor Day Off
- September 12, 2026 – End of 2nd and 5th Semester
- September 13, 2026 – Beginning of 3rd and 6th Semester
- November 22 through 28, 2026 - Thanksgiving Break
- December 11, 2026 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- December 20, 2026 through January 3, 2027 – Winter Break

### **2027 CALENDAR**

- January 1, 2027 – New Year's Day off
- January 16, 2027 – End of 3<sup>rd</sup> Semester
- January 18, 2027 – Martin Luther King Jr. Day off
- January 19, 2027 - Beginning of 1st and 4th Semester
- March 21 through 27, 2027 – Spring Break
- May 15, 2027 – End of 1st and 4th Semester
- May 16, 2027 – Beginning of 2nd and 5th Semester
- May 31, 2027 - Memorial Day Off
- June 6 through 12, 2027 – Summer Break
- July 4, 2027 - Independence Day Off
- September 6, 2027 - Labor Day Off
- September 11, 2027 – End of 2nd and 5th Semester
- September 12, 2027 – Beginning of 3rd and 6th Semester
- November 21 through 27, 2027 - Thanksgiving Break
- December 10, 2027 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- December 19, 2027 through January 1, 2028 – Winter Break

### **2028 CALENDAR**

- January 1, 2028 – New Year's Day off
- January 15, 2028 – End of 3<sup>rd</sup> Semester
- January 17, 2028 – Martin Luther King Jr. Day off
- January 18, 2028 - Beginning of 1st and 4th Semester
- March 19 through 25, 2028 – Spring Break
- May 13, 2028 – End of 1st and 4th Semester
- May 14, 2028 – Beginning of 2nd and 5th Semester
- May 29, 2028 - Memorial Day Off
- June 4 through 10, 2028 – Summer Break
- July 4, 2028 - Independence Day Off
- September 4, 2028 - Labor Day Off
- September 9, 2028 – End of 2nd and 5th Semester
- September 10, 2028 – Beginning of 3rd and 6th Semester
- November 19 through 25, 2028 - Thanksgiving Break
- December 8, 2028 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- December 24, 2028 through January 6, 2029 – Winter Break



## **CLASS SCHEDULES: UCHealth School of Radiologic Technology – Memorial Hospital 2025-2026**

### **First Year Schedule Overview (Semesters 1-3):**

- Academic Class and Lab days are held Mondays and Wednesdays every week from 7:30am- 4:00pm with lunch and breaks.
- Clinical Education is conducted on Tuesdays and Thursdays every week – these are 8 hour shifts with a break and lunch included. Times vary based on clinical site and rotation but range from 7:00am to 5:00pm. Weekend Rotations occur in the third semester of first year (2 min weekend rotations required per student).

### **Second Year Schedule Overview (Semesters 4-6):**

- Academic Class and Lab days are held Tuesdays and Thursdays every week from 7:30am- 4:00pm with lunch and breaks.
- Clinical Education is conducted on Mondays, Wednesdays and Fridays every week – these are 8 hour shifts with a break and lunch included. Times vary based on clinical site and rotation but range from 7:00am to 9:00pm. Evening and Weekend Rotations occur in the fourth and fifth semesters of second year (2 minimum evening and weekend week rotations required per student per semester).

### **2026-2028 Calendar**

*~Semester dates and holidays*

#### **Colorado Springs Program Dates:**

### **2025 CALENDAR**

- January 1, 2025 – New Year's Day off
- January 20, 2025 – Martin Luther King Jr. Day off
- February 8, 2025 – End of 2nd and 5th Semester
- February 9, 2025 – Beginning of 3rd and 6th Semester
- March 23 through 29, 2025 – Spring Break
- May 9, 2025 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- May 26, 2025 - Memorial Day Off
- June 7, 2025 – End of 3<sup>rd</sup> Semester
- June 8 through 14, 2025 – Summer Break
- June 16, 2025 - Beginning of 1st and 4th Semester
- July 4, 2025 - Independence Day Off
- September 1, 2025 - Labor Day Off
- October 4, 2025 – End of 1st and 4th Semester
- October 5, 2025 – Beginning of 2nd and 5th Semester
- November 23 through 29, 2025 - Thanksgiving Break
- December 21, 2025 through January 4, 2026 – Winter Break

### **2026 CALENDAR**

- January 1, 2026 – New Year's Day off
- January 19, 2026 – Martin Luther King Jr. Day off
- February 7, 2026 – End of 2nd and 5th Semester
- February 8, 2026 – Beginning of 3rd and 6th Semester
- March 22 through 28, 2026 – Spring Break

- May 12, 2026 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- May 25, 2026 - Memorial Day Off
- June 6, 2026 – End of 3<sup>rd</sup> Semester
- June 7 through 13, 2026 – Summer Break
- June 15, 2026 - Beginning of 1st and 4th Semester
- July 4, 2026 - Independence Day Off
- September 7, 2026 - Labor Day Off
- October 3, 2026 – End of 1st and 4th Semester
- October 4, 2026 – Beginning of 2nd and 5th Semester
- November 22 through 28, 2026 - Thanksgiving Break
- December 20, 2026 through January 3, 2027 – Winter Break

## **2027 CALENDAR**

- January 1, 2027 – New Year's Day off
- January 18, 2027 – Martin Luther King Jr. Day off
- February 6, 2027 – End of 2nd and 5th Semester
- February 7, 2027 – Beginning of 3rd and 6th Semester
- March 21 through 27, 2027 – Spring Break
- May 7, 2027 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- May 31, 2027 - Memorial Day Off
- June 5, 2027 – End of 3<sup>rd</sup> Semester
- June 6 through 12, 2027 – Summer Break
- June 13, 2027 - Beginning of 1st and 4th Semester
- July 4, 2027 - Independence Day Off
- September 6, 2027 - Labor Day Off
- October 2, 2027 – End of 1st and 4th Semester
- October 3, 2027 – Beginning of 2nd and 5th Semester
- November 21 through 27, 2027 - Thanksgiving Break
- December 19, 2027 through January 1, 2028 – Winter Break

## **2028 CALENDAR**

- January 1, 2028 – New Year's Day off
- January 17, 2028 – Martin Luther King Jr. Day off
- February 5, 2028 – End of 2nd and 5th Semester
- February 6, 2028 – Beginning of 3rd and 6th Semester
- March 19 through 25, 2028 – Spring Break
- May 5, 2028 - Last Day of class of for second years (end of 6<sup>th</sup> semester)
- May 29, 2028 - Memorial Day Off
- June 3, 2028 – End of 3<sup>rd</sup> Semester
- June 4 through 10, 2028 – Summer Break
- June 11, 2028 - Beginning of 1st and 4th Semester
- July 4, 2028 - Independence Day Off
- September 4, 2028 - Labor Day Off
- September 30, 2028 – End of 1st and 4th Semester
- October 7, 2028 – Beginning of 2nd and 5th Semester
- November 19 through 25, 2028 - Thanksgiving Break
- December 24, 2028 through January 6, 2029 – Winter Break



## **Distance Education Policy for Radiologic Technology School**

### **Distance Education Policy for UCH**

Distance education is offered at UCHealth School of Radiologic Technology during a catastrophic event in the State of Colorado (weather, pandemic, etc.) and exclusively at UCHealth School of Radiologic Technology – University of Colorado Hospital in an effort to meet and ensure course curriculum. Our mission is to provide quality instruction through electronic technologies and teaching methods to enable students to attain a radiology degree consistent with our institution's objectives.

#### **Scope:**

- I. This policy sets forth who distance education is offered for, when it is offered, requirements and expectations for Distance Education for both instructors and students and relevant support for faculty and students.
- II. All approved DE courses will adhere to this policy. All faculty teaching DE courses will use the Microsoft Teams platform and the University of Colorado Health will provide technical support.
- III. All virtual courses at UCHealth School of Radiologic Technology are considered comparable to traditional courses and adhere to the same course standards, prerequisites, and requirements as traditional sections of identical courses.

#### **Policy Details:**

##### **I. Faculty Expectations**

- A. As with traditional courses, UCHealth's School of Radiologic Technology assumes primary responsibility for and exercises oversight over distance education, ensuring both the rigor of courses, curriculum, and quality of instruction.
- B. Faculty presence is an integral component of quality instruction and a leading indicator of student satisfaction.
  1. Faculty engaged in virtual learning shall maintain a 48-hour maximum response time (excluding weekends, holidays, or extenuating circumstances) for returning student emails and are expected to display high levels of social and cognitive presence as well as high quality writing skills.
  2. Designing for interaction and communication is a vital factor when developing a DE course. It is important to consider the methods and frequency of communication as well as the message and tone. Good communication is a key factor in student retention and success because students who feel engaged in a course are more likely to complete the course and report a positive virtual learning experience.
- C. Copyright Compliance
  1. It is the policy of UCHealth School of Radiologic Technology to abide by all applicable laws governing computer software use, privacy, copyright, and recognition of intellectual property.
  2. All materials associated with a course are the responsibility of the designated course instructor. Faculty can get more information on copyright

law for Distance Education from the government site, Copyright and Digital Distance Education.

- D. Instructors may receive written notification from program administration that a student requires extended time on in-class and Web-based tests.

## **II. Student Expectations**

- A. Student Interaction
1. All students are expected to participate regularly and complete all assignments. Multiple means of student-instructor and student-student interaction are expected.
  2. It is the responsibility of the student to reach out to the instructor should they feel behind with performance or with comprehension of the material.
- B. Technology
1. Students must have a computer and Internet access that meet at least minimum technical requirements for run Microsoft Teams, video and audio.
  2. Computer Literacy and reading comprehension skills as well as self-discipline and motivation.
- C. Academic Integrity and Code of Conduct
1. Students in all classes, regardless of delivery format, must adhere to UCHealth School of Radiologic Technology Integrity policy as published in the Student Handbook and to all policies and standards published in the Student and Clinical Handbooks.
- D. Grievance Process
1. Students who might have a complaint about the course or an experience with UCHealth School of Radiologic Technology, can follow the standard grievance in the Student Handbook.

## **III. Administrative Responsibilities**

- A. Student Integrity and Authentication
1. Students will have their own unique login to Microsoft Teams, as they will use their given email and own unique password to set up the account.
  2. A grading system titled PowerSchool, and testing software (Schoolology) will be given to the student at the beginning of the program, each with their own unique identifiers and logins to ensure security of the identity of the student and their logins, specific to virtual learning.
  3. PowerSchool software allows the student monitor their grades, and to discuss coursework.
  4. Testing software (Schoolology) will allow video monitoring for lectures and proctoring, as well as lock down browsers to ensure the honesty of the student.
- B. Student Privacy. Student privacy in all courses and programs regardless of delivery format is protected as per the Policies and Procedures relating to the Family Education Rights and Privacy Act (FERPA).

### **Definitions:**

- **Distance Education.** Distance education is defined as a planned teaching/learning experience in which teacher and students are separated by physical distance and to support regular and substantive interaction between the students and the instructor.

- **Virtual.** Class is live and attended 100% Virtual using a computer or other electronic device on pre-scheduled days and times. The video conferencing tool utilized is Microsoft “Teams” for these live Virtual class meetings

## **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 Director, 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
Martin Luther King Jr.		

Each class will be given two weeks off at Christmas, and a week off for Spring Break, Summer Break, and at Thanksgiving.

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

### **Attendance**

Attendance is only taken during clinical hours and obligations.

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 Director. Credit will not be given to the student if the Trajecsyst 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(s) and Program Director 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 clinical after the start of one's scheduled shift and failure to clock in is considered an occurrence.

The following disciplinary actions will be applied consistently:

Communication with appropriate staff is essential. Being tardy or absent will result in a deduction of PTO whether it is communicated or not. If failure to communicate continues and tardiness is excessive, the Progressive Discipline Policy will be enforced. Non-communication and Tardiness will count as an occurrence. Five occurrences will start the Progressive Discipline Policy and is tracked throughout the length of a program (23 months).

- 2 occurrences = Verbal
- 2 additional occurrences = Written
- 2 additional occurrences = 2 Day Suspension
- 2 additional occurrences = Dismissal

Vacation day(s) must be requested through email to the appropriate staff prior to that desired day. Lunch must be taken and cannot be used to leave early from clinic. Additionally, students must follow their scheduled times listed on the clinical schedule. 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 after the end of the program. 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 except in the case of medical leave. In addition, should a student exceed he/she allowed time of 80 hours the first year and 80 hours the second year by missing an additional 80 hours (as make up time, reaching a negative status in PTO), 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 UCHHealth School of Radiologic Technology Consortium 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: UCHHealth Colorado Hospital for Anschutz students, and UCH-Memorial Central, UCH-Memorial North, and PPMP for all southern region students. 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.

Attendance for clinical 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 10 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 and does not call the Clinical Coordinator(s), 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. PTO will be taken,

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

If at any time the student is unable to show at their scheduled time, he/she must e-mail the appropriate School Staff and the clinical site two (2) hours before he/she is scheduled to be present. Failure to do this will result in a full occurrence. The first person to be contacted is the administrative assistant(s). If the student is unable to contact this person, a second attempt should be to contact the clinical coordinator(s). 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 each individual campus).

**Colorado Springs campus:**

- UCHealth Memorial Hospital Central - 1 miles
- Printers Park Medical Plaza - 1 mile
- Briargate Medical Plaza - 10 miles
- Memorial Hospital North - 11 miles
- Grandview Hospital - 5 miles
- Grandview MOB – 5 miles
- Eastview – 5 miles
- Interquest – 11 miles
- Woodmen – 8 miles
- Circle Square – 3 miles
- Children's Hospital and Children's Clinic – 11 miles
- Pikes Peak Regional Hospital (Woodland Park)- 23 miles

**Denver campus:**

- UCH Central (Anschutz Campus) - 0 miles
- UCHHealth Highlands Ranch Hospital – 28 miles
- Colorado Clinics for the Foot and Ankle – 3.8 miles
- Lone Tree Clinic – 20 miles
- Cherry Creek Medical Center – 8.5 miles
- UCH Emergency Room Aurora Central – 5 miles
- UCH Emergency Room Green Valley Ranch – 7.5 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, 0800-1630 and 0900-1730, 1000-1730 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. Tardiness will result in an occurrence. If a student is Tardy to clinic, they cannot stay past their indicated shift time to make up for the tardy.

**Leaves and Absences**

Any request for a leave of absence must be made in writing to the Program Director. 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 8 weeks) 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 student's own time.

### **Medical Leave Policy**

In the event that a significant injury that requires hospitalization, or medical event may arise while in the 23-month program, a declaration of Medical Leave will need to be signed in order to make clear the expectations and the policy while at the school. The following terms are outlined:

- Student will need a doctor's note defining the terms of the injury, restrictions, length and be signed by a medical physician (or equivalent).
- All Medical leave will count as PTO.
- There is an 8-week cap, and in one semester *only* out of the 6 semesters, in which medical leave can be used. Otherwise, the student may be dismissed from program due to missing didactic education and clinic, which inhibits the learning process and possible graduation in the expected time frame.

Student is expected to return to class and clinic with no restrictions upon Medical Leave end date. If an extension is needed, student must return with another doctor's note stating the reason for the extension, the restrictions and length as long as it does not exceed the 8-week cap.

### **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:** All students should follow each facility's policy.

**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 Director, Clinical Coordinator(s), 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**

UCHealth School of Radiologic Technology Consortium 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**

UCHealth 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.

### **Process of Sharing Images Internally for Educational Purposes**

To share images for educational purposes internally and as part of the program, you may only do this one of three ways:

1. Write the Accession number down under “Indicator number” on your summary sheet. This is the ONLY place you may write this number down. You will then pull the image up on iSite for the instructor or class to see your images.
2. Contact the film library and ask them to make a copy of the images you would like to share onto a CD. They have the ability to remove patient demographics. You can then show the class or the instructor the images on the CD at the school. Afterward, please turn in the CD to one of the faculty members so it can be properly disposed of for you. You may not keep the CD or images.
2. Open up word and iSite at the same time. While on the image in iSite, press CTRL and Print Screen. Open up a Word Doc and press, CTRL and V to paste the image into the Word Doc. Right click on the image and crop all patient demographics off of the image. DO NOT SAVE THIS IMAGE. Right click on the image again and copy the image to your presentation. This image is still considered patient information and should not be shared with anyone other than the instructor or your classmates in the case of a presentation.

Any student that uses, shares, saves or copies any images or patient information in violation of this procedure will be subject to disciplinary action.

### **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 Director.

### **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 School of Radiologic Technology Consortium 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 School of Radiologic Technology Consortium, 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.

This will be cumulative across other areas and will drop off after the first year and will reset. Due to certain situations being more severe than others, this process can be changed at the discretion of the Program Director 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. One event, depending on severity, could lead to dismissal from the program. If suspension occurs, all suspension days must be made up after graduation.

## **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 School of Radiologic Technology. 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. 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

School of Radiologic Technology Consortium serves and will contribute to a healthier and safer environment. UCHealth School of Radiologic Technology 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.

The school follows the Dress Code and Professional Appearance Policy of UCHealth (which can be found on the Source for additional information, in conjunction with the statements in this handbook about uniform and appearance).

## **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 include 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 School of Radiologic Technology. Uniforms must be clean and well pressed. Shoes and shoelaces are to be clean. Appropriate undergarments must be worn and should remain inconspicuous.
- D. Uniform, if inappropriate, will be addressed by school staff.

**Jackets** - Must have UCH logo, or you can wear a gray scrub jacket. These may be worn over the uniform to help keep clean or may be used for warmth as the department is necessarily kept cool. No fleece due to infection control in the clinical setting.

**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 Director).

**Name Tags and OSL 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 body OSL 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**

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.

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 School of Radiologic Technology Consortium.

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, extra workshop, 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 website
- B. Participation in programs of community service (High School Career Days, open houses, etc.)

#### **Admissions Inquiries**

Inquiries concerning admission to the either campus should be directed to the Program Director:

##### **Colorado Springs Location:**

UCHealth School of Radiologic Technology Consortium  
2420 East Pikes Peak Ave. Room #2044  
Colorado Springs, CO 80909.

##### **Denver Location:**

1635 Aurora Court  
1<sup>st</sup> Floor Mail Stop F-726  
Aurora, CO 80045

#### **Admission Qualifications**

The UCHealth 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
- College Algebra or Career Math
- General Psychology
- Anatomy and Physiology I and II
- Introduction to Radiology –or- Introduction to Health Professions
- Medical Terminology

Although we do give preference to students with previous academic experience, we are unable to give credit for any courses other than College Algebra/Career Math, English Composition, Medical Terminology, Introduction to Radiology/Introduction to Health Professions, Anatomy and Physiology I, Anatomy and Physiology II, General Psychology.

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 Director. 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 a local Community College Testing Center. 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 the local community college they chose, in which case it is free. Further information on this procedure may be obtained from the Program Director of the UCHealth School of Radiologic Technology.

High school seniors preparing for study in the UCHealth 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 and completion of prerequisites. 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> for the Colorado Springs Campus and October 1<sup>st</sup> for the Denver Campus 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 a local college. 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 College Algebra (MAT 121) and General English Composition (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 the local college chosen, 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 October 1<sup>st</sup> for the Denver campus and March 1<sup>st</sup> for the Colorado Springs campus. 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 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. The orientation week and schedule will be outlined in the onboarding packet to the applicant via email.

\*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 across the consortium. 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 Admissions Team 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 15-25 candidates for the Denver campus and 19-27 for the Colorado Springs campus to start as the new class in January for the Denver campus, and the last week in June for the Colorado Springs campus. There will be 6-7 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 Director 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 15-25 candidates for the Denver campus and 19-27 for the Colorado Springs campus to start as the new class for the new year. There will be 6-7 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
- Employer References

### **Acceptance**

The UCHealth School of Radiologic Technology Consortium will accept anywhere from 15-30 students at each campus once a year (subject to change each year depending on clinical capacity). Classes will begin in January for the Denver campus and in June for the Colorado Springs campus 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, College Psychology, equivalent Medical Terminology, Anatomy and Physiology I & II, and Introduction to Radiologic Technology, may be transferred toward fulfilling UCHealth School of Radiologic Technology-University of Colorado Hospital requirements. Transferring credits is based on the following conditions:

- Credits must have been earned within 10 years prior to admission to UCHealth School of Radiologic Technology Consortium with the exception of Anatomy and Physiology, 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 School of Radiologic Technology Consortium will be transferred.

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

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

### **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 are 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 School of Radiologic Technology-University of Colorado Hospital 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 Director, 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**

### **UCCS**

A collaboration agreement with University of Colorado at Colorado Springs (UCCS) allows 60 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 UCHealth School of Radiologic Technology 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 Denver and Colorado Springs campuses 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 School of Radiologic Technology Consortium maintains no formal graduate placement service. However, the Program Director 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 School of Radiologic Technology Consortium is required to adhere to various federal, state and local laws and regulations regarding alcohol and drug use. UCHealth School of Radiologic Technology Consortium 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.



**Scope:**

All students are subject to this policy while they are on the hospital premises, serving as an agent of UCHealth, conducting any UCHealth School of Radiologic Technology 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 Director 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 Director and secure approval to return to class.

The Program Director 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 Director will obtain a medical release from the student. The Program Director 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 Director 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 Strauss Health Science Library, located at the University of Colorado Hospital, 12950 E. Montview Boulevard Aurora, CO 80045, serves as both an instruction unit and as an aid to research for both the faculty and the student body. 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.

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

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

## **Counseling**

Recognizing that personal concerns can and do have an effect on a person's morale, attitude, and productivity, UCHealth School of Radiologic Technology 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 who will provide counseling services for UCHealth School of Radiologic Technology 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 Director, the counseling service will only confirm that the student has followed through with the appointment. Reports of treatment are NOT available to UCHealth 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 Director 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 January.
- 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 performed at no cost to the student who has been accepted into the program. It will be given at the infection control department of UCHealth School of Radiologic Technology
  - 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.
- C. The student assumes financial responsibility for all of the above requirements prior to admittance. At commencement of the program, UCHealth 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 Director of special health considerations (temporary or chronic) which may require specific adjustments to your program or studies.

#### **UCHealth Vaccination Policy:**

UCHealth School of Radiologic Technology recognizes UCHealth's policy with influenza vaccinations in order to keep patients and their families safe from



influenza. UCHealth requires annual influenza vaccines for all employees, medical staff, volunteers, students, vendors and contractors who come into our facilities. Vaccinations will be offered with UCHealth's Employee Health Department beginning in September with a deadline to receive the vaccination in November of each year. Students are required to show proof of vaccination through employee health services or through services of their own choice. Vaccination exemptions include: Medical and Religious exemptions. These exemptions must be shown to school staff by obtaining a physician note for any medical reason, or by filling out a religious exemption form with UCHealth HR Department.

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

#### **Colorado Springs Campus:**

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.

#### **Aurora Campus:**

- 1) Stout Street Health Center: 2130 Stout Street, Denver, CO 80205. Phone: (303) 293-2220, Fax: (303) 296-8826. **Services provided at this location:** Primary care, including pediatrics, Dental care, Eye clinic, Pharmacy, Behavioral health care, Mental health care, Substance Use Treatment (Medication Assisted Treatment) and Medicaid enrollment
- 2) Health Center at St. Francis 2323 Curtis St Denver, CO – 80205 303-297-1576 provide physician-level care and pharmacy services five days a week at the clinic (located next to the shelter). The clinic features one physician, one nurse practitioner, one physician's assistant, a pharmacy, as well as offering blood tests, referrals for chest x-rays, MRIs, and other services. A mental health specialist provides counseling, crisis intervention, and referrals for access to medication and for substance treatment programs.

### **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 any 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 UCHealth. 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 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 Director 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 R/L 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 Director 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 Director. 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 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.
- \*\* 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	3) Gloves
2) Face mask	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 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 OSL badge outside the apron at the collar level and your second badge inside the apron at the waist level. For a body badge, wear it outside the apron at the level of the collar on the anterior surface of the body.
  - 7) Keep all doors closed during exposure.
- D. We follow the UCHealth School of Radiologic Technology policy for ALARA levels for dosimeters:
- Body badge: 100 mrem in any month
- Collar badge: 250 mrem in any month
- E. Each student will receive a login to Landauer, that is specific to their OSL and account at the beginning of the 23-month program. Students are required to login and check their dose values after each 3-month period of turning in their OSL badge. It is the responsibility of the student to check every 3 months and bring to staff any questions or concerns as they will have access to their specific report electronically, and will have the ability to check the dose report whenever they login in. Additionally, the RSO monitors the badges of each student to ensure doses are within ALARA levels for the dosimeters.
- F. All badges must be turned into the appropriate instructor upon receiving a new OSL for the next period.
- G. If an OSL is lost, the student will need to notify the technologist and appropriate instructor and will be removed from any radiation areas until a new dosimeter arrives. A letter stating the reason of missing or damage will be sent to Landauer and logged to the student's file. The student must make up the rotation they missed. Proper handling and placement of dosimeters is the responsibility of the student. Any repetitive mishandling of the OSL badge and misplacement of the badge will result in the general discipline policy.

*First Offense:* Verbal Warning

*Second Offense:* Written Warning

*Third Offense:* 2 Day Suspension (which must be made up at the end of graduation)

#### *Fourth Offense: Dismissal*

### **MRI Screening Policy**

UCHealth 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 without affecting other students' educational rotations in the clinical setting.

- 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.
- 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 Director.

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 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 and the completion of all clinical requirements and 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: 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 school and will coincide with School District *Aurora Public Schools* for the Denver campus and *District 11* for the Colorado Springs campus.

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

- A. Listen for closure reports on the radio. If the applicable School District is closed for your campus, UCHealth School of Radiologic Technology is closed. If the relevant School district is open, UCHealth School of Radiologic Technology is open.
- B. If the related school district is on a delayed start, UCHealth 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 Aurora Community College for the Denver campus, and Pikes Peak Community College for the Colorado Springs campus. For example, if Aurora Community College is closed, UCHealth School of Radiologic Technology is closed at the Denver campus.
- D. If your clinical assignment is at Woodland Park (Colorado Springs Campus) you will follow Woodland Park District RE-2 in the event of delay or closure and refer to District 11 as a back up to your assignment should the district be closed.
- E. It is your responsibility to contact the appropriate school faculty member on call 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. The school faculty member on call will advise you of closure or delay. Please only have one person contact school faculty on the weekends as the point person to communicate the change with students on weekend shifts.
- F. 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 the applicable District or what school faculty decides and you think venturing out will be risky, then stay home. Vacation time must be used in this case.
- G. Faculty will notify students by phone or email if there are other exceptions to the regular class schedule.
- H. Any specific calls from the Program Director, the Clinical Coordinator, the school faculty, or Clinical Instructors will preempt the District policy.
- I. Please refer to local radio and TV stations for up to the minute closure information. 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 UCHHealth, and will be implemented in line with UCHHealth School of Radiologic Technology due to the affiliation.

- K. In the event that UCHHealth School of Radiologic Technology is still utilizing synchronous learning (Microsoft Teams or other software) and the applicable district closes school because of the weather, UCHHealth School of Radiologic Technology will still be open for all academic courses, i.e.:
- Students who are responsible for clinic that day will still follow snow policy and be off.
  - Students who are responsible for academic courses on the days that the relevant district is closed because of weather will not be off and will be responsible to log into all courses for that day or be charged personal time off.

## **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 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 School of Radiologic Technology electrical safety program is to ensure that the use of equipment within UHealth 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 UHealth 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 UHealth 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 UHealth 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 Director or Clinical Coordinator of the threat.
- C. The above officials will immediately notify:
  - 1) Appropriate Police Departments
  - 2) Applicable UCHealth 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 Director 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 Director.
- 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, UCHealth 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 UCHealth 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 UCHealth. "Facilities or properties" includes, but is not limited to, our hospitals, clinics, regional facilities, office buildings, parking lots, and private vehicles on UCHealth property and UCHealth vehicles. This policy applies regardless of whether a UCHealth 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/Video Recording While in the Clinical Setting**

Students are prohibited from making audio and video 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 UCHealth 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 Director 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 School of Radiologic Technology Consortium 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 \$27,000.00. Tuition for each year of the two-year course (23 months) is \$13,500.00. A tuition payment of \$4500.00 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 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.

### **Payment Timeline:**

Students have three (3) weeks from the first day of each semester to pay tuition in full. Payment must be received and cleared by the financial institution within this twenty-one (21) day period.

Progressive Consequences of Non-Payment:

#### **Week 1 (Days 1-7):** Non-Punitive Documentation

- If tuition payment is not received within one (1) week from the first day of the semester, non-punitive documentation will be placed in the student's file
- Students may continue attending class and clinical assignments
- No academic holds or restrictions will be imposed
- Students will receive written notification of the outstanding balance

#### **Week 2 (Days 8-14):** Non-Punitive Documentation

- If tuition payment is not received within two (2) weeks from the first day of the semester, additional non-punitive documentation will be placed in the student's file
- Students may continue attending class and clinical assignments
- No academic holds or restrictions will be imposed

- Students will receive a second written notification and may be contacted by the Program Director

Week 3 (Days 15-21): Exclusion from Classes and Clinical

- If tuition payment is not received within three (3) weeks from the first day of the semester:

A. The student will not be allowed to attend class or clinical assignments until payment is received and cleared.

B. Academic holds will be placed on the student's account, preventing:

- Class attendance
- Clinical participation

C. Clinical site restrictions will be implemented immediately, as clinical facilities require current enrollment status for student participation.

D. Any clinical time missed due to non-payment will result in students using their available Personal Time Off (PTO) hours. If PTO hours are insufficient or exhausted, missed clinical time must be made up after graduation at the student's expense.

Payment Methods:

Payment must be made by:

- Certified check
- Money order
- Electronic transfer (must be confirmed cleared)
- Credit Card Payment

*Personal checks will not be accepted for tuition payments due to the time required for bank clearance.*

Late Payment Reinstatement:

Students who fail to pay within the three-week deadline may be reinstated only after:

1. Full payment of tuition is received and cleared
2. Written petition to the Program Director explaining circumstances

Academic Impact:

A. Time missed due to non-payment of tuition cannot be made up during regular semester breaks

B. Make-up time must be completed after graduation at the student's expense

C. Excessive missed time may result in delayed graduation or dismissal from the program

#### Financial Hardship:

Students experiencing financial difficulties should contact the Program Director prior to the payment deadline to discuss possible arrangements. No accommodation can be guaranteed, and all students remain subject to the same academic requirements regardless of payment arrangements.

#### Policy Enforcement:

This policy will be strictly enforced to ensure:

- Compliance with clinical site requirements
- Maintenance of accreditation standards
- Fair treatment of all students
- Financial stability of the program

No exceptions to this policy will be made except in extraordinary circumstances as determined solely by the Program Director in consultation with school administration.

Dismissed students will not be allowed to continue the program's sequence, and readmission in future terms is not guaranteed. If circumstances permit, the student's record may be reviewed for potential readmission the following year, pending faculty decision and space availability.

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

**Books and Fees** - Books, uniforms, markers, name tags, fees for the Registry Review Class, CSRT Convention, other travel, and the examination given by the American Registry of Radiologic Technologists are the responsibility of the student and not covered by the cost of tuition. These fees are non-refundable. An approximate breakdown of these costs is as follows

#### **Students own expense (not collected by school):**

Books	\$900.00
Uniforms	\$150.00
School Patch	\$10.00
Student markers	\$25.00 (one set)
The American Registry of Radiologic Technologists	\$225.00
Trajecsys (clinical grading software)	\$150.00
Graduation Expenses	\$60.00
CPR	\$50.00

#### **Due during first week of school (\$320-collected by school nonrefundable):**

Grading /testing software	\$225.00
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Student Assessment Fee	\$30.00
The Registry Review Class:	\$65.00

**Total Cost of the program approximately: \$28,890**

## **Refunds**

The policy of UCHealth 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:

- a) Veteran's Assistance - Any qualified veteran or his/her dependent may apply.
  - Veterans Benefits and Transition Act of 2018: GI Bill ® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are able to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. UCHealth Memorial School of Radiology will not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

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

## **THE PHYSICAL PLANT**

The physical plants of both campuses consists of:

**School Office** - The private offices of the Program Director, Clinical Coordinator, and School Faculty are located at each campus. Each administrator has an office.

**School Classroom** – Both campuses contain 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. Both campuses have access to an energized lab.

Resources available to the student include:

### **UCH Central Denver Campus:**

The facilities used for clinical experience are state of the art radiographic rooms in the Radiology Departments. Each room is certified in compliance with all federal and state radiation, health and safety codes.

- ❖ 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

### **UCHealth- Memorial Hospital Colorado Springs Campus:**

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
- ❖ 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 Siremobil C-Arms, and a state of the art Siemens Siremobil 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**

- ❖ Two (2) Aristos FX Digital Diagnostic Room

**Grandview**

- ❖ GE Optima CT Scanner

- ❖ Radiology GE Procession R & F unit
- ❖ Two (2) GE portables
- ❖ Two (2) GE C-arms 9900 OEC

### **Woodmen**

- ❖ Siemens Digital Generator One

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 UCHHealth 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 Director's office. The Denver campus is accredited for (25) twenty-five students and the Colorado Springs campus is accredited for (27) twenty-seven students per year. The School is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board and the State Approving Agency for Veterans Benefits. 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, 5/19, 1/20, 6/20, 7/20, 1/21, 6/21, 8/21, 12/21, 6/22, 1/23, 12/23, 4/24, 6/24, 12/24, 1/25, 6/25, 1/26



## UCHEALTH SCHOOL OF RADIOLOGIC TECHNOLOGY

### **Radiologic Technology Student Policies:**

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

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Student Signature

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Date

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Printed Name