
CNMCC RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

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VISION, MISSION AND VALUES

Our Vision

The Radiologic Technology Program vision is to be a foremost information resource and educational provider for medical imaging sciences at the community and state level through a commitment to quality education and ongoing communication within a dynamic health care society.

Our Mission

The mission of CNM's Radiologic Technology Program is to educate a diverse population of students to safely perform radiographic procedures demonstrating technical competency, compassion, ethical responsibility and professionalism; enabling them to become vital members of the healthcare team in an ever-changing society.

Our Values

The Radiologic Technology Program is committed to:

- Adherence to the CNMCC mission statement
- Achieving the standard of quality established by the Health Care Community
- Continual assessment and evaluation of the community needs to maintain a program consistent with changes in the Radiologic Technology profession

GOALS & OBJECTIVES

Goal 1: Students will be clinically competent

Objectives: Students will demonstrate accurate positioning skills.
Student will select appropriate technical factors.

Goal 2: Students will demonstrate communication skills

Objectives: Students will demonstrate effective oral communication.
Students will demonstrate effective written communication.

Goal 3: Students will employ critical thinking and problem-solving skills

Objectives: Students will recognize a compromised patient and will react accordingly and in a timely manner.
Students will evaluate images.

Goal 4: Students will demonstrate professionalism

Objectives: Students will practice professional behavior.
Students will demonstrate professional development.

PROGRAM EFFECTIVENESS MEASURES

1. **Students will pass the ARRT national certification on the 1st attempt.**
2. **Of those pursuing employment, students will be gainfully employed within 12 months' post- graduation.**
3. **Students will complete the program.**
4. **Students will be satisfied with their education.**
5. **Employers will be satisfied with the graduates' performance**

PROGRAM PERSONNEL

PROGRAM OFFICE

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Ashley Nicholson, BSRS, RT(R)

Cheryl Peachey, MSRT, RT(R)

Jason Alarid, RT(R)

Peter Rath, RT(R)

Jose Velez, RT(R)

ADVISORY BOARD

Board meets semi-annually. The membership includes clinical affiliates, radiology department directors, clinical preceptors, and student representatives from each cohort within the program, Program Director, program Clinical Coordinator, HWPS Dean and Associate Dean, and other CNM employees as requested by the meetings' agendas.

ACCREDITATION

CNM Radiologic Technology is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For information regarding program non-compliance concerning any JRCERT standard, please see page 29.

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mail@jrcert.org
www.jrcert.org



Additionally, the program meets the American Registry of Radiologic Technologists (ARRT) accreditation requirements through the NCACS-HLC institutional accreditation of Central New Mexico Community College.

RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM DESCRIPTION

A career in radiologic technology offers many opportunities for advancement in specialized imaging techniques. The rapid expansion of medical diagnostic imaging has greatly increased the diversity and utility of medical diagnosis. Radiologic technology is a healthcare profession for practitioners who work in hospitals, clinics, and free-standing imaging centers. A radiographer is a member of the healthcare team who works directly with the patient and the physician in performing a wide variety of diagnostic and interventional therapy procedures.

This program offers proficient knowledge in radiographic exposure, anatomy, patient positioning, the operation of specialized equipment, and the care and management of the patient. Through the low cost high quality education, the Radiologic Technology degree meets the American Registration of Radiologic Technologist (ARRT) accreditation requirements through the NCACS-HLC institutional accreditation of Central New Mexico Community College.

Upon completion of the program, you will be eligible to take the certification examination, which is administered by the American Registry of Radiologic Technologists (ARRT). Hospitals are the primary employer of radiologic technologists although national indicators predict that a greater number of new jobs will be in physician offices and clinics.

PROGRAM CURRICULUM AND COURSE DESCRIPTIONS

http://catalog.cnm.edu/preview_program.php?catoid=29&poid=6784&returnto=3188

Program curriculum meets the standards established by the American Society of Radiologic Technologists (ASRT) and accepted by the ARRT and JRCERT.

FUNCTIONAL ABILITIES FOR PROGRAM (Technical Requirements) Link to O*net info:

<http://www.onetonline.org/link/summary/29-2034.00>

ARRT DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

INFORMATION FOR TRANSFER OF CREDIT (if applicable and easily accessible):

To receive transfer credit for career and technical courses, the student must request that the CNM's Records Office refer the transcript(s) to the appropriate academic division for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made. Demonstration of competence is required for all transfer credit more than ten years old.

CREDIT FOR PRIOR LEARNING (CPL) OPTIONS:

<https://www.cnm.edu/student-resources/transfer/credit-for-prior-learning>

PROGRAM COMPETENCY GOALS

The Cognitive, Psychomotor, and Affective goals of the CNM Radiologic Technology Program in training and preparing students:

COGNITIVE: mental skills (*Knowledge*)

- Students will integrate and/or apply critical thinking skills for non-routine patients & procedures (trauma, age-specific, etc.)
- Students will demonstrate knowledge of patient care principles consistent with the ARRT Code of Ethics & ASRT Standards of Practice

PSYCHOMOTOR: manual or physical skills (*Skills*)

- Students will develop technical skills to demonstrate clinically competent and professionalism
- Students will demonstrate entry level skills and expertise in the field of radiography and be able perform multiple exam studies in the most efficient manner

AFFECTIVE: growth in feelings or emotional areas (*Attitude*)

- Students will communicate effectively while affirming the dignity and worth of all patients, family members, & staff
- Students will demonstrate the importance of professional growth, development, and acquire the skills for life-long learning

TERMINAL PERFORMANCE OBJECTIVES

RADIOLOGIC TECHNOLOGY DEGREE COMPETENCIES

In each of the following areas, upon completion of the CNM Radiologic Technology Program, graduates will be able to:

RADIATION SAFETY

- Demonstrate an understanding of basic x-ray production and interactions by practicing radiation safety in the operation of medical imaging equipment and accessory devices.

PROCEDURES

- Demonstrate knowledge of human structure, function, pathology, and equipment operational principals by exercising independent judgment and discretion in the technical performance of medical imaging procedures (relative to positioning the patient and operating medical imaging equipment/systems) to produce diagnostic images.

PATIENT CARE/PROFESSIONALISM

- Demonstrate professional values in the documentation of relevant aspects of patient care and the provision of basic patient care and comfort, by anticipating and/or determining patient needs and providing the appropriate patient education.

DIVERSITY

- Interact with patients, families, and other health care providers and competently perform radiologic procedures on children and adults in a manner, which provides the desired psychosocial support, including the recognition of cultural and socioeconomic differences.

QUALITY CONTROL

- Demonstrate an understanding of the safe limits of operating medical imaging equipment systems by evaluating medical images for technical quality and taking the steps necessary to affect corrections and improvements.

STUDENT AGE RESTRICTIONS

A student MUST turn 18 years of age prior to or on the first day of his/her clinical experience. This includes any clinical lab associated with a didactic course.

PROFESSIONAL BEHAVIOR

PROFESSIONAL CONDUCT

The ARRT Standards of Ethics is one of our governing documents. It articulates the types of behavior we expect of R.T.s and describes the types of behavior we won't tolerate. The document includes our Code of Ethics (a set of guidelines to which R.T.s aspire) and Rules of Ethics (mandatory and enforceable standards), along with information regarding our ethics review process.

We encourage all R.T.s to review the *ARRT Standards of Ethics* each year to ensure they're maintaining compliance. You should also refer to the document if you're reporting an ethics violation or if you're under an ethics review.

ARRT Ethics Requirements <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

ARRT Standards of Ethics <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/eac1b19c-a45a-4e65-917b-922115ff2c15/arrt-standards-of-ethics.pdf>

ARRT Code of Ethics https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_14

ASRT Practice Standards https://www.asrt.org/docs/default-source/practice-standards/ps_rad.pdf?sfvrsn=13e176d0_24

ARRT ETHICS REVIEW PREAPPLICATION

If you have concerns about a potential ethics violation—and you're more than eight months away from graduation—consider requesting an ethics review now, before you apply for ARRT certification and registration. This may also be an option if you are not yet enrolled in a program.

With this option, you'll submit information and documentation regarding your potential ethics violation before you apply for certification and registration. The ARRT Ethics Committee will review your submission and determine if it warrants a sanction. If you receive a sanction, you might be ineligible to apply for certification and registration for a set period of time.

If you have fewer than eight months until graduation, the ethics review preapplication isn't an option. You'll have to wait and report any potential ethics violations on your application for certification and registration. (You may submit your application up to three months before you complete your educational program.) For more information, please visit:

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

ARRT: MAINTAINING YOUR CERTIFICATION AND REGISTRATION

<https://www.arrt.org/pages/earn-arrt-credentials/ongoing-requirements>

CLINICAL CODE OF CONDUCT

We are pleased that you have chosen the field of Radiologic Technology as your profession. We look forward to accepting you as a member of this chosen profession upon completion of your training. As professional members of the health care team, you are expected to uphold the professional responsibilities inherent in this field. As trainees of this profession, you have accepted the same professional responsibilities as a registered technologist.

Your ability to fulfill these responsibilities will be observed and evaluated throughout your training to aid in your professional development. The Code of Ethics of the American Registry of Radiologic Technologist reflects the rules and standards that govern the conduct of the professional technologist. Student radiographers should strive to appreciate and value these standards. To this end, program faculty has outlined the standards of conduct required for all radiography students. Violations of published standards may result in disciplinary action and/or dismissal from the Program.

As is the case with all health-related areas, patient care, comfort and safety are the primary concerns. The primary responsibilities of health care workers, whether registered technologists or students, lie in assuring at all time that these patient concerns are fulfilled. To enhance your entrance into the patient oriented clinical settings, the following considerations inherent in basic professional conduct and good patient care are hereby offered:

1. Be on time; report to the clinical setting 10 minutes prior to the scheduled time so that you are ready to begin your clinical experience at the assigned time.
2. Report to the clinical preceptor or designated supervisor upon arrival, and then proceed to your assigned work area
3. Any departure from the assigned work area should be cleared with the clinical instructor.
4. Of utmost importance are patient comfort and safety. Basic steps for good patient care procedures include the following:

- a. Check patient's 2 positive identifiers (full name and date of birth) prior to bringing the patient to the department and/or x-ray room.
- b. Obtain a complete medical history on each patient **BEFORE** proceeding with any examination.
- c. Make certain that the patient is properly dressed for the procedure being performed.
- d. Examine all transportation equipment prior to using for patient transport, with particular emphasis regarding safety and cleanliness. That is:
 - i. Use of safety straps and rails is imperative
 - ii. Cover stretcher patients with a sheet; cover the knees of wheelchair patients
- e. Make certain while accompanying the patient from the waiting area to the radiographic room, that physical assistance of the patient is always maintained.
- f. The patient should not be allowed to hold or view any patient charts, records and/or radiographs at any time.
- g. Assist the patient to and from the exposure site, maintain safety and comfort of the patient at all times.
- h. At no time should a student leave a patient **unattended** in the radiographic room. Lawsuits have sometimes resulted from negligence, and student technologists may be sued.
- i. No patient should be allowed to enter a radiographic room until proper sanitary procedures have been completed. That is:
 - i. Soiled linens must be removed from the premises and replaced with clean ones.
 - ii. Any barium, contrast, or residual materials must be cleaned up.
 - iii. Bathrooms in the radiographic area should be checked and attended to following any usage.
- j. Radiographic rooms to which students are assigned must be restocked daily before starting and going off assignment.
- k. All property must be returned to the patient before dismissing the patient from the radiographic room.
- l. Any accident or incident involving a patient in the radiographic room must be reported immediately to the clinical instructor. Written accident and/or incident reports must be filed at once by persons witnessing the event.
- m. No unnecessary conversation should be held within the hearing of a patient. This includes but is not limited to conversations about patient conditions, coffee breaks, lunch plans, dates, etc.
- n. Always exhibit friendliness – Be friendly but not familiar.
- o. Do not discuss or diagnose any patient's illness or condition with the patient or with others.
- p. Doors to the radiographic rooms must remain closed during a procedure.
- q. Offer immediate assistance to anyone entering the department Always address the patient by their last name; that is: "Mr. Smith."
- r. Follow all recommended infection control policies to ensure the safety of the patient and to protect yourself. Report any variations of the policy to your clinical instructor.
- s. Students must adhere to their assigned clinical site's policies regarding smoking, dress code, and parking. **NO** smoking is allowed by students in CNM RADT uniform while at the clinical facilities.

STUDENT WORK POLICY

On occasion, when a student is employed by an affiliate institution, the record of hours accumulated

for clinical education must be kept distinctly separate from employment hours. Clinical education hours and employment hours cannot be accumulated concurrently.

UNIFORMS: POLICY AND USES

Also refer to the HWPS Handbook -

<http://www.cnm.edu/programs-of-study/health-wellness-public-safety/hwps-student-handbook>

CNM RADT uniform policy applies to any on campus class or lab, virtual class or meeting and all clinic rotations.

- Personal hygiene is maintained.
- Uniforms are in good repair and laundered.
- Scrub top and bottom are maroon/burgundy, with a CNM Radiologic Technology patch on the left sleeve, no polo shirts.
 - No midsection or lower limb skin should show.
- For colder weather, only a maroon lab coat or jacket with the RADT student patch on the left shoulder may be worn over the scrub top. A plain white, black, or maroon long sleeve shirt with no visible design or lettering, collar, buttons or snaps can be worn **under** the maroon scrub top. Undershirt hem cannot be visible by hanging lower than the scrub top.
- CNM student ID, identifying “Radiologic Technology” major worn at the collar level.
- Dosimeter worn at the collar level/thyroid level.
- Positioning markers (**right red** and **left blue**) with student’s initials.
- Closed-toe/closed-back shoes and socks in good repair.
- Jewelry is to be conservative and worn at your own risk:
 - Analog watches with a conservative band only (no smart watches).
 - 1 ring per finger
 - No more than 3 earrings per ear, only studs are allowed. Gages must be filled with a solid clear or flesh toned plug, that is flush with the skin.
 - For safety reasons, NO facial piercing jewelry is allowed, however may be plugged with a clear or flesh toned plug, that is flush with the skin.
- All tattoos should always be covered. Acceptable means of covering tattoos include flesh colored bandages, tattoo specific coverage makeup, or long sleeves. Long sleeve shirts or sleeves to cover tattoos can be plain solid black or white only. Flesh colored Band-Aids or tattoo specific makeup should be used to cover any tattoos visible elsewhere.
- Hands, nails and cuticles must be kept neat, clean and trim. Nails must be limited to ¼” in length or not past the fingertip. No artificial nails of any type including tips, acrylic and gel overlay are allowed. Only clear polish is allowed.
- Extremes in make-up are not allowed. The CNM RADT program reserves the right to determine the appropriateness of any facial cosmetics, including perfumes and/or colognes.
- Hair is to be kept clean and professionally groomed. Extreme hair styles or un-natural hair colors are not allowed. Long hair needs to be held back as directed for various activities. Goatees, mustaches, and sideburns must be clean and neatly trimmed and must be able

to fit under a N95 mask.

If Personal Protective Equipment is required by the CNM RADT Program, students must wear according to stated policy. This can occur in the lab, clinical and/or field setting. Often PPE is provided by the RADT Program. Lack of adherence to PPE policies is a violation of the uniform policy as well as the behavioral policy.

DISCIPLINARY ACTION EXAMPLES:

Can result in RADT Program Behavioral Documentation and/or Dismissal

- a. Treating others in a discourteous manner.
- b. Accepting gifts from individuals who teach, coach, evaluate, precept, guide or otherwise have influence over the student educational experience.
- c. Wearing clothing inappropriate for the activities being performed; this includes lack of proper PPE as described by CNM RADT Program or clinical/field site.
- d. Violating the CNM RADT dress code.
- e. Consistently arriving to clinical, class, or lab assignments unprepared; this includes a fully charged iPad.
- f. Failing to report to clinical, class, or lab assignments punctually at the assigned times, or failing to be at the clinical site, class, or lab assignments as scheduled.
- g. Consistently arriving late or leaving early from clinical, class, or lab assignments.
- h. Failing to maintain cleanliness and order in clinical, class, or lab assignment areas.
- i. Fighting with or assaulting others.
- j. Threatening or intimidating others.
- k. Falsifying or altering any educational record or report.
- l. Stealing, destroying, defacing, or misusing clinical, classroom, or lab site property or another's property.
- m. Engaging in acts of insubordination including, but not limited to, refusing to follow program administration instructions concerning an education-related matter.
- n. Using profanity or abusive language.
- o. Sleeping at a clinical site, classroom, or lab setting.
- p. Gambling on clinical, classroom, or lab site property.
- q. Playing malicious or dangerous pranks or practical jokes or engaging in horseplay.
- r. *Alcohol and substance use and/or abuse in a classroom, lab, clinical or field setting.
- s. Dishonesty.
- t. Sexual or any other form of illegal harassment.
- u. Possession of deadly weapons on clinical, classroom, lab site property.
- v. Behavior (as demonstrated by tone, body posture, and/or vernacular) that is confrontational, negative, aggressive, intimidating, demeaning, distracting and/or disruptive as judged by the CNM RADT Faculty, clinical instructor, and/or preceptors.
- w. Any behavior that causes disruption to the classroom, learning environment as deemed by the CNM RADT program.

x. Violation of CNM policies or directives.

*Students will adhere to the HWPS Suspected Impairment Policy regarding suspicion of alcohol or illegal substance abuse. CNM RADT Program has a zero-tolerance policy for positive alcohol or illegal substance abuse lab results. Students will be dismissed from the program.

STUDENT SUSPECTED OF IMPAIRMENT

Drug or alcohol use, while either on campus or in a clinical, practical or laboratory setting, can seriously endanger the safety of patients and students, as well as render it impossible to provide safe healthcare and service. Impairment, or potential impairment, of judgment in the clinical, practical or laboratory setting places the safety of students, patients, faculty and the public at an unacceptable risk. The purpose of the policy is to:

- A. Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the clinical, practical or laboratory setting.
- B. Inform students of their responsibility to conform to all state and federal laws and regulations and CNM policies, rules and regulations regarding alcohol, drugs or controlled substances.
- C. Provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
- D. Balance the need to safeguard the public with the student's rights.

This policy demonstrates the School of Health, Wellness and Public Safety's commitment to safeguard the health of students and the public and provides a safe place for students to learn.

HWPS Student Handbook – Impairment Policy

<http://www.cnm.edu/programs-of-study/health-wellness-public-safety/suspected-impairment>

CLINICAL EDUCATION

CLINICAL SCHEDULING

Clinical site schedules drastically vary. Students are expected to be available, in any given semester for a day, evening, night, or weekend shift Sunday through Saturday. Examples of shifts include, but are not limited to: 7:00 AM to 4:00 PM, 2:30 PM to 11:30 PM, 11:30 PM to 6:30 AM. Schedules are determined well in advance to give the students ample time to make necessary arrangements to attend their assigned clinical times.

Students are offered the opportunity to submit clinical site suggestions and will be scheduled according to the CNM RADT Program's discretion to ensure equitable learning opportunities for all students (JRCERT Standard 4.4). The number of clinical rotations available in the community and sharing agreements with other institutions is why the final decision regarding student placement resides with the Program Director and Clinical Coordinator.

Students will be scheduled a specific number of clinical hours based on the term they are in.

Term 3, RADT 1690: 300 hours
Term 4, RADT 2090: 300 hours
Term 5, RADT 2490: 300 hours
Term 6, RADT 2890: 360 hours

SCHEDULE CHANGE REQUESTS

Any deviation from the students assigned clinical schedule will need to be submitted in writing by the student's assigned clinical site (preceptor or manager, director, or supervisor) and emailed to the Clinical Coordinator and Program Director. The change request will be evaluated and authorization may then be granted to the student. Schedule changes must be approved in advance by the Clinical Coordinator and Program Director prior to the date(s) involved. Deviations from the students assigned schedule will result in an absence per each occurrence.

CLINICAL HOURS

Student may not have more than 40 hours between scheduled clinical and didactic education. Clinical assignments beyond 10 hours/shift is voluntary and at the discretion of the Clinical Coordinator, Program Director and the applicable clinical site (JRCERT Standard 4.4). Students are here at CNM to prepare for a career as an entry level radiologic technologist. Part of the preparation is learning to be on time every day scheduled. Future employers are as interested in attendance records as they are in grades and skills, because they place a value on individuals who have demonstrated their dependability. Punctuality is an employability skill and taken seriously. Students are responsible to make plans for childcare while in clinic, do not ever bring children to class/clinical or program related appointments. Students are responsible for travel arrangements to the assigned clinical site. The farthest clinical site from CNM Main Campus is 62 miles away. Students are offered the opportunity to submit clinical site suggestions and will be scheduled according to the CNM RADT Program's discretion to ensure equitable learning opportunities for all students (JRCERT Standard 4.4). Every student must be prepared to rotate through at least one off shift (evenings, graveyards, or weekends) and one split shift to occur within a semester. The number of clinical rotations available in the community and sharing agreements with other institutions is why the final decision regarding student placement resides with the Program Director and Clinical Coordinator. If a student has a special request/need, the Program Director and Clinical Coordinator will review the request with an HWPS Associate Dean for final determination. Typically, a student will not be permitted to rotate through the same site more than once, unless it is for an Advanced Modality rotation in RADT 2890.

CNM OBSERVED HOLIDAYS

The student is excused from clinic if the scheduled shift falls on a holiday that is recognized by CNM (JRCERT Standard 4.4). Students are always responsible for initiating communication for any events affecting their shift: inclement weather, CNM holiday, legitimate clinical absence, or any other reasoning. Do not expect the site, preceptor, clinical instructor and Clinical Coordinator to automatically know why the assigned shift was disrupted.

The College typically observes the following holidays:

- Martin Luther King Day - 3rd Monday in January
- Memorial Day - last Monday in May
- Juneteenth – June 19

- Independence Day - July 4
- Labor Day - 1st Monday in September
- Thanksgiving Day - 4th Thursday in November
- Day after Thanksgiving 4th Friday in November
- Winter Break specific days are determined each year by the Governing Board.
- The holiday is observed on the calendar day designated with the exception of the following for those employees working a Monday through Friday schedule:
 - When a holiday falls on a Saturday, it will normally be observed on the preceding Friday.
 - When a holiday falls on a Sunday, it will normally be observed on the following Monday.

CLINICAL ATTENDANCE/ABSENCES/CALL-OFF POLICY

It is the expectation that you are present for each and every clinical shift. However, students are permitted to miss two (2) shifts per semester without academic penalty. Students missing more than two (2) shifts will automatically receive a zero for clinical attendance for the semester, which may result in failure of the course/program. Clinical attendance will be reflected in the clinical grade. Students are not allowed the opportunity to make up any missed clinical shifts. *This policy also applies to clinically related meetings such as comp count, clinical orientations and dosimeter appointments.*

The following procedures will apply to clinical attendance:

1. Students must initiate contact either by calling or emailing their assigned clinical instructor **and** clinical site at the beginning of the scheduled shift if they will be late or absent, or if they need to leave early. Additionally, students must e-mail the Clinical Coordinator (ebarbarone@cnm.edu) **at least** thirty (30) minutes before the beginning of the scheduled shift if they will be late or absent *or* immediately when they know they will be leaving early. No show/no call will result in a referral to the Program Director.
 - a. No call/no show
 - i. Students who do not show up to a clinical rotation without emailing the clinical preceptor, their clinical instructor and the clinical coordinator *will automatically receive a zero for clinical attendance for the semester, which may result in failure of the course/program.*
2. A student who misses more than 30 minutes of their scheduled shift will be counted absent for the entire clinical day. This is exclusive of the scheduled lunch break. It is then up to the student to complete or not complete their clinical shift, but they **MUST** notify the clinical coordinator, clinical instructor and clinical site of their decision and document it accordingly in the attendance log.
3. If a student is asked to leave a clinical site by the instructor and/or clinical site without being able to return due to professional behavior/performance issues at any time throughout the five terms of the program, the program will **NOT** place the student at another clinical facility. *The student will automatically receive a zero for clinical attendance for the semester, which may result in failure of the course/program.* If this repercussion applies, the student may fail the clinical course due to not attendance.
4. Students may **not** work through lunch to leave clinic early; a lunch break is required.
5. A student who fails to return on time from break or lunch will be sent home and not be credited with time for that day.
6. Schedule changes must be *initiated by the clinical site* and approved in advance by Program

Director or Clinical Coordinator prior to the date(s) involved; all procedures listed above apply to any newly approved schedule. The student is also responsible for notifying the clinical instructor and preceptor via email.

7. Due to the nature of the clinical assignments and the limited access to those clinical sites, missed clinical time may NOT be made up.
 - a. As stated above, students may not come in early, leave late or skip lunch to make up missed time.
8. If an emergency or illness prevents attendance, you may be asked for supporting documentation and/or a return-to-work release from your healthcare provider (HCP) to the Program Director and Clinical Coordinator. HCP clearance is required prior to the student returning to the clinical rotation for changes in health status. Students must update the Program Director as changes to restrictions occur. The HCP's note will be placed in the student file. The student will provide a 'return to work' note from the HCP to the Program Director and Clinical Coordinator if the student:
 - a. has been away from campus for three days or more due to illness/injury.
 - b. has undergone any surgical procedure, treatment for injury, childbirth, or other medical procedure – In this case the release note must have specifics about restrictions (e.g. may only lift 20 pounds) OR that no restrictions are in place.
 - c. is currently under the care of a rehabilitation care team member (respiratory therapist, physical therapist, cardiovascular rehab, etc). – In this case the release note must have specifics about restrictions (e.g. may only lift 20 pounds) OR that no restrictions are in place.

The student is excused from clinic if scheduled shift falls on a holiday that is recognized by CNM.

INCLEMENT WEATHER POLICY

The RADT Program follows the CNM closures.

If your shift is affected by inclement weather, please document such closures/delays on your attendance logs and notify your Clinical Preceptor/Site and cc your Clinical Instructor via email with the details of the inclement weather and how this effects your shift. If classes are cancelled or delayed, you are still RESPONSIBLE for the information that is to be covered.

Please check in with CNM periodically, or at least before you are to be at your classes and clinic rotations. Please refer to:

- CNM Inclement Weather Guidelines for Off-site HWPS Courses: <https://www.cnm.edu/programs-of-study/health-wellness-public-safety/inclement-weather-guidelines-for-off-site-hwps-courses>
- Weather Line Phone Number: 505-224-4766

Offsite Courses (CNM faculty not on-site / Precepted Clinical)

- If a student is not enroute to or already at the offsite location, then they should adhere to the policies and procedures for college-wide/campus specific closure or delay due to weather.

- If a student is already at the offsite location at the time of a CNM campus specific closures or delays, they may complete their assignment as scheduled (at the discretion of the program). The student should communicate with the clinical coordinator or instructor for further information.
- If a student is enroute to an offsite location at the time of a CNM campus specific closures or delays, the student must determine whether or not it is personally safe to continue travel to the assigned offsite location. The student should communicate with the clinical coordinator or instructor for further information as soon as it is safe to do so.
- In the case of a delay due to weather, it is at the discretion of the program to determine whether to report to the offsite location at 10 a.m., in accordance with college-wide policies.
 - In some cases, programs may treat a two-hour delay as a closure (so as to not disrupt the operations of our offsite partners). In those cases, students may be assigned an out-of-class assignment or a make-up day at the discretion of the clinical coordinator or instructor.
- For clinical start times after 10 a.m., attend the course as scheduled.

External community members, family of students, or visitors to CNM may register to receive CNM emergency text alerts by texting “CNMAAlerts” to 67283 or 226787. Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use and Privacy Policy. Text STOP to 67283 or 226787 to cancel or HELP for tech support.

CLINICAL SUPERVISION

Hands-on educational experience in a health care setting such as a hospital, clinic or physician's office, student supervision requirements must be consistent with the medical imaging and radiation therapy standards of the programmatic accreditation agencies.

JRCERT Standard Five: The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

- Medical imaging procedures are performed under direct supervision of a qualified radiographer **until a student achieves competency.**
- Medical imaging procedures are performed under indirect supervision of a qualified radiographer **after a student achieves competency.**
- Assures that students **are directly** supervised by a qualified radiographer when **repeating unsatisfactory images.** <http://164.64.110.134/parts/title20/20.003.0020.html>

20.3.20.7 DEFINITIONS: As used in this part (20.3.20 NMAC).

“Student” means a person enrolled in and attending a school or college of medicine, osteopathy, chiropractic, podiatry, dentistry, dental hygiene, an approved program in medical imaging or radiation therapy, or an approved limited radiography program.

“Direct supervision” means in the physical presence of a licensed practitioner or radiologic technologist who assists, evaluates and approves of the individual’s performance of the various tasks involved with application of ionizing radiation.

Direct supervision requires that a qualified RT(R) (ARRT):

- Checks the physician order/examination request and reviews it with the student.

- Evaluates the condition of the patient in relation to the student’s knowledge base.
- Is physically present during the procedure.
- Critiques and makes final approval of all radiographic images before the patient is released.

According to the aforementioned, no student will expose a patient to ionizing radiation unless they are directly supervised (supervisor must be in the physical presence of the student) by a licensed practitioner or a registered radiologic technologist. Physical presence is interpreted to mean in the same room as the student; being in an adjacent room or simply in the radiology department does not qualify.

Indirect supervision requires that a qualified RT(R) (ARRT):

- Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.
 - “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
- This applies to all areas where ionizing radiation equipment is in use on patients.

ARRT defines demonstration of clinical competency as a candidate that has performed the procedure independently, consistently, and effectively during the course of his or her formal education. Institutional protocols will determine the positions and projections of each procedure. Students must provide documentation of competency of the imaging procedure before indirect supervision can be initiated.

Per JRCERT Standard 4.4, The number of students assigned to the clinical setting must not exceed the number of assigned clinical staff. The student to clinical staff ratio must be 1:1; however, it is acceptable that more than one student may be temporarily assigned to one technologist during infrequently performed procedures.

Should you, the student, choose to violate this NM State Administrative Code, you will be immediately pulled from your clinical rotation and will not be able to return until after a meeting with the Clinical Coordinator, Program Director and the Associate Dean. Please refer to the HWPS Student Handbook for details regarding removal (<https://www.cnm.edu/programs-of-study/health-wellness-public-safety/documents/StudentRemovalPolicy020614.pdf>). The cause for immediate removal from a clinical site is referenced in II D (page 1-2) of the Student Removal Policy. It is the responsibility of the student to understand this code and adhere to its rule. The clinical sites have been informed of this code as well; all department managers and registered radiographers are aware of this enforcement.

CLINICAL EVALUATION

Advisement, counseling, assessment, and critique serve the purpose of promoting, facilitating, and maintaining optimal student performance. The main purpose is to provide feedback to the student relative to his/her performance and progress as a radiologic technology student.

Each term, the clinical and college faculty evaluate areas of achievement and specific needs that each student demonstrates. An as-needed advisement session is scheduled with each student to discuss the pertinent elements of these evaluations so that student academic needs may be addressed at a suitable time.

CLINICAL COMPETENCY

Students enrolled in the CNM Radiologic Technology Program will be assigned a specific clinical site each term. **Transportation to and from all clinical sites is the responsibility of the student.** *The furthest clinical site is 61 miles from CNM main campus.*

There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to ARRT.

The requirements listed are the **MINIMUM** core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements. This will be periodically updated to reflect changes in the requirements of professional practice.

Students are not permitted to receive a final competency from a radiologic technologist who has been working in the field as a radiologic technologist for less than 1 year. The tech's years of work experience must be documented on the competency form.

As part of the educational program, candidates must demonstrate competence in the clinical activities identified below:

- Ten (10) MANDATORY general patient care activities
- 36 MANDATORY imaging procedures
- 15 ELECTIVE imaging procedures selected from the list of 34 procedures.
 - One of the 15 elective imaging procedures must be selected from the head section.
 - Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either Upper GI or a contrast enema.

ARRT recommends that educational programs include a mechanism of continuing and terminal competency evaluation to assure students maintain proficiency during the program. Competency demonstration should incorporate patient-specific variations such as age and pathology.

The checklist should be used to record completion of competencies. The checklist should **NOT** be sent to ARRT. Only the Program Director's signature in the Verification Section of the Application for Examination attesting to completion of these requirements is needed.

RADIATION SAFETY

The CNMCC Radiologic Technology Program is committed to following the concepts of ALARA "As Low As Reasonably Achievable" and the ORP "Optimization of Radiation Protection".

No student will be exposed to ionizing radiation before receiving basic instruction and demonstrating knowledge of the risks, exposure limits, radiation monitoring practices, and radiation safety precautions. These topics will be introduced during the second term in the courses RADT 1070, RADT 1075 and RADT 2410, as well as reinforced throughout the remainder of the program.

Students will be assigned a personal radiation monitor, which must be worn while on duty at any classroom lab activity and any scheduled clinical assignment. The monitor is to be worn at the thyroid level (collar), outside the lead protection (apron). A quarterly monitoring report reading of ≥ 100 mrem (1 mSv) results in a Program Radiation Monitoring Report and a discussion with the Program Director / Radiation Safety Officer regarding Radiation Safety and the Cardinal Principles of Radiation Protection.

For Pregnancy, a fetal monitor is ordered at the time of **voluntary written** declaration of pregnancy (see below for policy). It is worn throughout the pregnancy at the level of the waist, under the lead protection (apron).

The Program Director/Radiation Safety Officer receives the dosimeter reports quarterly. An email will be sent to all students/faculty informing them that their dosimeter reports are available within 30 days of receiving the report. The students/faculty can view the pdf. attached to the email of the radiation report and will acknowledge their receipt of personal doses. The students/faculty can schedule a private meeting to discuss their individual report if desired.

All high readings will be investigated by the Program Director and Clinical Coordinator. Findings and recommendations will be discussed with the student, documented and placed in the Program Director's report. If the student is found to be grossly negligent in following prescribed radiation safety protocols, he/she will be required, at a minimum, to complete radiation safety training with the instructors.

Our program follows the ARRT and ASRT policies on patient shielding. The students are also required to wear a protective (lead) apron anytime they are participating in a portable and fluoroscopic study and if they must remain in a radiographic room during an exposure. The student is encouraged to stand as far back as possible from the radiation source and must never stand directly within the primary beam. Per JRCERT Standard 5.3, students **must not** hold image receptors during any radiographic procedure and **should not** hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

RADIOLOGY ENERGIZED LAB ACCESS

The radiology labs will always remain locked. Program officers have access via key entry. Students must request from program personnel and schedule any extra time to be spent in the lab. Only currently enrolled students are allowed in the lab. Energized equipment cannot be used to produce radiographs without the program faculty in the JS building. All radiation safety precautions apply. The energized lab will NOT be used to expose another person/animal. If this event occurs, the student(s) involved will be subject to immediate dismissal. **No student shall be in the energized lab during an exposure.**

CNM RADT ENERGIZED LABORATORY POLICY

The x-ray stationary lab equipment and x-ray portable machine are located on campus and are fully operational/energized (JRCERT Standard 2.2). This equipment is only available to RADT Program students under the following circumstances:

- Students will not make exposures without the supervision and approval of a RADT faculty member (CNM employee who is a qualified radiographer)
- Students will never expose humans, only phantoms and program radiographic approved items.
- Students adhere to the full RADT dress code: scrubs with RADT patch, CNM ID badge, dosimeter (JRCERT Standard 5.1), etc.
- Only students of the RADT program are permitted in the lab.
- RADT faculty is notified ahead of time when the student(s) would like to use the lab outside of scheduled lab time, if allowable.
- RADT faculty will need to unlock the lab and turn on the equipment: table and tube. (It may be the student's responsibility to lock the lab and turn off equipment when finished).

- Students will adhere to all CNM and RADT Program related policies (concerning safety, ethics, appropriate use of equipment, etc.) and guidelines/standards provided by the ASRT, ARRT, and JRCERT (JRCERT Standard 5.3).
- RADT faculty member is in the JS building, able to supervise, and readily available (JRCERT Standard 5.3), see syllabus for phone extensions, emails, and office locations.
- Students will remain in the lab and do not cause any disturbances if any other classes are being held (RADT program shares the classroom with other programs).
- No food or drinks of any kind are allowed in the lab.
- Students are not to handle the C-Arm without direct supervision, instruction, and guidance of a RADT faculty member.
- Subject to change, please contact your program faculty for details and current restrictions.

BACKGROUND CHECK AND DRUG SCREENING

Most health care facilities, as part of their contractual clinical agreements with the School of Health, Wellness, and Public Safety (HWPS), require that students complete a drug screen and a criminal background check prior to beginning their educational experiences in the facility. Students with a positive drug screen will be removed from the course for that term. For specific information, please see the HWPS policies.

REQUIRED IMMUNIZATIONS

- MMR or MMR titer results
- Hepatitis B series (must show that you have at least started it)
- PPD must be good through the term (they are good for 1 year) if positive a chest x-ray result must be provided
- Chicken Pox (varicella) vaccine or titer results
- Tetanus within the last 10 years
- Pertussis either DPT within the last 12 years or TDaP
- Flu Vaccine
- COVID-19 Vaccine & Boosters *or* CNM Exemption

CONFIDENTIALITY

HIPPA

During your educational experience, you will experience interactions with patients and gain intimate knowledge of health and social aspects of their lives. This information is always to be treated with confidentiality.

STUDENT RECORDS (FERPA)

CNM faculty and staff treat your educational records with privacy as dictated by federal law. The Family Educational Rights and Privacy Act (FERPA - also known as the Buckley Amendment) is legislation that was originally passed in 1974 and is federal law designed...

- to protect the privacy of student's education records,
- to establish the right of students to inspect and review their education records,

- And to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (Definition established by the *American Association of Collegiate Registrars and Admissions Officers* 1980)

Due to FERPA and with respect to your privacy, we cannot share your educational information with parties including your parents, spouse, classmates, or legal authorities. For more information on FERPA, please contact Enrollment Services at (505) 224-3224.

CLINICAL AFFILIATES

Albuquerque Indian Health Care	801 Vassar Dr. NE, Albuquerque, NM 87106
Christus St. Vincent	455 St. Michael's Dr., Santa Fe, NM 87505
Duke City Urgent Care	11601 Montgomery Blvd. Suite C, Albuquerque, NM 87111
Lovelace Medical Center	601 Martin Luther King Jr Ave. NE, Albuquerque, NM 87102
Lovelace Westside Hospital	10501 Golf Course Rd. NW, Albuquerque, NM 87114
Lovelace Women's Hospital	4701 Montgomery Blvd. NE, Albuquerque, NM 87109
Optum - Journal Center	5150 Journal Center Blvd. NE, Albuquerque, NM 87109
Optum - Rio Rancho Center	1721 Rio Rancho Blvd SE, Rio Rancho, NM 87124
Optum - Sunport Healthcare Center	2901 Transport St SE, Albuquerque, NM 87106
Presbyterian Hospital Downtown	1100 Central Avenue SE, Albuquerque, NM 87106
Presbyterian Kaseman Hospital	8300 Constitution NE, Albuquerque, NM 87110
Presbyterian Medical Group - Atrisco	3901 Atrisco NW, Albuquerque, NM 87120
Presbyterian Medical Group - Belen	609 S. Christopher Belen, NM 87002
Presbyterian Medical Group – High Resort (4005)	4005 High Resort Blvd., SE Rio Rancho, NM 87124
Presbyterian Medical Group – High Resort (4100)	4100 High Resort Blvd., SE Rio Rancho, NM 87124
Presbyterian Medical Group – Las Estancias	3630 Las Estancias Drive SW, Albuquerque, NM 87105
Presbyterian Medical Group - Los Lunas Clinic	200 Emilio Lopez Rd. Los Lunas, NM 87031
Presbyterian Medical Group - Northside	5901 Harper Dr. NE, Albuquerque, NM 87109
Presbyterian Medical Group - Paradise	4588 Paradise Blvd NW, Alb., NM 87114
Presbyterian Medical Group - Wyoming	5550 Wyoming Blvd. NE, Albuquerque, NM 87109
Presbyterian Rust Medical Center	2400 Unser Blvd SE, Rio Rancho, NM 87124
Presbyterian Santa Fe Medical Center	4801 Beckner Rd., Santa Fe, NM 87507
PRESNow 24/7 Urgent and Emergency Care (Coors Blvd)	4515 Coors Blvd NW
PRESNow 24/7 Urgent and Emergency Care (Paseo del Norte)	6400 Paseo Del Norte NE, Alb., NM 87113
Radiology Associates of Albuquerque, PA	4411 The 25 Way NE, Ste. 150, Albuquerque, NM 87109
Raymond G. Murphy VA Medical Center	1501 San Pedro SE, Albuquerque, NM 87108
University of New Mexico Family Health - 1209	1209 University Blvd. NE, Albuquerque, NM 87102
University of New Mexico Health Sciences Center	2211 Lomas Blvd NE, Albuquerque, NM 87106
UNM - University Orthopedics Clinic	1101-5 Medical Arts Blvd., Albuquerque, NM 87102
UNM -Carrie Tingley Hospital	1127 University Blvd. NE, Albuquerque, NM 87102
UNM Comprehensive Cancer Center	1201 Camino de Salud, Albuquerque, NM 87102
UNM – Family Health Clinic, Southwest Mesa	301 Unser Blvd. NW, Albuquerque, NM 87121
UNM Family Health Clinic, North Valley	3401 4th St NW, Albuquerque, NM 87107
UNM Hospitals' Southeast Heights Clinic	8200 Central Ave SE, Albuquerque, NM 87108
UNM Sandoval Regional Medical Center	3001 Broadmoor Blvd NE, Rio Rancho, NM 87144
UNMH - Outpatient Surgery and Imaging Services	1213 University Blvd NE, Albuquerque, NM 87102
X-Ray Associates - El Camino Imaging Center	8020 Constitution PI NE #101
X-Ray Associates – Heights MRI	102 Hospital Loop NE, Albuquerque, NM 87109
X-Ray Associates- Northwest Imaging Center	10200 Corrales Rd. NW, Suite B-4, Albuquerque, NM 87114

PROGRAM POLICIES AND FORMS

ELECTRONIC DEVICE POLICY

Students are expected to turn their cell phones to silent or on vibrate when entering a clinical site. Cell phones may be used for personal use ONLY during assigned break periods or at lunch, otherwise phones must remain with student's belongings in the designated storage area. In case of an emergency, the Imaging Department telephone number should be given to those who might need to contact the student while in clinical, e.g., daycare personnel. **At no time** may an electronic device (this includes "smart watches" and iPads) be used to take a picture or video recording of a patient, a patient's chart, a patient's radiograph, or anything related to a patient. No patient information, patient related information or unprofessional CNM RADT program slander may be used in social media postings.

EMAIL COMMUNICATION AND PROFESSIONALISM

CNM email and Brightspace are the mechanisms by which the students and faculty in the RADT program communicate outside of class. Faculty and staff will respond to email in 48 to 72 hours after receiving it. Faculty are not expected to respond on the weekends unless the said faculty member has requested communication from the cohort at that specific time.

Email communication will be professional in tone and language, will be non-threatening, non-inflammatory and free of vulgar language between faculty and students. Should a student send an inappropriate or threatening email, it will be forwarded to the program director and student will fall under the student code of conduct procedures.

SOCIAL MEDIA

Social media in all forms presents ethical and legal vulnerabilities to students and professionals in medicine. Under no circumstances shall students share any Protected Health Information (PHI) in accordance with HIPPA regulations. Although the student may own the social media account individually, PHI, HIPPA and FERPA violations places the student at liability of academic action and civil action. In addition, while enrolled in any CNM RADT Program course, the following activities are specifically prohibited:

- Posting photos, videos, or images of any kind which could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI
- Sharing confidential or proprietary information about CNM confidential information, including course materials and exams not approved by the lead instructor
- Posting or other online activities which are inconsistent with or would negatively impact the CNM RADT Program reputation, its clinical and community partners, or organizational staff
- Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups
- Posting statements which may be perceived as derogatory, inflammatory, or disrespectful toward or regarding the CNM RADT Program, its reputation, its clinical and community partners, and or organizational staff

"Social media" is a term that includes a wide variety of applications, software, and internet based coded formats using technology for social interaction and content creation. Social media use many technologies and forms, such as blogs, wikis, photo and video sharing, podcasts, social networking, mashups, and

virtual worlds. This includes current and future technological interfaces.

Students engaging in prohibited activities while participating in the CMS RADT Program and its courses, including breaks between cohorted classes, will be referred to the RADT Program Director for disciplinary action. The use of personal disclaimers outlining that the social media expresses views of the students alone do not protect the student from violation of the policy or laws overseeing the use of PHI. By attending the program, you agree that you will not engage in prohibited use as outlined above.

Student Name _____



Radiologic Technology Program – Student Learning Contract

All accepted RADT students, by virtue of having paid for their classes and are enrolled in the Radiologic Technology program, have the right to learn without interference from others. As your instructors, it is ultimately our responsibility to protect this right by creating and maintaining an environment that is conducive to learning. Towards this end, we have developed the following Classroom Code of Conduct. Students are required and expected to conduct themselves as mature, considerate adults. The student signature on the bottom of this page indicates understanding and willingness to comply with this code of conduct.

- Students should be in class, in their seats, and ready to start taking notes at the scheduled class time. Students are expected to be prepared with all preparatory activities completed, including their charged I Pads.
- Students should not engage in behavior that distracts from the learning experience.
 - Behavior such as
 - talking in class while the instructor is lecturing,
 - distracting comments that are intended to show frustration rather than further the discussion.
 - ostentatiously not paying attention, sleeping, reading unrelated materials, moving about the classroom
 - engaging in other disruptive behavior.
 - Students who are being disruptive may be asked to leave the class.
- Cell phones should be used unobtrusively so as to not disturb the class. Better if turned OFF or on silent.
- Students should not leave the classroom early. If under special circumstances, a student must leave early, the student should inform the instructor at the start of class.
- Because the classroom is a place for the free discussion of ideas, students should conduct and express themselves in a way that is respectful of all persons.
- Students should treat all members of the learning community with respect. Toward this end, students will promote academic discourse and free exchange of ideas by listening with civil attention to comments made by others
- Students are required and expected to strive for academic success, if not academic excellence
- Students should strive to show a genuine interest in learning the course material
- Students should strive to develop a positive attitude towards the course and course material and keep an open mind.
- Students should develop self-discipline and responsibility for his/her own academic progress. Towards this end:
 - Students should attend regularly. Arrive to class on time. Stay through the full period and bring all necessary materials (books, paper, pen, I Pad, minds, ...) to class
 - Students should study for tests and exams
 - Students should participate in class and be ready to participate by reading the assigned material
 - Students should ask for help when they need it, office hours are in the course syllabi.
 - Students who miss a lecture should obtain a copy of the lecture notes from a fellow classmate
 - Students should make an effort to take all tests at the scheduled time and to turn in all homework assignments in class at the time it is due, **NO LATE WORK IS ACCEPTED.**
 - Students are required and expected to behave in an academically honest manner and in compliance with CNM student of conduct
 - Each student shall read and comply with the CNM Catalog and HWPS/ RADT Program Student Handbooks.
- All or part of this agreement is superseded by the CNM student code of conduct

Student signature _____

Date _____





Radiologic Technology Program

Pregnancy Policy & Student Declaration (revised 092021)

Pregnancy Policy

The Nuclear Regulatory Commission rules and regulations give the radiography student the option of disclosing or not disclosing a pregnancy while enrolled in a Radiologic Technology Program. Disclosure is strictly voluntary. If no disclosure is made, the student will continue to be subject to the same radiation dose limits that apply to non-pregnant students. If disclosure is made, the following steps will be taken, and options will be available for the student. Disclosure may be withdrawn by the student at any time. Upon disclosure of suspected or confirmed pregnancy to the Program Director the following will occur:

Recommendations to Student:

1. Attend an advising session with the Program's Radiation Safety Officer
2. Select an option.
3. Utilize all protective devices available.
4. Wear an additional radiation badge at waist level to monitor fetal exposure.

Program Responsibilities:

1. Pregnant students will be provided with an additional radiation badge to monitor exposure to the fetus.
2. Pregnant student radiographers will have the following options:
 - a. The student may elect to complete the program without any modifications of her clinical and didactic requirements.
 - b. The student may continue academic course work only. This option is at the discretion of the faculty and will depend on the placement of the student within the program. Students who choose this option must have the approval of the program faculty. All missed clinical education requirements will be made up at the completion of the program prior to receiving her diploma.
 - c. The student may take an unofficial leave of absence of one-year duration. Such a student will be granted a leave of absence with a place reserved in the following class. Any college work previously completed at that time will be granted credit. The need to repeat any previously completed program course work will be reviewed on a case-by-case basis.
 - d. The student may elect to withdraw from the Program entirely. In this case, the student must reapply to the program as required. No reservations will be made for the student in future classes.
 - e. The student may elect to provide written withdraw of pregnancy declaration. This may be provided to the program at any time. Once a written withdraw of pregnancy has been received by the program, all previous accommodations provided to the student will be removed, including the fetal radiation monitor, and the student must adhere to the same policy standards as all other students in the program.
3. Once pregnancy is declared, the Radiologic Technology Program will adhere to the following recommendation limits for radiation exposure to a pregnant worker. This is based on the NCRP Report 116, issued in 1993.
 - a. Student limit – 0.05 rem (0.5 mSv) per month
 - b. Fetus-0.005 rem (0.05 mSv) per month; 0.05 rem (0.5 mSv) for the entire pregnancy.

Student Declaration of Pregnancy

I, _____ the undersigned student, voluntarily declare through this written notice to CNM’s Radiologic Technology Program (“Program”) that I am pregnant as of today, _____.

The estimated date of conception is _____, and the anticipated due date is _____.

Furthermore, I fully understand and agree with the following statements:

- I am fully aware of the radiation risks associated with radiation exposure. • I acknowledge and understand the risks associated with radiation exposure. I will receive a fetal radiation monitoring badge to record radiation exposure during the pregnancy and agree to wear the monitoring badge as prescribed by the Radiologic Technology Program.
- I acknowledge that I have received a copy of 10 C.F.R. § 20.1208 which specifies the maximum radiation dose equivalent to an embryo/fetus during the entire pregnancy and a copy of U.S. Nuclear Regulatory Commission Regulatory Guide 8.13 concerning prenatal radiation exposure.
- I understand that it is my responsibility to comply with all radiation safety rules required by the Program which are in place to minimize radiation exposure to myself and my unborn child.
- I understand that I may revoke this declaration at any time during the pregnancy by providing a written revocation.

I understand and acknowledge that my education as a student radiographer may put my unborn child and myself at risk of exposure to radiation and, as such, agree to hold harmless Central New Mexico Community College, the School of Health, Wellness & Public Safety or any clinical affiliate for any defects or injury to myself or to my unborn child that may result from exposure to radiation as a result of my participation in the Program.

Student Signature:

Program Director Name/Signature:



Radiologic Technology Program

Magnetic Resonance Screening Form (revised 092721)

Student Name: _____ Date: _____

Class of: _____

WARNING: The MRI scanner is ALWAYS ON and uses extremely strong magnetic fields that can produce heating, movement, or electric currents in ANY metal in or on your body. This can be hazardous to you if you have certain metal objects in or on you. Please complete this accurately and carefully.

Section I: Have you ever had any of the following?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Surgeries or medical procedures to the head, spine, heart, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Injury to your eye(s) from a metal object or fragment.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Metal objects in your body (bullet, BB, shrapnel, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Foreign body(s) removed from your eye(s) or body.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Denial for an MRI exam due to medical history.
If 'Yes', please explain	

Section II: Please indicate if you have or have ever had any of the following (both permanent or removable):

<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of electronic, mechanical, or magnetic implants.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cardiac pacemaker, defibrillator, or other cardiac implants.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Aneurysm clip.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Neurostimulator, diaphragmatic or deep brain stimulator.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vagus nerve, bone growth, or spinal cord stimulator.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Biostimulator (in-place or removed).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of internal electrodes or wires.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cochlear or ear implant(s) or hearing aid(s).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Drug pump (insulin, Baclofen, chemotherapy, pain meds, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication patches or devices.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Spinal flexion device or a spinal fusion.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of coil, filter, or stent in your body.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Artificial heart valve.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Penile implant.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Artificial eye, eyelid spring or weight.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of implant held by a magnet.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Magnetic accessories (eyelashes, nail polish, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of surgical clips or staples.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any IV access port (Bryjic, Port-a-Cath, PICC line, etc.).

<input type="checkbox"/> Yes <input type="checkbox"/> No	Any type of shunt.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Artificial limb(s).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tissue expander (breast, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Intrauterine device or IUD.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Surgical mesh.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Radiation seeds.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Implanted items (pins, rods, screws, nails, plates, wires, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Removable dentures, false teeth, or partial plate.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Diaphragm, pessary.
<input type="checkbox"/> Yes <input type="checkbox"/> No	A 'pill cam' that you would've ingested.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Surgically implanted medical devices.
If 'Yes', please explain	

Section III: Please indicate if you currently have any of the following:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Body piercings.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Wigs or hair implants.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tattoos or tattooed liner.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Electronic monitoring device (ankle bracelet, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fitness tracking devices (Fitbit, etc.).
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any other personal or medical device(s) not mentioned.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any surgically implanted/removable device(s) not mentioned.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pregnancy or chance of pregnancy.
If 'Yes', please explain	

Review and initial the following:

- I have completed the CNM RADT MRI orientation and my questions or concerns have been addressed. _____
- The information I provided today is true in efforts to ensure my safety. _____
- I am responsible for notifying the CNM RADT Program Director and Clinical Coordinator about any changes to my answers on this form. _____
- I understand that I may have to remove the following items before going into MR: body piercings, jewelry, watches, hair pins and clips, dentures and false teeth, eyeglasses or hearing aids, keys, safety pins, pens, paper clips, cards with magnetic strips, ID's, coins, metallic clothing, etc., and will confirm this with the MRI technologist *beforehand*. _____

Student Name/Signature:

_____ / _____

Program Director Name/Signature:

_____ / _____

CNM RADT MAMMOGRAPHY POLICY

The radiography program sponsored by Central New Mexico Community College has revised its policy, effective February 21, 2020, regarding the placement of students in clinical mammography 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 clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography 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 clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

PROGRAM NON-COMPLIANCE

Joint Review Committee on Education in Radiologic Technology (JRCERT) standards can be found on the links provided on all clinical class canvas home pages for easy access by the students. It can also be found on the program webpage.

If a student believes there is noncompliance with these standards and is unable to resolve the complaint with the institution/program officials or believes that the concerns have not been properly addressed, he/she **may submit allegations of non-compliance directly to the JRCERT.**

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org
Email: mail@jrcert.org
Phone: (312) 704-5300
Fax: (312) 704-5304

It will be the goal of the Program faculty to resolve an issue as soon as possible. For this to be accomplished the student must notify the proper personnel no more than 7 days after initial occurrence. In each step of the process every attempt will be made to resolve the issue in 10 days.

The entire process can be found at:

<https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/>

CNM Radiologic Technology Program GRIEVANCE PROCEDURE (JRCERT 1.1)

CNM's Radiologic Technology Program (Program) is committed to compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program. Students shall be treated fairly at all times while enrolled in the Program. Any student who suspects or perceives that these Standards are not being followed can submit a grievance* in accordance with the following procedure:

STEP 1

- Submit the grievance, in writing, to the individuals directly involved in the grievance issue.
 - If a satisfactory resolution is reached, inform the clinical instructor of the grievance issue and the resolution that was reached between all parties involved.
 - If a satisfactory resolution is not reached or if the student has received no response within five (5) business days of the grievance, the student may proceed as follows:

STEP 2

- Submit the grievance, in writing, to the program director. The Program Director will review the grievance with the Associate Dean and render a decision to the parties directly involved in the complaint within five (5) business days.

If the student does not accept the decision or no decision is reached within five (5) business days, the student may initiate an appeal as follows:

STEP 3

- Submit the appeal, in writing, to the Dean. Appeals should be as specific as possible and shall not indicate general dissatisfaction with prior decisions as the sole basis for appeal. The Dean will consult with the Vice President of Academic Affairs or designee and render a final decision within five (5) business days. Designees shall, in all cases, reside outside the School of Health, Wellness & Public Safety.

All student grievance records and resolutions shall be maintained until the next JRCERT site accreditation visit.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours. Title IX Coordinators for CNM are Christopher Cavazos – Dean of Students (Contact information: CNM Main Campus Student Services Center Room 202B- 525 Buena Vista SE Albuquerque, NM 87106. Email: ccavazos@cnm.edu Phone: 505-224-4000 x51240) and Juliane Ziter - Executive Director of Human Resources (Contact information: CNM Main Campus Ted Montoya Building Room 104E - 525 Buena Vista SE Albuquerque, NM 87106. Email: jziter@cnm.edu Phone: 505-224-4000x51294). For more information regarding Title IX, please visit the CNM Website at <https://www.cnm.edu/about/title-ix-policy-and-procedures>.

RADT Program Student Success Plan



Student Name	
Date	
Program Director	
Faculty Member	
Term & RADT Course	
Student strengths and positive behavior	
Reason for advising and concerns	
Strategies to address concerns & RADT Program's expectations	
Future advising date & Consequences	

By signing and dating below, I am acknowledging that I've read and understand all that pertains to this plan.

Student	/
Program Director	/
Faculty Member	/

CNM's Core Values

Be Caring, Be Ethical, Be Inspiring, Be Courageous, Be Connected, Be Exceptional





Radiologic Technology Program

Student Policy Acknowledgement (revised 02.24.22)

I, _____ (print name), have been informed of and know where I can locate **ALL POLICIES AND PROCEDURES** for the CNM Radiologic Technology Program; this includes but is not limited to the pregnancy policy, student declaration of pregnancy and the grievance procedure.

I can always refer back to **ALL POLICIES AND PROCEDURES** for CNM's Radiologic Technology Program which can be found in the CNM Radiologic Technology's Student Handbook. The handbook is available on the CNMCC website and in all RADT course Brightspace shells.

- PREGNANCY POLICY can be found on page 27 in the RADT Handbook per, JRCERT Standard 5.1.
- STUDENT DECLARATION OF PREGNANCY can be found on page 28 in the RADT Handbook, per JRCERT Standard 5.1.
- GRIEVANCE PROCEDURE can be found on page 33 in the RADT Handbook, per JRCERT Standard 1.1.

Signature: _____

Date: _____

Program Director Signature: _____

PROGRAM COMPLETION

Upon satisfactory completion of the final competency evaluation and a five-term minimum training experience, a student may apply for graduation from the CNM Radiography Program, provided the following eligibility requirements are met and the termination procedure is followed.

ELIGIBILITY REQUIREMENTS

1. No less than five terms in the Radiologic Technology educational program.
2. Successful completion of the final competency evaluation within the clinical affiliate setting.
3. Successful completion (a final grade of C or above) of all required general education college courses of the CNM Radiologic Technology program. If a student has an impending college course, he/she must submit a written formal agreement to complete said course to his/her best effort.
4. Provide proof of clinical competency for all patient care, routine and non-routine radiographic procedures (must be completed regardless of clinical hours).

Upon successful completion of the CNM RADT Program, graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT) national registry exam. Once the exam is successfully completed, the graduate is authorized to use the title Registered Technologist in Radiography or RT(R) (ARRT).

The CNM RADT program traditionally has a program completion ceremony at the end of the final term (in addition to the CNM commencement ceremony).

PROGRAM RE-ENTRY

Some cohorted Health, Wellness, & Public Safety (HWPS) programs address course progression and re-entry in their respective program specific student handbooks. If you are a student in radiologic technology, please refer to your student handbook the program progression/re-entry policies and procedures that apply to you. If you are a student in a HWPS program not listed above, please refer to the policy below.

DEFINITIONS

Cohort: a group of students taking the same set of courses at the same time and progressing through more than one semester of coursework together.

Course withdrawal: the student chooses to drop enrollment, or an instructor drops the student for non-attendance in a required program course.

Course failure: the student achieves a grade of less than passing as defined by the course syllabus.

Program interruption: the student fails and/or is withdrawn from one or more required program courses during a single semester or as defined in associated program handbooks. This would not include any supplemental lab courses or other coursework not required for degree or certificate completion.

Program re-entry: the student can re-enter to continue program progression in the semester following the last set of semester courses successfully completed. Any coursework not recording a C or higher must be repeated.

- Example: the student last successfully completed all term 2 courses, then had a program incompleteness during term 3. The student would be allowed program re-entry for term 3.

Cohort progression: Students are expected to successfully meet all course objectives within a given term. This satisfies the pre-requisites of the next level coursework and allows students to progress within a cohort towards the goals of graduating, taking registry boards, and entering the workforce.

Students have a maximum of two (2) attempts in a specific program within a 3-year period.

Any student sitting out more than one (1) year/three (3) semesters (program specific) from a program must re-apply to the program following the current entry process in place at the time.

COHORT PROGRAM RE-ENTRY

Students who experience a program interruption may have the opportunity to re-enter a program provided they satisfy one of the following conditions:

1. Re-register for courses (incompletion in the first term of a cohort program):

Students who experience a program interruption during the first term of a cohort program must reapply to the program. This involves following the current entry processes in place for coordinated program entry (CPE) programs, as applicable. If selected for re-entry, the student must re-enroll in the courses not successfully completed for credit.

2. Request for Re-entry (cohort program interruption after successful completion of the first term):

Request for re-entry via email to the Program Director. The request for re-entry must include:

- A. A completed *Request for Re-entry* form (Appendix A).
- B. A success plan developed with an HWPS achievement coach.
- C. Any supporting documents (see Appendix B).

The request for re-entry form must be submitted to the Program Director within five (5) business days, or 45 calendar days for programs that accept once per year, from the posting of the final grades for the courses that were not successfully completed. Re-entry to the program is considered on a space available basis. The student will be informed via CNM email of the re-entry decision within 30 business days from the date the request was received or prior to the start of the next available start date, whichever is less.

The decision for re-entry is made with collaboration of the respective program faculty. Request for re-entry students have priority over students re-entering who had an accepted re-entry appeal (see below). Request for re-entry students are ranked by:

1. The number of courses successfully completed during the term that the program interruption occurred.
2. Tiebreaker 1: Calculated grade point average (GPA) of program prerequisite courses.
3. Tiebreaker 2: Cumulative CNM GPA.

RE-ENTRY APPEAL (second incurred program interruption or student request for re-entry was denied):

Re-entry appeal requires the following procedures emailed to the Program Director:

1. An emailed request for re-entry appeal within one year of the most recent program incompleteness.
2. A typed letter of appeal.
 - a) Students are encouraged to request the assistance of the HWPS achievement coach for guidance in drafting the letter of appeal. Students are also encouraged to meet with a school advisor explore other careers that may be a good fit for their perceived strengths.
 - b) The letter of appeal must include the following items:
 - i. Student's full name, mailing address, email addresses and telephone number.
 - ii. Description of the challenges and/or circumstances that contributed to a program interruption.
 - iii. A success plan which includes:
 1. Positive changes that occurred since the most recent re-entry denial that the student now believes will allow them to be successful going forward.
 2. Strategies they will use to overcome the barriers to success they have experienced in the program.
 3. A list of outcomes/measures that would demonstrate future success.
 - iv. Students should refer to appendix B for guidelines in drafting the appeal letter.
3. The Re-entry Appeal will be reviewed by an Administrative Review Committee (ARC). The ARC for a Re-entry Appeal is composed of:
 - a) one (1) program director (or their designee) from a different discipline than the student requesting the appeal, and;
 - a member of the HWPS administration team (or their designee).
 - a respective program faculty member
4. The ARC will meet and render a decision within ten (10) business days of receipt of the request for appeal. The ARC meeting may be delayed if the CNM campus is closed (snow days, etc) or during the semester break.

5. The ARC reviews all written requests for re-entry appeal and either grants or denies the request for re-entry. The decision of the ARC is final.
6. A written decision on behalf of the ARC will be drafted by the Respective Program Director and will be given to the student via e-mail prior to the start of the next available start date.
7. Successful appeals will be granted re-entry on a first-come, first-serve basis.
 - a) Placement is based on didactic and clinical space available.
 - b) Request for re-entry students have priority over re-entry appeals. Students must accept the seat when it comes available or the appeal will be null and void.
 - c) If there has been a break in enrollment within the cohort, students requesting a re-entry appeal will be drug tested and are subject to background check, at the student's expense.

Students who have their appeal denied are restricted from re-enrolling in the program for a period of three (3) years from the date of the appeal decision. Should the student choose to continue this program after the waiting period, the student must re-apply to the program following the current entry process in place at the time.

APPENDIX

APPENDIX A: Request for Re-Entry

CNM HWPS Allied Health Programs Request for Re-Entry Form			
STUDENT DEMOGRAPHICS			
Student Name:		CNM ID Number:	
Phone Number:		CNM Email:	
Mailing Address:		Other Email:	
City, State, Zip:			
PREVIOUS COURSE HISTORY			
Level Requested for Re-Entry:			
Last term attended:			
Course(s) failed in last term attended:			
Additional failed program course(s) – include dates and final grades, if known:			
ACKNOWLEDGMENTS			
<p>By signing this form, you are acknowledging the following:</p> <ol style="list-style-type: none"> 1. You have read the appeal policy in the HWPS student handbook. 2. Only the submitted documentation will be taken into consideration for the appeal. That includes completing this form in its entirety. 3. The student is responsible to ensure that the letter addresses all requested information. Please refer to the HWPS student handbook for those details. 4. The decision of the ARC committee is final. 			
Student Signature (REQUIRED)			Date (REQUIRED)
Section Below for Committee Use Only:			
Failure History (please attach SHACRSE printout as well)			
Course	Term	Grade	
Appeal Outcome			
Date of Appeal		Outcome:	
Other Info:			

APPENDIX B: Support Documentation Guidelines

1. Health related- student
 - a. Present documentation from your healthcare provider that is specific to your current situation.
 - b. Discharge summaries can be helpful, but may not demonstrate resolution of the situation.
 - c. We do not want medical records. If this is what you need to submit, please redact your medical record number and any other sensitive protected healthcare information.
 2. Health related issues of family and/or funerals - This is intended to address immediate family (parents, siblings, domestic partners, and dependent children).
 - a. For funerals, provide an obituary or a prayer card. You also need to clearly and honestly describe the relationship.
 - b. For illness of an immediate family member, the same documentation as presented in “health related” above is sufficient; please redact to promote compliance with HIPAA.
 - c. If the relationship is more distant (grandparents, aunts/uncles, cousins, others), then the committee will need a brief description of the nature of the relationship between you and the deceased. Financial, emotional, and other direct supports should be described.
 - d. If the relationship is unique (tribal connections, close friend, medically fragile, familial expectations of care, etc), please be sure to clearly describe the relationship and the impact on you.
 3. Financials – each situation is unique so please follow these guidelines
 - a. Do not include routing numbers or account numbers
 - b. We do not need to see account balances
 - c. Collection notices, foreclosure notices, repossession documentation are all sufficient to use
 4. Work related –
 - a. Copies of current schedules are good
 - b. A note from your employer is also a good source to show decreases in hours
 - c. Copies of resignation letters, etc
 5. Relationship related – should be current (historic can be helpful, but be sure to explain in your letter)
 - a. Copies of police reports
 - b. Copies of restraining orders (if you have one of these, it should also be on file with CNM security so we can help protect you and your peers)
 - c. Redacted copies of divorce decrees
 - d. Proof of counseling
 6. Disability resource info
 - a. Copies of DRC paperwork (that do NOT disclose your underlying diagnosis)
 - b. Proof that you are utilizing or seeking DRC accommodations
 7. Child custody situations
 - a. Redacted copies of court documents
 - b. CYFD reports
 - c. Proof of permanent or temporary guardianship
-

APPENDIX C: Guidelines for writing the Letter of Appeal:

1. The letter needs to begin with a paragraph addressing the following:
 - a. Last term attended at CNM
 - i. Cohort Program course(s) failed in last term attended
 - ii. Final percentage grade(s) in all cohort program courses in last term attended
 - b. Cohort Program course failure prior to last term attended
 - i. Cohort program course failed in previous terms for this current programmatic enrollment
 - ii. Dates/terms of previous program course failures (for this programmatic enrollment)
2. Circumstances surrounding the failures
 - a. Address the most current course(s)
 - b. Address previous course(s)
3. Describe how circumstances surrounding the failures have been mitigated (fixed).
 - a. This is where supporting documentation can be helpful.
 - b. If you include additional documents, please ensure that the letter references these documents and explains their relevance to the appeal.
4. Success plan:
 - a. Please look at the success plan before writing this section.
 - b. If you have not met with the achievement coach to develop a success plan, stop writing the letter until this step is done.
 - c. Include in the letter the following:
 - i. Your letter should address each success plan strategy.
 - ii. You should go beyond simply listing the strategies – instead, operationalize them. Show the committee what the strategy looks like in action. BE SPECIFIC!
 - iii. Examples:
 1. Study in a quiet place.
 - a. I will go to CNM and use the learning center for quiet study on Mondays and Wednesdays from 1600-2000.
 - b. I will study at home from 1200-1500 on Tuesdays and Thursdays while my children are at school.
 2. Decrease hours at work.
 - a. I have decreased my hours to 16 per week. (Include a photo of your schedule, etc)
 - b. I have written support from my employer stating that I will not be asked or required to work nights that precede class.