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**Clinical Policies & Contracts**

- JRCERT Supervision Requirements
- Fluoroscopic Equipment Operation Code for Clinical Conduct
- Clinical Improvement Report
- Clinical Attendance Requirements
- Clinical Attire Policy
- Background Check Policy
- Drug Testing Policy
- Extra-Curricular Work Policy
- Clinical Contract
- Radiation Exposure Policy
- Incident Investigation Report

**Clinical Forms**

- Clinical Evaluation Form
- Clinical Progress Report
- Clinical Procedure Evaluation
- Procedure Log Sheet
- Clinical Time Sheet
- Quick Reference Guide for Student Injuries
- Managers Report of Injury
- Sharps Injury Report
- Industrial Injury Medical Treatment Authorization

**Appendixes**

- Appendix I JRCERT Standards
- Appendix II Radiology Hospitals & Staff
- Appendix III ARRT Didactic & Clinical Competency Requirements
- Appendix IV Course Descriptions

**Glossary**

**Student Agreement Form**
WELCOME
Welcome to Mt. San Antonio College and the Radiologic Technology Associate Degree Program! You are about to embark into a very exciting and challenging program designed to prepare you to be a Radiologic Technologist and assist you in passing the American Registry of Radiologic Technology (ARRT) examination. We are very proud of the program and the achievement of its graduates.

The course of study in Radiologic Technology offered at Mt. SAC and its affiliated hospitals will train students in the diagnostic uses of x-ray as well as the technical skills to use x-ray equipment in both laboratory and clinical settings. The courses are designed to train students to operate x-ray equipment, assist in the diagnosis of disease, and to apply proper medical ethics. The student will learn the nature of radiation, the principles of electricity, the structure of x-ray machines, and the operation of a clinical x-ray department.

The academic challenges that await you are extremely rigorous. You should be determined and dedicated to reach your career goals. Ultimately, you are responsible for completing the program courses and passing the ARRT exam. Students who have successfully completed a total of four (4) regular semesters, two (2) winter and three (3) summer intersessions of preparation at the College and its affiliated hospitals are eligible to apply for the registry examination through the ARRT, and the California Certification of Radiologic Technology.

This handbook has been written to provide you with helpful information such as program guidelines, procedures and policies. The handbook is to be considered a supplement to Mt. SAC catalog documents. We expect that you will become familiar with all College and RT Program policies. These policies encompass the professional, clinical and academic behaviors that are to be explicitly followed. It is your responsibility to become knowledgeable of the content in this handbook.

We assure you that with active commitment on your part you will find your education enjoyable and rewarding. This healthcare career program is one which takes much effort time and dedication on your part. Realizing this, we would like to wish you all success as you make a commitment to yourselves and this program for the next 2 years. Also, if there is anything the staff can do to help you succeed, please let us know.

Be proud of what you do, be proud of your school and enjoy this time of personal growth.

Welcome!
ACCREDITATION

Mt. San Antonio College is accredited by the Western Association of Schools and Colleges and the State Department of Education. The Radiologic Technology Program is recognized by the California Department of Public Health and is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300

The program adheres to standards established by the JRCERT. Individuals interested in reviewing those standards and program compliance can visit: www.jrcert.org or refer to Appendix I of this handbook. Any allegations of non-compliance with the JRCERT standards should be reported to:

Mt. San Antonio College
President/CEO
or
Dean, Technology and Health Division
1100 N. Grand Ave,
Walnut, CA 91789
(909) 594-5611 Ext. 4750

*See Non-compliance with JRCERT Standards Policy on pg. 30

ORGANIZATION OF RADIOLOGIC TECHNOLOGY PROGRAM

College President
Vice President of Student Learning
Applied Technology and Health Science Division Dean
Applied Technology and Health Science Associate Dean
Department of Radiologic Technology Chairperson
Radiologic Technology Program Director and Clinical Coordinator
Radiologic Technology Faculty
Radiologic Technology Students
PROGRAM MISSION AND GOALS

MISSION

The mission of the radiologic technology program is to prepare competent and professional entry-level radiographers able to meet the needs of the healthcare community.

GOALS AND STUDENT LEARNING OUTCOMES

1. Students will be clinically competent.
   
   Student Learning Outcomes:
   
   - Students will apply accurate positioning skills.
   - Students will select optimal technical factors.
   - Students will utilize appropriate radiation protection

2. Students will communicate effectively.
   
   Student Learning Outcomes:
   
   - Students will demonstrate effective written communication skills.
   - Students will demonstrate effective oral communication skills.

3. Students will develop critical thinking skills.
   
   Student Learning Outcomes:
   
   - Students will adapt standard procedures as needed for all patients.
   - Students will critique images to determine diagnostic quality.

4. Students will model professionalism.
   
   Student Learning Outcomes:
   
   - Students will demonstrate professional work ethics.
   - Students will participate in professional development activities.

5. Students will meet the employment demands of the medical community.
   
   Student Learning Outcomes:
   
   - Students will pass the ARRT examination.
   - Students will secure employment in the radiology profession.
STUDENT OUTCOMES (AVERAGE LAST FIVE YEARS)

- Percentage of students who complete the program = 81%
- Percentage of graduates who completed the A.S. Degree requirements = 100%
- Percentage of graduates passing ARRT Certification Exam, first attempt = 95%
- Percentage of graduates employed one year after program completion = 78%

OPPORTUNITIES

Employment of radiologic technologists is expected to increase by about 17 percent from 2008 to 2018, faster than the average for all occupations. As the population grows and ages, there will be an increasing demand for diagnostic imaging. With age comes increased incidence of illness and injury, which often requires diagnostic imaging for diagnosis. In addition to diagnosis, diagnostic imaging is used to monitor the progress of disease treatment. With the increasing success of medical technologies in treating disease, diagnostic imaging will increasingly be needed to monitor progress of treatment.

Although hospitals will remain the principal employer of radiologic technologists, a number of new jobs will be found in offices of physicians and diagnostic imaging centers. As technology advances many imaging modalities are becoming less expensive and more feasible to have in a physician’s office.

With additional training, opportunities exist in various modalities, such as magnetic resonance imaging (MRI), computerized tomography (CT), sonography, radiation therapy, and angiography, as well as medical sales, management, and education.

COST

There is an enrollment fee of forty six dollars ($46) per unit* plus material fees, health service fees, college service fees, and parking fees. Nonresident students are also required to pay nonresident tuition fees. Please consult the current college catalog for further information. The expense of enrollment, annual physical examinations, parking, uniforms, textbooks and related accessories, (i.e. transportation to school and to and from the clinical facilities) are to be arranged by the student. Scholarships or loan funds are available; please contact Financial Aid for further information.

EXPENSES TO STUDENT *

<table>
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<tr>
<th>Expense</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Enrollment Fees</td>
<td>$46 per unit</td>
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<tr>
<td>Student Activities Fee</td>
<td>$11 per semester</td>
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<tr>
<td>Health Services Fee</td>
<td>$17 per semester</td>
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<tr>
<td>Parking Fee</td>
<td>$40 per semester</td>
</tr>
<tr>
<td>Background Check</td>
<td>Approximately $42</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Approximately $15</td>
</tr>
<tr>
<td>Film markers</td>
<td>Approximately $12 each</td>
</tr>
</tbody>
</table>
### Uniforms
Approximately $20 to $40 each

### Physical examination
Approximately $45 per year

### Textbooks
Approximately $400 for first semester; $135 following semesters

### Licensing Fees
$450

### CPR course
$50 per year

### Transportation
Must have own transportation

### Meals
Not provided by the hospitals or the college

*All fees are subject to change.*

## ADMISSION REQUIREMENTS

In addition to meeting Mt. San Antonio College's academic standards for admission, applicants must be in good standing and satisfy the following requirements:

1. Be at least 18 years of age upon entrance into the program and must be a high school graduate or equivalent. Applicants must provide copy of diploma or equivalent as proof of high school completion.

2. File a college application (apply online: [www.mtsac.edu](http://www.mtsac.edu)) and be accepted as a student at Mt. San Antonio College. If applicant is not currently a Mt.SAC student he/she can still file a Radiologic Technology Program application.

3. Take the English and Math placement exams before taking any of the prerequisite or radiology courses.
   - Testing is administered by the Assessment Center located in the Student Services Center, Building 9B. You may contact them at (909) 594-5611, ext. 4265 to set up an appointment.
   - If you have taken English and Math courses at another college, please provide transcripts.

For applicants possessing a college degree, the college placement examination is not required. However, it will be necessary to obtain two (2) official copies of the college transcript showing the degree issued. One official transcript must be sent to the Radiologic Technology Program Office and the other to the Admissions Office. If the degree was obtained at Mt.SAC, it is not necessary to request transcripts. Transcripts should be addressed as follows:

<table>
<thead>
<tr>
<th>Mt. San Antonio College Radiologic Technology Program</th>
<th>Mt. San Antonio College Admissions Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 N. Grand Avenue</td>
<td>1100 N. Grand Avenue</td>
</tr>
<tr>
<td>Walnut, CA  91789</td>
<td>Walnut, CA 91789</td>
</tr>
</tbody>
</table>

4. The following prerequisite courses **must** be completed with a grade of “C” or better before applying to the Radiologic Technology Program:

   **MATH 51 – Elementary Algebra**, or equivalent, or
   Introductory College Algebra (one semester), or MATH 59 (not transferable)
CHEM 10 – Chemistry for Allied Health Majors, or equivalent, or Introductory College Chemistry (one semester)

5. The following courses must be completed before entering the first clinical course (RAD 1A) in the first fall semester.

It is strongly recommended that all applicants seek to complete these courses before applying to the program or while on the waiting list.

ANAT 10A – Introductory Human Anatomy, or equivalent
ANAT 10B – Introductory Human Physiology, or equivalent
MEDI 90 – Medical Terminology or equivalent

6. Complete an Educational Plan with a Counselor or Advisor. (To make an appointment with a Counselor call ext. 4380 or for an Advisor at ext. 5660). This plan will assist the student in completing the majority of the College’s General Education requirements prior to entering the program. While completion of all of the College’s General Education coursework is not required prior to entering the program, it is advisable for the student to complete as many courses as possible prior to program entrance. Completion of the Educational Plan is required before program application.

7. Upon completion of the prerequisite courses and educational plan, the application (attached) for the Radiologic Technology Program may be submitted to the Technology and Health Division Office (Bldg. 28A, Room 101E), (909) 594-5611, ext. 4750. All applications are dated upon receipt. Please provide transcripts verifying completion of prerequisite courses. The program currently has a long wait to enter and you will be placed on the waiting list in the order your application is received.

ATTENDANCE & ENROLLMENT

As a student at Mt. SAC, students must register for classes online via the web at my.mtsac.edu. Registering for required courses is the responsibility of the student. If you need help registering online, please visit the Student Services Center (9B) or refer to the college catalog.

Attendance

Students are expected to attend all class meetings. It is the students’ responsibility to know the attendance and absence policies of their professors. (See course syllabus for each course) Professors may take attendance at all class meetings. It is the responsibility of each professor to inform his/her classes of the attendance and absence policies at the beginning of each semester. It is the student’s responsibility to officially drop a class whenever he or she determines that he or she can no longer attend the class. Failure to officially drop a class may result in a failing grade and/or a financial obligation to the college.

Instructors may drop students from their class rolls through the last day of the tenth week of instruction of a regular semester for excessive absence as defined by the instructor or at an earlier date for intersession or short-term classes. Students on college-authorized field trips will not be penalized for absences incurred in other classes during the field trips (AP 4300).
Auditing Courses
Students may not audit courses at Mt. San Antonio College. All students must be officially enrolled in a course in order to attend that course.

Dropping Courses and Withdrawing from the College
It is the students’ responsibility to drop or withdraw from courses they no longer attend. Students should check their schedule/receipt, available on the “My Mt SAC” portal for information regarding key dates. Dates vary and are often course specific.

Full 16-week courses
For 16 week courses, students who drop a class, withdraw from the college, or are dropped from a class by the professor by the Sunday at the end of the second week of classes will not receive any mark or notation on their permanent academic record.
Students who drop a class, withdraw from the college, or are dropped by the professor beginning Monday of the third week of a 16 week class will receive a mark of “W” (Withdrawal) on their permanent record.
Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.
A “W” Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A “W” Withdrawal remains a permanent part of a student’s academic record.

Intersessions and other short term classes
For short term classes, students who drop a class, withdraw from college or are dropped from a class by the professor prior to the conclusion of the first 20% of the class will not receive any mark or notation on their permanent record.
Students who drop a class, withdraw from college, or are dropped by the professor after 20% of the class has elapsed will receive a mark of “W” (Withdrawal) on their permanent record.
Professors may not drop students from a class and students may not drop themselves from any class or withdraw from the college after 60% of the class has elapsed. All students who are registered for a class after 60% of the class has elapsed shall receive an academic grade (A,B,C,D,F,P,NP) or an Incomplete mark for the class.
A “W” Withdrawal mark shall not be assigned to any student enrolled after the last day to drop a class except in the case of an approved petition due to extenuating circumstances. A “W” Withdrawal remains a permanent part of a student’s academic record.

SELECTION PROCEDURE
Selection of students is based upon the completion of the admission requirements and date of application.

The Radiologic Technology Program will make every effort to notify the applicant of acceptance by mail no less than one month prior to the beginning of a program. Upon acceptance into the
program applicants will be invited to a mandatory *Radiologic Technology Program Orientation* scheduled during the Spring Semester.

**CURRICULUM**

Mt. San Antonio College offers a curriculum in Medical Radiologic Technology designed to meet the JRCERT accreditation requirements and the didactic/clinical competency requirements for certification set forth by the ARRT (*Appendix III*).

The program is coordinated with local hospitals. See *Appendix II* for a complete list of clinical affiliates. In the event that a clinical education center terminates the affiliation agreement, student will be reassigned by the faculty to another clinical education center without delay or disruption of the educational process.

The curriculum is 26 months in length. Classes are held on campus in a state-of-the-art laboratory classroom and in hospital radiology departments.

To remain in the program, students must maintain a “C” or better grade in all courses and complete the general education requirements for the A.S. Degree.

Upon satisfactory completion of four semesters and three summer and two winter intersessions, the student earns an Associate in Science Degree. The student is then qualified to take the American Registry of Radiologic Technologists examination and the California Certification examination. Graduates may transfer to a state college or university offering a baccalaureate program in Radiologic Technology.

**PROGRAM LENGTH/HOURS**

26 months - 3 summer intersessions, 2 winter intersessions and 4 regular semesters.

Daytime courses only. No evening courses.

- **First Summer Intersession:** On-campus classes. Six weeks.
- **First Fall Semester:** On-campus classes. Hospital classes – 16 hrs/wk. Sixteen weeks.
- **First Winter Intersession:** On-campus classes. Hospital classes – 25 hrs/wk, Monday through Friday, 7:30 a.m.-12:30 p.m. Six weeks.
- **First Spring Semester:** On campus classes. Hospital classes – 16 hrs/wk. Sixteen weeks. General education courses needed to meet graduation requirements may be completed at this time.
- **Second Summer Intersession:** Hospital classes – 24 hrs/wk, Monday, Wednesday, Friday, 8 a.m. – 4:30 p.m. Six weeks.
- **Second Fall Semester:** Hospital classes – 24 hrs/wk, 7 hrs/wk. of technology classes. Sixteen weeks. General education courses needed to meet graduation requirements may be completed at this time.
- **Second Winter Intersession:** Hospital classes – 25 hrs/wk, Monday through Friday, 12:30 p.m.-5:30 p.m. Six weeks.
Second Spring Semester: Hospital classes – 24 hrs/wk, 6 hrs/wk of technology classes. Sixteen weeks. General education courses needed to meet graduation requirements may be completed at this time.

Third Summer Session: Hospital classes – 40 hrs/wk. daytime hours, M-F. Six weeks.

## Radiologic Technology Program

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<tr>
<th>Year/Semester</th>
<th>Course</th>
<th>Units</th>
<th>Hours</th>
<th>Professor</th>
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<tr>
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<td>Courses recommended to complete prior to admission (prerequisites to year 1/ Fall semester)</td>
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<td>ANAT10A Introductory Human Anatomy</td>
<td>4</td>
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<tr>
<td></td>
<td>ANAT10B Introductory Human Physiology</td>
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<td>Variable</td>
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<td>MEDI90 Medical Terminology</td>
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<td>1/Summer</td>
<td>RAD91 Patient Care in Radiologic Sciences</td>
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<td>M/W 7am-12:10pm</td>
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<td></td>
<td>RAD50 Introduction to Radiologic Science and Healthcare</td>
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<td>RAD61A Theory of Radiologic Technology</td>
<td>4</td>
<td>T/Th 9:55am-12:00pm</td>
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<td>RAD61B Radiographic Procedures I</td>
<td>3</td>
<td>M/W 10:30am-11:55</td>
<td>Neel</td>
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<td>RAD61C Radiographic Procedures I Laboratory</td>
<td>1.5</td>
<td>M or W 8:25am-10:30am or 12:00pm-2:05pm</td>
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<td></td>
<td>RAD1A Clinical Experience 1A</td>
<td>5</td>
<td>T/Th 1:00pm-5:00pm &amp; F 8:00am-4:30pm</td>
<td>Engisch</td>
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<td>Neel</td>
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<td>McLaughlin</td>
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<tr>
<td>1/Winter</td>
<td>RAD32 Digital Imaging in Radiology</td>
<td>2</td>
<td>T/Th 1:30pm-4:30pm</td>
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<td>RAD1B Clinical Experience 1B</td>
<td>3</td>
<td>M-F 7:30am-12:30pm</td>
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<td>McLaughlin</td>
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<tr>
<td>1/Spring</td>
<td>RAD62A Theory of Radiologic Technology</td>
<td>4</td>
<td>T/Th 1:00pm-3:05pm</td>
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<td></td>
<td>RAD62B Radiographic Procedures II</td>
<td>3</td>
<td>M/W 10:30am-11:55am</td>
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<td></td>
<td>RAD62C Radiographic Procedures II Laboratory</td>
<td>1.5</td>
<td>M or W 8:25am-10:30am or 12:00pm-2:05pm</td>
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<tr>
<td></td>
<td>RAD2A Clinical Experience 2A</td>
<td>5</td>
<td>T/Th 8:00am-12:00pm &amp; F 8:00am-4:30pm</td>
<td>Engisch</td>
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<td></td>
<td></td>
<td></td>
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Second Year Approximate Cost $1700

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<th>Units</th>
<th>Hours</th>
<th>Professor</th>
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<td>2/Fall</td>
<td>RAD30 Radiographic Pathology</td>
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<td>F (8weeks) 8:55am-12:10pm</td>
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<td>RAD63 Theory of Radiologic Technology</td>
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<td></td>
<td>RAD3A Clinical Experience 3A</td>
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<td>McLaughlin</td>
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<td>2/Winter</td>
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<td>McLaughlin</td>
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<td></td>
<td>Neel</td>
</tr>
<tr>
<td>2/Spring</td>
<td>RAD31 Fluoroscopy and Radiobiology</td>
<td>5.5</td>
<td>T/Th 8:30am-9:50am F 10:00am-1:30pm</td>
<td>Engisch</td>
</tr>
<tr>
<td></td>
<td>RAD64 Theory of Radiologic Technology</td>
<td>4</td>
<td>T/Th 9:55am-12:00pm</td>
<td>McLaughlin</td>
</tr>
<tr>
<td></td>
<td>RAD3C Clinical Experience 3C</td>
<td>7.5</td>
<td>M/W 8:00am-4:30pm T/Th 1:00pm-5:00pm</td>
<td>Engisch</td>
</tr>
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<td></td>
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<td></td>
<td>McLaughlin</td>
</tr>
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<td></td>
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<td></td>
<td>Neel</td>
</tr>
<tr>
<td>2/Summer</td>
<td>RAD4 Clinical Experience 4</td>
<td>4.5</td>
<td>M-F 8:00am-4:30pm</td>
<td>Engisch</td>
</tr>
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<td>McLaughlin</td>
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<td>Neel</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21 courses</td>
<td>89.5</td>
<td></td>
</tr>
</tbody>
</table>

See Appendix IV for a complete list of all Radiologic Technology course descriptions

A.S. DEGREE REQUIREMENTS

In addition to the required Radiologic Technology courses the student **must** complete the general education courses required for completion of the Associate in Science Degree. Requirements are listed in the current Mt. San Antonio College catalog. Transfer students and students who completed coursework at other colleges may need variances to obtain credit for those courses. The Technology and Health Division can only grant variances for courses housed within our division. All other course variances **must** be approved by the appropriate division dean.

Please see an educational advisor or counselor in the Student Services Center for a list of general education requirements, transfer course equivalencies, and variance information.
Upon completion of the Associate in Science Degree in Radiologic Technology, the graduate is eligible to apply for the registry examination through the *American Registry of Radiologic Technologists* and the *California Certification of Radiologic Technology*.

**COLLEGE ASSISTANCE**

**Financial Aid**
Students who need financial aid may contact the Financial Aid Office at 909-594-5611, Ext. 4450.

**Learning Assistance**
Students who need learning assistance may contact the Learning Assistance Center at 909-594-5611, Ext. 4300 or 5666.

**English as a Second Language (ESL)**
Students must be able to clearly speak and understand English prior to being accepted into the Radiologic Technology Program. For assistance, please contact the ESL Office at 909-594-5611, Ext. 4736.

**ADDITIONAL INFORMATION**

**Physical Examinations**
A physical examination must be submitted to the Technology and Health Division office by the beginning of the first fall semester and yearly thereafter. Physical examination forms are provided upon acceptance and are also available in the Technology and Health Division in Building 28A, Room 101E.

**CPR – Health Care Provider Card**
Students must have a current CPR - Health Care Provider or Professional Rescuer card. Levels of CPR cards required for the program are as follows:

- American Heart Association: BLS Healthcare Provider, valid 2 years

**Background Checks- Applicants with criminal or disciplinary history**
All students will be required to pass a background check prior to participating in the clinical education portion of the program (See Background Check Policy on p45). The background check must be completed through a program approved company. Students will be given information on how to complete the background check process upon acceptance into the program. The background checks will then be reviewed by the student’s clinical affiliate. Upon review, if the student is deemed unacceptable for clinical placement, the program will not pursue an alternate clinical placement for that student.

Any applicant with a criminal or disciplinary history must complete the Ethics Review Pre-Application offered by the American Registry of Radiologic Technologists (ARRT) for $100 (price subject to change) before applying to the program. This is the process for an early ethics review of offenses that would otherwise need to be reported on your Application for Certification after completion of the program. More information on this process may be found at: [www.arrt.org](http://www.arrt.org), click on the Educators and Students tab, then click on the Ethics Review Pre-Application link.
Students who fail to self-report criminal or disciplinary history prior to program admission will be dismissed immediately.

Social Security Number
All students are required to have a valid social security number to complete the background check process.

Drug Screening
All students must have a drug test prior to participating in clinical courses and annually thereafter (See Drug Testing Policy on p46). Drug testing is offered at the Student Health Center at Mt. SAC. Students will be given instruction on procedures upon acceptance and are responsible for the cost of the drug test.

Outside Work
Outside work is not recommended due to the long hours required. General education courses needed to meet graduation requirements should be taken throughout the program or prior to program entry.

Vacation Periods
Students will have break periods between all semesters and intersessions. There are no other vacation periods.

Transportation
Each student is responsible for providing his/her own transportation to school and to and from all clinical facilities.

Credit for Extra Institutional Learning
See Mt. SAC catalog for current policy.

Credit for Military Training
Mt. San Antonio College will grant four units of Baccalaureate level elective credits for military experience without regard to the field of service. Additional credit may be allowed for specific programs of training and credits earned through the United States Armed Forces Institute. The College will follow the recommendations made by the American Council on Education.

Radiologic Technologist License
In accordance with the provisions and subject to the regulations of the Credit for Extra-Institutional Learning Policy, the following credit/evaluation system is authorized:

1. Eligibility Regulations: A petitioner must hold a valid California Certified Radiologic Technologist (CRT) license.

2. Maximum Credit: A maximum of 78 transferable college units which equate with the number of Mt. San Antonio College required Radiologic Technology units may be granted. Duplicate credit shall not be granted; therefore, any equivalent accredited college units will be subtracted from this maximum number of units.

3. Degree Requirements: Petitioner must satisfy all other Associate in Science Degree
requirements including residency, general education, and completion of 30 units of accredited college course work with letter grades.

4. Information on how to calculate units to be granted is available in the Technology & Health division office.

Educational Credit

Prior to admission to the Radiology Technology Program, students may apply to transfer credit for coursework taken at another college which is similar in content. Submission of course descriptions and required texts are required for evaluation by program faculty. These required courses are:

ANAT 10A – Introductory Human Anatomy
ANAT 10B - Introductory Human Physiology
MEDI 90 – Medical Terminology

In addition, the student may challenge the following core courses by examination if the student’s previous experience and/or education justify this action. Core courses subject to credit by examination are:

- RAD 91 - Nursing Procedures
- RAD 50 – Fundamentals of Radiologic Technology
- RAD 61A – Theory of Radiologic Technology
- RAD 61B – Radiographic Positioning
- RAD 61C – Radiologic Technology Seminar

Seventy-eight percent (78%) correct is considered a passing score for these exams.

Credit for Clinical Course Work

If a student wishes to obtain credit for clinical coursework, the student must present verification of work experience indicating types of exams performed, type of facility, and length of time in hours. Work experience must be within the last five (5) years prior to application. If training appears comparable and hours verified sufficient, credit may be granted on a semester basis. A practical examination will be provided when applicable.

Other Resources

American Society of Radiologic Technology
15000 Central Ave. SE
Albuquerque, NM 87123

California Society of Radiologic Technology
PO Box 14502
Torrance, CA 90503

American Registry of Radiologic Technology
1255 Northland Drive, St. Paul, MN 55120-1165
Students enrolled in the Radiologic Technology program are responsible for adhering to the policies and regulations established by the Board of Trustees (see college catalog), the California Department of Public Health, the Technology and Health Division, and the Radiologic Technology Department. Students should review the program's Honor Code, Code for Clinical Conduct, and the College Standards for Conduct published in the Student Handbook. The following policies address due process, probation, dismissal, and readmission for Radiologic Technology students.

**DUE PROCESS**

In the event that a student violates any of the above mentioned policies and the nature of this violation requires disciplinary action, the following process will be followed.

1. When a faculty member observes behavior that appears to be a policy violation, he/she shall consult the Program Director or Department Chair, inform the student of the potential violation (documented in Report of Misconduct), and notify the student that he/she will not be able to continue class/clinical for the day of the violation or the following class/clinical day while an investigation is underway (Per Ed. Code 76032).

2. The Program Director or Department Chair will notify the student by email that s/he has received a Report of Misconduct. The notice will include a copy of the report and these Regulations for Radiologic Technology students.

3. The Program Director or Department Chair will gather all information related to the potential policy violation, including statements from the student, the accuser, and any witnesses, as well as assemble any other applicable data.

4. A hearing panel will be assembled comprised of any three (3) faculty members to include the Program Director or Department Chair (may not be the accuser). The hearing panel will review the evidence gathered.

5. The hearing panel will call the student in and give him/her the opportunity to answer the charges, respond to the accusation and present supporting evidence.

6. The hearing panel will inform the student in writing (hard copy and email) of the final determination, copying the division deans.

7. If the case is referred to the Office of Student Life, the Director of Student Life will assist the student in understanding his/her due process rights and the grievance procedures. Discipline procedures are under the jurisdiction of the Student Life office. For questions, please contact the Office of Student Life at ext. 4525.

**PROBATION**

A written probation notice is given to the student by their professor when it is necessary to inform the student that his/her behavior does not meet the course and/or program objectives. A student may be placed on probation at any point during any semester/intersession for any of the following reasons:

1. Failure to meet specific course objectives, critical elements, and/or course policies identified in the course syllabus.
2. Failure to adhere to clinical attendance policy.
3. Failure to communicate effectively with physicians, staff, and patients in the clinical setting.
4. Demonstration of a lack of personal and professional integrity and ethics by failing to accept responsibility for his or her own actions.
5. Violation of the patient care and safety standards identified on the clinical evaluation.
6. Inability to competently apply technical skills in the clinical setting.
7. Violation of department protocol in the clinical setting.
8. Misconduct or any behavior deemed inappropriate in the clinical setting or classroom (e.g. harassment, stealing, disruptive talking, using cell phone during class, making special arrangements and/or schedule changes without prior approval from college faculty, etc).
9. Damaging phantoms or equipment, including fogging the film bin.
10. Conducting repeat radiographs without direct supervision from a qualified practitioner. Conducting any radiograph without the appropriate level of supervision (direct or indirect).
11. Use of electronic devices during class or clinical time, unless permitted by the professor or supervising technologist

Students placed on probation will meet with their professor in conference and a plan for remediation will be developed. If the student fails to successfully complete the remediation plan, the student may be dismissed from the program.

**INDICATIONS FOR DISMISSAL**

The program has a zero tolerance for students observed cheating. Students observed cheating will be dismissed from the program immediately.

1. Failure to successfully complete a course specific remediation plan.
2. Failure to maintain a “C” or better in all required radiography classes.
3. Inability to communicate effectively with physicians, staff, and patients in the clinical setting.
4. Negligence or conduct contrary to accepted rules/standards of practice/ethics that might result in harm to a patient.
5. Chronic attendance policy violations.
6. Serious violations of the policies, procedures, and standards of care of the clinical setting to which the student is assigned.
7. Abandonment of assignment. Leaving an assigned clinical area prior to the end of the designated schedule without the permission of the clinical instructor.
8. Repeat violations of the program’s supervision policy (repeating radiographs without direct supervision from a qualified practitioner, and/or conducting any radiograph without the appropriate level of supervision [direct or indirect]).
9. Behavior that would necessitate repeat (more than one) probations for the same behavior / reason while enrolled in the program
10. Students who necessitate a fourth probation while enrolled in the program. Students are allowed a maximum of 3 probations (for different behaviors) while enrolled in the program.
11. Violation of the program’s Honor Code (including cheating and plagiarism).
12. Accepting free services of any kind while in the clinical setting.
13. Accepting any service/procedure/product in the clinical setting requiring a physician’s prescription without first obtaining a prescription from a physician.
14. Students who have been dismissed more than once from any clinical site for legitimate and documented misconduct while enrolled in the program.
15. Repeated misconduct or any behavior deemed inappropriate in the clinical setting or classroom (e.g. harassment, stealing, disruptive talking, making special arrangements and/or schedule changes without prior approval from college faculty, etc).
16. Repeated damage of phantoms or equipment, including fogging the film bin.
17. Repeated use of electronic devices during class or clinical time, unless permitted by the professor or supervising technologist
18. Repeatedly demonstrating lack of personal and professional integrity and ethics by failing to accept responsibility for his or her own actions.
19. Violation of course specific policies

Students who exhibit behaviors indicative of gross negligence will be subject to **permanent dismissal** from the program. Gross negligence is defined as an extreme departure from the standards of care, which under similar
circumstances, would have been exercised by a student of the same level. Violation of the College Standards of Conduct (published in the student handbook and the college catalog), the program’s Honor Code, or violation of Radiation Safety Rules (published in the student handbook and posted in the radiography lab) may also be subject to probation and/or permanent dismissal. In addition, if it is determined that a student is cheating, he or she will be subject to permanent dismissal.

CHEATING AND PLAGARISM

Cheating

Professors have the responsibility of planning and supervising all academic work to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed by the professor. The term “cheating” includes but is not limited to:

- Plagiarism;
- Looking at another students work or talking during a quiz/exam;
- Receiving or knowingly supplying unauthorized information;
- Using unauthorized material or sources;
- Changing an answer after work has been graded and presenting it as improperly graded;
- Illegally accessing confidential information through a computer;
- Taking an examination for another student or having another student take an examination for you; and
- Forging or altering registration or grade documents.

The professor who determines that a student has cheated may give the student a failing grade for the assignment or for the course, or may drop the student from the course. Since the student has failed to abide by the standards of academic honesty, the professor has a right to give a failing grade (zero points) for the assignment or the course even though the student may have successfully and, presumably, honestly passed the remaining portion of the assignment or course. If the professor issues a failing grade for the course or drops the student, the actions shall be reported to the Dean of Student Services, and Director of Student Life. A professor may also recommend that appropriate action be taken under provisions of the Administrative Regulations and Procedures on Student Discipline.

Plagiarism

“Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else’s words or ideas as one’s own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author’s idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else’s ideas into one’s own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion.”

“One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Faculty assign written work for the purpose of helping students achieve that mark. Each instructor will outline specific criteria, but all expect students to present work that represents the student’s understanding of the subject in the student’s own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research.”

“Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments, is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student’s own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. It should not be evaded through plagiarism.”

*Adopted, with permission of California State University, Los Angeles, from the policy printed in the 1987-88 General Catalog.
PROGRAM WITHDRAWAL AND READMISSION

Withdrawal

Students may find it necessary to withdraw from the radiography program for a variety of reasons. Regardless of the reason for withdrawal, every admission is considered to be an entry into the program. If a student leaves the program in good standing, he/she is allowed to re-enter the program a second time. **A student who leaves the program for a violation of the Honor Code, or other college, program, or governing body's policies will not be readmitted since he/she has not left the program in good standing.** Students enrolled in the Radiologic Technology program are allowed a maximum of two (2) entrances in accordance with the Mt. San Antonio College Health programs admission policy.

Readmission

Students who leave the program in good standing will be readmitted to the program subject to space availability. Students may not be placed at their previous clinical site and must attend their newly assigned clinical site. If a student leaves the program for medical reasons, a medical examination and/or signed medical release from a physician must accompany the request for readmission. The following is a description of the process required to be considered for readmission:

- Students requesting readmission must make a request to the program director in writing no less than **three (3) months** prior to their intended readmission date.
- Students must complete a readmission process including:
  - Complete program re-application form.
  - Complete physical examination (including TB test [PPD or chest x-ray], proof of required vaccinations, etc...)
  - Drug testing
  - Background check
  - Current CPR certification

*All of the above requirements must be met prior to program readmission.*

I have read, understand, and agree to the Radiologic Technology Program's **Probation, Dismissal, and Readmission** policy.

________________________________        _______________________________        _____________
Student Name                          Student Signature  Date

(dm 10/14)
ARRT® Standards of Ethics

Last Revised: September 1, 2012
Published: September 1, 2012

PREAMBLE
The Standards of Ethics of the American Registry of Radiologic Technologists® (ARRT®) shall apply solely to persons holding certificates from ARRT that are either currently registered by ARRT or that were formerly registered by ARRT (collectively, “Certificate Holders”), and to persons applying for examination and certification by ARRT in order to become Certificate Holders (“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 the 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 Certificate Holders 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 Certificate Holders 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 radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic 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 radiologic technologist delivers patient care and service unencumbered by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

4. The radiologic 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 radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic 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 radiologic 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 radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidentiality 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 radiologic 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.

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 Certificate Holders and Candidates. Certification and Registration are methods
of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Certificate Holders 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:

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification or 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 the ARRT or any state or federal agency, or by indicating in writing certification or registration with the ARRT when that is not the case.

2. Subverting or attempting to subvert ARRT’s examination process. Conduct that subverts or attempts to subvert ARRT’s examination process includes, but is not limited to:
   (i) disclosing examination information using language that is substantially similar to that used in questions and/or answers from ARRT examinations when such information is gained as a direct result of having been an examinee or having communicated with an examinee; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, or anyone else involved in the preparation of Candidates to sit for the examinations; and/or
   (ii) receiving examination information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations from an examinee, whether requested or not, and/or
   (iii) copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination 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 or any other individual for the purpose of reconstructing any portion of examination materials; and/or
   (iv) using or purporting to use any portion of examination materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or certification; and/or
   (v) selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination materials without authorization; and/or
   (vi) removing or attempting to remove examination materials from an examination room, or having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination of ARRT; and/or
   (vii) 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 of ARRT; and/or
   (viii) communicating with another individual during administration of the examination for the purpose of giving or receiving help in answering examination questions, copying another Candidate’s answers, permitting another Candidate to copy one’s answers, or possessing unauthorized materials including, but not limited to, notes; and/or
   (ix) impersonating a Candidate or permitting an impersonator to take or attempt to take the examination on one’s own behalf; and/or
   (x) using any other means that potentially alters the results of the examination such that the results may not accurately represent the professional knowledge base of a Candidate.

3. Convictions, criminal proceedings, or military court-martials as described below:
   (i) conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported; 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 a plea of guilty or no contest (no contest); or where the individual enters into a pre-trial diversion activity; or
   (iii) military court-martials related to any offense identified in these Rules of Ethics.

4. 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, subject to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.

5. 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).

6. 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.

7. 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.

8. 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.

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

10. 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.

11. 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.

12. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewed, using or releasing confidential patient information in violation of HIPAA.

13. 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.

14. Improper management of patient 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.

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

16. Violating a state or federal narcotics or controlled-substance law.

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

18. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT’s Continuing Education (CE) Requirements for Renewal of Registration. Conduct that subverts or attempts to subvert ARRT’s Continuing Education Requirements includes, but is not limited to:

(i) providing false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper; and/or

(ii) assisting others to provide false, inaccurate, altered, or deceptive information related to CE activities to ARRT or an ARRT recognized CE recordkeeper; and/or

(iii) conduct that results or could result in a false or deceptive report of CE completion; and/or

(iv) conduct that in any way compromises the integrity of the CE Requirements such as sharing answers to the post-tests or CE self-learning activities, providing or using false certificates of participation, or verifying CE credits that were not earned.

19. Subverting or attempting to subvert the ARRT certification or registration process by:

(i) making a false statement or knowingly providing false information to ARRT; or

(ii) failing to cooperate with any investigation by the ARRT.

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

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

22. Failing to immediately report to his or her 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 shall be followed by the Ethics Committee and by the Board of Trustees of ARRT in handling challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for certification (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 a registration. All Certificate Holders and Candidates are required to comply with these Administrative Procedures. The failure to cooperate with the Ethics Committee or the Board of Trustees in a proceeding on a challenge 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.
Radiologic Technology Program
Honor Code

The Honor Code

Students will abide by the Mt. San Antonio College Radiologic Technology Program Honor Code which is designed to promote an atmosphere of ethical and responsible behavior and to reinforce the importance of honesty and integrity. This includes student performance on all assignments and examinations, as well as student conduct in the classroom and in the clinical setting. Violations of this Honor Code may also constitute violations of the Mt. San Antonio College Standards of Conduct, the Radiologic Technology Program’s Code for Clinical Conduct, and subvert the American Registry of Radiologic Technologists (ARRT) examination process.

The ARRT, in alignment with its Standards of Ethics, supports programmatic implementation of Honor Codes in order to meet ARRT certification standards. All applicants sign a statement on the ARRT application verifying that they have not been suspended, dismissed, or expelled from an educational program.

Purpose

The objective of the Honor Code is to foster a sense of trust, responsibility, and professionalism among students and between students and faculty. Its fundamental goals are to promote ethical behavior, to ensure the integrity of the academic enterprise, and to develop in students a sense of responsibility to maintain the honor of the healthcare professions.

Student Responsibilities

A. Students will not:
   1. Cheat, plagiarize, or engage in any other academic dishonesty with or without the aid of electronic devices
   2. Give or receive aid during a quiz or an examination.
   3. Give or receive unpermitted aid in assignments.
   4. Plagiarize any source in the preparation of academic papers.
   5. Impede other students to fair and equal access to educational opportunities.
   7. Accept services in the clinical setting without a physician order. Accepting free services constitutes stealing from the clinical setting.

B. No code can explicitly enumerate all conceivable instances of prohibited conduct. In situations where the boundaries of proper conduct are unclear, the student has the responsibility to seek clarification from the appropriate faculty member(s), or dean(s).

C. Each student has the responsibility to participate in the enforcement of this Code. Failure to take appropriate action is in itself a violation of the Code.

D. The student must agree to participate in the enforcement of this Honor Code, and prior to matriculation, must sign a statement agreeing to uphold its principles while enrolled in the Mt. San Antonio College Radiologic Technology Program.
Faculty Responsibilities

Each faculty member has the responsibility to participate in the clarification, promotion, and enforcement of the Honor Code. The faculty plays an integral role in the maintenance of the Honor Code.

Program Procedures in the Event of Honor Code Violations (Due Process)

1. When a faculty member observes behavior that appears to be an Honor Code violation, that person shall submit a Report of Misconduct to the Program Director or Department Chair and notify the student that he/she will not be able to continue class/clinical for the day of the violation or the following class/clinical day while an investigation is underway.

2. The Program Director or Department Chair will notify the student by email that s/he has received a Report of Misconduct. The notice will include a copy of the report and these Regulations for Radiologic Technology students.

3. The Program Director or Department Chair will gather all information related to the potential policy violation, including statements from the student, the accuser, and any witnesses, as well as assemble any other applicable data.

4. A hearing panel will be assembled comprised of any three (3) faculty members to include the Program Director or Department Chair (may not be the accuser). The hearing panel will review the evidence gathered.

5. The hearing panel will call the student in and give him/her the opportunity to answer the charges, respond to the accusation and present supporting evidence.

6. The hearing panel will inform the student in writing (hard copy and email) of the final determination, copying the division deans.

7. If the case is referred to the Office of Student Life, the Director of Student Life will assist the student in understanding his/her due process rights and the grievance procedures. Discipline procedures are under the jurisdiction of the Student Life office. For questions, please contact the Office of Student Life at ext. 4525

By signing this document I acknowledge that I have received a copy of the Radiologic Technology Program’s Honor Code which is designed to promote an atmosphere of ethical and responsible behavior and to reinforce the importance of honesty and integrity. I have read, understand, and agree to abide by the policies and procedures of the Honor Code.

_____________________________________________
Print Student Name

_____________________________________________
Sign Name

_____________________________________________
Date
PREAMBLE

The Health Professions Programs at Mt. SAC seeks to attract students who are interested and ready to pursue rigorous and intensive preparation in a variety of health care disciplines.

Program readiness is determined by the application process, which may include educational preparation, prior certification, specified clinical experience and/or interview. Each program admits students based on published standards and requirements.

Mt. SAC Health Professions Programs support student success. Faculty and staff are committed to assisting students to find and use appropriate resources to aid them in successful program completion and entry into their profession. It is critical that all students maintain program standards in order to pass professional registry or board certification examinations and to be competitive in the workplace.

In establishing a readmission policy, the Health Professions Program faculty have sought to strike a balance between allowing a student the needed time and opportunity to strengthen their skills and abilities to criterial levels and providing access to other students also seeking admission to these high demand, limited capacity programs.

Beyond academic performance the Health Professions Program faculty recognize that entry into the health profession demands a high level of personal and professional integrity. Patient safety, both physical and emotional, cannot be compromised nor can students disregard the rules and requirements under which they practice. Violation of these standards may result in immediate program dismissal and may bar that student from program re-entry.

DEFINITIONS

Entry  A student who has been admitted to a program and who attends class (although s/he may “drop” prior to the specified college deadline) will be considered an “entry”. Students who have been notified of admission and who do not request a delay in program matriculation may also be considered to have entered a program.

Re-Entry/Readmission  After initial entry into a program, a re-acceptance (Paramedic) or repetition of any Readmission core coursework would constitute a second entry or readmission. Reasons for repetition include academic failure, withdrawal and withdrawal for personal reasons.

Exceptions  Any exception to this readmission policy will be outlined in the individual program guidelines.
**Remediation Plan**

As criteria for re-entry/readmission the student will submit a plan including but not limited to an outline specifying how the likelihood of success will be increased on a second course/program attempt.

**READMISSION AND DISMISSAL**

Students who have entered a Mt. SAC Health Professions Program and who failed or withdrew from a core course/program will have the opportunity to repeat one course/re-enter the program one time.

If a student fails or withdraws from a course/program a second time, s/he will not be allowed to continue in/re-enter the program.

Individual Mt. SAC Health Professions Programs may allow an exception to this policy based on defined extenuating circumstances. Students should contact the program directly for a petition to re-enter/repeat based on these circumstances.

Each program has established procedures for readmission which must be followed. Students should review and follow program guidelines. Failure to do so may result in delay of readmission or exclusion from the program.

Recognizing the primacy of patient safety and the ethical conduct of health care professionals, each Health Professions Program at Mt. SAC reserves the right to dismiss students from the program without the opportunity for readmission. Students may be dismissed for:

- Unprofessional conduct (including excessive absences and tardiness).
- Unethical conduct, including cheating, plagiarism and/or other misrepresentation.
- Behavior that compromises patient safety and welfare (physical and/or emotional jeopardy).
- Disregard for rules and requirements of the college or the practice setting.
- Violation of Mt. SAC’s Student Discipline Policy (as outlined in section 609 of Mt. San Antonio College’s Administrative Regulations and Procedures).
The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.

19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.
Remediation plans, although not a component in every course, may be implemented to assist students who are struggling to succeed in the program or to help students improve skills necessary for success in an individual course.

Students failing to earn a passing grade ("C" or better for didactic courses, "PASS/No PASS" for clinical courses) are not allowed to continue in the program.

Students placed on probation may also need to complete a remediation plan that addresses the course and/or program objectives for which the student must demonstrate acceptable improvement if applicable.

Specific details regarding a student’s individual remediation plan are determined by the professor of record for the course. Failure by the student to successfully complete a prescribed remediation plan will result in failure to earn a passing grade for the course or denial of readmission to the program.
The Mt. San Antonio College radiography program adheres to standards adopted by the Joint Review Committee for Education in Radiologic Technology (JRCERT).

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography).

This policy is designed to make students aware of the JRCERT STANDARDS and provide them with information as to how to resolve allegations of non-compliance. The program also maintains a record of complaints and their resolution.

**JRCERT STANDARDS**

A copy of the JRCERT STANDARDS is provided in this handbook. The standards are also available on the JRCERT’s website at: [http://www.jrcert.org/acc_standards.html](http://www.jrcert.org/acc_standards.html)

**REPORTING ALLEGATIONS OF NON-COMPLIANCE**

Any allegations of non-compliance should be reported to the JRCERT in a timely manner. Document the allegations (provide specific information) and the actions you have taken to resolve the situation. Send this information **within 30 days** to:

The Joint Review Committee for Education in Radiologic Technology  
20 N. Wacker Dr, Suite 2850  
Chicago, IL 60606-3182

Keep copies of this documentation for your records. The program will be notified by the JRCERT and will work with them to resolve any non-compliance issues.
The following rules have been established for your protection against ionizing radiation during hospital clinical work and lab. These rules are mandatory and must be followed, without exception, unless so indicated.

1. A Thermoluminescent Dosimeter (TLD) (radiation monitoring device) properly oriented and placed, must be worn at all times during hospital and lab. These monitoring devices will be exchanged monthly. If protective aprons are used, the badge must be worn on the collar, outside the apron.

2. Except for three specific situations, you may not remain in a radiographic room at any time during activation of the tube (when x-rays are being generated). The three exceptions are surgery, portable, and fluoroscopic work, discussed below.

3. Specifically, you must not hold or support a patient during exposure, nor will you hold or support a cassette during exposure. Immobilization devices should be used if patient is unable to remain properly positioned during the radiographic examination.

4. During activation of the tube, you must not be in a direct visual line with either tube or patient.
   A. Thus you may not observe the patient during exposure from an adjacent room or hall unless through a lead-glass protective window. You must not “peek” around a door nor through a crack between door and wall.
   B. When sitting down to rest in the hall, do not sit in direct line with the tube or radiographic table even if it is then not being used.

5. During an exposure or procedure, do not place yourself in direct line with the central ray, even though you are wearing a lead apron and even though a lead shield is between the tube and yourself. In all cases be pointing away from your body.

6. Under no circumstances will you permit yourself or your fellow students (or any other human being) to serve as “patients” for test exposures or experimentation.

7. If during fluoroscopic procedures you remain in the radiographic room, the following must prevail:
   A. A lead apron will be worn at all times or you will remain behind lead protective screen and not in visible line with either tube or patient.
   B. The personnel monitoring device will be worn as noted above (#1).
   C. You must stand as far from the patient and tube as possible, consistent with the conduct of the examination.

8. When observing radiographic procedures in surgery, the following will prevail:
   A. A lead apron will be worn by you.
   B. A personnel monitoring device will be worn as noted above (#1).
   C. Stand as far from the patient and tube as practicable.
   D. Stand so that the central ray is pointing away from your body.
Radiation Safety Rules For Lab and Clinical Experience (Cont’d)

E. Observe all regulations which apply to work in surgery, such as preserving sterile fields, wearing surgical garments, etc. (The principal technologist will provide details.)

9. When performing radiographic portable procedures in rooms occupied by patients, the rules under #8 apply.
   A. In addition, during actual exposure you must step outside the room if you cannot stand at least six feet from the patient.

10. When enrolled in Techniques of Radiologic Technology (hospital experience), you will be expected to make radiographic exposures on patients. All the rules noted in this outline must be followed. The minimum performance standards acceptable to Mt. SAC regarding patient safety will be those standards recognized and practiced by the particular hospital to which you are assigned. At the start of your clinical experience, permission for actual exposures on patients will be determined by the following:
   A. Your own feeling of security and competence.
   B. The practice of the hospital.
   C. The opinion of the clinical instructor, radiologist, and chief technologist.

11. Diaphragms, cones, and collimator shall be used to limit the useful x-ray beam to the area of clinical interest. The field size should be smaller than the size of the film, providing a peripheral margin on the film that is unexposed and clear.

12. Technique charts should be carefully prepared and followed so that films of optimum diagnostic quality are obtained with the first exposure.

13. The use of high-speed screens and high-speed film is recommended whenever applicable.

14. The highest kilovoltage (kVp) and lowest milliampere-second (mAs) factors should be used which still provide films of optimum diagnostic quality.

15. Gonadal shielding shall be used whenever possible.

16. Women of child bearing age should always be questioned as to the possibility of pregnancy prior to any radiographic examination.

17. The operator is responsible for clearing the x-ray room of non-essential persons prior to generating x-ray.

18. Under no circumstances will any students expose or pretend to expose another students.

Appropriate behavior is required at all times while participating in lab and the clinical setting. Failure to adhere to the policy may result in probation/dismissal of the program.

If in doubt about particular procedures or practices regarding radiation safety, contact the Mt. San Antonio College Program Director or Clinical Coordinator for clarification or instructions.
Disclosure of a pregnancy by a radiography student is a voluntary process; however, it is strongly recommended students voluntarily declare pregnancy so an additional radiation monitoring device may be issued and worn at waist level. Fetal radiation monitoring devices are simply added precautions and do not in any way convey any assignment in the clinical facility is especially hazardous during pregnancy. Students enrolled in Radiography Program clinical courses (RAD 1A, 1B, 2A, 2B, 3A, 3B, 3C, 4) are encouraged to consult their personal physician regarding pregnancy and any potential risk to the embryo/fetus.

Pregnant students shall not expect the issuance of a fetal radiation monitoring device unless the pregnancy has been declared by the student. Declared pregnant students will receive a copy of the Nuclear Regulatory Commission’s “Occupational Dose Limits, Sec.20.1208, Dose to the Embryo/Fetus.” The radiation dose to the embryo/fetus during the entire pregnancy will not be allowed to exceed 500 mrem (5mSv). The Clinical Coordinator will maintain documentation of radiation doses for the pregnant student and embryo/fetus. Reading materials are available to students in the department office to inform students of the additional risk to the fetus while working in a radiation area during pregnancy.

A student who voluntarily withdraws from the program due to pregnancy must provide a written withdrawal letter. A student may be readmitted during the appropriate semester provided (1) the student was in “good standing” at the time of withdrawal, and (2) the intent to re-enter the program is conveyed during the semester prior to the student’s anticipated return. A student may choose to withdraw the declaration at any time by providing a written request to withdraw the declaration to the Clinical Coordinator.

Mt. San Antonio College, the College Faculty, the Clinical Facility, and all related personnel not already mentioned, cannot be held liable in the event of any negative effects to the embryo/fetus or to the student arising from clinical assignment to a radiation area.

During the completion of the coursework, the declared pregnant student shall meet all regular attendance requirements.

I have read the Program’s Pregnancy Policy and understand the contents. I am aware of the possible hazards to the embryo/fetus from exposure to radiation and I choose to continue in the Radiologic Technology Program.

If there are any questions, contact the Mt. San Antonio College Program Director or Clinical Coordinator for clarification.

_____________________________  ______________________________
Student Name (Print)                Signature

_____________________________
Date
JRCERT SUPERVISION REQUIREMENTS

The Joint Review Committee on Education in Radiologic Technology
Standards for an Accredited Educational Program in Radiological Sciences

DEFINITION OF DIRECT AND INDIRECT SUPERVISION

DIRECT SUPERVISION is Student Supervision by a Qualified Practitioner who:

1. Reviews the procedure in relation to the student’s achievement.
2. Evaluates the condition of the patient in relation to the student’s knowledge.
3. Is present during the conduct of the procedure.
4. Reviews and approves the procedure and/or image.
5. Students must be directly supervised until competency is achieved.

INDIRECT SUPERVISION is Student Supervision by a Qualified Practitioner Who:

1. Is immediately available to assist students regardless of the level of student achievement.

NOTE: Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

ALL REPEAT RADIOGRAPHS ARE TO BE CONDUCTED IN THE PRESENCE OF A QUALIFIED PRACTITIONER, NO EXCEPTIONS!
STUDENTS VIOLATING THIS POLICY WILL BE SUBJECT TO PROBATION AND/OR EXPULSION FROM THE PROGRAM.
The operation of fluoroscopic equipment by students shall only be performed while **directly supervised** by a qualified radiographer, radiologist, or other physician possessing a supervisor/operator permit issued by the Department of Public Health, Radiologic Health Branch.

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student’s achievement,
- evaluates the condition of the patient in relation to the student’s knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

**At no time will students be allowed to operate fluoroscopic equipment unsupervised or through indirect supervision.**

__________________________________   __________________________________
Student (print name)                                       Student (signature)

_______________________________________________
Clinical Instructor (signature)
Adherence to the rules and regulations listed in the Handbook is required of all students in the Radiologic Technology Program.

Any student not complying with these rules and regulations, and is a detriment to the image of the Radiologic Technology Program, will be subject to any/all of the following: verbal warning, written warning, suspension, expulsion and/or NC for the clinical course in which the student is enrolled.

The following are some examples of actions for which a student MAY RECEIVE NO CREDIT for the clinical course.

1. Gross negligence or incompetence.
2. Failure to respect confidential nature of hospital records and information regarding patients.
3. Deliberate altering, removing, or destroying of hospital property.
5. A non-explanatory refusal to follow instruction from supervisors or other proper authority.
6. Physical attack on any person during clinical hours or on facility grounds.
7. Exceeding attendance policy as stated in the Student Handbook.
8. Theft.
9. Possession of dangerous drugs or alcohol. Reporting on duty or attempting to work while under the affect of drugs or alcohol.
10. Conduct compromising the life/safety/emotional well being of others.
11. Discourteous and/or disorderly behavior.
12. Malicious gossip or verbal attack on any hospital personnel or other students.
13. Soliciting or unauthorized selling on hospital premises.
14. Leaving the work area or department without permission from the person in charge.
15. Smoking or eating in unauthorized areas.
16. Unwilling to recognize own limitations & refusing assistance from technologists when appropriate.
17. Critiquing technologists, hospital staff, or physicians.
18. Working ineffectively with technologists and hospital staff in a team environment.
Name of Student ___________________________ Status ________________

Date ___________________________ Course ________________

Goals:

Supervisory Plans:

Student Plans:

The above plan has been discussed and mutually agreed upon. It is further understood that a COMPETENT rating must be attained in the next _______ week(s) evaluation period or it will necessitate no credit for the course.

______________________________  ______________________________
Student Signature               Instructor Signature

Clinical Coordinator ________________________________
THE FOLLOWING ATTENDANCE REQUIREMENTS APPLY TO ALL CLINICAL COURSES: RAD 1A, 1B, 2A, 2B, 3A, 3B, 3C, and 4

STUDENTS SHALL NOT PARTICIPATE IN MORE THAN 40 HOURS PER WEEK CLINICAL STUDY.

An absence/incident is described as an occurrence of non-attendance. (Ex: if a student is absent one day = one absence. If a student is absent three days in a row for an illness = one incident. One extended illness will not place the student on probation.) A tardy occurs when a student is more than six (6) minutes late.

- Approval from the program’s clinical coordinator and the clinical facility’s clinical instructor is required in writing prior to any change in a student’s scheduled clinical hours. Clinical hours may be changed with mutual approval of all parties a maximum of 30 minutes from the published schedule. Students subverting this process by making arrangements with clinical sites without prior approval from the college faculty will be subject to probation and/or dismissal from the program.
- If a student is late or absent, the student must call his/her clinical instructor before the tardy/absence occurs. The student should make every effort to speak directly with the clinical instructor (messages left with others may not be conveyed as expected).
- ALL CLINICAL HOURS MISSED MUST BE MADE UP (except for final exam absences and recognized college holidays).
- Tardies of more than six (6) minutes are to be made up with time equal to the amount of time lost due to the tardy.
- If the attendance policy is exceeded before the 10th week of a semester (4th week in a 6 week inter-session), a grade of “W” will be assigned. If the policy is exceeded after the 10th week (4th week in a 6 week inter-session), a grade of no-credit (NC) will be assigned.
- All absences/tardies must be made up at the clinical facility where the absence occurred and within the applicable semester and/or inter-session (not to exceed 40 hours/week).

In the event of extenuating circumstances (ex. jury duty, court subpoena), the program reserves the right to make arrangements with the student. The clinical coordinator and clinical instructor must meet with the student to discuss these circumstances and determine possible solutions.

THE ATTENDANCE POLICY FOR FINAL EXAMS IS AS FOLLOWS:
DAYTIME FINAL: Excused for the day EVENING FINAL: Excused at 12 noon

Relief from clinical assignment during finals is reserved for core courses, required general education courses, or required supportive courses. This policy does not apply to elective courses.

I have received a copy of the attendance policy for the Radiologic Technology Program. I understand that violations of the attendance policy may necessitate probation and/or no credit (NC) for the course.

Student Signature ________________________________Date_________________

Print name ______________________________________
<table>
<thead>
<tr>
<th>Course</th>
<th>Attendance Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 1A</td>
<td>3 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>4 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
<tr>
<td>RAD 3A</td>
<td>4 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>5 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
<tr>
<td>RAD 1B</td>
<td>2 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>3 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
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<td>RAD 3B</td>
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</tr>
<tr>
<td>RAD 2A</td>
<td>3 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>4 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
<tr>
<td>RAD 3C</td>
<td>4 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>5 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
<tr>
<td>RAD 2B</td>
<td>2 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>3 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
<tr>
<td>RAD 4</td>
<td>3 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<td></td>
<td>4 absences/incidents or tardies will necessitate no credit (NC) for the course due to the inability of the student to complete the course objectives. The student will not be able to continue in the clinical portion of the program.</td>
</tr>
</tbody>
</table>
CLINICAL AND LAB ATTIRE POLICY

The Radiologic Technology student is required to adhere to the clinical attire policy and present an overall professional appearance while at the clinical education center. Non-compliance with the clinical attire policy will be recorded on the student’s clinical evaluation form and the student will be put on probation.

ALL STUDENTS:

- **Scrub type tops and pants only – no other types of variations are allowed** - maroon (burgundy, wine, etc...) in color should be kept clean, wrinkle free, and proper size clothing is required.
- **White lab coat** - (short or long sleeve) may be worn over the attire if desired. (optional)
- **Long sleeve shirts** - are permitted to be worn under scrub tops in the following solid colors, plain with no type of printing and must be tucked in so that it is not hanging below scrub top:
  1. Black
  2. Gray
  3. White
- **Shoes** - white or black (athletic/tennis type, or uniform type shoes) that can repel liquids, body fluids, etc.... No open-toe shoes/sandals or shoes with holes on top should be worn at any time.
- **Socks** - must be worn with shoes at all times.
- **Name Badges** - will be purchased by the student. If the facility provides the student with a hospital badge, the student will not be required to wear both name badges. The student will need to return their hospital badge back to the facility once their rotation is over.
- **Tattoos** - must not be visible at any time.
- **Body piercings** - must not be visible at any time.
- **Earrings** - must be small, not dangling
- **Ear plugs/expanders** - must be covered with a band-aid.
- **Acrylic fingernails, long fingernails, and chipped fingernail polish** - is not allowed.
- **Personal Hygiene** - must maintain personal cleanliness to include mouth and body odor.
- **Fragrances/Perfumes/Aftershaves/Colognes** - excessive use is not permitted.
- **Make up/Hairstyles** - no excessive make-up or radical hairstyles are allowed.
- **Jewelry** - no excessive jewelry is allowed. (1 ring/1 bracelet/watch is permitted)
- **Cell Phones/Texting** - are not allowed in clinical areas at all. They may be used during designated breaks and lunch time only.

MEN:

- **Earrings** - not to be worn at any time.
- **Hair** - collar length maximum
- **Facial hair** - mustaches, sideburns, and beards of any kind need to be kept neat and closely trimmed to the face.

If the hospital dress code is more restrictive than the Program Clinical Attire Policy, the hospital code will supersede. All uniforms are subject to instructor approval.

I agree to abide by the Radiology Program Clinical Attire Policy.

Sign __________________________ Date __________________________
Required Background Check Policy for the Radiologic Technology Program

Students preparing for entry into the Radiologic Technology program will be required to submit the results of a background check to the program as a condition of participation in the program and prior to any direct clinical interaction.

This policy is a requirement of the program’s clinical affiliates and the Joint Commission Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services, at EP 5 (elements of performance, number 5) states criminal background checks are verified when required by law and regulation and organization policy.

If a student is deemed unacceptable by a clinical affiliate, the student may not be able to continue in the program due to the inability of the student to participate in the program’s clinical component. The program is not obligated to pursue placement for the student at an alternate clinical affiliate, but if a substitute facility is secured, this affiliate will be informed of the student’s prior denial from the initial clinical affiliate.

Students who leave the program in good standing will be readmitted to the subject to space availability. Students must complete another background check (in addition to other program requirements) to be considered for re-entry. Full details for all program readmission requirements are included in the program’s Probation/Dismissal/Readmission policy.

All students must ensure that the background check is provided to the clinical affiliate a minimum of two (2) weeks prior to the beginning of the semester/intersession.

Catalog Statement:
A background check is required of all candidates prior to beginning classes. This is a requirement of the clinical affiliates as they maintain compliance with The Joint Commission Standards. Denial from clinical participation of a student by a clinical affiliate may disallow participation in the program.

Any applicant with a criminal or disciplinary history should complete the Ethics Review Pre-Application offered by the American Registry of Radiologic Technologists (ARRT) for $100 (price subject to change) before applying to the program or anytime as needed. This is the process for an early ethics review of offenses that would otherwise need to be reported on your Application for Certification after completion of the program. More information on this process may be found at: www.arrt.org, click on the Educators and Students tab, then click on the Ethics Review Pre-Application link. It is strongly recommended that students self-report criminal or disciplinary history prior to program admission or anytime as needed and complete the ARRT’s pre-application. This process can help avoid delays or denial in clinical placement, or denial of licensure.

I have received, reviewed, and understand the background check policy.
I understand the program is not obligated to pursue placement for the student at an alternate clinical affiliate if I am deemed unacceptable by a clinical affiliate.

Print Name ____________________________________ Signature ______________________________
Drug Testing Policy for Radiologic Technology Program

In accordance with the Mt. San Antonio College’s Health Professions Drug Testing Policy, the Radiologic Technology Program has implemented additional guidelines to assist students in complying with this policy. The Health Professions Drug Testing Policy is as follows:

As a part of their physical examination required by healthcare and emergency medical services agencies, students preparing for entry into the health professions programs may be required to submit the results of a drug screen test to their program as a condition of participation in the program. Physical examination results, including drug screening, should be submitted to the program based on procedures and timelines set forth by the program and prior to any direct clinical interaction.

This screening test must include at least a screening for amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, opiates and phencyclidine and be issued by a lab approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or the College of American Pathologists (CAP).

Students who test positive on their first drug screening may complete a second screen provided that they meet timelines set forth by the program. A student with a positive drug screen will be disallowed from clinical participation and any course requiring clinical participation. Positive results on a second drug screen will be considered a failure and the student will be excluded from the program.

A student excluded for a positive drug screen may request reconsideration for program entry based on program policies. A third positive drug screen would result in the student being disallowed for readmission to any Mt. SAC Health Professions Program.

Additional guidelines for Radiologic Technology Program students are as follows:
1. Students with a positive test on the initial drug screening must complete a second drug screening within 72 hours (3 days) after the results of the first screening are available.
2. Students with a positive test on any drug screening must comply with random drug screenings while enrolled in the program.
3. Students believed to be under the influence of any intoxicant while attending program courses (in accordance with the Radiology Program’s Code for Clinical Conduct and the College Standards of Conduct) will be subject to drug testing at that time and/or at random.
4. All drug testing will be conducted at the student’s expense.
5. Failure to comply with any aspect of the drug testing policy will result in program expulsion.
Students shall be informed that working in a Diagnostic Imaging Services Department and utilizing ionizing radiation on humans without State Certifications is a violation of the California Radiation Control Regulations, Title 17, and punishable as a misdemeanor. Students may hold positions as transporters, darkroom attendants or clerical workers in radiology departments without jeopardizing their student status.

Work schedules must not adversely affect the student’s ability to meet posted class schedules, nor should the extent of the working hours interfere with the student’s release time, thereby jeopardizing his/her successful academic completion of the individual courses.

Students may only perform duties as student radiographers during regularly assigned clinical course hours. Students may never be used in lieu of staff radiographers or outside of regularly scheduled class times.
Clinical Contract for Mt. San Antonio College Radiology Program

Radiology students entering the clinical internship are expected to fulfill the following requirements:

1. Students may not attend clinical unless they have registered and paid for each clinical course throughout the program. (_______)

2. Students must wear radiation film badges to clinical at all times or they will be sent home and need to make up hours missed. (________)

3. All clinical hours missed, must be made up before the end of each session. (______)

4. All make up hours must be made up only while the college is open. (_______)

5. Any schedule changes need to be approved by Clinical Coordinator ONLY and documentation must be provided. (__________)

6. Make up hours cannot be made up during any holidays. (________)

7. Students must complete number of designated hours per session. (__________)

8. No vacations or time off is allowed during clinical internship. (_______)

9. No “banking hours” are allowed. (which means: making up hours before the day missed) (_______)

10. Students must complete number of designated sign offs per session. (________)

11. Students must comply with the entire Dress Code Policy (wear proper uniforms etc ....) (__________)

12. No cell phone use or texting is allowed during clinical hours. (__________)

13. Students are required to turn in clinical handbooks after each session (________)

14. Students must maintain professional and ethical behavior at all times (refer to Clinical Code of Conduct for specific examples) (__________)

15. Students need to be current with physicals, immunizations, and CPR in order to be in clinical or students will be taken out of clinical immediately and hours will need to be made up. (__________)

16. Portables are NEVER to be performed alone or with other students. (only other Technologists) (__________)


17. Must have 2 passing Clinical Evaluations for Fall and Spring Session and 1 passing Clinical Evaluation for Winter and Summer. (_______)

18. Must comply with Attendance Policy. (_______)

19. Students must check their Mt.Sac email account daily. (_______)

20. It is the student’s responsibility to make sure all paperwork including physicals, CPR, drug testing, etc. is turned in to the secretary before or on the date specified. Follow up is also necessary to assure clearance for clinical rotations. (_______)

21. Have read and reviewed the Incident Investigation Policy. (_______)

22. Students must sign off on the Radiation Exposure Report monthly by initialing on the report itself. (_______)

23. All repeat radiographs MUST BE DONE with a Technologist. (_______)

24. Students must fill out an absence/make up form and return it to the Clinical Coordinator within 3 days of the absence. (weekends do not count) (_______)

I ___________________________, understand that full compliance with these requirements is mandatory. Failure to follow these requirements will result in probation and/or dismissal from the program. The rules have been reviewed with me and explained to me. I have been provided with copies of the Dress Code Policy, Attendance Policy, and the Clinical Code of Conduct. I have had the opportunity to ask for clarification of any questions regarding these requirements and consequences of non-compliance.

______________________________  _____________________
Print Name                                                                       Date

______________________________
Student Signature
The program designed this policy to protect the students' health and safety from excessive radiation dose. The Nuclear Regulatory Commission’s (NRC) Part 20, Standards for Protection Against Radiation was used as the basis for this policy.

1. A student’s Total Effective Dose Equivalent (TEDE) is 5 rems (0.05 Sv.), or,
2. The sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye which is known as Total Organ Dose Equivalent (TODE) must not exceed 50 rems (0.5 Sv.) annually.
3. Annual Lens (of eye) Dose Equivalent (LDE) must remain below 15 rems (0.15 Sv.)
4. Shallow Dose Equivalent (SDE) to the skin or any extremity must remain below 50 rems (0.5 Sv.) annually.
5. Student pregnant worker dose must not exceed 50 mrem (0.5 Sv)/month.
6. Fetal dose for term of pregnancy must not exceed 500 mrem (5 mSv)

The student should make every attempt to minimize occupational exposure through consistent application of the Radiation Safety Rules for Clinical and Lab Experience (Student Handbook and posted in the Lab).

In the event a student receives any dose in excess of the occupational dose limits, the program will submit an Incident Investigation Report to the NRC within 30 days after learning of the occurrence. Please note that “Reports” shall be forwarded to RHB in accordance with the CCR title 17, section 30253(a)(2). The report will include at minimum:

1. An estimate of the student’s dose; and
2. The levels of radiation involved; and
3. The cause of the elevated exposures and/or dose rate; and
4. Corrective steps taken or planned to ensure against recurrence

The program also monitors doses less the annual dose limits. Acceptable dosimetry readings should be less than 100 mrem (1 mSv.) per month. Dosimetry readings exceeding the acceptable limit will be investigated and corrective steps will be taken to ensure against recurrence.

Students’ dosimetry reports are reviewed monthly by the Clinical Coordinator and every six months by the Radiation Safety Officer.

The Radiation Exposure Reports will be made available to students with 30 days of receiving the report.

Students must initial the Radiation Exposure Report monthly to verify they have acknowledged and reviewed their monthly radiation dose.

Print name __________________________ Signature __________________________

Date ________________
According to Regulations imposed by the State of California Department of Public Health, it is a requirement to complete the following information when a student has an overexposure. **If any statement does not apply to this particular incident, please not the statement as not applicable (N/A).**

The clinical education site(s) are California State registrants and are therefore subject to the reporting requirements of 10 CFR 20, section 20.2203(a). The regulation states that any overexposures are to be reported to RHB within 30 days of learning about the occurrence.

1. Student name _____________________________________________
2. Name of Clinical Facility where exposure took place ________________
3. Estimated dose to student ______________________________
4. Explain how overexposure occurred _____________________________
5. How can this incident be prevented in the future? _________________
6. Have any other students received unusual dose reports? _____________
7. Please list the types of X-ray equipment the student worked on during the Time period of this report. __________________________________________

Signature of Clinical Instructor/Supervisor ____________________________

Print name ______________________ Date _______________________
Clinical Evaluation

Student Name______________________________________________________Grading Period__________________________
Clinical Facility______________________________________________________
Initials: Student__________________Clinical Instructor__________________Professor______________________________

Please rate the student based on his/her level of education/experience (1st year, 2nd year, etc...) and review
the evaluation with the student to support the students ongoing learning and development.

Comments are required for NI or CS ratings.

E= Excellent     CA= Competent/Acceptable     NI= Needs Improvement     CS= Critically Substandard     NA= Not Applicable

<table>
<thead>
<tr>
<th>Patient Care and Safety</th>
<th>E</th>
<th>CA</th>
<th>NI</th>
<th>CS</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. Uses appropriate &amp; effective written, oral &amp; nonverbal communication with patients, the public &amp; members of healthcare team</td>
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<td>2. Examines procedure orders for accuracy &amp; makes corrections when applicable</td>
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<td>3. Executes x-ray procedures under appropriate level of supervision</td>
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<td>4. Demonstrates principles of assisting, transporting, transferring, positioning &amp; immobilizing patients</td>
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<td>5. Differentiates between emergency &amp; non-emergency procedures</td>
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<td>6. Recognizes life-threatening electrocardiogram tracing</td>
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<td>7. Uses personnel &amp; radiation protection measures each exam warrants</td>
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<td>8. Applies standard &amp; transmission based precautions, appropriate medical asepsis, &amp; sterile technique</td>
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<td>9. Assesses patient, records clinical history, &amp; demonstrates competent assessment skills through effective management of the patient’s physical &amp; mental status</td>
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<td>10. Provides patient-centered, clinically effective care for all patients</td>
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<td>11. Uses education strategies appropriate to the comprehension level of patient or family &amp; answers patient questions knowledgeably</td>
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<td>12. Adapts procedure to meet age-specific, disease-specific &amp; cultural needs of patient</td>
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<td>13. Examines demographic factors influencing patient compliance with medical care (gender, age, religion, disability, socioeconomic, lifestyle choices, sexual orientation, etc)</td>
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<tr>
<th>Technical Skills</th>
<th>E</th>
<th>CA</th>
<th>NI</th>
<th>CS</th>
<th>NA</th>
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<tr>
<td>14. Demonstrates appropriate level of understanding of procedures</td>
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<td>15. Competently operates radiographic equipment &amp; reports equipment malfunction</td>
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<td>16. Positions patient &amp; image receptor to achieve accurate demonstration of affected body part</td>
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<td>17. Selects image receptor and/or grid combinations appropriate for part</td>
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<td>18. Operates beam restrictor to limit radiation exposure &amp; improve image quality</td>
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<tr>
<td>Technical Skills cont….</td>
<td>E</td>
<td>CA</td>
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<tr>
<td>19. Uses lead markers on image receptors</td>
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<td>20. Selects technical factors producing quality diagnostic images with the lowest possible radiation exposure</td>
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<td>21. Completes procedure in timely manner</td>
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<td>22. Performs adequately under stressful situation</td>
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<td>23. Practices darkroom procedures resulting in radiographs of suitable quality</td>
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<td>24. Critiques images for appropriate anatomy, accuracy of positioning, image quality &amp; patient ID</td>
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<td>25. Determines corrective measures to improve inadequate images</td>
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<tr>
<td>26. Demonstrates adequate computer skills &amp; competence in using PACS</td>
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<td>Professionalism</td>
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<td>27. Demonstrates professional work habits</td>
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<td>28. Interested &amp; assertive in the clinical setting</td>
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<td>29. Assumes responsibility for own actions</td>
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<td>30. Recognizes own limitations &amp; seeks assistance from technologists when appropriate (ex. repeating image)</td>
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<td>31. Takes initiative in pursuing learning opportunities in clinical setting</td>
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<td>32. Adheres to team practice concepts &amp; works effectively with healthcare team</td>
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<td>33. Adheres to national, institutional &amp; departmental standards, protocol, policies &amp; procedures regarding patient care, providing x-ray procedures &amp; reducing medical errors</td>
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<td>34. Complies with department &amp; institutional policies, regarding response to emergencies, disasters &amp; accidents</td>
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<td>35. Adheres to &amp; integrates into clinical practice the Radiographers Practice Standards &amp; Standards of Ethics</td>
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<td>36. Understands the purpose of clinical study is not to critique technologist, staff or physicians</td>
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Comments:

☐ Check here if you recommend the student is placed on probation. Please contact Mt. SAC faculty.

Reason(s) I recommend the student be placed on probation:
<table>
<thead>
<tr>
<th>Patient Care</th>
<th>O</th>
<th>A</th>
<th>MIN</th>
<th>MAJ</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. Shields patient whenever possible</td>
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<td>2. Properly identifies patient &amp; introduces themselves</td>
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<td>3. Explains procedures to patient knowledgeably &amp; clearly</td>
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<td>4. Appropriate change of gloves</td>
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<td>5. Careful while positioning patients with IV’s, tubes, catheters, &amp; ventilators</td>
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<td>6. Applies proper skills of gurney safety</td>
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To better develop the student’s skills in patient care, I recommend that the student:

<table>
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<tr>
<th>Equipment</th>
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<tr>
<td>7. Able to operate equipment</td>
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<td>8. Set up room properly with necessary equipment before exam begins</td>
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<td>9. Has received instruction to operate PACS/CR/DR</td>
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<td>10. Input patient data into PACS/CR/DR</td>
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<td>11. Able to load &amp; process film safely according to department protocol</td>
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To better develop the student’s skills on operating equipment, I recommend that the student:
### Procedures

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<td>12. Manages procedures in organized &amp; orderly manner</td>
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<td>13. Able to identify anatomy on images</td>
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<td>14. Able to orientate images properly</td>
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<td>15. Performs procedures in a timely manner</td>
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<td>16. Has adequate knowledge of radiographic procedures</td>
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To better develop the student’s procedural skills, I recommend that the student:

### Student

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<tr>
<td>17. Behaves appropriately in the clinical setting</td>
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<td>18. Uses problem-solving &amp; critical thinking skills</td>
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<td>19. Able to take constructive criticism from techs &amp; hospital staff</td>
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<td>20. Takes initiative in clinical setting</td>
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<td>21. Professional personal appearance &amp; hygiene</td>
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<td>22. Uses body mechanics effectively to minimize injury to self &amp; others</td>
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<tr>
<td>23. Meets program attendance criteria as defined in student handbook</td>
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</tbody>
</table>

To better develop the student’s role in clinical setting, I recommend that the student:

**Additional Comments:**

I recommend that the student be placed on probation.  

The reason(s) I recommend the student be placed on probation are:
## Procedure Evaluation

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Clinical Facility</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Radiographic Procedure</th>
<th>Date</th>
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<tbody>
<tr>
<td>RAD 1A</td>
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<tr>
<td>RAD 1B</td>
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<tr>
<td>RAD 2A</td>
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<td>RAD 2B</td>
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<tr>
<td>RAD 3A</td>
<td></td>
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<tr>
<td>RAD 3B</td>
<td></td>
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<tr>
<td>RAD 3C</td>
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<tr>
<td>RAD 4</td>
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</tr>
</tbody>
</table>

**A= Acceptable  NI= Needs Improvement  U= Unacceptable  NA= Not Applicable**

### Patient Care and Safety

<table>
<thead>
<tr>
<th>1. Uses appropriate &amp; effective written, oral &amp; nonverbal communication</th>
<th>A</th>
<th>NI</th>
<th>U</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Examines procedure orders for accuracy &amp; makes corrections when applicable</td>
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<tr>
<td>3. Properly identifies patient &amp; introduces himself/herself</td>
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<td>4. Executes x-ray procedures under appropriate level of supervision</td>
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<tr>
<td>5. Demonstrates principles of assisting, transporting, transferring, positioning &amp; immobilizing patients</td>
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<tr>
<td>6. Differentiates between emergency &amp; non-emergency procedures</td>
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<tr>
<td>7. Uses personnel &amp; radiation protection measures each exam warrants</td>
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<tr>
<td>8. Applies standard &amp; transmission based precautions, appropriate medical asepsis, &amp; sterile technique</td>
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<tr>
<td>9. Assesses patient, records clinical history, &amp; demonstrates competent assessment skills</td>
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<tr>
<td>10. Uses education strategies appropriate to the comprehension level of patient or family &amp; answers patient questions knowledgeably</td>
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<tr>
<td>11. Adapts procedure to meet age-specific, disease-specific &amp; cultural needs of patient</td>
<td></td>
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</tr>
</tbody>
</table>

### Technical Skills

<table>
<thead>
<tr>
<th>12. Demonstrates appropriate level of understanding of procedures</th>
<th>A</th>
<th>NI</th>
<th>U</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Competently operates radiographic equipment</td>
<td></td>
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<tr>
<td>14. Prepares room for radiographic procedure</td>
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<tr>
<td>15. Positions patient &amp; image receptor to achieve accurate demonstration of affected body part</td>
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<tr>
<td>16. Selects image receptor and/or grid combinations appropriate for part</td>
<td></td>
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<tr>
<td>17. Operates beam restrictor to limit radiation exposure &amp; improve image quality</td>
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<tr>
<td>18. Uses lead markers on image receptors</td>
<td></td>
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<tr>
<td>19. Selects technical factors producing quality diagnostic images with the lowest possible radiation exposure &amp; exposure indicators (i.e. S-number in the appropriate range)</td>
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<tr>
<td>20. Completes procedure in timely manner</td>
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<tr>
<td>21. Practices darkroom procedures resulting in radiographs of suitable quality</td>
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<tr>
<td>22. Critiques images for appropriate anatomy, accuracy of positioning, image quality, patient ID, &amp; exposure index (i.e. S-number)</td>
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<tr>
<td>23. Determines corrective measures to improve inadequate images</td>
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</tr>
</tbody>
</table>
24. Demonstrates adequate computer skills & competence in using PACS | A | NI | U | NA

25. Demonstrates professional work habits

Clinical Instructor/Designee Signature

Comments:

Clinical Instructor/Designee Signature
## PROCEDURE LOG SHEET

<table>
<thead>
<tr>
<th>Exam Type</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Week Total</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHEST EXAMS (200)</strong></td>
<td></td>
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<tr>
<td>i.e. all chest studies (routine, wheelchair, pediatric, decubitus, portable, etc.)</td>
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<tr>
<td><strong>BONY SKELETON (400)</strong></td>
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<tr>
<td>i.e. all upper and lower extremity; all spine studies; hip; pelvis; ribs; portable ortho.; clavicle/AC sacrum/coccyx; skull; nasal bones; facial bones; zygoma; sinuses; mandible; orbits; scapula; sternum; S.I. joints; scoliosis, etc.</td>
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<tr>
<td><strong>GASTROINTESTINAL and GENITOURINARY (200)</strong></td>
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<tr>
<td>i.e. abdomen; abd. Series; esophagram; U.G.I.; small bowel; B.E.; I.V.P.; portable abdomen; etc.</td>
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<tr>
<td><strong>VASCULAR and CONTRAST (50)</strong></td>
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<tr>
<td>i.e. esophagram; U.G.I.; small bowel; B.E.; I.V.P.; cystogram/urogram; operative cholangiogram; myelogram; arthrogram; angiogram; venogram; hysterosalpingogram; etc.</td>
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<tr>
<td><strong>SPECIAL STUDIES and X-RAY IMAGING MODALITIES (50)</strong></td>
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<tr>
<td>i.e. c-arm; soft tissue neck; cystogram/urogram; operative cholangiogram; digital fluoro/radiography; myelogram; arthrogram; mammography; foreign body; hysterosalpingogram; etc.</td>
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<tr>
<td><strong>BEDSIDE and SURGICAL (50)</strong></td>
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<tr>
<td>i.e. trauma hip; trauma c-spine; chest wheelchair; chest pediatric; port. Chest/abdomen/orthopedic; c-arm; trauma shoulder; pediatric extremity; etc.</td>
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</tbody>
</table>

Clinical Instructor Signature ___________________________ Date _______________
# Radiology Program Clinical Time Sheet

## Student Information:
- **Name:** Jane Xraystudent
- **Hospital:** Care Medical Center
- **Semester:** Fall
- **Year:** 2014
- **RAD:** (circle one) 1A 1B 2A 2B 3A 3B 3C 4

## Clinical Time Sheet

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates (week of)</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Week Total</th>
<th>C. I.</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/28-9/1/2014</td>
<td>4</td>
<td>4</td>
<td>8</td>
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<td>16</td>
<td>C.I.</td>
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<td>2</td>
<td>9/4-9/8/2014</td>
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<td>A</td>
<td>4</td>
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<td>12</td>
<td>C.I.</td>
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<td>3</td>
<td>9/11-9/15/2014</td>
<td>4</td>
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<td>C.I.</td>
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<td>4</td>
<td>9/18-9/22/2014</td>
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<td>C.I.</td>
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<td>5</td>
<td>9/25-9/29/2014</td>
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</table>

**Sample**

*(Continue to log hours for the remainder of the semester)*

| Semester Total | 204 hrs |

## Attendance Codes:
- A = Absent
- H = Holiday
- M = Make-up

## Signatures
- **Student:** Jane Xraystudent  
  **Date:** 12-15-2014
- **Clinical Instructor:** Mr. Clinical Instructor  
  **Date:** 12-15-2014

*I declare that the information on this timesheet is true and accurate to the best of my knowledge.*
Quick Reference Guide for Student Injuries

All injuries need to be reported immediately to the clinical instructors. The student will turn in the required paperwork to the Health & Technology Division Office within 24 hours of reported injury.

**Student** - report injury as soon as it occurs to clinical instructor.

**Clinical Instructor** - must fill out the following forms:

1) “Manager’s Report of Employee Injury Form” (yellow paper)
2) “Sharps Injury Report Form” (only if applicable)
3) “Worker’s Compensation Claim Form”
4) “Industrial Injury Medical Treatment Authorization Form” (yellow ½ sheet)

**Student** - Go to the following work injury clinic & take the “Industrial Injury Medical Treatment Authorization Form” (yellow ½ sheet)

CAL-CARE INDUSTRIAL MEDICAL
502 SOUTH GARY AVE.
POMONA, CA. 91766
(909) 620-8887

OPEN 7 DAYS ● 24 HOURS

Take completed paperwork (1 - 4) by clinical instructor to Mount San Antonio College’s Health & Technology Division Office. This paperwork must be completed & returned within 24 hours of reported injury.
MANAGER’S REPORT OF EMPLOYEE INJURY

IMPORTANT: This form is to be completed by employee’s manager and immediately submitted (within one business day) to Administrative Services, Building 4, Room 105.

NAME OF INJURED ___________________ SOCIAL SECURITY # ___-___-____
JOB TITLE/DEPARTMENT ___________________ BIRTHDAY ___-___-____
HOME ADDRESS ________________________ TELEPHONE _________
NUMBER, STREET, CITY, ZIP CODE

DATE OF ACCIDENT / ____/ ____HOUR ______A.M. ________P.M.
DATE REPORTED TO MANAGER ____/____/______HOUR ____ A.M. ______ P.M.

ACCIDENT LOCATION _______________________
BE SPECIFIC BUILDING, PARKING LOT, ADDRESS, CITY, COUNTY, ETC.

EMPLOYEE WORK HOURS: HOURS PER DAY ____ DAYS PER WEEK ____ TOTAL WEEKLY HOURS____

EMPLOYEE STATUS – Check One: REGULAR FULL-TIME ____ REGULAR PART-TIME ____
HOURLY AS NEEDED ____ VOLUNTEER ____
CLINICAL ____ WORK EXPERIENCE ____

HIRE DATE ___/___/____ SALARY RATE $__,____ 10 OR 12 MONTH EMPLOYEE ____
TIME EMPLOYEES BEGAN WORK ____ a.m. ____ p.m.

WHAT WAS EMPLOYEE DOING AT TIME OF INJURY? _______________________________

HOW DID ACCIDENT/ILLNESS/EXPOSURE OCCUR? ________________________________

_______________________________
Managers Report of Employee Injury (Cont’d)

APPARENT NATURE OF INJURY (PLEASE CHECK):  □ Abrasion □ Contusion □ Strain/Sprain
 □ Cut □ Dislocation □ Concussion □ Internal
 □ Other (explain) ____________________________________________________________

INJURED PART OF BODY (PLEASE CHECK): □ Head □ Finger □ Arm □ Abdomen
 □ Neck □ Eye □ Leg □ Hand □ Back □ Chest □ Face □ Foot
 □ Other (explain) __________________________________________________________

DID INJURY INVOLVE SHARPS (NEEDLES)?  YES ______ NO ______

**IF YES, PLEASE COMPLETE THE SHARPS INJURY FORM

DID EMPLOYEE HAVE MEDICAL AID?  YES ______ NO ______

IF YES, WHERE? ________________________________________________________________

NAME/ADDRESS OF FACILITY OR HOSPITAL ________________________________

MSAC HEALTH CENTER YES ____ NO _____

DID INJURED LEAVE WORK? YES ____ NO _____ DATE ____/____/____ TIME ____ am/pm

DID INJURED RETURN TO WORK? YES ____ NO _____

NAME OF WITNESS(ES) _______________________________________________________

WHAT STEPS HAVE BEEN TAKEN TO PREVENT SIMILAR ACCIDENTS? ______________________

WHAT FURTHER STEPS DO YOU RECOMMEND? __________________________

MANAGER’S NAME (PRINTED) _________________________________ EXT. __________

MANAGER’S SIGNATURE __________________________________________ DATE ____
# SHARPS INJURY REPORT

<table>
<thead>
<tr>
<th>Procedure:</th>
<th>Did the exposure incident occur:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Draw venous blood</td>
<td>o During use of sharp</td>
</tr>
<tr>
<td>o Draw arterial blood</td>
<td>o Disassembling</td>
</tr>
<tr>
<td>o Injection, through skin</td>
<td>o Between steps of a multistep procedure</td>
</tr>
<tr>
<td>o Start IV/set up heparin lock</td>
<td>o After use and before disposal of sharp</td>
</tr>
<tr>
<td>o Unknown/not applicable</td>
<td>o While putting sharp into disposal container</td>
</tr>
<tr>
<td>o Other</td>
<td>o Sharp left, inappropriate place (table, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the device being used have engineered sharps injury protection?</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Yes</td>
</tr>
<tr>
<td>Was the protective mechanism activated?</td>
</tr>
<tr>
<td>o Yes-fully</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the exposure incident occur:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Before</td>
</tr>
</tbody>
</table>

## Potentially infectious materials involved:
- **Type:** ____________________________
- **Source:** ____________________________

<table>
<thead>
<tr>
<th>Identify sharp involved:</th>
<th>Did the exposure incident occur:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if known)</td>
<td>o During use of sharp</td>
</tr>
<tr>
<td>Type: ________________</td>
<td>o Disassembling</td>
</tr>
<tr>
<td>Brand: ________________</td>
<td>o Between steps of a multistep procedure</td>
</tr>
<tr>
<td>Model: ________________</td>
<td>o After use and before disposal of sharp</td>
</tr>
</tbody>
</table>

- **Potential examples:** e.g. 18G needle/AB Med/"no stick" syringe

<table>
<thead>
<tr>
<th>Did the device being used have engineered sharps injury protection?</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Yes</td>
</tr>
<tr>
<td>Was the protective mechanism activated?</td>
</tr>
<tr>
<td>o Yes-fully</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the exposure incident occur:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Before</td>
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</tbody>
</table>

## Exposed employee: If sharp had no engineered sharps injury protection, do you have an opinion that such a mechanism could have prevented the injury?
- **Yes** | **No**

**Explain:** __________________________________________

## Exposed employee: Do you have an opinion that any other engineering, administrative or work practice control could have prevented the injury?
- **Yes** | **No**

**Explain:** __________________________________________

## Personal protective equipment being used at the time of the exposure:

<table>
<thead>
<tr>
<th>Actions taken following incident (decontamination, clean-up, etc.):</th>
</tr>
</thead>
</table>

| ADMINISTRATIVE SERVICES ONLY |

<table>
<thead>
<tr>
<th>Have pertinent employee medical records been given to the provider?</th>
</tr>
</thead>
<tbody>
<tr>
<td>o YES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
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</table>

| Risk Management Department | Date |
INDUSTRIAL INJURY MEDICAL TREATMENT AUTHORIZATION

To: Dr./Hospital: ____________________________________________

Address: __________________________________________________

The following employee has authorization to receive medical services in accordance with the terms of the Workers’ Compensation laws.

Employee: ____________________________________________

Date of Injury: __________________________________________

Nature of Injury: __________________________________________

Authorized By: __________________________________________

Date: ___________________________________________________

COMPLETE THIS SIDE IN FULL AND SEND WITH EMPLOYEE.

BILLING INSTRUCTIONS – See Reverse Side

Form B-920 7/98

INSTRUCTIONS TO DOCTOR:

1. Keenan & Associates is the administrator for the District’s Workers’ Compensation Program.
3. Mail original and one copy of Form to Keenan & Associates at location shown below.
4. Mail one copy of Form to employer.
5. Mail all bills in duplicate to Keenan & Associates at the following address:

   2355 Crenshaw Boulevard, Suite 200
   Torrance, CA 90501
   Or
   P.O. Box 4328
   Torrance, Ca 90510
Appendix I

Standards for an Accredited Educational Program in Radiography
EFFECTIVE JANUARY 1, 2014
Adopted by:
The Joint Review Committee on Education
in Radiologic Technology - October 2013

Joint Review Committee on Education in Radiologic Technology
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Chicago, IL 60606-3182
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www.jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these STANDARDS. Copyright © 2010 by the JRCERT
Introductory Statement
The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The STANDARDS require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program’s plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program’s compliance with the STANDARDS.

**Standard One**

*Integrity*

The program demonstrates integrity in the following:

- **Representations to communities of interest and the public,**
- **Pursuit of fair and equitable academic practices,** and
- **Treatment of, and respect for, students, faculty, and staff.**

**Objectives:** In support of Standard One, the program:

1.1 Adheres to high ethical standards in relation to students, faculty, and staff.

1.2 Provides equitable learning opportunities for all students.

1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.

1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.

1.7 Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the STANDARDS.

1.8 Has publications that accurately reflect the program’s policies, procedures, and offerings.

1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.

1.10 Makes the program’s mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.

1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.

1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

1.15 Has procedures for maintaining the integrity of distance education courses.
Standard Two:

Resources

The program has sufficient resources to support the quality and effectiveness of the educational process.

Objectives: In support of Standard Two, the program:

Administrative Structure

2.1 Has an appropriate organizational structure and sufficient administrative support to achieve the program’s mission.

2.2 Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.

2.3 Provides faculty with opportunities for continued professional development.

2.4 Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

Learning Resources/Services

2.5 Assures JRCERT recognition of all clinical settings.

2.6 Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program’s mission.

2.7 Reviews and maintains program learning resources to assure the achievement of student learning.

2.8 Provides access to student services in support of student learning.

Fiscal Support

2.9 Has sufficient ongoing financial resources to support the program’s mission.

2.10 For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.

Standard Three

Curriculum and Academic Practices

The program’s curriculum and academic practices prepare students for professional practice.

Objectives: In support of Standard Three, the program:

3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.

3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.

3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.

3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.

3.6 Maintains a master plan of education.

3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.

3.9 Evaluates program faculty and clinical instructor performance and shares evaluation results regularly to assure instructional responsibilities are performed.

**Standard Four**

**Health and Safety**

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

**Objectives:** In support of Standard Four, the program:

4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.

4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
   - □ Written notice of voluntary declaration,
   - □ Option for student continuance in the program without modification, and
   - □ Option for written withdrawal of declaration.

4.3 Assures that students employ proper radiation safety practices.

4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.

4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.
Standard Five

Assessment

The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Objectives: In support of Standard Five, the program:

Student Learning

5.1 Develops an assessment plan that, at a minimum, measures the program’s student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

Program Effectiveness

5.2 Documents the following program effectiveness data:
- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- Five-year average job placement rate of not less than 75 percent within twelve months of graduation,
- Program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

5.3 Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

Analysis and Actions

5.4 Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5 Periodically evaluates its assessment plan to assure continuous program improvement.

Standard Six

Institutional/Programmatic Data

The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

Objectives: In support of Standard Six, the program:

Sponsoring Institution

6.1 Documents the continuing institutional accreditation of the sponsoring institution.

6.2 Documents that the program’s energized laboratories are in compliance with applicable state and/or federal radiation safety laws.
Personnel

6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

Clinical Settings

6.4 Establishes and maintains affiliation agreements with clinical settings.

6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

Program Sponsorship, Substantive Changes, and Notification of Program Officials

6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

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mail@jrcert.org (e-mail)
www.jrcert.org
# Appendix II

## Radiology Hospitals and Staff

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Contact Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHINO VALLEY MEDICAL CENTER</strong></td>
<td>Ms. Christina Lopez, R.T.</td>
</tr>
<tr>
<td>5451 WALNUT AVENUE</td>
<td>Ms. Lucy Gariador, R.T.</td>
</tr>
<tr>
<td>CHINO, CA 91710</td>
<td></td>
</tr>
<tr>
<td>(909) 464-8600 – main line</td>
<td></td>
</tr>
<tr>
<td>(909) 464-8643 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (909) 464-8886</td>
<td></td>
</tr>
<tr>
<td><strong>FOOTHILL PRESBYTERIAN HOSPITAL</strong></td>
<td>Mr. Paul Harryman, R.T.</td>
</tr>
<tr>
<td>250 S GRAND AVENUE</td>
<td>Ms. Michelle Smith, R.T.</td>
</tr>
<tr>
<td>GLENDORA, CA 91740</td>
<td>Dr. Paul Stern</td>
</tr>
<tr>
<td>(626) 963-8411 – main line</td>
<td></td>
</tr>
<tr>
<td>(626) 857-3114 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 857-3110</td>
<td></td>
</tr>
<tr>
<td><strong>GARFIELD MEDICAL CENTER</strong></td>
<td>Mr. David Villanueva, R.T.</td>
</tr>
<tr>
<td>525 N. GARFIELD AVE</td>
<td>Mr. Mike Craig, Director</td>
</tr>
<tr>
<td>MONTEREY PARK, CA 91754</td>
<td></td>
</tr>
<tr>
<td>(626) 307-2060 – x-ray</td>
<td></td>
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<tr>
<td>(626) 307-2021 – FAX</td>
<td></td>
</tr>
<tr>
<td><strong>INTER-COMMUNITY MEDICAL CTR</strong></td>
<td>Ms. Bettina Hall, R.T.</td>
</tr>
<tr>
<td>210 W. SAN BERNARDINO ROAD</td>
<td>Ms. Estella Young, R.T.</td>
</tr>
<tr>
<td>COVINA, CA 91723</td>
<td>Dr. David Underwood</td>
</tr>
<tr>
<td>(626) 331-7331 – main line</td>
<td></td>
</tr>
<tr>
<td>(626) 915-6281 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 859-5836</td>
<td></td>
</tr>
<tr>
<td><strong>KAISER BALDWIN PARK</strong></td>
<td>Ms. Susan Akles, R.T.</td>
</tr>
<tr>
<td>1011 BALDWIN PARK BLVD.</td>
<td></td>
</tr>
<tr>
<td>BALDWIN PARK, CA 91706</td>
<td></td>
</tr>
<tr>
<td>(626) 851-1011- main line</td>
<td></td>
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<tr>
<td>(626) 851-5135 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 851-7333</td>
<td></td>
</tr>
<tr>
<td><strong>METHODIST HOSPITAL OF SO. CALIFORNIA</strong></td>
<td>Mr. Carlo Dinglasan, R.T.</td>
</tr>
<tr>
<td>300 W HUNTINGTON DRIVE</td>
<td></td>
</tr>
<tr>
<td>ARCADIA, CA 91007</td>
<td></td>
</tr>
<tr>
<td>(626) 574-3654</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 821-6940</td>
<td></td>
</tr>
<tr>
<td><strong>MONTCLAIR HOSPITAL MEDICAL CENTER</strong></td>
<td>Ms. Danielle Bogle, R.T.</td>
</tr>
<tr>
<td>5000 SAN BERNARDINO ROAD</td>
<td>Dr. Steven Cobb</td>
</tr>
<tr>
<td>MONTCLAIR, CA 91763</td>
<td></td>
</tr>
<tr>
<td>(909) 625-5411 – main line</td>
<td></td>
</tr>
<tr>
<td>(909) 625-8376 – x-ray</td>
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<tr>
<td>FAX (909) 625-8315</td>
<td></td>
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<tr>
<td>HOSPITALS</td>
<td>CONTACT PERSON(S)</td>
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<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>MONTEREY PARK HOSPITAL</strong></td>
<td>Mr. Dan Do, R.T.</td>
</tr>
<tr>
<td>900 S. Atlantic Blvd</td>
<td></td>
</tr>
<tr>
<td>MONTERY PARK, CA.91754</td>
<td></td>
</tr>
<tr>
<td>(626) 570-5785 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 281-5660</td>
<td></td>
</tr>
<tr>
<td><strong>PRESBYTERIAN INTERCOMMUNITY</strong></td>
<td>Ms. Christina Carungcong, R.T.</td>
</tr>
<tr>
<td>12401 E WASHINGTON BLVD</td>
<td>Drs. Briney, Shew, Greer</td>
</tr>
<tr>
<td>WHITTIER, CA. 90602</td>
<td>Debby- x11115</td>
</tr>
<tr>
<td>(562) 698-0811 ext. 17018</td>
<td>Her Fax # - (562)789-4463</td>
</tr>
<tr>
<td>FAX (562) 789-4463</td>
<td></td>
</tr>
<tr>
<td><strong>QUEEN OF THE VALLEY HOSPITAL</strong></td>
<td>Mr. Trevor Clyde, R.T.</td>
</tr>
<tr>
<td>1115 S SUNSET AVENUE</td>
<td>Mr. Philip Fornoth, R.T.</td>
</tr>
<tr>
<td>WEST COVINA, CA. 91790</td>
<td>Dr. Cefala</td>
</tr>
<tr>
<td>(626) 814-2460 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 814-2541</td>
<td></td>
</tr>
<tr>
<td><strong>SAN DIMAS COMMUNITY HOSPITAL</strong></td>
<td>Mr. Jim Wilson, R.T.</td>
</tr>
<tr>
<td>1350 W COVINA BOULEVARD</td>
<td>Mr. Pete Domen. R.T.</td>
</tr>
<tr>
<td>SAN DIMAS, CA. 91773</td>
<td>HR Fax # - (909) 305-5691</td>
</tr>
<tr>
<td>(909) 599-6811 ext.2772</td>
<td></td>
</tr>
<tr>
<td>FAX (909) 305-5681</td>
<td></td>
</tr>
<tr>
<td><strong>SAN GABRIEL VALLEY MED CTR</strong></td>
<td>Mr. Rudy Garcia, R.T.</td>
</tr>
<tr>
<td>438 W LAS TUNAS DRIVE</td>
<td>Dr. Turner</td>
</tr>
<tr>
<td>SAN GABRIEL, CA. 91776</td>
<td>Julie Beaudoin-HR (626)943-3787</td>
</tr>
<tr>
<td>(626) 289-5454- main line</td>
<td>Fax # (626) 457-7169</td>
</tr>
<tr>
<td>(626) 570-6520 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (626) 457-7177</td>
<td></td>
</tr>
<tr>
<td><strong>USC UNIVERSITY HOSPITAL</strong></td>
<td>Mr. Raymond Medina R.T.</td>
</tr>
<tr>
<td>1500 SAN PABLO STREET</td>
<td>Mrs. Mary Falkner R.T.</td>
</tr>
<tr>
<td>LOS ANGELES, CA. 90033</td>
<td>Mr. Paul Laffin R.T.</td>
</tr>
<tr>
<td>(323) 442-8710 – x-ray</td>
<td></td>
</tr>
<tr>
<td>FAX (323) 442-8907</td>
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</tr>
</tbody>
</table>
Appendix III

RADIOGRAPHY

DIDACTIC AND CLINICAL

COMPETENCY REQUIREMENTS

Eligibility Requirements Effective January 2012*
Periodic Review Completed 2013 – No Changes

Candidates for certification are required to meet the Professional Requirements specified in Article II of the ARRT Rules and Regulations. This document identifies the minimum didactic and clinical competency requirements for certification referenced in the Rules and Regulations. Candidates who complete a formal educational program accredited by a mechanism acceptable to the ARRT will have obtained education and experience beyond the requirements specified here.

Didactic Requirements

Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Examination in Radiography. These topics are presented in a format suitable for instructional planning in the ASRT Radiography Curriculum (2007).

Clinical Requirements

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in this document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the areas listed below.

- Six mandatory general patient care activities.
- Thirty-one mandatory imaging procedures.
- Fifteen elective imaging procedures to be selected from a list of 35 procedures.
- One elective imaging procedure from the head section.
- Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema.

Documentation

The following pages identify specific clinical competency requirements. Candidates may wish to use these pages, or their equivalent, to record completion of the requirements. The pages do NOT need to be sent to the ARRT.

To document that the didactic and clinical requirements have been satisfied, candidates must have the program director (and authorized faculty member if required) sign the ENDORSEMENT SECTION of the Application for Certification included in the Certification Handbook.

* Note: Candidates who complete their educational program during 2012 or 2013 may use either the previous requirements (effective 2005) or the current requirements (effective 2012). Candidates who graduate after December 31, 2013 may no longer use the previous competency requirements.

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Radiography
Clinical Competency Requirements

The clinical competency requirements include the six general patient care activities listed below and a subset of the 66 imaging procedures identified on subsequent pages. Demonstration of competence should include variations in patient characteristics (e.g., age, gender, medical condition).

1. General Patient Care

   Requirement: Candidates must demonstrate competence in all six patient care activities listed below. The activities should be performed on patients; however, simulation is acceptable (see footnote) if state or institutional regulations prohibit candidates from performing the procedures on patients.

<table>
<thead>
<tr>
<th>General Patient Care</th>
<th>Date Completed</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CPR</td>
<td></td>
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<tr>
<td>2. Vital signs (blood pressure, pulse, respiration)</td>
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<td>3. Sterile and aseptic technique</td>
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<td>4. Venipuncture</td>
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<tr>
<td>5. Transfer of patient</td>
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<tr>
<td>6. Care of patient medical equipment (e.g., oxygen tank, IV tubing)</td>
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</table>

Note: The ARRT requirements specify that certain clinical procedures may be simulated. Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting, and, if applicable, the student will evaluate related images. Examples of acceptable simulation include: demonstrating CPR on a mannequin, positioning a fellow student for a projection without actually activating the x-ray beam, and performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.
Radiography
Clinical Competency Requirements (cont.)

2. Imaging Procedures

Requirement: Candidates must demonstrate competence in all 31 procedures identified as mandatory (M). Procedures should be performed on patients; however, up to eight mandatory procedures may be simulated (see previous page) if demonstration on patients is not feasible.

Candidates must demonstrate competence in 15 of the 35 elective (E) procedures. Candidates must select one elective procedure from the head section. Candidates must select either Upper GI or Barium Enema plus one other elective from the fluoroscopy section. Elective procedures should be performed on patients; however, electives may be simulated (see previous page) if demonstration on patients is not feasible.

Institutional protocol will determine the positions or projections used for each procedure.

Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.

<table>
<thead>
<tr>
<th>Imaging Procedure</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest and Thorax</td>
<td></td>
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</tr>
<tr>
<td>1. Chest Routine</td>
<td>M</td>
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<tr>
<td>2. Chest AP (Wheelchair or Stretcher)</td>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>3. Ribs</td>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>4. Chest Lateral Decubitus</td>
<td>E</td>
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<tr>
<td>5. Sternum</td>
<td>E</td>
<td></td>
<td></td>
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<tr>
<td>6. Upper Airway (Soft-Tissue Neck)</td>
<td>E</td>
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<tr>
<td>Upper Extremity</td>
<td></td>
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<td></td>
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<tr>
<td>7. Thumb or Finger</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Hand</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Wrist</td>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>10. Forearm</td>
<td>M</td>
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<td></td>
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<tr>
<td>11. Elbow</td>
<td>M</td>
<td></td>
<td></td>
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<tr>
<td>12. Humerus</td>
<td>M</td>
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<tr>
<td>13. Shoulder</td>
<td>M</td>
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<tr>
<td>14. Trauma: Shoulder (Scapular Y, Transthoracic or Axillary)*</td>
<td>M</td>
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</tr>
<tr>
<td>15. Clavicle</td>
<td>E</td>
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<tr>
<td>16. Scapula</td>
<td>E</td>
<td></td>
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<tr>
<td>17. AC Joints</td>
<td>E</td>
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<tr>
<td>18. Trauma: Upper Extremity (Nonshoulder)*</td>
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</tbody>
</table>

* Trauma is considered a serious injury or shock to the body. Modifications may include variations in positioning, minimal movement of the body part, etc.
Radiography
Clinical Competency Requirements (cont.)

<table>
<thead>
<tr>
<th>Imaging Procedure</th>
<th>Mandatory or Elective</th>
<th>Date Completed</th>
<th>Patient or Simulated</th>
<th>Competence Verified By</th>
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<tbody>
<tr>
<td>Fluoroscopy Studies – Candidates must select either Upper GI or Barium Enema plus one other elective procedure from this section.</td>
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<tr>
<td>49. Upper GI Series (Single or Double Contrast)</td>
<td>E</td>
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<tr>
<td>50. Barium Enema (Single or Double Contrast)</td>
<td>E</td>
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<tr>
<td>51. Small Bowel Series</td>
<td>E</td>
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<td>52. Esophagus</td>
<td>E</td>
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<tr>
<td>53. Cystography/Cystourethrography</td>
<td>E</td>
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<td>54. ERCP</td>
<td>E</td>
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<td>55. Myelography</td>
<td>E</td>
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<td>56. Arthrography</td>
<td>E</td>
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<tr>
<td>Surgical Studies</td>
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<tr>
<td>57. C-Arm Procedure (Orthopedic)</td>
<td>M</td>
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<tr>
<td>58. C-Arm Procedure (Non-Orthopedic)</td>
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<tr>
<td>Mobile Studies</td>
<td></td>
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<tr>
<td>59. Chest</td>
<td>M</td>
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<tr>
<td>60. Abdomen</td>
<td>M</td>
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<tr>
<td>61. Orthopedic</td>
<td>M</td>
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<tr>
<td>Pediatrics (age 6 or younger)</td>
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<tr>
<td>62. Chest Routine</td>
<td>M</td>
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<tr>
<td>63. Upper Extremity</td>
<td>E</td>
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<tr>
<td>64. Lower Extremity</td>
<td>E</td>
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<tr>
<td>65. Abdomen</td>
<td>E</td>
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<tr>
<td>66. Mobile Study</td>
<td>E</td>
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</tbody>
</table>
APPENDIX IV

RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

PREREQUISITE: #1, #2, & #3

1) ANAT 10A — Introductory Human Anatomy 4 Units
54 hours lecture. Degree Appropriate, CSU, UC
54 hours lab.
A systematic study of the macroscopic and microscopic structures of the human body. Emphasis on cell structures, skeletal, muscular, respiratory, circulatory, nervous, digestive, excretory, endocrine, and reproductive systems.

2) ANAT 10B — Introductory Human Physiology 4 Units
54 hours lecture. Degree Appropriate, CSU, UC
54 hours lab.
An integrated study of the function of and interaction between the skeletal, muscular, respiratory, circulatory, nervous, digestive, excretory (including electrolyte and acid-base balance), endocrine, and reproductive systems (including human genetics and embryology).

3) MEDI 90 — Medical Terminology 3 Units
54 hours lecture. Degree appropriate, CSU
Introduction to the use and meaning of the medical terminology used in various allied health fields and can apply to secretarial science majors.

RAD 50 — Introduction to Radiologic Science and Healthcare 3 Units
Summer Semester Degree Appropriate, CSU
54 hours of lecture.
Prerequisite: Admission to the Radiologic Technology Program, Foundations of radiography and the practitioner’s role in the healthcare delivery system. Principles, practices and policies of healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Includes radiation safety and a foundation in ethics and law related to the practice of medical imaging. Intended for students enrolled in Radiologic Technology Program.

RAD 91 — Nursing Procedures in Radiologic Technology 3 Units
45 hours of lecture. Degree Appropriate, CSU
15 hours of lab.
Concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, pharmacology, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Intended for students enrolled in Radiologic Technology Program.

RAD 1A — Clinical Experience 1A 5.0 Units
Fall Semester Degree Appropriate, CSU
(May be taken for Credit/No Credit only.)
256 hours of lab.
Prerequisite: ANAT10A, ANAT10B, RAD50, RAD91
Co requisite: RAD 61A, RAD 61B, RAD 61C
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on upper and lower limbs, shoulder girdle, pelvis, chest, and abdomen. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 61A — Theory of Radiologic Technology 4 Units
Fall Semester Degree Appropriate, CSU
72 hours of lecture.
Prerequisite: RAD 50
Co requisite: RAD 1A, RAD 61B, RAD 61C
Structure of the atom, radiation, radiographic equipment, exposure factor formulation, technique charts, and radiation protection. Intended for students enrolled in Radiologic Technology Program.

RAD 61B — Radiographic Procedures I 3 Units
Fall Semester Degree Appropriate, CSU
54 hours of lecture.
Prerequisite: RAD 50, RAD 91, ANAT 10A, ANAT 10B, MEDI 90
Co requisite: RAD 61A, RAD 61C, RAD 1
Knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the upper and lower limbs, chest and abdomen. Intended for students enrolled in Radiologic Technology Program.

RAD 61C — Radiographic Procedures I Laboratory 1.5 Units
Fall Semester Degree Appropriate, CSU
18 hours of lecture.
18 hours of lab.
Prerequisite: RAD50, RAD91, ANAT10A, ANAT10B, MEDI90
Co requisite: RAD 61A, RAD 61B and RAD 1
Analysis of the technical performance of producing radiographs of the chest, upper and lower extremities, and KUB. Documentation of radiographic exposure techniques.

RAD 1B — Clinical Experience 1B 3.0 Units
Winter Semester Degree Appropriate, CSU
(May be taken for Credit/No Credit only.)
150 hours of lab.
Prerequisite: RAD 1A
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on upper and lower
limbs, shoulder girdle, pelvis, chest, and abdomen. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program.

RAD 32 – Digital Imaging in Radiology 2 Units
Winter Intersession, Not Degree Appropriate
36 hours of lecture
Prerequisite: RAD 61A
Radiographic digital imaging system components, principles, operation, quality assurance, and maintenance. Factors impacting image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Intended for students enrolled in Radiologic Technology Program.

RAD 2A – Clinical Experience 2A 5 Units
Spring Semester Degree Appropriate, CSU
(Not Degree Appropriate, May be taken for Credit/No Credit only.)
256 hours of lab.
Prerequisite: RAD 1B
Co requisite: RAD 62A, RAD 62B, RAD 62C
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on cervical spine, cross-table trauma cervical spine, thoracic spine, lumbar spine, ribs, paranasal sinuses, esophagus, upper gastrointestinal, small bowel and barium enema. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 62A – Theory of Radiologic Technology 4 Units
Spring Semester Degree Appropriate, CSU
72 hours of lecture.
Prerequisite: RAD 1A, RAD 61A
Co requisite: RAD 2A, RAD 62B, RAD 62C
Areas of X-ray production and interaction with matter, principles of imaging, film screen processing, imaging equipment, and radiation protection. Intended for students enrolled in Radiologic Technology Program.

RAD 62B – Radiographic Procedures II 3 Units
Spring Semester Degree Appropriate, CSU
54 hours lecture
Prerequisite: RAD 61A, RAD 61B, RAD 61C
Co requisite: RAD 62A, RAD 62C, RAD 2A
Knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the vertebral column, bony thorax, cranium, gastrointestinal (GI) system and genitourinary (GU) system. Intended for students enrolled in Radiologic Technology Program.

RAD 62C – Radiographic Procedures II Laboratory 1.5 Units
Spring Semester Degree Appropriate, CSU
18 hours of lecture.
18 hours of lab.
Prerequisite: RAD 61A, RAD 61B, RAD 61C
Co requisite: RAD 62A, RAD 62B, RAD 2A
Practical application of standard imaging procedures and special studies. Consideration is given to the evaluation of optimal images. Focus on anatomy and positioning of the vertebral column, bony thorax, cranium, gastrointestinal (GI) system and genitourinary (GU) system. Intended for students enrolled in Radiologic Technology Program.

RAD 2B – Clinical Experience 2B 3 Units
Summer Semester Degree Appropriate, CSU
(May be taken for Credit/No Credit only.)
144 hours of lab.
Prerequisite: RAD 2A
Co requisite: RAD 63
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on cervical spine, cross-table trauma cervical spine, thoracic spine, lumbar spine, ribs, paranasal sinuses, esophagus, upper gastrointestinal, small bowel and barium enema. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 3A – Techniques of Radiologic Technology 7.5 Units
Fall Semester Degree Appropriate, CSU
(May be taken for Credit/No Credit only.)
364 hours of lab.
Prerequisite: RAD 2B
Co requisite: RAD 63
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 30 – Radiographic Pathology 1.5 Units
Fall Semester Degree Appropriate
24 hours of lecture.
Co requisite: RAD 3

RAD 63 – Theory of Radiologic Technology 4 Units
72 hours of lecture. Degree Appropriate, CSU
Co requisite: RAD 3
Special radiographic studies, advanced modalities, radiation protection, contrast media use and quality assurance processes relative to film-based radiology. Intended for students enrolled in Radiologic Technology Program.

RAD 3B — Clinical Experience 3B 3 Units
Winter Semester Degree Appropriate, CSU (May be taken for Credit/No Credit only.)
150 hours of lab.
Prerequisite: RAD 3A
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 3C — Clinical Experience 3C 7.5 Units
Spring Semester Degree Appropriate, CSU (May be taken for Credit/No Credit only.)
384 hours of lab.
Prerequisite: RAD 3B
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on special and elective procedures. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program. Designed to meet The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards.

RAD 31 — Fluoroscopy and Radiobiology 5.5 Units
Spring Semester Degree Appropriate
90 hours of lecture.
15 hours of lab.
Prerequisite: RAD 62A
Co requisite: RAD 3C
Areas of radiobiology, radiation physics, exposure reduction, fluoroscopy equipment and operation, image evaluation, quality control and patient considerations. Intended for students enrolled in Radiologic Technology Program.

RAD 64 — Theory of Radiologic Technology 4 Units
72 hours of lecture. Degree Appropriate, CSU
Co requisite: RAD 3C
Analytical review of the radiologic technology core curriculum. Serves as preparation for state certification and national registry exams. Intended for students enrolled in Radiologic Technology Program.

RAD 4 — Clinical Experience 4 4.5 Units
Summer Semester Degree Appropriate, CSU (May be taken for Credit/No Credit only.)
243 hours of lab.
Prerequisite: RAD 3C
Clinical experience in the radiology department of affiliated hospitals under the supervision of a licensed radiologic technologist. Emphasis on developing imaging and/or therapeutic technologies. Health physical, background check, drug test, and CPR certification is required. Intended for students enrolled in Radiologic Technology Program.
Glossary

**Affiliation Agreement** - A formal written understanding between an institution sponsoring the program and an independent clinical education setting.

**American Registry of Radiologic Technologists Certification or Equivalent** - Certification by the American Registry of Radiologic Technologists or unrestricted state license to operate radiation producing equipment.

**Assessment** - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

**Assessment Plan** - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

**Clinical Coordinator** - Required if the program has 6 or more clinical education settings or more than 30 students enrolled in the clinical component. The clinical coordinator may not serve as program director. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

**Clinical Instructor(s)** - In radiography one full-time equivalent clinical instructor for every 10 students involved in the competency achievement process.

**Clinical Supervisor(s)** - In radiation therapy, one clinical supervisor for each clinical education setting.

**Clinical Education Setting** - A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical instructor/supervisor is designated at each site.

**Clinical Observation Site** - An observation site is used for student observation of the operation of equipment and/or procedures.

**Clinical Staff** - For radiography, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1. For radiation therapy, the ratio of students to staff shall always be 1:1.

**Communities of Interest** - Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

**Competency Based** - Student attainment of a specified level of proficiency.

**Credentialing Examination Pass Rate** - The number of graduates who pass the American Registry of Radiologic Technologists Credentialing examination or an unrestricted state licensing examination compared with the number of graduates who take the examination.

**Direct Supervision** - Student supervision by a qualified practitioner who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

**Due Process** - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

**Gatekeeper** - An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

**Goals** - Ends or results the program wants to achieve.

**Indirect Supervision** - For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

**Job Placement Rate** - The number of students employed in the radiologic sciences compared to the number of students actively seeking employment in the radiologic sciences.
Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical education settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Mission Statement - A means to communicate an educational vision and purpose.

Mixed Accréditor - An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

Qualified Practitioner - A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Recognized and Accepted Curriculum - 1) The latest American Society of Radiologic Technologists professional curriculum and/or 2) other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Title IV Financial Aid - Monies for education loaned or granted by the Federal government, e.g. Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs.
Student Agreement Form

I have received, reviewed, and understand all the policies and procedures within this Student handbook. I understand that full compliance with these requirements is mandatory. Failure to follow these requirements will result in probation and/or dismissal from the program. The rules have been reviewed with me and explained to me. I have had the opportunity to ask for clarification of any questions regarding these requirements and consequences of non-compliance.

Print Name ____________________________________________

Signature________________________________________________

Date __________________________

Class of ______________________