

Community College *of* Philadelphia

Diagnostic Medical Imaging Program

Applicant's Guide 2023 – 2024

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Navigation Instructions

This guide is a unified hyperlinked document which is navigable via the interactive table of contents. All hyperlinked appendices are bolded throughout the manual and listed in sequential order on the last page. The appendices are inserted in sequential order at the end of the guide. To view an appendix document while reading the manual, click on the **bolded appendix name**. This will take you to the appropriate page to view the document.

Click Alt + ◀ (left arrow) to return to a previous page.

Introduction

Message from the Program Director

Thank you for your interest in the Diagnostic Medical Imaging Program at the Community College of Philadelphia. The purpose of this applicant guide is to provide an overview of the DMI Program, curriculum, and admissions procedures in preparation for applying.

The DMI Program is **one of four select [programs](#)** in the Allied Health Department, which include Dental Hygiene (DH), Medical Laboratory Technician (MLT), and Respiratory Therapy (RESP).

Beginning in October of each year, students can apply for admission to one of the select programs listed above. The Allied Health programs **admit only one time each year** - the DMI Program begins in July and the other select programs have a start date in September.

The application deadline, prerequisite courses, and other criteria for DMI are included in this guide.

The Radiologic Technologist

Radiologic technologists make up the third-largest group of health care professionals—surpassed in number only by physicians and nurses. A primary responsibility of many technologists is to create images of patients' bodies using medical equipment. This helps doctors diagnose and treat diseases and injuries. Depending on your specialty, you might use X-ray, MRI, computed tomography (CT), fluoroscopy, or sonography equipment. Learn more about the profession by visiting [Learn About the Profession - ARRT](#)

The Diagnostic Medical Imaging Program at the Community College of Philadelphia is a [Radiography](#) program. Most radiologic technologists enter the profession as radiographers. In this role, you will capture images of patients' internal organs, soft tissues, and bones using X-ray equipment. You also might assist radiologists with a range of procedures, such as fluoroscopic imaging or gastrointestinal exams that require the use of contrast media.

A career as a radiographer is challenging and rewarding. Working in this field, you will be an important part of a medical team that diagnoses and treats patients who have a range of diseases and injuries.

Program Overview

Mission Statement

The mission of the Diagnostic Medical Imaging Program is to prepare individuals in the judicious use of ionizing radiation in both diagnostic radiographic and fluoroscopic procedures. This is accomplished by the application of knowledge in anatomy, physiology, and osteology; in the skillful positioning of the client-patient; the selection of correct technical factors; the proper handling and manipulation of radiation producing equipment; the utilization of accepted radiation protection procedures; and the processing of the image in preparation for diagnostic interpretation.

Goals & Student Learning Outcomes

Upon completion of the Program, students will be able to:

1. Competently and safely perform radiographic and fluoroscopic procedures.

Student Learning Outcomes:

- Perform routine radiographic procedures
- Demonstrate quality patient care
- Apply appropriate radiation protection of patients, themselves and others

2. Communicate effectively.

Student Learning Outcomes:

- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

3. Think critically and problem solve in various patient care situations.

Student Learning Outcomes:

- Demonstrate the ability to perform non-routine procedures
- Demonstrate knowledge of C-arm equipment and OR procedures
- Identify diagnostic quality images and correct non-quality images accordingly

4. Demonstrate professionalism.

Student Learning Outcomes:

- Demonstrate professional behavior in delivering patient care
- Demonstrate professional characteristics in the clinical education setting

Programmatic Effectiveness

In addition to evaluating program goals and student learning outcomes, the DMI Program evaluates the following for programmatic effectiveness:

- Program completion rate
- ARRT Radiography certification examination pass rate
- Job placement rate

The program's [webpage](#) has the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

Program Standards

Performance Standards

The Community College of Philadelphia's Department of Allied Health has adopted Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, he/she is responsible to acknowledge his/her inability to perform the required tasks. If while in the program, a student fails to meet the Core Performance Standards, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

See Appendix A – Performance Standards for Allied Health Programs

Accreditation Standards

The Diagnostic Medical Imaging Program at the Community College of Philadelphia is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The College seeks to provide a program in compliance with the JRCERT Standards, and encourages students to be cognizant of the [Standards for an Accredited Educational Program in Radiography](#).

Accreditation Status: Accredited

Current Length of Accreditation Award: 8 Years

Students seeking more information regarding the Standards or program accreditation may contact the Program Director or the JRCERT directly:

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

Professional Standards

The Diagnostic Medical Imaging Program at the Community College of Philadelphia holds students to very high professional standards. The American Registry of Radiologic Technologists Standards of Ethics applies to all students enrolled in the Diagnostic Medical Imaging Program. **See Appendix B – ARRT Standards of Ethics**

Admissions Information

Program Entry Requirements

Admission into the Diagnostic Medical Imaging Program is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from **October 1st until January 1st** will receive priority in the Allied Health pre-entrance testing and review process.

Students must meet the following **minimum requirements** before applying to the Diagnostic Medical Imaging Program:

- High School diploma or GED documentation
- High School Biology or its equivalent ([BIOL 106](#)) with grade “C” or better in the past 10 years
- Demonstration of readiness for [ENGL 101](#) and [MATH 118](#) as determined by the College’s placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.50

Applicants must be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience (Fall semester).

Applicants who are new to the College must begin the application process by first applying to the College. A transcript evaluation (for students transferring in college credits from another school) and/or completion of a placement test (or test waiver) is required. Students can apply to the College by visiting the [Admissions Process page](#).

- [College Admissions Information](#)
- [Transfer of Credits Information](#)

After applying to the Community College of Philadelphia, students will be placed into the Health Care Studies Program until they have completed the requirements to be accepted into the program. Health Care Studies is designed for students interested in entering a health care profession.

Transfer Students/Advanced Placement

The Diagnostic Medical Imaging Program does not grant advanced placement status to students who transfer from another Radiography program or are seeking advanced placement to regain eligibility for ARRT certification and registration. These students must apply to the program according to the program entry requirements for all students.

Submitting a DMI Program Application

Current Community College of Philadelphia students can begin the Diagnostic Medical Imaging program application process by visiting the [Diagnostic Medical Imaging Program Intake Process page](#). Applicants must:

- Complete & sign a DMI Program application form
- Submit official copies of supporting documents (e.g., official transcripts)
- Complete the pre-entrance Allied Health testing program (Kaplan) with benchmark score or higher **See Appendix C – DMI Application Checklist**

Kaplan Pre-Admission Test

The Kaplan Pre-Admission exam is a timed exam which takes 1.5-3 hours to complete. The Diagnostic Medical Imaging program **requires a composite score of 64**. Reading, Writing and Math sections make up the composite score, however, science can be a deciding factor when applications go to the program directors. You must complete all portions of the Kaplan exam, including the tutorial questions. **All sections should be taken seriously.**

Applicants are not scheduled for the Kaplan pre-admission test until an application is received. Admissions will contact applicants within 2-weeks of applying. **Applicants must check their MyCCP email for testing dates.** Applicants can also download the MyCCP app to get push notifications.

Please note that students applying to the DMI Program **MUST** complete the Kaplan Test **by January 31 for priority consideration**. Applicants completing the test after January 31 may be considered until the program is full. Any applicant completing the Kaplan after March 14 will not be considered for DMI.

The results you receive at the end of the test is Overall Correct, not your Kaplan Composite Score. To obtain your Kaplan Composite score, you can divide the Math, Reading and Writing score at the end of the test by the number 3. This should give you your Composite score. Students who do not meet the minimum score needed for a specific program or want to discuss options for raising their score in a future application cycle should visit the [Counseling department](#) at any campus. No appointment is needed.

Preparing for Kaplan

Buy a Kaplan study book called, “Kaplan Nursing School Entrance Exams Prep 2021-2022”. ISBN-13: 978-1506255422. This is sold in the College’s bookstore, or you can buy it online. There are FREE online study options you can find by typing in “Kaplan preadmission Nursing exam” into any search engine. YouTube also has videos about preparing for the Kaplan exam.

Admission Interview

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Director (or designee). **An admission interview is not guaranteed and will only be granted to highly qualified applicants. A scheduled interview also does not guarantee admission.** Applicants will be asked to submit the following if they are called for an interview:

- Resume with letter of intent
- Two recommendation forms

See Appendix D – DMI Recommendation Form

Upon completion of the admissions interview, the Program Director (or designee) will review and score all applicants with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Allied Health pre-entrance examination score (Kaplan)
4. Extracurricular activities, community service, and work experience
5. Personal interview

See Appendix E – DMI Admissions Scoring

Although a minimum college grade point average (GPA) of 2.50 is required, admission to the DMI Program is highly competitive and most successful applicants have a GPA that is higher than 2.50 and a Kaplan Test score higher than 64.

Conditions for Acceptance

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

- **Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.**
 - Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the [Center on Disability](#) must inform the Program Director if special accommodations are required.

- **Completion of Criminal Background Check**
 - Conviction of serious and/or violent crimes results in denial of admission into the DMI Program.
 - Upon completion of the DMI Program, students will be eligible to apply for the American Registry of Radiologic Technologists certification examination in Radiography. The ARRT reserves the right to deny or reject an application for certification as stated in the [ARRT Standards of Ethics](#). Prior to applying to the DMI Program, candidates are encouraged to complete an [Ethics Review Preapplication](#) with the ARRT for the following circumstances:
 - Criminal proceedings including:
 - Misdemeanor charges and convictions,
 - Felony charges and convictions,
 - Military courts-martials; and/or
 - Disciplinary actions taken by state or federal regulatory authority or certification board; and/or
 - Honor code (academic) violations.

- **Completion of Child Abuse Clearance**
 - Any record results in denial of admission into the DMI Program.

- **Completion of Drug Screening**
 - A positive drug screening results in denial of admission into the DMI Program.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients and have the responsibility to maintain very high standards of health practice.
- Documentation of up-to-date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of DMI student uniform.
- Adult, child, and infant [CPR certification](#) for Healthcare Providers (due prior to the commencement of Clinical Education I).

Disciplinary Action

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Diagnostic Medical Imaging Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for the ARRT certification examination.

Reconsideration

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the Program Director of DMI.

Tuition, Fees, and Refunds

Continuation in the DMI Program requires all College financial obligations to be met. Tuition for the DMI Program varies based on student residency. Tuition and fees for College courses can be found by visiting the [Tuition and Fees page](#). Payment options can be found by visiting the [Payment Options page](#). Additional DMI Program expenses include textbooks, uniforms, pinning ceremony (pin and lab coat), radiographic lead markers, meals, transportation, and the ARRT Radiography examination application fee. **See Appendix F – DMI Program Expenses**

Dismissal from the Program

The DMI Program reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose general conduct is detrimental to the College and its clinical affiliates, and/or
- who does not meet the scholastic requirements of the Diagnostic Medical Imaging Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program.

Readmission Policy

The DMI program is intended to be completed in twenty-four months beginning in July of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

Eligible Students

- Students who withdraw from the DMI program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the DMI program due to a grade "D" or lower in any academic course, with a GPA at time of readmission request of 2.5 or higher

Ineligible Students

- Students who are dismissed from the DMI program due to a grade "D" or lower in any clinical course
- Students who are dismissed from the DMI program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the DMI Curriculum Coordinator. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the DMI Curriculum Coordinator. The exam content will include current material from courses which the student previously completed with a grade “C” or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the DMI Curriculum Coordinator. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade “C” or better.
The results of the written exam and competency testing, as well as the student’s prior academic and clinical progress, will be evaluated by faculty to determine the student’s potential for success in the Program and semester placement. DMI courses are offered chronologically and only once a year, therefore a readmission date will be based on the semester in which the courses are being offered.
- Repeat previously completed courses as recommended by Program faculty. Curriculum analysis is conducted annually, and course content may change to ensure Program alignment with the American Registry of Radiologic Technologists (ARRT) Content Specifications for the Examination in Radiography and the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. Repeating of recommended courses ensures the student is appropriately prepared for Radiography certification and registration in accordance with the ARRT.

Curriculum

Overview

The Diagnostic Medical Imaging curriculum begins once a year in Late Summer Session (July). The curriculum consists of eight consecutive semesters (24 months, including summer sessions) combining classroom/laboratory components at the College with Clinical Education courses at an area affiliate hospital. During Clinical Education, the student is supervised by College faculty and clinical staff while interacting with patients in the Radiology Department.

The DMI Program curriculum is designed to prepare students for *Radiography* certification and registration in accordance with the American Registry of Radiologic Technologists (ARRT). Curriculum analysis is conducted annually to ensure alignment with the [ARRT Radiography Examination Content Specifications](#), [ARRT Radiography Examination Task Inventory](#), and the [American Society of Radiologic Technologists \(ASRT\) Radiography Curriculum](#).

DMI Course Sequence Year I

Late Summer Term – Year I

- DMI 101 – Introduction to Diagnostic Medical Imaging (2 credits)

Fall Semester – Year I

- DMI 105 – Image Production & Evaluation I (4 credits)
- DMI 119 – Radiation Safety I (2 credits)
- DMI 131 – Patient Care & Procedures I (4 credits)
- DMI 181 – Radiographic Osteology & Pathology I (2 credits)
- DMI 196 – Clinical Education I (1 credit)

Spring Semester – Year I

- DMI 106 – Image Production & Evaluation II (2 credits)
- DMI 120 – Radiation Safety II (2 credits)
- DMI 132 – Patient Care & Procedures II (4 credits)
- DMI 182 – Radiographic Osteology & Pathology II (2 credits)
- DMI 197 – Clinical Education II (1 credit)

Early Summer Term – Year I

- DMI 198 – Clinical Education III (1 credit)

DMI Course Sequence Year II

Late Summer Term – Year II

- DMI 199 – Clinical Education IV (1 credit)

Fall Semester – Year II

- DMI 221 – Advanced Imaging I (4 credits)
- DMI 231 – Patient Care & Procedures III (3 credits)
- DMI 261 – Radiation Safety III (2 credits)
- DMI 297 – Clinical Education V (2 credits)

Spring Semester – Year II

- DMI 222 – Advanced Imaging II (2 credits)
- DMI 232 – Registry Review & Career Planning (3 credits)
- DMI 298 – Clinical Education VI (2 credits)

Early Summer Term – Year II

- DMI 299 – Clinical Education VII (1 credit)

General Education Course Requirements

- BIOL 109 – Anatomy & Physiology I (4 credits)
- BIOL 110 – Anatomy & Physiology II (4 credits)
- CIS 103 – Applied Computer Technology (3 credits)
- ENGL 101 – English Composition I (3 credits)
- ENGL 102 – English Composition II (3 credits)
- FNMT 118 – Intermediate Algebra *or higher* (3 credits)
- Oral Communication/Creative Expression Elective (3 credits)
- Cultural Analysis and Interpretation Elective (3 credits)

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

General Education courses may be completed before entering the DMI Program **or** along with DMI Program courses. Students are encouraged to complete General Education requirements prior to Program commencement to make their schedules more manageable. **See Appendix G – DMI Time Commitment**

Program of Study and Graduation Requirements

To qualify for the Associate in Applied Science (A.A.S.) degree in Diagnostic Medical Imaging, students must complete 73 credit hours as prescribed, attain a grade point average of 2.00 in all Program core courses, and attain no grade below a "C" in any course. Upon successful completion of the Program, graduates are eligible for certification and registration in *Radiography* by the American Registry of Radiologic Technologists ([ARRT](#)).

- DMI students must follow the curriculum sequence according to courses listed in each semester unless approval is granted by the Program Director.
- Students in the DMI curriculum may be dropped at any time if, in the opinion of the Faculty and Program Director, such students are not suited to be Radiologic Technologists.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the Faculty, Program Director and Advisory Committee.
- Students may not continue in the DMI curriculum with a grade of "D" or below in any DMI or general education course.
- Any breach of the ARRT Standards of Ethics will result in immediate dismissal from the Program.

Clinical Education

Clinical Obligations

The DMI Program places a strong emphasis on clinical education with its competency-based curriculum. The clinical education component provides students with the opportunity to practice and apply the skills necessary to become competent entry-level Radiologic Technologists. Students accepted into the DMI Program should expect to spend a minimum of 16 hours/maximum of 32 hours in clinical each semester, except for the first late summer term. Students will follow a structured clinical rotation schedule throughout seven (7) clinical education courses. Clinical rotations are scheduled Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m.

Clinical Education Course	Semester	Clinical Days	Weekly Hours
DMI 196 - Clinical Education I	Fall Year 1	T, R	16
DMI 197 - Clinical Education II	Spring Year 1	T, R	16
DMI 198 - Clinical Education III	Early Summer Year 1	M, T, W, R	32
DMI 199 - Clinical Education IV	Late Summer Year 2	M, T, W, R	32
DMI 297 - Clinical Education V	Fall Year 2	M, W, F	24
DMI 298 - Clinical Education VI	Spring Year 2	M, W, F	24
DMI 299 - Clinical Education VII	Early Summer Year 2	M, T, W, R	32

Parking and public transportation is available for all clinical affiliates.

- [Bryn Mawr Hospital](#)
- [The Children's Hospital of Philadelphia](#)
- [Corporal Michael J. Crescenz VA Medical Center](#)
- [Jefferson Frankford Hospital](#)
- [Jefferson Torresdale Hospital](#)
- [Lankenau Medical Center](#)
- [Main Line Health Broomall](#)
- [Paoli Hospital](#)
- [Penn Medicine Rittenhouse](#)
- [Penn Presbyterian Medical Center](#)
- [Pennsylvania Hospital](#)
- [Riddle Hospital](#)

DMI students within the assigned hospital that is affiliated with the College are expected to conduct themselves accordingly. All required and published personnel policies, standards, and procedures of these agencies must be followed. Clinical assignments will not take place unless students are compliant with all clinical clearance requirements. This includes a criminal background check, child abuse clearance, drug screening, completed health form packet (physical examination and immunizations), proof of medical insurance, and CPR certification. Students are liable for their own medical and hospitalization insurance and are required to carry this insurance throughout the duration of the program. Students are covered by the malpractice/liability insurance carried by the College.

Orientation

Students must also attend three mandatory components of new student orientation:

Program orientation (part I) takes place prior to program commencement in June. It includes a comprehensive review of the program policy manual, DMI curriculum, College resources (e.g., Learning Lab, Counseling), uniform fitting and completion of multiple required forms.

Clinical orientation (part II) takes place immediately following the DMI 101 final exam (late August) and consists of a comprehensive review of clinical education expectations and evaluations, including ARRT competency requirements, E*Value use and all clinically related policies and procedures (e.g., supervision, radiation safety, attendance, dress code).

Hospital orientation (part III) takes place the week prior to the first fall semester and Clinical Education I (DMI 196) commencement. Students spend 1 ½ days at their assigned primary clinical affiliate. Orientation at any alternate site will take place on the first day of the rotation with an assigned Clinical Preceptor.

Student Safety

Radiation Safety

Exposure to ionizing radiation will occur during on campus lab and clinical education. Students are required to follow all program radiation safety policies.

Magnetic Resonance Imaging Safety

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. Exposure to magnetic fields can occur during clinical education and MRI safety is covered as part of the new student orientation. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Students are screened for magnetic field/radiofrequency hazards in accordance with the American College of Radiology MR safety guidelines to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations. Specific devices such as cardiac pacemakers, hearing aids, aneurysm clips, implants, and insulin pumps may preclude students from participating in some clinical experiences but will not affect program completion.

Pregnancy Policy

If a student becomes pregnant while enrolled in the Diagnostic Medical Imaging Program, disclosure of the pregnancy is entirely voluntary. However, **since radiation to the unborn child could be harmful, the student is strongly encouraged to notify the Program Director in writing once confirmation of the pregnancy has occurred.** Upon notification, the student will be scheduled to meet with the Radiation Safety Officer or Radiology Department Physicist at the appointed clinical education setting. During the meeting, the student will be provided with potential risks and consequences of prenatal radiation exposure.

The student may then choose to do one of the following:

- **Withdraw immediately from the Program in good standing.** A student who withdraws from the Diagnostic Medical Imaging Program because of pregnancy can gain readmission to the Program by following the established readmission procedure.
- **Remain in the Program without modification.** If the student chooses to do so, the following will occur:
 - The student will provide documentation to the Program Director of conception date and expected delivery date.
 - The student will sign a “Pregnancy Declaration” as required by the clinical affiliate.
 - The student will be provided with ALARA training at the clinical education setting to ensure the monthly embryo-fetal dose does not exceed the NCRP recommendation of 0.5 mSv (5.0 mSv for the entire pregnancy). Neither the College nor the clinical affiliate can assume responsibility for any harm that might occur to an embryo or fetus as a result of exposure to ionizing radiation.
 - Depending upon clinical affiliate policy, the student may be provided with a monthly fetal badge. The badge must be worn at waist level, under the lead apron.
- **Withdraw the declaration of pregnancy.** The declaration of pregnancy may be withdrawn at any time by contacting the Program Director in writing.

MRI Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Appendices

Appendix A – Performance Standards for Allied Health Programs

Appendix B – ARRT Standards of Ethics

Appendix C – DMI Application Checklist

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Performance Standards for Allied Health Programs

The Community College of Philadelphia's Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, they are responsible for **identifying** their inability to perform the required tasks, **with or without accommodation**. If while in the program, a student fails to meet the Core Performance Standards, **with or without accommodation**, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

All students are required to meet these performance standards. Allowing for individual differences, and encouraging program completion for students with a documented disability, the allied health programs will work with the student and the Center on Disability to provide any reasonable accommodation to meet these performance standards when appropriate.

Capability	Standard	Examples of Activities (Not All Inclusive)
Cognitive-Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately and efficiently in routine and stressful situations	Identify changes in patient/client health status. Handle multiple priorities in stressful situations and remain calm.
Critical Thinking	Critical thinking ability sufficient for sound clinical judgment	Identify cause-effect relationships in clinical situations. Develop plans of care Respond competently within scope of practice. Interpret patient condition and apply appropriate intervention.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/ clients and colleagues appropriately. Demonstrate high degree of patience. Manage a variety of patient/client expressions (anger, fear, hostility) in a calm and professional manner. React appropriately to constructive criticism.
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	Read, understand, write and speak English competently. Explain treatment procedures. Initiate health teaching. Document patient/client responses. Validate responses/messages with others. Obtain medical history accurately and document clearly. Read (decode), write, and understand on demand.
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient/client.	The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available. Ability to ambulate without assistive devices in confined areas.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	Position patients/clients Reach, manipulate, and operate equipment, instruments, and supplies. Document information electronically and in writing. Lift 25 pounds, carry, and push and pull using proper body mechanics. Perform CPR.
Hearing	Auditory ability sufficient to monitor and assess, or document health needs/information.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Hear telephone interactions. Hear dictation being given from multiple directions and when facemasks are being used.

Visual	Visual ability sufficient for observation and assessment necessary in patient/client care, and perform accurate color discrimination.	Observe patient/client responses. Discriminate color changes. Accurately read measurement on patient/client related equipment. Visual dexterity with eye/hand coordination.
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	Performs palpation. Performs functions of examination and/or those related to physical therapeutic intervention, (e.g., insertion of a needle) safely and competently.
Activity Tolerance	The ability to tolerate lengthy periods of physical activity.	Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
Environmental	Ability to tolerate environmental stressors.	Adapt to rotating shifts. Work with chemicals and detergents. Tolerate exposure to fumes and odors. Work in areas that are close and crowded. Perform with minimal supervision. React quickly to emergency situations and control emotions.

These are the essential skills that a student must possess in order to progress satisfactorily through an allied health program. Should a prospective student have a preexisting condition, which prohibits their ability to perform one or more of these skills, it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. For more information, contact the Career Services Center (CI-34). Students who have a disability, which may impact upon the ability to provide patient care, may want to contact the Center on Disabilities (BG-39).

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of their disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all of the essential functions with or without accommodations.

In compliance with the Americans with Disabilities Act, student must be, with or without reasonable accommodations, physically and mentally capable of performing the essential functions of the program. If a student believes that they cannot meet one or more of the essential functions without accommodations or modifications, the allied health program, along with a counselor from the Center on Disability, will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

Occasionally, a student may experience a change in the status of these requirements while progressing through the program. Should this occur, the student is required to notify the Program Director. The student will be provided with referrals for professional assistance. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the respective program director in consultation with the Center on Disability. However, a student may be denied continued enrollment in an allied health program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.



ARRT[®] STANDARDS OF ETHICS

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PREAMBLE

The *Standards of Ethics* of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values.

The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules.

The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

The titles and headings are for convenience only, and shall not be used to limit, alter or interpret the language of any Rule.

Fraud or Deceptive Practices

Fraud Involving Certification and Registration

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification and registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by ARRT or any state or federal agency, or by indicating in writing certification and registration with ARRT when that is not the case.

Fraudulent Communication Regarding Credentials

2. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding any individual's education, training, credentials, experience, or qualifications, or the status of any individual's state permit, license, or registration certificate in radiologic technology or certification and registration with ARRT.

Fraudulent Billing Practices

3. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

Subversion

Examination / CQR Subversion

4. Subverting or attempting to subvert ARRT's examination process, and/or ARRT's Education Requirements, including the Structured Self-Assessments (SSA) that are part of the Continuing Qualifications Requirements (CQR) process. Conduct that subverts or attempts to subvert ARRT's examination, Education Requirements and/or CQR or SSA processes, includes but is not limited to:

- i. disclosing examination and/or CQR SSA information using language that is substantially similar to that used in questions and/or answers from ARRT examinations and/or CQR SSA when such information is gained as a direct result of having been an examinee or a participant in a CQR SSA or having communicated with an examinee or a CQR participant; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, anyone else involved in the preparation of Candidates to sit for the examinations, or CQR participants; and/or
- ii. soliciting and/or receiving examination and/or CQR SSA information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations or CQR SSA from an examinee, or a CQR participant, whether requested or not; and/or
- iii. copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination and/or CQR SSA materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers and/or CQR SSA participants, or any other individual for the purpose of reconstructing any portion of examination and/or CQR SSA materials; and/or
- iv. using or purporting to use any portion of examination and/or CQR SSA materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or participant for CQR SSA; and/or
- v. selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination and/or CQR SSA materials without authorization; and/or
- vi. removing or attempting to remove examination and/or CQR SSA materials from an examination or SSA room; and/or
- vii. having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination or CQR SSA of ARRT; and/or
- viii. disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination or CQR SSA of ARRT; and/or
- ix. communicating with another individual during administration of the examination or CQR SSA for the purpose of giving or receiving help in answering examination or CQR SSA questions, copying another Candidate's or CQR participant's answers, permitting another Candidate or a CQR participant to copy one's answers, or possessing or otherwise having access to unauthorized materials including, but not limited to, notes, books, mobile devices, computers and/or tablets during administration of the examination or CQR SSA; and/or
- x. impersonating a Candidate, or a CQR participant, or permitting an impersonator to take or attempt to take the examination or CQR SSA on one's own behalf; and/or
- xi. using any other means that potentially alters the results of the examination or CQR SSA such that the results may not accurately represent the professional knowledge base of a Candidate, or a CQR participant.

Education Requirements Subversion

5. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's *Education Requirements for Obtaining and Maintaining Certification and Registration* ("Education Requirements"), including but not limited to, continuing education (CE), clinical experience and competency requirements, structured education activities, and/or Continuing Qualifications Requirements (CQR). Conduct that subverts or attempts to subvert ARRT's Education Requirements or CQR Requirements includes, but is not limited to:
 - i. providing false, inaccurate, altered, or deceptive information related to CE, clinical experience or competency requirements, structured education or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - ii. assisting others to provide false, inaccurate, altered, or deceptive information related to education requirements or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - iii. conduct that results or could result in a false or deceptive report of CE, clinical experience or competency requirements, structured education activities or CQR completion; and/or
 - iv. conduct that in any way compromises the integrity of ARRT's education requirements, including, but not limited to, CE, clinical experience and competency requirements, structured education activities, or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false certificates of participation, or verifying credits that were not earned or clinical procedures that were not performed.

Failure to Cooperate with ARRT Investigation

6. Subverting or attempting to subvert ARRT's certification and registration processes by:
 - i. making a false statement or knowingly providing false information to ARRT; or
 - ii. failing to cooperate with any investigation by ARRT in full or in part.

Unprofessional Conduct

Failure to Conform to Minimal Acceptable Standards

7. Engaging in unprofessional conduct, including, but not limited to:
 - i. a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice.
 - ii. any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety.

Actual injury to a patient or the public need not be established under this clause.

Sexual Misconduct

8. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.

Unethical Conduct

9. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

Scope of Practice

Technical Incompetence

10. Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).

Improper Supervision in Practice

11. Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or ARRT certification and registration to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.

Improper Delegation or Acceptance of a Function

12. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

Fitness to Practice

Actual or Potential Inability to Practice

13. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

Inability to Practice by Judicial Determination

14. Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.

Improper Management of Patient Records

False or Deceptive Entries

15. Improper management of records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record and/or any quality control record.

Failure to Protect Confidential Patient Information

16. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.

Knowingly Providing False Information

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

Violation of State or Federal Law or Regulatory Rule

Narcotics or Controlled Substances Law

18. Violating a state or federal narcotics or controlled substance law, even if not charged or convicted of a violation of law.

Regulatory Authority or Certification Board Rule

19. Violating a rule adopted by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration or certification being denied, revoked, suspended, placed on probation or a consent agreement or order; voluntarily surrendered, subjected to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.

Criminal Proceedings

20. Convictions, criminal proceedings, or military courts-martial as described below:
 - i. conviction of a crime, including, but not limited to, a felony, a gross misdemeanor; or a misdemeanor; and/or
 - ii. criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; and/or
 - iii. military courts-martial related to any offense identified in these Rules of Ethics; and/or
 - iv. required sex offender registration.

Duty to Report

Failure to Report Violation

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or Candidate and failing to promptly report in writing the same to ARRT.

Failure to Report Error

22. Failing to immediately report to the Registered Technologist's or Candidate's supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

C. ADMINISTRATIVE PROCEDURES

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in administering challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case, there is no right to a hearing) or the denial of renewal or reinstatement of certification and registration. All Registered Technologists and Candidates are required to comply with these Administrative Procedures. All Registered Technologists and Candidates are expected to conduct themselves in a professional and respectful manner in their interactions with the ARRT Board of Trustees, Ethics Committee and/or staff. Failure to cooperate with the Ethics Committee or the Board of Trustees may be considered by the Ethics Committee and by the Board of Trustees according to the same procedures and with the same sanctions as failure to observe the Rules of Ethics.

I. Ethics Committee

(a) Membership and Responsibilities of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints three Trustees to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Trustees, at any time, with or without cause. The President, with the approval of the Board of Trustees, will also appoint a fourth, alternate member to the Committee. In the event that the full Committee is not available for a meeting, an alternate member may participate on the Committee. If an alternate member is not available, the remaining members of the Committee will hold the meeting and act irrespective of the composition of the Committee. The Ethics Committee is responsible for: (1) investigating and reviewing each alleged violation of the Rules of Ethics and determining whether a Registered Technologist or Candidate has failed to observe the Rules of Ethics and determining an appropriate sanction; and (2) periodically assessing the Code of Ethics, Rules of Ethics, and Administrative Procedures and recommending any amendments to the Board of Trustees.

(b) The Chair of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints one member of the Ethics Committee as the Committee's Chair to serve for a maximum term of two years as the principal administrative officer responsible for management of the promulgation, interpretation, and enforcement of the *Standards of Ethics*. In the event that the Chair is not available for a meeting, the Chair may appoint any remaining member to act as Chair. The President may remove and replace the Chair of the Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair presides at and participates in meetings of the Ethics Committee and is responsible directly and exclusively to the Board of Trustees, using staff, legal counsel, and other resources necessary to fulfill the responsibilities of administering the *Standards of Ethics*.

(c) Preliminary Screening of Potential Violations of the Rules of Ethics

The Chair of the Ethics Committee shall review each alleged violation of the Rules of Ethics that is brought to the attention of the Ethics Committee. If, in the sole discretion of the Chair: (1) there is insufficient information upon which to base a charge of a violation of the Rules of Ethics; or (2) the allegations against the Registered Technologist or Candidate are patently frivolous or inconsequential; or (3) the allegations, if true, would not constitute a violation of the Rules of Ethics, the Chair may summarily dismiss the matter. The Chair may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary dismissal to the Ethics Committee.

At the Chair's direction and upon request, the Chief Executive Officer of ARRT shall have the power to investigate allegations regarding the possible settlement of an alleged violation of the Rules of Ethics. The Chief Executive Officer may be assisted by staff members and/or legal counsel of ARRT. The Chief Executive Officer is not empowered to enter into a binding settlement, but rather may convey and/or recommend proposed settlements to the Ethics Committee. The Ethics Committee may accept the proposed settlement, make a counterproposal to the Certificate Holder or Candidate, or reject the proposed settlement and proceed under these Administrative Procedures.

2. Hearings

Whenever ARRT proposes to take action in respect to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT, in which case there is no right to a hearing) or of an application for renewal or reinstatement of certification and registration, or in connection with the revocation or suspension of certification and registration, or the censure of a Registered Technologist or Candidate for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person, specifying the reasons for such proposed action. A Registered

Technologist or Candidate to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a nonrefundable hearing fee in an amount to be determined by ARRT. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of ARRT.

Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by ARRT) within such period or submission of a properly executed Hearing Waiver form within such period shall constitute consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Registered Technologist or Candidate who requests a hearing in the manner prescribed above shall advise the Ethics Committee of the intention to appear at the hearing. A Registered Technologist or Candidate who requests a hearing may elect to appear in person, via teleconference, videoconference, or by a written submission which shall be verified or acknowledged under oath.

A Registered Technologist or Candidate may waive the 30 day timeframe to request a hearing. To request a waiver of the 30 day timeframe, the Registered Technologist or Candidate must complete a Hearing Waiver form that is available on the ARRT website at www.arrt.org. The Hearing Waiver form must be signed by the Registered Technologist or Candidate, notarized, and submitted to ARRT. The Chief Executive Officer of ARRT shall have the authority to receive, administer, and grant the Hearing Waiver form and may be assisted by staff members and/or legal counsel of ARRT. Any sanction proposed by the Ethics Committee would become effective on the date the hearing waiver is processed.

Failure to appear at the hearing in person or via teleconference, videoconference, or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures that the Ethics Committee determines to take. Hearings shall be held at such date, time, and place as shall be designated by the Ethics Committee or the Chief Executive Officer. The Registered Technologist or Candidate shall be given at least 30 days notice of the date, time, and place of the hearing. The hearing is conducted by Ethics Committee members other than any members of the Ethics Committee who believe for any reason that they would be unable to render an objective and unbiased decision. In the event of such disqualification, the President may appoint Trustees to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Registered Technologist or Candidate in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Registered Technologist or Candidate in question, by legal counsel or other representative (at the sole expense of the Registered Technologist or Candidate in question), shall have up to 30 minutes to present testimony, and be heard in the Registered Technologist's or Candidate's own defense; to call witnesses; hear the testimony of and to cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered that is relevant or potentially relevant. The Ethics Committee will be afforded 15 minutes in addition to any unused time remaining from the Registered Technologist's or Candidate's time allotment, to ask questions and shall not be bound by any state or federal rules of evidence. The Registered Technologist or Candidate in question shall have the right to make a closing statement before the close of the hearing. A transcript or an audio recording of the hearing testimony is made for in person, teleconference, and videoconference hearings only. Ethics Committee deliberations are not recorded.

In the case where ARRT proposes to take action in respect to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT) or the denial of renewal or reinstatement of certification and registration, the Ethics Committee shall assess the evidence presented at the hearing, or continue the matter and request the Registered Technologist or Candidate provide additional evidentiary information prior to making its decision, and shall subsequently prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for certification and registration or renewal or reinstatement of certification and registration, and shall promptly transmit the same to the Registered Technologist or Candidate in question and to the Board of Trustees at the next Board of Trustees meeting.

In the case of alleged violations of the Rules of Ethics by a Registered Technologist or Candidate, the Ethics Committee shall assess the evidence presented at the hearing, or continue the matter and request the Certificate Holder or Candidate provide additional evidentiary information prior to making its decision, and shall subsequently prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction, and shall promptly transmit the same to the Registered Technologist or Candidate in question and to the Board of Trustees at the next Board of Trustees meeting.

Potential actions available to the Ethics Committee are set forth in Section 4 (Range of Actions). Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with Section 3 below (Appeals), the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Registered Technologist or Candidate in question.

3. Appeals

Except as otherwise noted in these Administrative Procedures, the Registered Technologist or Candidate may appeal any decision of the Ethics Committee to the Board of Trustees by submitting a written request for an appeal within 30 days after the decision of the Ethics Committee is mailed. The written request for an appeal must be accompanied by a nonrefundable appeal fee in an amount to be determined by ARRT. In rare cases, the appeal fee may be waived, in whole or in part, at the sole discretion of ARRT.

Failure to make a written request for an appeal and to remit the appeal fee (unless the appeal fee is waived in writing by ARRT) within such period or submission of a properly executed Appeal Waiver form within such period shall constitute consent to the action taken by the Ethics Committee or Board of Trustees pursuant to such notice.

A Registered Technologist or Candidate may waive the 30 day timeframe to request an appeal. To request a waiver of the 30 day timeframe, the Registered Technologist or Candidate must complete an Appeal Waiver form that is available on the ARRT website at www.rrt.org. The Appeal Waiver form must be signed by the Registered Technologist or Candidate, notarized, and submitted to ARRT. The Chief Executive Officer of ARRT shall have the authority to receive, administer, and grant the Appeal Waiver form and may be assisted by staff members and/or legal counsel of ARRT. Any sanction proposed by the Ethics Committee would become effective on the date the appeal waiver is processed.

In the event of an appeal, those Trustees who participated in the hearing of the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees, other than any members who believe for any reason that they would be unable to render an objective and unbiased decision, shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Registered Technologist or Candidate in question, and shall determine whether to affirm or to modify the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to modify, findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant re-hearings, hear additional evidence, or request that ARRT or the Registered Technologist or Candidate in question provide additional information in such manner, on such issues, and within such time as it may prescribe. All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Registered Technologist or Candidate to make an unauthorized publication or revelation of the same, except to the Registered Technologist's or Candidate's attorney or other representative, immediate superior, or employer.

4. Range of Actions

(a) No Action

A determination of no action means that there is little or no evidence to substantiate that a violation even occurred. In a situation lacking even a preponderance of evidence, the complaint is determined to be unsubstantiated.

(b) Clear

A determination that there was a violation of the Rules of Ethics but that no further action will be taken against a person's eligibility for certification and registration or for continued certification and registration. The determination of cleared/eligible can be made administratively by staff, by the Chair, or by the Committee depending on the nature of the violation and existing policies addressing authority for taking action. After a violation has been cleared, the applicant or registrant will not be required to report the violation in the future.

(c) Private Reprimands

A private reprimand is a reprimand that is between the individual and ARRT and is not reported to the public. Private reprimands allow for continued certification and registration.

(d) Public Reprimands

A public reprimand is a sanction that is published on ARRT's website for a period of one year. Public reprimands allow for continued certification and registration.

(e) Conditional

Conditional status may be given for continued certification and registration in those cases where there are additional requirements that need to be met before the ethics file can be closed (e.g., conditions mandated by the court, regulatory authority and/or Ethics Committee).

(f) Suspensions

Suspension is the temporary removal of an individual's certification and registration in all categories for up to one year.

(g) Summary Suspensions

Summary suspension is an immediate suspension of an individual's certification and registration in all categories. If an alleged violation of the Rules of Ethics involves the occurrence, with respect to a Registered Technologist, of an event described in the Rules of Ethics, or any other event that the Ethics Committee determines would, if true, potentially pose harm to the health, safety, or well-being of any patient or the public, then, notwithstanding anything apparently or expressly to the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the certification and registration of the individual pending a final determination under these Administrative Procedures with respect to whether the alleged violation of the Rules of Ethics in fact occurred. Within five working days after the Ethics Committee summarily suspends the certification and registration of an individual in accordance with this provision, the Ethics Committee shall, by expedited delivery or certified mail, return receipt requested, give to the individual written notice that describes: (1) the summary suspension; (2) the reason or reasons for it; and (3) the right of the individual to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than 15 days after the date of the written notice of summary suspension by the Ethics Committee to the individual. If the individual requests a hearing in a timely manner with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than two members of the Ethics Committee as promptly as practicable, but in any event within 30 days after the Ethics Committee's receipt of the individual's request for the hearing, unless both the individual and the Ethics Committee agree to a postponement beyond the 30 day period. The Ethics Committee has the absolute discretion to deny any request for a postponement and to proceed to a hearing with or without the participation of the individual. The applicable provisions of Section 2 (Hearings) of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics Committee, in the absence of a timely request for a hearing by the affected individual, nor a determination by the Ethics Committee or a panel, following a timely requested hearing, is appealable to the Board of Trustees.

(h) Ineligible

An individual may be determined ineligible to obtain or renew certification and registration or ineligible for reinstatement of certification and registration. The time frame may be time limited or permanent.

(i) Revocation

Revocation removes the individual's certification and registration in all categories. The time frame may be time limited or permanent.

(j) Alternative Dispositions

An Alternative Disposition ("AD") is a contract between an individual and the ARRT (as represented by the Ethics Committee) that allows for continued certification and registration in lieu of revocation, provided the individual performs certain requirements, including, but not limited to, providing documentation, attending counseling and/or submitting to random drug and/or alcohol screening. A Registered Technologist or Candidate who voluntarily enters into an Alternative Disposition Agreement agrees to waive all rights set forth in these Administrative Procedures.

(k) Deny Removal of a Sanction

After a predetermined time, an individual may request removal of a sanction that had been previously imposed by the Committee. Sufficient compelling evidence must be provided to convince the Committee the sanction should be removed or modified. If evidence is not provided, the Committee may deny removal of the sanction. Situations that may result in denial of a sanction removal request include: additional violations of the Rules of Ethics after the sanction was imposed, failure to demonstrate that there has been adequate rehabilitation, and/or continued denial of responsibility.

(l) Civil or Criminal Penalties

Conduct that violates ARRT's Rules of Ethics may also violate applicable state or federal law. In addition to the potential sanctions under the *Standards of Ethics*, ARRT may, without giving prior notice, pursue civil and/or criminal penalties.

5. Publication of Adverse Decisions

Summary suspensions and final decisions (other than private reprimands, Alternative Dispositions and conditional statuses) that are adverse to a Registered Technologist or Candidate will be communicated to the appropriate authorities of certification organizations and state licensing agencies and provided in response to written inquiries into an individual's certification and registration status. The ARRT shall also have the right to publish any final adverse decisions and summary suspensions and the reasons therefore. For purposes of this paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to an adverse decision if the affected individual did not request a hearing in a timely manner; a non-appealable decision of the Ethics Committee; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, the decision of the Board of Trustees in a case involving an appeal of an appealable decision of the Ethics Committee.

6. Procedure to Request Removal of a Sanction

A sanction imposed by ARRT, including a sanction specified in a Settlement Agreement, specifically provides a sanction time frame and it shall be presumed that a sanction may only be reconsidered after the time frame has elapsed. At any point after a sanction first becomes eligible for reconsideration, the individual may submit a written request ("Request") to ARRT asking the Ethics Committee to remove the sanction. The Request must be accompanied by a nonrefundable fee in an amount to be determined by ARRT. A Request that is not accompanied by the fee will be returned to the individual and will not be considered. In rare cases, the fee may be waived, in whole or in part, at the sole discretion of ARRT. The individual is not entitled to make a personal appearance before the Ethics Committee in connection with a Request to remove a sanction or to modify a Settlement Agreement.

Although there is no required format, Requests for both sanction removal and Settlement Agreement modification must include compelling reasons justifying the removal of the sanction or modification of the Settlement Agreement. It is recommended that the individual demonstrate at least the following: (1) an understanding of the reasons for the sanction; (2) an understanding of why the action leading to the sanction was felt to warrant the sanction imposed; and (3) detailed information demonstrating that the individual's behavior has improved and similar activities will not be repeated. Letters of recommendation from individuals, who are knowledgeable about the person's sanction imposed; and current character and behavior, including efforts at rehabilitation, are advised. If a letter of recommendation is not on original letterhead or is not duly notarized, the Ethics Committee shall have the discretion to ignore that letter of recommendation.

Removal of the sanction is a prerequisite to apply for certification and registration. If, at the sole discretion of the Ethics Committee, the sanction is removed, the individual will be allowed to pursue certification and registration via the policies and procedures in place at that time as stated in Section 6.05 of the *ARRT Rules and Regulations*.

If the Ethics Committee denies a Request for removal of the sanction or modification of a Settlement Agreement, the decision is not subject to a hearing or to an appeal, and the Committee will not reconsider removal of the sanction or modification of the Settlement Agreement for as long as is directed by the Committee.

7. Amendments to the Standards of Ethics

The ARRT reserves the right to amend the *Standards of Ethics* following the procedures under Article XII, Section 12.02 of the *ARRT Rules and Regulations*.



Community College of Philadelphia

Diagnostic Medical Imaging Program

Application Checklist

Thank you for your interest in the Diagnostic Medical Imaging Program at the Community College of Philadelphia. The DMI Program has a limited number of seats available each year. Therefore, the admissions process is selective and competitive. Please use this checklist as a guide for submitting your application.

1. Thoroughly review the College catalog page for the DMI Program:
<https://www.ccp.edu/college-catalog/degree-programs/associate-applied-science-aas/diagnostic-medical-imaging>
2. Review the [DMI Program Intake Process](#) using the CCP DMI Program Applicant's Guide as a reference.
3. Meet all the following **minimum requirements** for applying:
 - ✓ High School diploma or GED documentation
 - ✓ High School Biology or its equivalent ([BIOL 106](#)) with grade "C" or better in the past 10 years
 - ✓ Demonstration of readiness for [ENGL 101](#) and [MATH 118](#) as determined by the College's placement tests, or by successfully completing developmental coursework
 - ✓ Minimum grade point average of 2.50
 - ✓ Be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience (Fall semester).
4. **Respond with an answer of "No" to the following ethics-related questions: ***
 - *Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)* **Yes No**
 - *Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?*
 - *Denied, revoked, or suspended your professional license, permit, registration, or certification?* **Yes No**
 - *Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?* **Yes No**
 - *Allowed voluntary surrender of your professional license, permit, registration, or certification?* **Yes No**
 - *Subjected you to any conditions or disciplinary actions?* **Yes No**
 - *Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?* **Yes No**

*When applying for certification and registration upon DMI program completion, you must answer the above [ethics-related questions on your ARRT application form](#). If you answer "Yes" to any of the ethics-related questions, **you may not be eligible for program admission**. An applicant answering "Yes" to any of the above questions should complete an [ARRT Ethics Review Preapplication](#) and **have the results of an ARRT Ethics Review Preapplication stating you are eligible to apply for certification and registration with the ARRT before applying to the program**.

Community College of Philadelphia
Diagnostic Medical Imaging Program
Application Checklist

- 5. Complete, sign, and submit the Allied Health Program Application by following all provided instructions. **Priority deadline is January 1st.**

- 6. Take the Kaplan pre-admission test. After submitting your application, check your [MyCCP](#) email for information regarding the Kaplan test. Applicants are not scheduled for the Kaplan pre-admission test until an application is received. **Priority deadline for completion is January 31st.**

- 7. Attend a DMI Program interview and submit the following to the Program Director:
 - Resume*
 - Letter of intent*
 - Two (2) recommendation forms*

* These documents are only requested and reviewed if an applicant is called for an interview. **All applicants who submit their application by the priority deadline of January 1st and obtain a Kaplan test score of 64 or higher by January 31st will have their folders sent to the Program Director and may be contacted for an interview.** Applicants will be contacted via the email address(es) listed on the application form. Due to the limited number of DMI program seats, any applicant folder received after January 31st may not be called for an interview. Applicant folders may be accepted through March 14th or until the program is full, whichever comes first.

- 8. Understand that **any offer of program acceptance is contingent.** All admitted students will be required to complete the following after acceptance and before program and/or clinical education commencement:
 - Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis
 - Completion of Criminal Background Check
 - Completion of Child Abuse Clearance
 - Completion of Drug Screening
 - Documentation of a complete physical examination, including required laboratory tests
 - Documentation of up-to-date immunizations prior to clinical assignment
 - Documentation of current health insurance coverage, which must be maintained throughout the Program
 - Attendance at scheduled Program orientation
 - Purchase of DMI student uniform
 - Adult, child, and infant CPR certification ([BLS for Healthcare Providers](#))

Community College of Philadelphia
Diagnostic Medical Imaging Program
Applicant Recommendation Form

The Diagnostic Medical Imaging Program at the Community College of Philadelphia requires two (2) recommendations for applicants applying for admission. **Recommendations should be requested from individuals who are familiar with the applicant's professional and/or academic background, including employers, co-workers, community service supervisors, school counselors and/or instructors. Personal references (e.g., friends, family members) are not acceptable.** Recommenders should be able to comment on the applicant's qualifications for an educational program in Radiography.

Applicant's Name: _____ **CCP J#** _____

To the Applicant: In accordance with the Family Educational Rights and Privacy Act of 1974, you may waive your right to inspect this recommendation by signing the statement below. Should you decide not to waive the right, you will have access to this recommendation only if you are admitted and enrolled in the Diagnostic Medical Imaging Program at the Community College of Philadelphia.

I choose to waive my right to access: Yes No

Applicant Signature: _____ **Date:** _____

Recommender Type (please check one): Professional Academic

Recommender Name: _____
Title/Position: _____

Email Address: _____
Phone Number: _____

To the Academic/Professional Reference: The DMI Program would appreciate a frank judgement from you concerning the applicant's qualifications for an educational program in Radiography. Please apply the rating scale listed on page 2 and attach any additional information that you wish to provide about the applicant.

Community College of Philadelphia
Diagnostic Medical Imaging Program
Applicant Recommendation Form

Please apply the rating scale listed below to evaluate the applicant’s ability to function in a Radiography program.

- 1** **Low**, would not function in a Radiography program.
- 2** **Below Average**, doubtful Radiography student ability.
- 3** **Average**, may be able to function as a Radiography student, buy may need special help.
- 4** **Above Average**, could function as a Radiography student if they applied themself.
- 5** **Excellent**, no question as to ability.
- N/A** **Not Applicable** if you do not have information to make a judgement.

	Low		Average		Excellent	
<i>Circle ONE rating for each of the following:</i>						
1. Interpersonal skills	1	2	3	4	5	N/A
2. Oral and written communication skills	1	2	3	4	5	N/A
3. Ability to benefit from criticism	1	2	3	4	5	N/A
4. Dependability and responsibility	1	2	3	4	5	N/A
5. Intellectual ability	1	2	3	4	5	N/A
6. Motivation and initiative	1	2	3	4	5	N/A
7. Maturity and stability	1	2	3	4	5	N/A
8. Aspiration to help others	1	2	3	4	5	N/A
9. Clarity of goals for Radiography study	1	2	3	4	5	N/A
10. Overall potential for Radiography study	1	2	3	4	5	N/A

Recommender Signature: _____ **Date:** _____

Completed forms returned to the applicant for submission must be in a sealed/signed envelope or emailed directly from the recommender to Rebecca Peterson, Diagnostic Medical Imaging Program Director at rpeterson@ccp.edu. Recommendations are only requested if an applicant is called for a program interview.

Community College of Philadelphia
Diagnostic Medical Imaging Program
 Applicant Admission Evaluation Form

Name: _____ J#: _____ Overall Score: _____ (24 max)

I. Cumulative Grade Point Average

Points Received _____

Points	0	1	1.5	2	2.5	3	3.5	4
GPA _____	N/A <2.50	2.50- 2.75	2.76- 2.99	3.00- 3.25	3.26- 3.49	3.50- 3.75	3.76- 3.99	4.00

II. General Education Course Requirements

Points Received _____

Points	0	1	1.5	2	2.5	3	3.5	4
# Completed _____	0	1-2	3	4	5	6	7	8

III. Strength of Science Curriculum (A & P courses)

Points Received _____

Points	0	1	2	3	4
BIOL 109 _____ BIOL 110 _____ Average score: _____	Incomplete	In-progress	Completed with final grade C	Completed with final grade B	Completed with final grade A

IV. Allied Health Pre-Entrance Exam (KAPLAN)

Points Received _____

Points	0	1	1.5	2	2.5	3	3.5	4
Score _____	N/A <64	64-69	70-74	75-79	80-84	85-89	90-94	95-100

V. Experience*

Points Received _____

Points	0	1	2	3	4
Employment Extracurricular Community Service Volunteer Work	Experience with none of the listed categories	Experience with one of the listed categories	Experience with two of the listed categories	Experience with three of the listed categories	Experience with all the listed categories

VI. Program Interview*

Points Received _____

Points	0	1	2	3	4
Communication Letter of Intent Resume Recommendations Interviewing Skills	Unprofessional	Below Average	Average	Above Average	Professional

*Points given for the experience and program interview categories will be based upon applicant communications, review of submitted documents, and the applicant's interview.

Community College of Philadelphia
Diagnostic Medical Imaging Program
*DMI Program Expenses**

<u>Tuition & Fees</u>	DMI Only (47 credits)	DMI & Gen Ed (73 credits)
https://www.ccp.edu/paying-college/tuition-and-fees		
Philadelphia Resident	\$10,941	\$15,959
PA Resident	\$18,884	\$28,296
Non-PA Resident	\$26,827	\$40,633
<u>Clinical Clearances/Requirements</u>		
Health Insurance Coverage	Variable	
Physical Exam	Variable	
Lab Titers/Immunizations	Variable	
Basic Life Support (BLS) for Healthcare Providers	\$60-\$200 (Certification & Renewal)	
<u>DMI Textbooks</u>	New	Used
Year 1	\$1,130	\$850
Year 2	\$125	\$90
<u>DMI Uniforms</u>		
Tops (4 total)	\$170	
Bottoms (4 total)	\$125	
Jackets (4 total)	\$220	
Clogs/Sneakers (2 pair)	\$250	
<u>Radiographic Lead Markers</u>		
(2) R & L Sets with 2-3 Initials	\$50-70	
<u>ARRT Registry Examination</u>		
Radiography Exam Application Fee	\$225	

***The above numbers are estimates as tuition and fees are subject to change at any time.** Although the tuition for Philadelphia residents is relatively low, students need to plan ahead and anticipate all costs for the period of enrollment. The **basic budget for one semester** at the College should include, in addition to the appropriate tuition and fees, the following estimates:

Books (General Education Courses) and Supplies	\$1,200
Transportation (Gas, Public Transit, Parking)	\$1,500
Meals	\$1,300

Community College of Philadelphia
Diagnostic Medical Imaging Program
Time Commitment Overview

The Diagnostic Medical Imaging Program requires a special commitment from the student-radiographer. This commitment involves **TIME** – the time required during the 24-month Program (8 total semesters) that the student-radiographer must dedicate to classroom-laboratory work at the College, clinical education at an affiliate hospital, and study time at home. **It is important that students are fully aware of this commitment.** At the conclusion of the 24-month Program, the graduate Radiographer has a **PROFESSION** that involves interaction with the client-patient, use of sophisticated high-tech equipment, an opportunity for upward and lateral mobility, and the satisfaction of serving a dynamic and exciting state-of-the-art healthcare field.

Semester 1 Late Summer Term Year I (July – August)	Class/Lab (T & R) DMI 101 (4 hours/week) **General Education Course(s)** STUDY TIME???)	Clinical Orientation 1.5 total days of hospital orientation during the week prior to Fall semester commencement
Semester 2 Fall Semester Year I (September – December)	Class/Lab (M, W, F) DMI 105 (4 hours/week) DMI 119 (2 hours/week) DMI 131 (6 hours/week) DMI 181 (2 hours/week) Lab simulations 2-3 hours/week **General Education Course(s)** STUDY TIME???)	Clinical Education (T & R) CE I (DMI 196) 2 days/week (14 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day
Semester 3 Spring Semester Year I (January – May)	Class/Lab (M, W, F) DMI 106 (2 hours/week) DMI 120 (2 hours/week) DMI 132 (6 hours/week) DMI 182 (2 hours/week) Lab simulations 2-3 hours/week **General Education Course(s)** STUDY TIME???)	Clinical Education (T & R) CE II (DMI 197) 2 days/week (14 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day
Semester 4 Early Summer Term Year I (May – June)	Class/Lab (none) **General Education Course(s)** STUDY TIME???)	Clinical Education (M, T, W, R) CE III (DMI 198) 4 days/week (7 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day

Community College of Philadelphia
Diagnostic Medical Imaging Program
Time Commitment Overview

Semester 5 Late Summer Term Year II (July – August)	Class/Lab (none) **General Education Course(s)** STUDY TIME???	Clinical Education (M, T, W, R) CE IV (DMI 199) 4 days/week (7 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day
Semester 6 Fall Semester Year II (September – December)	Class/Lab (T & R) DMI 221 (4 hours/week) DMI 231 (4 hours/week) DMI 261 (2 hours/week) Lab simulations 2-3 hours/week **General Education Course(s)** STUDY TIME???	Clinical Education (M, W, F) CE V (DMI 297) 3 days/week (14 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day
Semester 7 Spring Semester Year II (January – April)	Class/Lab (T & R) DMI 222 (2 hours/week) DMI 232 (5 hours/week) **General Education Course(s)** STUDY TIME???	Clinical Education (M, W, F) CE VI (DMI 298) 3 days/week (14 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day
Semester 8 Early Summer Term Year II (May – June)	Class/Lab (none) **General Education Course(s)** STUDY TIME???	Clinical Education (M, T, W, R) CE VII (DMI 299) 4 days/week (7 weeks) 7 a.m. - 5 p.m.* *no more than 8 hours per day

All General Education courses may be completed before entering the DMI Program **or along with [DMI Program courses](#). Students are encouraged to complete General Education requirements prior to Program commencement to make their schedules more manageable.