



**MEDICAL IMAGING EDUCATION  
APPLICATION & ADMISSIONS  
POLICIES & PROCEDURES**

# TABLE OF CONTENTS

General Info .....	3
Admissions Requirements .....	3
Timeline for Admissions Process .....	3
Degree/Certification Requirements .....	3
Prerequisite Courses .....	4
Background/Drug Screen .....	5
Technical Standards & Physical Requirements .....	5
Non-Discrimination Statement .....	6
Accessibility .....	6
Application Process .....	6
Online application PDF attachments .....	7
Application Scoring .....	8
International Candidates .....	8
Admissions Committee .....	9
Purposes of the Admissions Committee .....	9
Requirements of Members .....	9
Review of Application Materials .....	9
Interview Process .....	10
Interview Questions .....	10
Panel Interview .....	10
Program Director’s Interview .....	10
Communication Activity .....	11
Teamwork Activity .....	11
Evaluators’ Final Endorsement .....	11
Final Interview Score .....	11
Matriculation .....	11
Grievances .....	12
APPENDIX A: Disqualifying Criminal Offenses .....	14
APPENDIX B: Technical Standards .....	16
APPENDIX C: Physical Requirements .....	17
APPENDIX D: Preferred Patient Care Experience .....	18
APPENDIX E: Job Shadow Statement .....	19
APPENDIX F: Program Application Score CHART .....	20

## **GENERAL INFO**

The Red Rocks Community College (RRCC) Medical Imaging Education (MIE) department has a separate admissions policy and procedure from that of the general admissions procedure of the college. Currently two MIE programs, AAS in Diagnostic Medical Sonography (DMS) and AAS in Radiologic Technology (RTE) have separate admissions processes to gain entry to the programs. The admissions process for these programs is primarily the same, with DMS having some additional requirements. For admission, both programs require acceptance to RRCC, submission of an online application, completion of an interview, and successful completion of a screening process (which includes a background check and drug screen). The policies and procedures for admission to the MIE programs are governed by this document.

THE INFORMATION CONTAINED IN THIS DOCUMENT IS SUBJECT TO CHANGE. FOR THE MOST UP TO DATE INFORMATION, PLEASE VISIT THE MIE WEBSITE: <https://www.rrcc.edu/medical-imaging>

## **ADMISSIONS REQUIREMENTS**

Admission into the MIE programs is highly competitive. The number of students accepted is dependent on the number of clinical internship positions available at clinical affiliates. The RTE program typically accepts 15-20 students, while the DMS program typically accepts 8-10 students. Applicants must be at least 18 years of age to apply for the RTE program.

Entry into a program does not guarantee eligibility for national licensing certifications or employment upon graduation. It is the applicant's responsibility to ensure they meet any specific eligibility requirements of national licensing societies and/or potential employers.

Students are encouraged to meet with an advisor to map out their educational pathway to their chosen career.

## **TIMELINE FOR ADMISSIONS PROCESS (SUBJECT TO CHANGE)**

Applications received January-March

Notification of Interview: Mid May

Interviews: One week before the last full week of May

Offer of acceptance: Late May/Early June

Completion of screening process: June

Official acceptance into program: Early July

Orientation: Mid/Late July

First Day of Semester: Mid August

## **DEGREE/CERTIFICATION REQUIREMENTS**

### **RADIOLOGIC TECHNOLOGY**

Currently, no degree is required for the Radiologic Technology program.

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

Candidates must have one of the following:

- 2 year degree/certification in an allied health program that included:
  - 24 full-time consecutive calendar months or 60+ semester credits
  - clinical internship/externship
  - national certification/registry exam that the candidate has passed
- 4 year degree in any discipline

## **ECHOCARDIOGRAPHY CERTIFICATE**

Admissions requirements:

- Successful completion of a Diagnostic Medical Sonography program
- Actively registered through ARDMS in one or more credentials ex; RDMS, RVT

## **PREREQUISITE COURSES**

All prerequisites must be completed in the U.S., at 100 level course # or above, with a final grade of C or higher, and must be complete by the end of the Spring semester in which the application is submitted. Prerequisite courses may be taken at other institutions and equivalent coursework may be acceptable. Students wishing to transfer credits or substitute an equivalent course for any course listed below should seek approval from an advisor or the Program Director prior to applying.

### **RADIOLOGIC TECHNOLOGY PROGRAM PRE-REQUISITES:**

- RTE 101 Introduction to Radiologic Technology (2 credits)
- MAT 121 College Algebra, Trigonometry or Calculus (3 credits)
- HPR 144 Medical Terminology (1+ credit)
- BIO 201 Anatomy & Physiology I (4 credits)
- BIO 202 Anatomy & Physiology II (4 credits)
- ENGLISH or COMMUNICATIONS (100 or higher, 3 credits)
- PSYCHOLOGY or SOCIOLOGY (100 or higher, 3 credits)

### **DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM PRE-REQUISITES:**

- DMS 101 Introduction to Sonography (2 credits)
- RTE 255 Multiplanar Sectional Imaging (2 credits)
- HPR 144 Medical Terminology (1+ credit)
- MAT 121 College Algebra, Trigonometry or Calculus (3 credits)
- BIO 201 Anatomy & Physiology I (4 credits)
- BIO 202 Anatomy & Physiology II (4 credits)
- ENGLISH or COMMUNICATIONS (100 or higher, 3 credits)

PSYCHOLOGY or SOCIOLOGY (100 or higher, 3 credits)

## **BACKGROUND/DRUG SCREEN**

Applicants are required to complete a background/drug screen after they are offered a spot in the program and may be subject to additional screenings while in the program. Students with a failed background check/drug screen are ineligible for participation in the program. To see what criminal offenses disqualify applicants for admission, please see the list of Disqualifying Criminal Offenses (see Appendix A). Entry into the program does not guarantee eligibility for licensing certifications or employment upon graduation. Students with criminal backgrounds should find out if they meet the specific eligibility requirements of licensing bodies and/or potential employers prior to pursuing a healthcare career.

## **TECHNICAL STANDARDS & PHYSICAL REQUIREMENTS**

In keeping with the accreditation standard of a curriculum that reflects assessment of affective, cognitive, and psychomotor domains, the MIE Programs have adopted technical standards (Appendix B) and physical requirements (Appendix C) which outline the health and physical requirements for students enrolled in the program. These standards apply to all candidates for admission and to all students at all times during training.

## **TECHNICAL STANDARDS ACCOMODATIONS**

Otherwise qualified candidates may formally request assistance in compliance with the technical standards. Reasonable accommodation in the Technical Standards is not the same as reasonable accommodation under the Americans with Disabilities Act, as reviewed in the RRCC Student Handbook. Whether a requested accommodation is reasonable must be determined by the Program Director on an individual basis, in consultation with the involved student, appropriate College officials and other persons with direct standing in the request.

Notwithstanding any other provisions of the Admissions Policies and Procedures Manual, no candidate who by clear and convincing evidence is unable or unwilling to comply with the published Technical Standards, and for whom reasonable accommodation cannot be provided, shall be admitted as a student to the program.

## **TECHNICAL STANDARDS APPEALS**

A candidate who is denied reasonable accommodation for apparent inability to comply with Technical Standards or a candidate who believes that a program determination that he or she does not comply with such Standards is incorrect may appeal in accordance with the provisions of the Admissions Policies and Procedures Manual.

Appeals from the determination of the Program Director that a student is unable or unwilling to comply with the Technical Standards must be made to the RRCC Vice President of Student Success Services. Appeals to the Vice President must be in writing, must be signed by the candidate personally, and must be received by the Vice President no later than seven business days after the date of the determination made by the Program Director.

The Vice President shall have the discretion to determine whether further investigation is warranted or

whether the matter may be concluded based upon the investigation as completed prior to the appeal. Following a review of the appeal, the Vice President may take any of the steps available to the Program Director to conclude the matter, including but not limited to requiring admission of the candidate to the program or declining admission of the candidate to the program. Further appeals, if any, shall be made in accordance with any applicable provisions of the RRCC Student Handbook.

## **NON-DISCRIMINATION STATEMENT**

RRCC ensures that employees and students shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation or any other category protected by law in employment conditions or educational programs or activities. (CCCS Board Policy 3-120 & 4-120)

RRCC recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. The Board also recognizes that women and minorities have been historically underutilized in the higher education work force.

RRCC does not permit discrimination or harassment in our work environment, educational programs and activities. RRCC can respond to discrimination and/or harassment only if it is aware of the allegations made. Further, RRCC can more effectively investigate the sooner the allegation is brought to its attention. Any employee or student who believes they have been subjected to discrimination and/or harassment based on federal or state civil rights laws should follow RRCC procedure RRPR/HROG 3-50b.

## **ACCESSIBILITY**

Accessibility Services exists to ensure RRCC's compliance with the Americans with Disabilities Act, wherein qualified students with disabilities are provided accommodations upon request, to assist in their academic success. If you have questions about accessibility or accommodations, please contact Accessibility Services.

## **APPLICATION PROCESS**

Persons interested in admission to an MIE program must complete several steps to apply. The application window is open from Jan-Mar, and candidates selected for the program begin classes the following August. The application is completely online, requiring PDF attachments. If any portion of the application is unreadable, missing, incomplete, or incorrect, the application will not be considered.

Before applying online, applicants need to:

- Apply to the college and obtain a student S#
- Transfer all completed pre-reqs so they appear on the RRCC transcript (see #1 below)

Applications received outside of the Jan 1 - Mar 31 window will not be considered. Applicants can apply to multiple MIE programs at the same time. Candidates who are deemed eligible to interview for multiple programs can only interview for one program per year and will be asked to choose which program they wish to interview for.

**Applicants will receive an email confirmation of their application, including a copy of their application, which should be reviewed for completion and accuracy.** If any errors are found, the applicant may contact the Program Director for assistance.

## **ONLINE APPLICATION PDF ATTACHMENTS**

### **RED ROCKS COMMUNITY COLLEGE TRANSCRIPT**

**Must include all completed pre-reqs, circled or underlined.** Only an official or unofficial RRCC transcript is accepted. Do not attach transcripts from other schools. It may take 4-6 weeks for transfer credit processing, so we recommend that all transfer credit transcripts, credit for prior learning (CLEP), and advanced placement testing **be submitted by February to RRCC Student Records, Lakewood Campus.** Include a note with your transcript or send an email to student records stating which program you are applying for and what courses you are transferring. Applicants submitting pre-req documentation after February are advised to request a rush evaluation from student records. All email communication should be done via your (cccs.edu) account.

**In-progress** pre-reqs must be complete by May. No transcripts are required – instead you will report these in-progress pre-reqs in your application. Candidates may be required to submit in-progress grades via email in April, and the grade at that time may be used to score the application.

**If any pre-reqs are missing from the RRCC transcript or not reported in-progress, the application will not be considered.**

### **RESUME**

To include:

Paid Patient Care Experience (optional): paid employment in patient care within the last 10 years, providing face to face medical services to people as a member of a team of professional healthcare providers, in a medical or in-home environment. Experience in specific patient care fields [listed here](#) (Appendix D) will result in higher points.

### **COMMUNITY SERVICE (OPTIONAL)**

Any amount of volunteer experience in the last 5 years will earn points.

### **TWO LETTERS OF REFERENCE**

Dated within the last 2 years, with a signature and phone contact information. Letters are scored based on quality of content. Letters from supervisors and/or healthcare professionals will receive more points.

### **ESSAY**

To include:

- A title page
- Your background, goals, interests, achievements
- Motivation for attending the program and career plans
- Description of a challenging situation you have experienced and description of how you used problem-solving and critical thinking skills to find a solution

Format: 2-3 pages (not including title page), double-spaced, 12 pt font

Essay score is based on quality of essay content. The [RRCC Writing Center](#) can provide support to students needing assistance with writing skills.

### **JOB SHADOWING FORMS (OPTIONAL)**

#### *Radiologic Technology*

Job Shadowing is optional, but strongly recommended. Shadowing hours must be done with a licensed radiologic technologist and the completed [RRCC Radiologic Technologist job shadowing form](#) (Appendix E) must be submitted with the application to receive credit. The school does not arrange or recommend sites. Points are awarded based on hours reported on job shadowing form(s). 1 point is awarded for every hour of shadowing, up to a maximum of 10 hours.

#### *Sonography*

Job Shadowing/Lab Volunteering is optional, but strongly recommended. Job shadowing hours must be done with a licensed sonographer and the completed [RRCC Sonographer job shadowing form](#) must be submitted with the application to receive credit. The school does not arrange or recommend sites. Points are awarded based on hours reported on job shadowing form(s). 1 point is awarded for every 4 hours of shadowing, up to a maximum of 40 hours.

Sonography students can also earn job shadowing hours for volunteering to be scanned by students in the RRCC ultrasound scan lab. Interested students can apply with the [Lab Volunteer Sign-up Form](#). **After a lab volunteer session, candidates must ask for a signed Lab Volunteer Form and include it in their application to receive credit.** \*Please note volunteers will only be contacted if a time slot is available. Volunteers do not receive a copy of their images, diagnostic results or medical advice as part of their scan

### **COPY OF DEGREE & COPY OF NATIONAL LICENSE/REGISTRY CARD (SONOGRAPHY ONLY)**

### **APPLICATION SCORING**

Nearly 75% of score is based on essay, GPA, and 101 grade. The following application items are weighted in the scoring process as follows (with #1 being the heaviest score weight):

1. Essay
2. GPA in prerequisite coursework only
3. DMS or RTE 101 Grade
4. Paid Patient Care Experience
5. Letters of Reference
6. Job Shadowing
7. Community Service

### **INTERNATIONAL CANDIDATES**

International degrees and certifications may qualify for the diagnostic medical sonography program if they are recognized by the World Education Services (WES) or Educational Credential Evaluators, Inc (ECE) after a course by course evaluation. Official transcripts from all international institutions are required. Unofficial copies of official transcripts cannot be considered, even if official transcripts are unavailable. International transcripts shall be formally evaluated by a transcription review service acceptable to the College before they are considered by the program. Transcription reviews shall be performed at the expense of the candidate. International candidates whose primary language is other

than English shall be required to take the TOEFL test of English proficiency. A minimum score of 197 on the CBT, 71 on the IBT, or 525 on the paper-based test shall be required for admission to the program.

## **ADMISSIONS COMMITTEE**

The Radiologic Technology and Ultrasound Program Director appoint and oversee separate Admissions Committees to participate in the admissions process for each program. The Admissions Committee shall consist of multiple members, and may include program officials (Program Directors, Clinical Coordinators), faculty, second year MIE students, college administration and/or registered technologists from the community.

### **PURPOSES OF THE ADMISSIONS COMMITTEE**

- The review of applications for admission to the program.
- Conducting interviews of selected candidates for admission.
- Review of admissions policies and procedures as needed.

### **REQUIREMENTS OF MEMBERS**

Committee members are required to:

- Keep candidate information confidential and not disclose any information to outside parties unless required by law or as directed by appropriate College officials;
- Discuss candidates only during committee meetings, as a group
- Attend all interviews and/or sessions they are required to participate in
- Complete evaluation material on each candidate
- Refrain from internet searches to derive information about candidates
- Evaluate all candidates fairly, in a manner consistent with the college's non-discrimination policy

### **REVIEW OF APPLICATION MATERIALS**

After the completed applications have been assembled, the Program Director shall assign duties to each member of the committee. These duties will be completed in order to confirm eligibility of the candidate, score application items, complete the Program Application Score Chart (see Appendix F). After the scores for each candidate are assembled, the Program Director shall review the data for accuracy and completion. A list of all candidates whose application materials have been reviewed shall then be assembled and ranked according to total points received. The Program Director will notify those candidates selected for an interview via email. Notification by email shall also be made to those candidates not selected for a personal interview. The number of candidates selected for interviews shall be at least 150% of the number who will be selected for matriculation, not to exceed 200%.

### **TIED APPLICATION SCORES**

In the event of tied scores for candidates at the "cut off score" for invitation to a personal interview, the Program Director may in his or her discretion take one of the two following steps:

1. The Program Director may offer an interview to the candidate who submitted their online application first via verification of time stamp, or;
2. The Program Director may invite all of the tied applicants at the "cut off score," even though the number of candidates offered an interview would exceed the number

specified above.

## **INTERVIEW PROCESS**

The candidates with the highest application scores will be selected for an interview and notified via email to appear for interview. The interview may consist of various activities and interview sessions. Top performing interviewees will earn a spot in the program, solely on their interview performance (not grades, essay, community service, etc.).

Although efforts may be made to reasonably accommodate candidates, each candidate must accept the date and time offered for the interview or forfeit the right to proceed further with the application process. At the time the interview is scheduled, each candidate shall be informed that failure to appear at the specified date and time shall result in forfeiture of the right to proceed further with the application process.

The interview process is overseen by the Program Director who will determine interview activities and assemble interview teams from the Admissions Committee members. Possible interview activities may consist of a panel interview, Program Director interview, communication activity and/or teamwork activity. The following is recommended for team members participating in each potential session:

1. Panel Interview Team – comprised of at least 3 members; to include faculty, college administration and/or technologists from the community
2. Program Director Interview – Program Director only
3. Communication Activity – comprised of 1-2 members; to include faculty, second year MIE students, college administration and/or technologists from the community
4. Teamwork Activity – comprised of 1-2 members; to include faculty, second year MIE students, college administration and/or technologists from the community

## **INTERVIEW QUESTIONS**

Questions may include, but are not limited to, the academic and professional background of the candidate, the motivation of the candidate to join the profession, and the willingness of the candidate to address the mission of the program upon graduation. The questions shall be read in the same order to each candidate and will not be changed, added to, or omitted during the course of the interview process. Interviewers may ask interviewees for clarification regarding a confusing answer but should refrain from posing new questions or attempting to lead the interviewee to provide a more robust or satisfactory answer.

### **PANEL INTERVIEW**

Assessment consists of at least 10 questions with a score of “Outstanding” (4 pts), “Good” (3 pts), “Fair” (2 pts), “Poor” (1 pt), or “Unsatisfactory” (0 pts) for each question. These scores are summed and divided by total points possible for the percentage score. Then each evaluator’s percentages are averaged together for a final score for the element.

### **PROGRAM DIRECTOR’S INTERVIEW**

Assessment consists of at least 10 questions with a score of “Outstanding” (4 pts), “Good” (3 pts), “Fair” (2 pts), “Poor” (1 pt), or “Unsatisfactory” (0 pts) for each question. These scores are summed and divided by total points possible for the percentage score. This is the final score for the element.

## **COMMUNICATION ACTIVITY**

Candidates are presented with activities that evaluate their communication and interpersonal skills. Amount and type of communication activities will be determined by the admissions committee. Assessment is based on at least 5 criteria with a score of “Outstanding” (4 pts), “Good” (3 pts), “Fair” (2 pts), “Poor” (1 pt), or “Unsatisfactory” (0 pts) for each item. Bonus points may be awarded if an activity is solved/won. These scores are summed and divided by total points possible for the percentage score. Then each evaluator’s percentages are averaged together for a final score for the element.

## **TEAMWORK ACTIVITY**

Candidates are put in a group and presented with an activity which will evaluate their interactions and responses working together under pressure. The activity will be determined by the admissions committee. Assessment is based on at least 5 criteria with a score of “Outstanding” (4 pts), “Good” (3 pts), “Fair” (2 pts), “Poor” (1 pt), or “Unsatisfactory” (0 pts) for each item. Bonus points may be awarded if an activity is solved/won. These scores are summed and divided by total points possible for the percentage score. Then each evaluator’s percentages are averaged together for a final score for the element.

## **EVALUATORS’ FINAL ENDORSEMENT**

At the conclusion of the activities, the applicants are assembled and each is given 1 minute to present a statement to the group (candidates and evaluators) as to why they should be selected for the program. Following final comments from the Program Director, the applicants are dismissed and the evaluators gather for final endorsement. Each evaluator is asked to consider all they have observed regarding a candidate and give an overall endorsement of each candidate. Evaluators give an endorsement of “Positive” (5 pts), “Neutral” (3 pts) or “Negative” (0 pts). These scores are summed and divided by total points possible for the percentage score and this provides the final score for the element.

## **FINAL INTERVIEW SCORE**

The final interview score is dependent on the amount of activities performed. If all activities are required, the following scale is recommended. If any of the below activities are omitted, the scale would be proportionately altered.

Program Director Interview	35%
Endorsement	25%
Panel Interview	20%
Communication Activity	15%
Teamwork Activity	5%

## **MATRICULATION**

After the completion of all interviews, the Program Director shall prepare a list of the total scores of all candidates who were interviewed. The scores shall be ranked from highest to lowest. Those candidates with the highest scores shall be emailed by the Program Director, offering admission to the next matriculating class. The number of candidates offered admission to the program will be determined by the Program Director and based on the availability of program resources such as clinical internship positions, lab equipment etc. The next 5 candidates following the selected candidates shall be emailed that they have been placed on a waiting list for admission to the next matriculating class in the event that any of the selected candidates decline or are unable to accept admission. At the discretion of the Program Director, candidates on the waiting list may be advised of their rank on that

list.

Entry into the program is contingent upon completing all prerequisites and undergoing a screening process which includes a background check/drug screen. A failed background check/drug screen may disqualify candidates from participation in the program. Candidates who are prohibited by any RRCC clinical affiliate to attend their facilities will not be eligible to participate in the program. Candidates may be required to undergo vaccination and/or testing for certain conditions in order to decrease the risk of disease transmission to my patients during clinical internship.

Candidate screening requirements include, but are not limited to:

1. Submission of a program acceptance form
2. Completion of a Background Check and Drug Screen with satisfactory results
3. Completion of medical requirements (immunization, physical, etc.)
4. Submission of a current BLS for Healthcare Provider Certification
5. Attendance at mandatory orientation(s)
6. Completion of registration for Fall semester classes

Candidates who decline admission or who fail to perform admissions requirements within the specified time will be deemed ineligible for admission and bypassed in favor of the next candidate on the waiting list. Candidates who decline admission or who fail to perform the above requirements and wish to join the program later may re-apply, and will be given the same equitable consideration as first-time applicants.

## **GRIEVANCES**

Any person who believes that he or she is personally aggrieved by the admissions process, in his or her capacity as a candidate, may file a written complaint with respect to that grievance. Grievances must be in writing, and must be sent directly to the Program Director.

Within 10 days of the time a written grievance is received, the Program Director shall take the following actions:

1. The Program Director may initiate an **informal review** of the grievance with the complainant. If the complainant is satisfied with the resolution reached during an informal review of the grievance, the matter will be closed.
2. The Program Director may initiate a **formal review** of the grievance with the complainant. This formal review may occur before all or part of the Admissions Committee.
3. Following the formal hearing, the Program Director shall issue a written finding ruling on the grievance to the complainant, and to the Dean of Instructional Services assigned to oversee the Program.

The Program Director, in his or her discretion, may take any of the following steps:

1. The admission of the candidate to the program for the next matriculating class.

2. Changes in the admissions policies and procedures, whether or not such changes affect the candidacy of the complainant.
3. No further action may be taken on behalf of the complainant.

Appeals from the determination of the Program Director concerning any aspect of the admissions process must be made to the RRCC VP of Student Success Services (VPSSS) or their designee no later than seven business days after the date of the determination made by the Program Director. The VPSSS shall have the discretion to determine whether further investigation is warranted or whether the matter may be concluded based upon the investigation as completed prior to the appeal. Following a review of the appeal, the VPSSS may take any of the steps available to the Program Director to conclude the matter, including but not limited to, requiring admission of the candidate to the program or declining admission of the candidate to the program. Further appeals, if any, shall be made in accordance with any applicable provisions of RRCC Student Handbook.

## APPENDIX A: DISQUALIFYING CRIMINAL OFFENSES

<https://www.rccc.edu/sites/default/files/u1940/CCCS%20Healthcare%20Programs%20Disqualifying%20Criminal%20Offenses.pdf>

### **\*CCCS BACKGROUND CHECKS MUST BE DONE WITHIN 90 DAYS PRIOR TO START OF PROGRAM**

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

An Applicant will be disqualified from a CCCS nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. ( No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis.

Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified. If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

## **APPENDIX B: TECHNICAL STANDARDS**

### **MEDICAL IMAGING PROGRAMS TECHNICAL STANDARDS**

In order to be admitted as students in the Programs,

1. The candidate must be able to use vision, hearing and somatic senses to accurately observe all teaching methods in both the classroom and the clinical setting. The candidate must be able to use these senses to accurately observe patients in the clinical setting also.
2. The candidate must be able to communicate effectively with patients, preceptors, faculty members and other members of the health care team. Therefore, the candidate must be able to communicate accurately and clearly in spoken and written formats, and must be able to use speech, hearing, reading, and writing to effectively elicit patient histories, record data and interpret data related to patient care in the classroom and the clinical setting.
3. The candidate must have sufficient motor and tactile skills to elicit information from patients and provide the services requested. The candidate must be able to physically perform the standard technical and patient care activities required. Refer to the Appendix B for the technical standards for a hospital based radiographer.
4. The candidate must have sufficient intellectual, conceptual, reasoning and problem-solving abilities, and the critical thinking skills to assimilate and integrate information in the classroom and the clinical setting.
5. The candidate must have the capacity and willingness to develop sound clinical and personal judgment, mature professional relationships, and the ability to tolerate physically and emotionally stressful situations and circumstances. Candidates must have and maintain a sufficient degree of physical and mental health to provide effective, compassionate and safe health care, and must be able to respond appropriately and effectively in emergency situations.
6. The candidate must have the capacity and willingness to recognize limitations of their skill, legal authority and authorization, and must be willing to seek appropriate supervision and direction.
7. The candidate must be able to develop and demonstrate ethical behaviors with respect to co-workers, preceptors, faculty members, patients, the families of patients and other stakeholders in healthcare training and delivery.

## APPENDIX C: PHYSICAL REQUIREMENTS

Never (N)	Occasionally(O)			Frequently(F)		Constantly(C)			
0%	1 - 33%			34 - 66%		67 - 100%			
To be moved: Include weight of object and distance carried	Description of movement: lift/lower, push/pull, carry, reach above					N	O	F	C
<b>Patients:</b> (1-300 #/1-200 ft.	All with assistance if > 50#							X	
<b>Supplies:</b> Boxes, linen bags, supply carts- 1-200 ft.	All with assistance if > 50#							X	
<b>Equipment:</b> Carts/O2 tanks, portable monitors - 1-200 ft.	All with assistance if > 50#							X	
Physical	N	O	F	C	Physical	N	O	F	C
<b>Standing:</b>				X	<b>Fingering:</b>				X
<b>Walking:</b>				X	<b>Handling:</b>				X
<b>Sitting:</b>		X			<b>Feeling:</b>			X	
<b>Stooping:</b>		X			<b>Visual acuity: near</b>				X
<b>Kneeling:</b>		X			<b>Visual acuity: far</b>				X
<b>Squatting:</b>		X			<b>Depth perception:</b>				X
<b>Climbing:</b>		X			<b>Color discrimination:</b>			X	
<b>Balancing:</b>		X			<b>Peripheral vision:</b>			X	
<b>Other:</b>					<b>Talking:</b>				X
<b>Reaching-above shoulder:</b>			X		<b>Hearing:</b>				X
<b>Reaching-at or below shoulder:</b>			X		<b>Running:</b>		X		
<b>Grasping:</b>				X	<b>Other: writing</b>			X	
Physical surroundings:	N	O	F	C	Environmental conditions:	N	O	F	C
<b>Cold (50f or less):</b>		X			<b>Chemicals:</b>		X		
<b>Heat (90f or more):</b>		X			<b>Gases/Fumes:</b>		X		
<b>Dampness:</b>		X			<b>Dust:</b>		X		
<b>Inside work:</b>				X	<b>Radiation:</b>		X		
<b>Outside work:</b>		X			<b>Other:</b>				
<b>Walking surface:</b> Tile/Carpet, cement/asphalt			X		<b>Vibration:</b>		X		
<b>Heights:</b> 5 feet		X			<b>Noise:</b> Low-Moderate			X	

## APPENDIX D: PREFERRED PATIENT CARE EXPERIENCE

[https://www.rccc.edu/sites/default/files/u1940/Eligible%20Allied%20Health%20Professions\\_1.pdf](https://www.rccc.edu/sites/default/files/u1940/Eligible%20Allied%20Health%20Professions_1.pdf)



### Patient Care Professions Eligible for Higher Application Points

Anesthesiologist Assistant  
Anesthesia Technologist  
Audiologist  
Cardiovascular Technologist  
Dental Hygienist  
Dental Assistant  
Diagnostic Medical Sonographer  
Dietitian, Dietetic Technician, or Nutritionist  
EKG Technician  
Electroneurodiagnostic Technologist  
Emergency Medical Technician or Paramedic  
Home Health Aide  
Kinesiotherapist  
Medical Assistant  
Nurse or Nurse Assistant or Aide (RN, CNA, or LPN)  
Occupational Therapist, Assistant or Aide  
Ophthalmic Medical Assistant or Technician  
Orthodontist, Orthodontic Assistant  
Orthotist, Prosthetist, or Technician  
Patient Advocate  
Patient Care Technician  
Patient Transport Aide  
Perfusionist  
Pharmacy Assistant  
Phlebotomist/Phlebotomy Technician  
Physical Therapist, Assistant, or Aide  
Physician or Physician Assistant  
Podiatric Assistant  
Psychiatric Aide or Technician  
Radiation Therapist  
Radiology/Medical Imaging Assistant  
Radiologic Technologist (X-ray, CT, MRI, Interventional, Nuclear Medicine)  
Respiratory Therapist  
Speech Pathologist  
Surgical Technologist or Assistant

## APPENDIX E: JOB SHADOW STATEMENT

<https://www.rcc.edu/sites/default/files/u1940/RTE%20Job%20Shadowing%20Form%202018.pdf>



### JOB SHADOW STATEMENT FOR PROSPECTIVE RADIOLOGIC TECHNOLOGY STUDENTS

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**PROSPECTIVE STUDENT:**

- Business casual attire or scrubs and comfortable shoes are recommended.
- Use of strongly-scented hygiene products are discouraged. Bodily odors or strong fragrances can be unpleasant to patients who are ill or may trigger severe allergic reactions
- Phones or computers should not be used for personal reasons during job shadowing
- Eating food/drinking should be done in designated areas
- No gum chewing
- Notify hospital personnel if there is any chance you may be pregnant
- Professional conduct and observance of patient privacy and confidentiality is required at all times

I, \_\_\_\_\_, agree to abide by the above recommendations and requirements. I understand that my clearance to attend a job shadow experience is at the discretion of the clinical site. I understand that this statement must be complete and included in my application to Red Rocks Community College in order to receive credit for job shadowing. In addition, Red Rocks Community College and the healthcare facility are released from any and all responsibility regarding accident or injury that might occur during my job shadow experience.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**TO BE FILLED OUT BY A RADIOLOGIC TECHNOLOGIST:**

The above named individual completed \_\_\_\_\_ hours of job shadowing in x-ray.

FACILITY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PH# \_\_\_\_\_

RADIOLOGIC TECHNOLOGIST PRINTED NAME \_\_\_\_\_

RADIOLOGIC TECHNOLOGIST SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## APPENDIX F: PROGRAM APPLICATION SCORE CHART

PROGRAM APPLICATION SCORE CHART									
S#									
First									
Last									
SCORE	0								
Evaluator									
Date									
Notes									
Course		Credits	Grade	Points	Notes				
MAT						GPA	PTS	GPA	PTS
ENG/COM						4	25	3.4	13
PSY/SOC						3.9	23	3.3	11
HPR 178						3.8	21	3.2	9
BIO 201						3.7	19	3.1	7
BIO 202						3.6	17	3.0	5
RTE 101						3.5	15	2.9-	0
Totals		0		0					
Grade	Pts/Credit		GPA	#DIV/0!					
A	4		GPA Pts						
B	3								
C	2								
Item	Score	Notes							
Essay									
RTE 101									
Volunteer									
LOR									
HC Exp									
Shadow									