Computed Tomography Program

Radiologic Technology Department

The Computed Tomography (CT) program at Mt. SAC is a two semester certificate program open to Technologist who possess a valid California Certified Radiologic Technologist (CRT) license and are certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine (or NMTCB), or Radiation Therapy. The program provides a complete educational experience for registered Radiologic Technologists (RTs) who wish to expand their skills into the study of the theory and practice of CT.
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Program Mission

The mission of the Computed Tomography (CT) Program is to prepare competent and professional entry level CT Technologist. Students will be provided with a comprehensive curriculum in the study and clinical practice of CT that addresses evolving technical skills, communication, and critical thinking. It is our goal to provide the necessary clinical and academic experiences to enable students to successfully earn ARRT CT certification.

The CT Program's mission is consistent with the College's mission in that it supports students in achieving their full educational potential in an environment of academic excellence.

Program Goals

1. To provide educational experiences that prepare students to enter the healthcare community as CT Technologists

   - Program curriculum will be up to date with current California state certification educational requirements, ARRT educational requirements, and ASRT Computed Tomography curriculum
   - Clinical experience will be in compliance with California state law
   - Program faculty will be qualified and meet requirements to maintain ARRT credentialing
   - Program curriculum will maintain clinical affiliations enabling the student to become competent entry-level CT Technologists

2. To prepare clinically competent entry-level CT Technologists

   - Students will develop workforce readiness skills
   - Students will apply accurate positioning skills and provide appropriate patient care
   - Students will select optimal technical factors
   - Students will utilize appropriate radiation protection and ALARA principles
   - Students will demonstrate academic and technical competence as an entry-level CT Technologists

3. To develop CT Technologists who utilize exceptional communication skills

   - Students will communicate effectively with patients, clinical staff, and peers
   - Students will demonstrate effective written and verbal communication skills in didactic and clinical settings
4. To train CT Technologists to use critical thinking and problem-solving skills to perform job-related functions

- Students will use critical thinking skills in both routine and non-routine clinical situations
- Students will adapt standard procedures for non-routine patients
- Students will analyze images to determine diagnostic quality and make modifications as needed

5. To develop CT Technologists who perform CT procedures professionally

- Students will exhibit professional work ethic, behavior, and attitude
- Students will abide by the ASRT Code of Ethics
- Students will use professional judgment when working with patients and others

6. To encourage students to invest in continued personal and professional growth

- Students will identify the advantage of belonging to professional organizations
- Students will understand the need for continued professional development and growth
- Students will participate in professional development activities

7. Students will meet the employment demands of the medical community

- Students will pass the ARRT certification exam in CT
- Students will secure employment as a CT Technologist within one year of program completion

Program Overview

The Computed Tomography (CT) program at Mt. SAC is a two semester certificate program open to Technologist who possess a valid California Certified Radiologic Technologist (CRT) license and are certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine (or NMTCB), or Radiation Therapy. The program provides a complete educational experience for registered Radiologic Technologists (RT’s) who wish to expand their skills into the study of the theory and practice of CT. Students will have the opportunity to learn and develop competence in patient care, communication skills, critical thinking, and technical skills that will prepare the student to become a competent entry level CT Technologist.

The program curriculum is designed to meet the CT educational and clinical training requirements set forth by the ARRT. The educational standards established by the American Society of Radiologic Technologists (ASRT) are also incorporated into the curriculum. Educational activities include lecture, discussions, group activities, and hands-on clinical training at a clinical site.
The program includes:

- ARRT clinical experience requirements and content specifications
- ARRT 16 hour structured education requirement
- Course work in cross-sectional anatomy, pathology, patient care and safety, CT procedures, equipment, image evaluation, instrumentation, technique, physics, and quality assurance/quality control.

The program is completed during Winter and Spring semesters (22 weeks). Didactic courses are scheduled two - four days per week and require the student to be on campus. Clinical training will be conducted at affiliated healthcare institutions and there is no guarantee the student will be placed close to home. Hours for clinical training are arranged with the clinical site (days and times will vary depending on the site). No arrangements for part time status are available.

Applicants will be required to complete a background check, physical, drug test and provide proof of immunizations during the admissions process. For more information on those requirements please contact Paulette Engisch at pengisch@mtsac.edu or (909) 427-4527.

Upon successful completion of the program, the student will receive a Certificate of Completion from Mt. San Antonio College. Technologist certified and registered by ARRT in the appropriate disciplines will be eligible to sit for the ARRT Computed Tomography certification examination.

**Computed Tomography & Role of the CT Technologist**

Computed Tomography (CT) is a sophisticated diagnostic imaging modality that captures cross-sectional images of the patient utilizing ionizing radiation and a computer. CT can be used to image many parts of the body, such as the head, neck, chest, abdomen, pelvis, spine, and extremities. CT plays a vital role in diagnosing trauma patients.

CT Technologists are highly-trained professionals who work with specialized x-ray equipment to produce diagnostic images of the body that will assist the radiologist in diagnosis and treatment of disease and injury. Technologists also ensure the safety and well-being of the patient. It is essential that the CT Technologist be knowledgeable in anatomy, can make judgments about the formation of the image, and be able to perform CT procedures in an efficient and competent manner. CT Technologists work closely with patients, fellow technologists, radiologists, and many members of the healthcare team. Professional duties include providing quality patient care, operating sophisticated equipment, performing routine & emergency procedures, recording a patient’s clinical history, preparing patients for procedures, evaluating images for technical quality, assisting with interventional procedures, observing radiation protection measures, processing/reconstruction of images, and participating in quality assurance measures.
**Employment Outlook**

The U.S. Bureau of Labor Statistics (USBLS) lists Computed Tomography (CT) Technologists under Radiologic Technologists (RT). According to the USBLS, employment of RTs is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. As the population grows and ages, there will be an increase in medical conditions which will increase demand for diagnostic imaging. In addition, federal health legislation will expand the number of patients who have access to health insurance, increasing patient access to medical care.

An RT with an associate's degree in Radiologic Science can move into a career at a hospital, healthcare clinic, urgent-care center or managed-care facility and earn a comfortable living. Others can obtain additional certification and training (such as CT) to advance their careers or to move into another specialty.

The demand for well-qualified CT Technologists is on the rise as CT is continuing to become a frontline diagnostic tool, often the first choice of imaging because of its accuracy. Faster CT scanners, expansion of the types of CT procedures performed, and hospital accreditation standards have also increased demand for qualified CT Technologists. On the job training of Technologists does not meet the educational needs of today’s CT technologist; therefore, RT’s with advanced certification in CT will be very marketable to employers. Some institutions will reward technologist who have earned advanced CT certification with a salary increase. Since the CT program is so unique, graduates are likely to be readily employed upon successfully passing the ARRT CT examination.


**ARRT Structured Education & Clinical Experience Requirements**

Candidates pursuing certification and registration in computed tomography (CT) must be registered with the ARRT in Radiography, Nuclear Medicine Technology (registration with NMTCB is also accepted), or Radiation Therapy. In addition, candidates must document completion of the CT Clinical Experience Requirements. To start documenting procedures, log in to My ARRT Info and click "Pursue Post-Primary Certification and Registration.

Beginning January 1, 2016, candidates must also document completion of 16 hours of structured education. Learn more about ARRT’s education requirements.
Admission Process

The Computed Tomography (CT) Certificate Program has special admission requirements and limited enrollment. This program is open to Technologist currently ARRT certified and registered in Radiologic Technology, Nuclear Medicine, or Radiation Therapy. Applicants are responsible for ensuring that all admission requirements below are met, and all documents are submitted on time.

Application Window

The application window is between Sept 1st – Oct 1st

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. Apply to Mt. San Antonio College and be accepted as a student.
   - Students transferring from other colleges must have their official transcript sent to Mt. SAC’s Admissions and Records Office.

2. Complete a Mt. SAC Computed Tomography Program Application. Submit the application with supporting documentation via email to Yen Hang at yhang@mtsac.edu. Applications may also be dropped off at the Allied Health Programs Office (Bldg. 67A/145, 909-274-4963). Applications are available on the Mt. SAC CT Program website. All applications are dated upon receipt.
   - Applicants must be Certified and Registered by the ARRT in Radiologic Technology, Nuclear Medicine, or Radiation Therapy. Provide a copy of current ARRT certification with application.
   - Applicants must have a current CA Certified Radiologic Technology (CRT) Certificate. Provide a copy of current CRT certification with application.
   - ARRT and CRT certification must be maintained throughout program.
   - Applicants must possess a valid Social Security Card. This is a licensed profession, and a valid Social Security Number is required to obtain national licensure.
   - Applicant must be certified in Cardiopulmonary Resuscitation (CPR). CPR certification must be maintained throughout the program. Provide a copy (front & back side) of current CPR certification with application.
     - CPR level required for the program: American Heart Association: BLS Healthcare Provider, valid 2 years
   - Applicants must be certified to perform Venipuncture in California. Provide a copy of certification or documentation with application.

Deadline for application submission is Oct 1st. Only complete application files will be considered for admission.
3. Complete health physical, required tests, and immunizations prior to program admission. Provide documentation of completion by the due date indicated on the provisional admission letter.

- Physical examination forms are provided with the provisional admission letter and are also available in the Allied Health Programs Office (Bldg. 67A, Room 145).
- Applicants must have a drug test prior to program admission (See Drug Testing Policy/ Appendix I)
- Applicants will be given instruction on drug testing procedures upon provisional admission to the program and are responsible for the cost of the drug test.
- Drug testing is offered at the Student Health Center at Mt. SAC.
- If an applicant is denied access by a clinical site due to drug screening results, and as such, cannot meet program requirements, the applicant will not be admitted into the program.

4. Submit acceptable background check (See Background Check Policy/ Appendix II). All applicants will be required to complete a background check prior to program admission (a valid Social Security number is required to complete this process). The clinical affiliate determines if an applicant can participate in the clinical rotation based on the results of the background check.

- Applicants will be given information on how to complete the background check process upon provisional admission to the program.
- Background check is to be completed at www.castlebranch.com
- Background checks will be reviewed by the applicant’s clinical affiliate. Upon review, if the applicant is deemed unacceptable for clinical placement, the program will not pursue an alternate clinical placement. If an applicant is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the applicant will not be admitted into the program. The clinical rotation site decision is final.

5. Complete and submit all other clinical site requirements if applicable and submit documentation.

6. Attend a mandatory orientation meeting with the Radiologic Technology Department. The date and time of orientation will be provided to you upon provisional program admission.

7. Submit Clinical Exemption Documentation (if applicable, see p. 11).

**Selection**

Selection of applicants is lottery based. Applications are put into a pool and selected through a computerized, random process. Those who are not admitted each term are not placed on a waitlist. Applicants can reapply the following year. The program will make every effort to notify the applicant of provisional admission by email no less than 60 days prior to the beginning of the program. The letter will include a list of requirements and forms that must be completed within 30 days.
Program Requirements: All CT students must

1. Receive a minimum grade of 78% (C) in each CT course

2. Maintain current CPR certification for the duration of the program

3. Must abide by program policies and procedures described in the CT program handbook
   a. Student placement in the clinical education component of the program is determined each semester. Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

4. Meet program competency requirements

5. Complete 17 units including required number of clinical hours. Curriculum information and courses are listed on pages 8-10. Students must follow program curriculum as defined at the time of acceptance to the program.

6. Complete clinical education coursework (within two years) to satisfy ARRT certification requirements
   a. For more information on ARRT CT certification and clinical experience requirements, visit their website at https://www.arrt.org/certification/computed-tomography
   b. All clinical experience documentation must be completed and may be requested from ARRT if the student is audited.

Curriculum

TheComputed Tomography (CT) curriculum was developed utilizing the American Registry of Radiologic Technologist educational and clinical experience requirements, and the American Society of Radiologic Technologist CT curriculum. Program education in CT is accomplished with a combination of didactic and clinical learning experiences.

The didactic portion of the CT program consists of 3 courses that will be instructed on campus during evening hours. Curriculum includes topics such as cross sectional anatomy, pathology, patient care, CT procedures, equipment, image evaluation, instrumentation, technique, physics, and quality assurance/quality control.

The clinical component consists of two semesters with direct supervision at a Mt. SAC approved clinical site. Program officials will determine the student’s clinical placement. The clinical site will assign clinical days and times and the student must be able to work that assignment. Clinical days are assigned Mon-Sun between the hours of 6:30am and 10:00pm. The student is expected to be responsible to the clinical site by being punctual, dependable and cooperative.

At the completion of the program, the student will have completed 486 clinical and 144 didactic hours, and proven competent in all clinical experience requirements as defined by the ARRT.
**Course Descriptions**

**RAD 70**
Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures, function, and common pathologic conditions. Anatomical structures are located and identified in axial (transverse), sagittal, coronal and orthogonal (oblique) planes with a focus on the characteristic appearance of each anatomical structure and pathology as it appears on Computed Tomography images.

**RAD 71**
Procedures for Computed Tomography (CT) imaging of adults and pediatric patients. Procedures include, but are not limited to, indications for procedure, patient care and safety, positioning, contrast media usage, patient assessment, scout image, selectable scan parameters and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomology and pathology. CT images studied will be reviewed for quality, anatomy and pathology.

**RAD 72**
Physical principles and instrumentation involved in Computed Tomography (CT). Physics topics covered include x-radiation in forming the CT image, CT beam attenuation, linear attenuation coefficients, tissue characteristics and Hounsfield numbers application. CT system and operations, the CT process, image quality, and radiation protection practices for the CT patient will be covered.

**RAD 7A**
Computed Tomography clinical experience in the radiology department of affiliated clinical sites under the supervision of a registered Radiologic Technologist, supervisor or physician. Emphasis on Computed Tomography procedures of the head, neck, spine, musculoskeletal, chest, abdomen, pelvis, and special procedures. Image display, post processing and quality assurance is included. Intended for students enrolled in Computed Tomography Certificate Program. Health physical, background check, drug test, and CPR certification is required. Prior to enrolling in this course, student must possess a valid California Certified Radiologic Technologist (CRT) license and be certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine (or NMTCB), or Radiation Therapy.

**RAD 7B**
Continued Computed Tomography clinical experience in the radiology department of affiliated clinical sites under the supervision of a registered Radiologic Technologist, supervisor or physician. Emphasis on Computed Tomography procedures of the head, neck, spine, musculoskeletal, chest, abdomen, pelvis, and special procedures. Image display, post processing and quality assurance is included. Intended for students enrolled in Computed Tomography Certificate Program. Health physical, background check, drug test, and CPR certification is required. Prior to enrolling in this course, student must possess a valid California Certified Radiologic Technologist (CRT) license and be certified and registered by the American Registry of Radiologic Technologists (ARRT) in one of the following supporting disciplines: Radiologic Technology, Nuclear Medicine (or NMTCB), or Radiation Therapy.
Course Schedule

Required: A grade of 78% (C) or better in all RAD courses is required for all students.

### Winter Semester (6 weeks)

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 7A</td>
<td>Computed Tomography Clinical Experience 7A</td>
<td>2</td>
<td>18 Weekly Arranged Hours</td>
</tr>
<tr>
<td>RAD 70</td>
<td>Computed Tomography Sectional Anatomy and Pathology</td>
<td>2</td>
<td>M, T, &amp; TH 6:00pm-8:00pm</td>
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### Spring Semester (16 weeks)

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<th>Course</th>
<th>Description</th>
<th>Credit</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>RAD 71</td>
<td>Computed Tomography Procedures and Patient Care</td>
<td>3</td>
<td>W 6:00pm- 9:10pm</td>
</tr>
<tr>
<td>RAD 72</td>
<td>Computed Tomography Physics and Instrumentation</td>
<td>3</td>
<td>T &amp; Th 6:00pm-7:25pm</td>
</tr>
<tr>
<td>RAD 7B</td>
<td>Computed Tomography Clinical Experience 7B</td>
<td>7</td>
<td>24 Weekly Arranged Hours</td>
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Total semester credit hours in program 17
Clinical Affiliates

Currently the program has clinical affiliations with the healthcare facilities listed in Appendix III. Additional sites are added as needed.

To add a clinical site for this program, the applicant must request approval from the radiology administrator to complete clinical hours at the hospital/facility and send the following information to the program director to initiate an affiliation agreement:

1. Name and address of facility
2. Name and email address of radiology administrator

The program director will then initiate an affiliation agreement. The program cannot guarantee that a new clinical site can be added for all prospective students. Admission to the program is contingent upon a finalized affiliation agreement.

Program Director: Monique Neel, mneel@mtsac.edu, (909) 274-4680

Clinical Experience Exemption

Exemption for clinical course RAD 7A or RAD 7B is an option and is available for applicants who have CT clinical experience and only wish to enroll in the didactic portion of the program. The applicant must provide documentation of completion of the ARRT required clinical experience according to ARRT instruction. Print a copy of the ARRT “progress” page for submission to the program director for review with the CT program application. If approved, the applicant will be exempt from the clinical course(s). If the clinical experience is not approved, the applicant must enroll in the clinical course(s).

For instructions on documenting procedures, log in to My ARRT Info and click "Pursue Post-Primary Certification and Registration."

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 items, (i.e. transportation to school and to and from the clinical facilities) are to be arranged by the student. Scholarships or loan funds may be available; please contact Financial Aid for further information.

Student Expenses

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Enrollment Fees</td>
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</tr>
<tr>
<td>Student Activities Fee</td>
<td>$11 per semester</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$19 per semester</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$50 per semester</td>
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Background Check  Approximately $42  
Drug Screening  Approximately $15  
Uniforms  Approximately $20 to $40 each  
Physical examination  Approximately $45  
Textbooks  Approximately $300  
Licensing Fees  $200 ($400 using NMTCB as supporting cat)  
CPR course  Approximately $50  
Transportation  Must have own transportation  
Meals  Not provided by the hospitals or the college  
* Tuition and fees are subject to change each year  

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  
Didactic courses:  
- Students are expected to attend all class meetings  
- Professors may take attendance at all class meetings  
- The course professor is responsible for informing his/her classes of the attendance policies at the beginning of each semester and it is the students’ responsibility to know the attendance policy for each course (see course syllabus)  

Clinical courses:  
- Students are expected to attend all class meetings  
- Students are expected to be responsible to the clinical site by being punctual, dependable and cooperative  
- Students are responsible for logging clinical hours on a clinical time sheet (See Appendix IV for sample time sheet)  
- See Clinical Attendance Policy/ Appendix V  

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 the course schedule/receipt, available on the “My Mt SAC” portal for information regarding key dates. Dates vary and are often course specific.  

Failure to officially drop a class may result in a failing grade and/or a financial obligation to the college.  

See the current Mt. SAC catalog for more information on dropping and withdrawing from the College or college courses.  

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Voluntary Withdrawal Policy

Students may find it necessary to withdraw from the CT 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 eligible 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 CT program are allowed a maximum of two (2) entrances.

Readmission Policy

Students who have entered the 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. Readmission to the CT program must take place within one year of leaving the program.

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.

The program may allow an exception to this policy based on defined extenuating circumstances. Students should contact the program director directly for a petition to re-enter/repeat based on these circumstances.

Recognizing the primacy of patient safety and the ethical conduct of health care professionals, the program 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

Students who leave the program in good standing will be eligible for program readmission subject to space availability. Students may not be placed at their previous clinical site and must attend their newly assigned clinical site. Also, the curriculum under which as student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the program requirements in place at the time of readmission.

The following is a description of the process and requirements to be considered for readmission:

1. Students requesting readmission must send a request for readmission to the program director no less than five (5) months prior to their intended readmission date.
• If a student left the program for medical reasons, a medical examination and signed medical release from a physician must accompany the request for readmission.

2. Once the program director approves the readmission of the student, the student must complete program admission requirements listed in catalog including the following:
   • Physical examination (including TB test [PPD or chest x-ray], proof of required vaccinations, drug testing, etc…)
   • Background check
   • Submit copy of: current CPR certification, current ARRT certification & registration, and current CRT

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

**Student Conduct & Disciplinary Procedures**

Mt. SAC strives to provide for an effective education of all students. Under program policies, disciplinary actions and terminations are expected to be handled in a manner to achieve the least adverse effects for the student and program. All program policies regarding student conduct and disciplinary procedures are detailed in [Appendix VI](#).

Program students are responsible for familiarizing themselves and complying with all student conduct policies.

The following policies/documents are detailed in [Appendix VI](#):

- **College Standards of Conduct**
- **Academic Honesty Policy**
- **Code for Clinical Conduct**
- **Honor Code**
- **ARRT Standards of Ethics**
- **Student Complaint & Grievance Process**
- **Probation & Dismissal Policy**
- **Due Process Policy**
Clinical Education Policies & Requirements

Background Check

All students will be required to pass a criminal background check prior to entering the program. A valid social security number is required to complete this process. See the Background Check Policy in Appendix III.

Drug Testing

As a part of the physical examination required by healthcare agencies, students preparing for entry into the CT program, and students currently enrolled in the program, will be required to submit the results of a drug screen test to the program as a condition of participation in the program. See the Drug Testing Policy in Appendix I.

Radiation Safety Rules for Clinical Experience

The student should make every attempt to minimize occupational exposure through consistent application of the Radiation Safety Rules for Clinical Experience. Violation of the Radiation Safety Rules for Clinical Experience may be subject to probation and/or permanent program dismissal. See rules in Appendix VII.

Clinical Attire

Students are required to be neat and professional in appearance while training in the clinical setting. See Appendix VIII for a complete description of the Clinical Attire Policy.

Direct & Indirect Supervision

The program must ensure that students are properly supervised while performing CT procedures in the clinical setting. To assure patient safety and proper educational practices, program students are required to train under the direct and indirect supervision requirements detailed in Appendix IX.

Radiation Monitoring

Working with ionizing radiation and radioactive materials requires the student to wear a personnel dosimeter that measures the amount of occupational exposure received. Dosimeters are supplied by Mt. SAC and students are required to wear them during clinical education training. A Radiation Safety Officer will monitor the student’s exposure level and will counsel students if safe levels are exceeded. See Student Radiation Exposure Policy in Appendix X.
Additional Information

Social Security Number

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

Vacation Periods

Students will have a break period between semesters/intersessions. No other vacation periods are scheduled.

Outside Work

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.

Transportation

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

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

Student Pregnancy

Reporting of pregnancy to program officials is voluntary on the part of the student. The student has the right to not declare pregnancy and remain in the program with no modification option.
Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, published by the US Regulatory Commission provides information and guidelines (See Policy for Declared Pregnant Radiography Students/Appendix XI)

**Transfer Credit**

Due to the difference in program structures, there is no transfer credit available for other CT programs

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational rights and Privacy Act affords students certain rights with respect to their educational records. See the Student’s Rights and Policies on the Mt. SAC website to review these rights.

**Refund Policy**

See current Mt. SAC catalog for refund policy

### College Assistance

**Student Support Services**

The college provides Student Support Services and Programs to students in support of student learning. Students and the public can access the services through the Student Support Services Website or by visiting the appropriate student service building on campus. A Student Services Phone Directory & Locations is available online.

Student Support Services at Mt. SAC helps students learn about financial aid opportunities, and various counseling, assessment, and assistance programs, including disabled student services. The Student Support Services Website includes more than 20 departments specifically aimed at helping students succeed in college.

**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 909-274-4736.

Students with Disabilities

Persons with disabilities who require special accommodations are requested to call Mt. SAC’s Disabled Student Programs & Services at (909) 427-4290 for assistance.

College Policies Safeguarding the Health and Safety of Students

Appropriate institutional policies and procedures assure that students are protected. These policies address areas such as emergency preparedness, harassment, communicable diseases, and substance abuse. Policies and procedures meet federal and/or state requirements as applicable. Enrolled students may access College Board Policies (BPs) and Administrative Procedures (APs) on the College Board Policies (BPs) and Administrative Procedures (APs) on the College Website.

College policies addressing the health and safety of students include, but are not limited to the following:

- AP 3500- Campus Safety
- AP 3503- Emergency Procedures
- AP 3430- Prohibition of Harassment
- AP 5210- Communicable Diseases
- AP 3550- Drug-Free Environment and Drug Prevention
- AP 3560- Alcoholic Beverages
- AP 3540- Sexual Assaults on Campus
- BP 5500- Standards of Conduct

Additional BPs and APs that safeguard the health and safety of students are available on the College Website.

Student Injuries

All injuries need to be reported immediately to the clinical instructor. The student is responsible for turning in the required paperwork to the Health & Technology Division Office within 24 hours of the reported injury. See Appendix XII for the Student Injury Policy & Quick Reference Guide.

For more information about the CT Certificate Program, contact

Program Director: Monique Neel, mneel@mtsac.edu, (909) 274-4680
APPENDIXES
Appendix I

Drug Testing Policy

In accordance with the Mt. San Antonio College’s Health Professions Drug Testing Policy, the Computed Tomography (CT) 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. 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.

The drug 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).

A student with a positive drug screen will be disallowed from clinical participation and any course requiring clinical participation.

A student excluded for a positive drug screen may request reconsideration for program entry the following year based on program readmission policies. A second positive drug screen would result in the student being disallowed for readmission to the Radiologic Technology Program.

Additional guidelines for CT Program students are as follows:

- Students may be subject to additional drug screen tests while enrolled in the program. The additional drug screen tests are required for participation in clinical training at various clinical sites.
- Students believed to be under the influence of any intoxicant while attending program courses (in accordance with the CT Program’s Code for Clinical Conduct and the College Standards of Conduct) will be subject to drug testing at that time.
- All drug testing will be conducted at the student’s expense.
- Failure to comply with any aspect of the drug testing policy will result in program expulsion.
- Students with a positive drug screening due to prescription medications will be required to submit a physician’s note to support the positive drug screen results. The student will be responsible for presenting the positive drug screening results with the physician’s note to the assigned clinical facility. The clinical facility will determine if the student will be allowed to participate in clinical training based on the facility’s policies.
  - Students who are denied training by the clinical site cannot continue in the program.
  - The CT program is not obligated to secure a clinical training site for students who are declined by a site due to a positive drug screen.
Appendix II

Background Check Policy

The use of background checks on individuals working in clinical settings is one of the mechanisms that agencies use to help protect their clients/patients. This policy is a requirement of the program’s clinical affiliates and the Joint Commission Standard (HR.1.20). The standard states students and volunteers who work in the same capacity as staff who provide care, treatment, and services, would be expected to have criminal background checks verified when required by law, regulation, and/or organization policy.

Therefore, all students will be required to complete a background check prior to participating in the clinical education portion of the program. 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 student is responsible for the cost of the background check. Additional background checks may be requested by clinical affiliates prior to clinical placement in that specific clinical site. The cost associated with additional background checks will be covered by the clinical affiliate.

Background check results will be accessible and reviewed by the Clinical Coordinator, Program Director, and the program’s clinical affiliate prior to clinical training. Upon review, if a student’s background check summary 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. If a substitute facility is secured, the affiliate will be informed of the student’s prior denial from the initial clinical affiliate.

Students do have an avenue of recourse should they “fail” the background check. Mistakes can be made and, as with any other threat to a student’s right to maintain, enrollment, a means of due process is available. See the Due Process on p. 35.

Students who leave the program in good standing will be readmitted 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 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

All students will be required to pass a criminal background check prior to entering the clinical education phase (a valid Social Security number is required to complete this process).

ARRT Ethics Review Pre-Application

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. The Ethics Review Pre-
Application 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. The program strongly recommends 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, and denial of licensure.
# Appendix III
## Radiology Clinical Affiliations

<table>
<thead>
<tr>
<th>Arcadia Radiology Medical Group</th>
<th>Methodist Hospital of Southern California</th>
</tr>
</thead>
<tbody>
<tr>
<td>612 W. Duarte Rd. Suite 101 Arcadia, CA 91007</td>
<td>300 W Huntington Dr Arcadia, CA 91007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Centerlake Imaging &amp; Oncology</th>
<th>Montclair Hospital Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1700 W. West Covina Pkwy West Covina, CA 91790</td>
<td>5000 San Bernardino Rd Montclair, CA 91763</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chino Valley Medical Center</th>
<th>Monterey Park Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>5451 Walnut Ave Chino, CA 91710</td>
<td>900 S Atlantic Blvd Monterey Park, CA 91754</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Children’s Hospital Orange County</th>
<th>Pomona Valley Hospital Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1201 W La Veta Orange, CA 92868</td>
<td>1798 N. Garey Avenue Pomona, CA 91767</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foothill Presbyterian Hospital</th>
<th>Presbyterian Intercommunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 S Grand Ave Glendora, CA 91740</td>
<td>12401 E Washington Blvd Whittier, CA 90602</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Garfield Medical Center</th>
<th>Queen of the Valley Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>525 N Garfield Ave Monterey Park, CA 91745</td>
<td>1115 S Sunset Ave West Covina, CA 91790</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Inter-Community Medical Center</th>
<th>San Dimas Community Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>210 W San Bernardino Rd Covina, CA 91723</td>
<td>1350 W Covina Blvd San Dimas, CA 91773</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kaiser Baldwin Park</th>
<th>San Gabriel Valley Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011 Baldwin Park Blvd Baldwin Park, CA 91706</td>
<td>438 W Las Tunas Dr San Gabriel, CA 91776</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Keck Hospital of USC</th>
<th>San Gabriel Valley Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 San Pablo St Los Angeles, CA 90033</td>
<td>438 W Las Tunas Dr San Gabriel, CA 91776</td>
</tr>
</tbody>
</table>

*This list includes healthcare facilities currently affiliated with Mt. SAC. Some of the facilities will not be accepting CT students for clinical training.*
### Appendix IV

**Computed Tomography Clinical Time Sheet**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Jane x-ray Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital:</td>
<td>Care Med. Ctr.</td>
</tr>
<tr>
<td>Semester/Session:</td>
<td>Winter</td>
</tr>
<tr>
<td>Year:</td>
<td>2017</td>
</tr>
</tbody>
</table>

#### Attendance codes:
- A = absent
- T = tardy

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/9— 1/15/17</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>2</td>
<td>1/16— 1/22/17</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>1/23— 1/29/17</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>1/30— 2/05/17</td>
<td>HOLIDAY</td>
<td>8</td>
<td>8</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
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<td>5</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>2/13— 2/19/17</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**Semester Total Hours**

108

Signature “I declare that the information on this timesheet is true and accurate to the best of my knowledge.”

Student: __________________________ Date: ____________

Clinical Instructor: __________________________ Date: ____________
Appendix V

Clinical Attendance Policy

The following attendance requirements apply to RAD 7A and RAD 7B

- Students must attend all required clinical hours. Clinical hours are arranged by the clinical instructor/site and may be scheduled between the hours of 6:30am-10pm Monday-Sunday.
  - RAD 7A requires 18 hours/week of arranged clinical hours
  - RAD 7B requires 24 hours/week of arranged clinical hours
  - Modifying clinical schedule: 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 modified with mutual approval of all parties. Students subverting this process by making arrangements with clinical sites without prior approval from the college faculty will be subject to probation and dismissal from the program.

- Clinical hours must be logged on the clinical time sheet provided in the clinical handbook for each clinical course. The student is responsible for obtaining the clinical instructor’s signature verifying the hours completed for the semester. Clinical handbooks must be turned in to the clinical coordinator to pass the course. Time sheets will be filed in the department for 5 years in compliance with state regulations.

- Students shall not attend clinical unless he/she has enrolled and paid for the course.

- Students shall not participate in more than 10 hours per day of clinical training.

- No personal vacations or time-off are allowed during scheduled clinical courses.

- Banking hours (making up hours before the absence) is not allowed.

- Absences
  - 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.
  - 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 a student is late or absent, the student must call his or 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.
  - Hours must be made up when the college is open (6:30 a.m- 10:00 p.m., Monday through Sunday). The college is closed on holidays (see the academic schedule for observed holidays).
○ All absences/tardies must be made up at the clinical facility where the absence occurred and within the applicable semester or inter-session (Not to exceed 10 hours per day of clinical training, and the total didactic and clinical involvement shall not exceed 40 hours per week. Hours exceeding these limitations due to making up of clinical hours must be voluntary on the student’s part).

○ In the event of an absence, the student is responsible for completing an Absence/Makeup Form and submitting it to the Clinical Coordinator or faculty member **within 3 days of the absence**.

- If the attendance policy is exceeded before the last day to drop with a “W,” a grade of “W” will be assigned. If the policy is exceeded after the last day to drop with a “W,” a grade of No Pass (NP) will be assigned.

- In the event of extenuating circumstances (ex. jury duty, court subpoena), the program reserves the right to make arrangements with the student. The faculty member and clinical instructor must meet with the student to discuss the circumstance and determine a possible solution.

○ Relief from clinical assignment during finals is reserved for program core courses. and required general education courses, or required supportive courses. This policy **does not apply to elective courses.** (Daytime final: Excused for the day, Evening final: Excused at noon)

<table>
<thead>
<tr>
<th><strong>RAD 7A</strong></th>
<th><strong>RAD 7B</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 absences/incidents or tardies will necessitate probation status</td>
<td>3 absences/incidents or tardies will necessitate probation status</td>
</tr>
<tr>
<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>
<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>
Appendix VI

Student Conduct & Disciplinary Procedures

College Standards of Conduct

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 disability, gender, gender identity, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. 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.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College sponsored or supervised functions.
17. 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.

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

19. 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.

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

21. 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.

Academic Honesty Policy

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

Cheating (Academic Dishonesty)

The term “Cheating” includes but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information
3. Using unauthorized material or sources
4. Changing an answer after work has been graded and presenting it as improperly graded
5. Illegally accessing confidential information through a computer
6. Taking an examination for another student or having another person take an examination for you
7. Presenting another person’s work as your own
8. Forging or altering registration or grade documents
9. Submitting collectively developed work as your own, unless specifically allowed by the professor

A professor who determines that a student has cheated may give the student a failing grade for the assignment and should report the alleged academic dishonesty to the Student Life Office, which will maintain a record of the report and appropriate action under the provisions of the Administrative Procedures on Student Discipline (AP 5520).

Students are advised that allegations of dishonesty are serious, and can lead to disciplinary sanctions including suspension and expulsion. (BP 4290, AP 4290)

The program has a zero tolerance for students observed cheating. Students observed cheating will be dismissed from the program immediately.
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 their policy printed in the 1987-88 General Catalog.

Code for Clinical Conduct

The following are examples of conduct for which a student may receive “No Pass” for the clinical course and shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

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 effect 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.

Honor Code

Students will abide by the 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. This includes student performance on all assignments and examinations, as well as student conduct in the classroom and in the clinical setting. Violations of the Honor Code may also constitute violations of the Mt. SAC Standards of Conduct, the program’s Code for Clinical Conduct, and the ARRT Standards of Ethics.

The ARRT, in alignment with its Standards of Ethics, supports programmatic implementation of Honor Codes in order to meet ARRT certification standards. All candidates for ARRT certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT), as well as any honor code violations that may have occurred while they attended school. All candidates must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain your educational records concerning violations of an honor code.

Purpose

The objective of the Honor Code is to foster a sense of trust, responsibility, and professionalism among students and between students and faculty. The code’s 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

Students will not:
1. Be in violation of the ARRT Standards of Ethics
2. Cheat, plagiarize, or engage in any other academic dishonesty with or without the aid of electronic devices;
3. Give or receive unpermitted aid during a quiz, examination, or assignment;
4. Impede other students to fair and equal access to educational opportunities;
5. Falsify records or eligibility requirements (e.g., clinical competencies);
6. Forge or alter any document (e.g., qualifications, patient care);
7. Abuse, neglect, or abandon a patient;
8. Engage in sexual contact without consent or harass any member of the community, including patients;
9. Conduct him/herself in a seriously obscene or offensive manner;
10. Practice in an unsafe manner or outside the scope of professional training;
11. Violate patient confidentiality (HIPAA);
12. Attempt, or commit theft of any item not belonging to the student (including patient’s property);
13. Accept services in the clinical setting without a physician’s order. Accepting free services constitutes stealing from the clinical setting.
14. Attend class or the clinical setting while under the influence of alcohol, drugs, or other substances.

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). 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. 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. SAC RT 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**

- A student failing to abide by the program’s honor code constitutes good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.
- Students do have an avenue of recourse in the event of Honor Code Violations. Mistakes can be made and, as with any other threat to a student’s right to maintain enrollment, a means of due process is available. See the Due Process Policy on p. 35.
ARRT Standards of Ethics

Students must abide by the ARRT Standards of Ethics. Follow the link and review the standards carefully.

Student Complaint & Grievance Process

Student Complaints and Grievances

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the College or another student. Student complaints may be classified as grievances and fall into one of three categories: Academic, Non-Academic, and Discrimination. The forms and procedures for academic and non-academic grievances are located on the student life webpage under Student Complaints and Grievances.

Non-Grievance Student Complaints

A student who has a complaint, apart from those that require invoking the grievance procedure, shall submit the complaint using the program’s student complaint forms. The forms are available on the program’s website under the Student Complaint Forms Tab or the forms can be obtained from the Department Chair office. If the complaint is regarding a faculty member, the student shall complete and submit the form titled “Student Complaint Form-Faculty.” If the complaint is not faculty related (e.g. cleanliness of classroom or complaint about office staff), the student shall complete and submit the form titled “Student Complaint Form-Non-Faculty.”

- Non-Grievance Student Complaint Process
  - The student will be asked to provide the information regarding the complaint as thoroughly as possible. The complaint needs to be submitted within 10 business days of the alleged conflict or action to the RT Department Chair (DC). Complain forms completed online will be sent directly to the DC. Paper complaint forms need to be submitted to the DC via email or the form can be dropped off at the DC office.
  - The DC will review the information provided, meet with the student within 10 business days, and initiate an investigation if needed. Every effort will be made to resolve the complaint; however, the resolution of all complaints may not be possible at the department level. Serious complaints may need to be forwarded to the appropriate personnel or department.
  - If, after your complaint has been reviewed and investigated by the DC, the student is not satisfied with the outcome of the complaint, the student may contact the office of Student Life at (909) 274-4525 to pursue filing of a formal grievance.

Probation & Dismissal Policy

Students enrolled in the CT 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, RT courses, and the RT Program. Students should review the
program and college policies included in the College Catalog and the RT Student Handbook. Students not complying with the aforementioned policies and procedures are subject to probation and/or dismissal.

**Probation**

A written probation notice is given to the student by their professor when it is necessary to inform the student that his/her academic progress, technical skill level, or behavior does not meet the course/program objectives or policies. A student may be placed on probation at any point during any semester/intersession. Indications for probation include, but are not limited to, the following:

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 adhere to the clinical contract. See Appendix XIII.
4. Failure to submit clinical requirements within specified time frames (e.g. physical forms)
5. Failure to communicate effectively with physicians, staff, and patients in the clinical setting.
6. Demonstration of a lack of personal and professional integrity and ethics by failing to accept responsibility for his or her own actions.
7. Violation of the patient care and safety standards identified on the clinical evaluation.
8. Inability to competently apply technical skills in the clinical setting.
9. Violation of department protocol in the clinical setting.
10. 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).
11. Damaging phantoms or equipment.
12. Conducting repeat radiographs without direct supervision from a qualified practitioner. Conducting any radiograph without the appropriate level of supervision (direct or indirect).
13. Use of electronic devices during class or clinical time, unless permitted by the professor or supervising technologist.
14. Violation of program policies

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

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 2 probations (for different behaviors) while enrolled in the program.

11. Violation of the program policies (e.g. Academic Honesty, Honor Code, Code for Clinical Conduct)

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 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.

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 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 and Program policies published in the college catalog or the student handbook may also be subject to permanent dismissal. In addition, if it is determined that a student is cheating, he or she will be subject to permanent dismissal.

Due Process Policy

Students have an avenue of recourse should they “fail” to meet the course, program, or college policies and procedures. Mistakes can be made and, as with any other threat to a student’s right to maintain, enrollment, a means of due process is available.

Due Process

In the event that a student violates any course, program, or college policy, 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
### Appendix VII

#### CT Program Radiation Safety Rules – Clinical Experience

| **ALARA** | • As Low As Reasonably Achievable — making every reasonable effort to maintain exposures to ionizing radiation as far below the dose limits as practical — applies to patient and occupational dose  
  • Principles of ALARA must be practiced at all times |
| **Student Supervision** | • All CT procedures must be performed under the direct supervision of a qualified CT technologist until the student achieves competency  
  • A qualified CT technologist must be physically present during the conduct of a repeat procedure and must approve the student’s procedure prior to re-exposure  
  • CT procedures may be performed under the indirect supervision of a qualified CT technologist after a student achieves competency, unless it is a repeat procedure |
| **Radiation Monitor** | • Thermoluminescent dosimeter (TLD) must be worn on the collar, outside the apron at all times  
  • Declared pregnant students are issued a second radiation monitor to be worn at waist-level  
  • TLDs are for occupational (training) only — not for personal use  
  • Review and initial monthly dosimetry reports |
| **Where to stand during a CT procedure** | • Stand behind the control console and protective lead wall/glass at all times  
  • Exceptions include some interventional studies when the student must wear protective apparel and be available to assist the patient and/or physician during the procedure  
  • Minimize the time of exposure, use protective shielding devices and apparel, and maximize distance from the radiation source and patient as is practicable |
| **Holding patients/image receptors during a CT procedure** | • Do not hold or support a patient during any CT procedure when an immobilization method is the appropriate standard of care |
| **Human Exposure** | • Exposing humans to x-ray during CT procedures for experimental purposes is not allowed. This includes practicing procedures on students.  
  • Humans may only be exposed to x-ray during CT procedures when ordered/prescribed by a licensed physician, physician assistant, or nurse practitioner |
| **Exposure Techniques** | • Appropriate selection of mAs and kVp is critical to optimize radiation dose |
| **Shielding** | • Use whenever possible  
  • Use when diagnostic objectives permit  
  • Use when gonads lie in or near the CT x-ray beam |
| **Pregnant Patients** | • Ask women of childbearing age of the possibility of pregnancy prior to any CT procedure |
| **Non-essential Persons** | • Clear the room of non-essential persons prior to conducting a CT procedure |
Appendix VIII

Clinical Attire Policy

CT program students are 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 placed on probation.

All Students:

- **Scrub type tops and pants only**: No other variations (skirt, shorts) are allowed. Scrubs must be of proper size, kept clean, and wrinkle free.
- **Lab coat**: A white, short or long sleeve lab coat may be worn over the attire if desired.
- **Long sleeve shirts**: May be worn under scrub tops. Shirt must be a solid color (black, grey, and white only), with no type of print, and must be tucked in and not visible below the scrub top.
- **Shoes**: Must be white or black athletic/tennis shoes or uniform shoes that can repel liquids, body fluids, etc…. No open-toe shoe, sandals, and shoes with holes may be worn at any time.
- **Socks**: Must be worn with shoes at all times.
- **Name badge**: Provided by college free of charge. If the facility provides the student with a hospital name badge, the student will not be required to wear both name badges. The student will need to return their hospital badge to the facility once their clinical 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.
- **Fingernails**: Acrylic fingernails, long fingernails, and chipped fingernail polish are 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/1 watch is permitted)
- **Cell phones**: Use of a cell phone is not allowed in clinical areas at any time. Cell phones may be used during designated breaks and lunch time only.

Men:

- **Earrings**: Must not to be worn at any time.
- **Hair**: May be 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 clinical facility’s dress code is more restrictive than the Program’s Clinical Attire Policy, the hospital code will supersede. All uniforms are subject to instructor approval.
Appendix IX
Direct & Indirect Supervision Policy

State and federal regulations require that programs ensure students are properly supervised while performing medical imaging procedures in the clinical setting. The following direct and indirect supervision requirements assure patient safety and proper educational practices.

Direct Supervision

CT procedures must be performed under the direct supervision of a qualified radiographer until a student achieves competency and any time a student is repeating unsatisfactory images/procedure.

The program 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,
- reviews and approves the images/procedure, and
- approves the student’s procedure prior to re-exposure on repeat exams.

Indirect Supervision

CT procedures may be performed under the indirect supervision of a qualified radiographer after a student achieves competency.

The program defines indirect supervision as that supervision provided by a qualified radiographer who:

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

Students violating this policy will be subject to probation and expulsion from the program. Complying with the policy is the student’s responsibility.
Appendix X

Student Radiation Exposure Policy

The program designed this policy to protect the student’s 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.

All students must wear the radiation monitoring device provided by the program ANY time the student is participating in using equipment in the laboratory or clinical setting, including but not limited to simulation procedures or quality assurance.

The monitoring device must be worn on the collar, outside the apron at all times.

Declared pregnant students are issued a second radiation monitor to be worn at waist-level.

The following occupational dose limits for adults must not be exceeded:

- A student’s total effective dose equivalent (TEDE) is 5 rems (0.05 Sv.) annually, or,
- 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 must not exceed 50 rems (0.5 Sv.) annually.
- The lens (of eye) dose equivalent (LDE) must remain below 15 rems (0.15 Sv.) annually.
- The shallow dose equivalent (SDE) to the skin of the whole body or to the skin of any extremity must remain below 50 rems (0.5 Sv.) annually.
- Student pregnant worker dose must not exceed 0.5 rem (5mSv) for the term of the pregnancy or 50 mrem (.5Sv)/month.
- Fetal dose equivalent for the term of pregnancy must not exceed 0.5 rem (5mSv).

The student should make every attempt to minimize occupational exposure through consistent application of the Radiation Safety Rules for Clinical and Lab Experience. The rules are included in 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. The “Reports” will be forwarded to the NRC in accordance with the requirements of 10 CFR part 20.2203. The report will include at a minimum:

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

The program’s Clinical Coordinator and Radiation Safety Officer (RSO) also monitor doses less the annual dose limits. Acceptable dosimetry readings should be less than 0.1 rem (1 mSv)/month. Dosimetry readings exceeding the acceptable limit will be investigated by the RSO and corrective steps will be taken to ensure against recurrence.

Student dosimetry reports are reviewed within 10 days (17 CCR § 30420) of receiving the report by the Clinical Coordinator and the RSO to ensure the occupational dose limits are not exceeded.

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. Signed dosimetry reports are retained by the program.
Appendix XI

Policy for Declared Pregnant Radiography Students

Disclosure of a pregnancy by a radiography student is a voluntary process. The student is not under any regulatory or licensing obligation to declare the pregnancy.

- **The voluntary declaration of pregnancy, if made, must be in writing,** dated, include the estimated date of conception, and be submitted to the Program Director. This document will become a permanent part of the student’s record.
- Just as a woman has the right to declare her pregnancy, **she also has the right to revoke the declaration.**
- **The written withdrawal of declaration** shall be submitted to the Program Director.
- **Pregnant students have the option for continuance in the program without modification of clinical duties.**

The program strongly recommends that 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. The Clinical Coordinator will maintain documentation of radiation doses for the pregnant student and embryo/fetus. The radiation dose to the embryo/fetus during the entire pregnancy will not be allowed to exceed 0.5rem (5mSv).

*Pregnant students shall not expect the issuance of a fetal radiation monitoring device unless the pregnancy has been declared by the student.*

Pregnant students enrolled in CT Program clinical courses (RAD 7A & RAD 7B) are encouraged to consult their personal physician regarding pregnancy and any potential risk to the embryo/fetus.

Declared pregnant students will receive and discuss the following with the program director:

- **Nuclear Regulatory Commission’s “Occupational Dose Limits, Sec.20.1208, Dose to the Embryo/Fetus.”**
- **The United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure**
- **The United States Nuclear Regulatory Commission Guide 8.29 Instruction Concerning Risks from Occupational Radiation Exposure**

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.

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

*It is agreed and understood that student shall indemnify and hold harmless Mt. San Antonio College, its Governing Board, employees and agents from and against any and all liability, loss, cost, expense (including reasonable attorneys’ fees) or claim for injury or damages to student and/or student's embryo/fetus arising out of clinical assignment to a radiation area in connection to courses in the CT Program; excluding however liability, loss, cost, expense or claim attributed to the negligent acts or omissions of Mt. San Antonio College, its Governing Board, employees and agents in connection to the clinical assignment.*
Appendix XII

Student Injury Policy

Because of the unique nature of clinical instruction, students are protected under the state Worker’s Compensation Plan. The plan is provided free of charge to the student in the event of an injury occurring in the clinical education setting.

Pursuant to the Workers’ Compensation Appeals Board and Labor Code Guidelines, Keenan and Associates, our third party administrators for industrial injuries, have directed that Mt. SAC maintain control for the first thirty (30) days from the date of the injury. In other words, for the first thirty (30) days, injured students shall seek treatment at designated work injury clinics for all industrial related injuries occurring during clinical education.

The Clinical Instructor and the student must complete and submit the necessary paperwork within 24 hours of the reported injury. Thoroughly completing the necessary paperwork and following the step by step directions in the “Quick Reference Guide for Student Injuries” below is of utmost importance.

Quick Reference Guide for Student Injuries

Step 1: The student must report the injury to the Clinical Instructor immediately

Step 2: The 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)

Step 3: The student must seek treatment at one of the following work injury clinics and take the “Industrial Injury Medical Treatment Authorization Form” (yellow ½ sheet):

- **U.S. HealthWorks**
  801 Corporate Center Dr. Suite 130
  Pomona, CA 91768
  (909) 623-1954
  Monday through Friday
  7:30 a.m.—6:00 p.m.

- **Cal-Care Industrial Medical**
  502 S. Garey Ave.
  Pomona, CA 91766
  (909) 620-8887
  Monday through Friday
  7:00 a.m.—10:00 p.m.

Directions (from Mt. SAC):
- Temple Ave. — East to South Campus Dr. — Left to Corporate Center Dr. — Left into Industrial Park (Next to KR Home)
- Grand Ave. — South to Diamond Bar Blvd. — Left (will turn into Mission Blvd.) to Garey Ave. — Right
• U.S. HealthWorks 24 Hour Facility
  17487 E. Hurley St.
  City of Industry, CA 91744
  626-961-1152
  Open 7 days ● 24 Hours

Directions (from Mt. SAC):
Grand Ave.—South to
Valley Blvd.—Right to
Hurley St.—Right

Step 4: The student must submit the paperwork completed by the Clinical Instructor (step 2 above) to Mt. SAC’s Technology and Health Division Office within 24 hours of the injury.
Appendix XIII

Clinical Contract for Mt. San Antonio College CT Program

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 the clinical course. (_____)

2. Students must wear a radiation film badge to clinical at all times. Students who present to clinical without a badge cannot participate in training and will need to make up the hours missed. (_____)

3. Students must comply with the Attendance Policy (_____) including the following:
   a) All clinical hours missed, must be made up before the end of each session. (_____)
   b) All make up hours must be made up during college business hours only. See Clinical Attendance Policy for details. (_____)
   c) All schedule changes need to be approved by the program faculty and documentation must be submitted. (_____)
   d) Make up hours cannot be made up during official college holidays. (_____)
   e) Students must complete the required number of clinical hours per session. (_____)
   f) No vacation or time off is allowed during clinical internship. (_____)
   g) “Banking hours” (defined as making up hours before the absence) is not allowed. (_____)
   h) Students must complete and submit an absence/make up form to program faculty within 3 days of the absence. (weekends do not count) (_____)

4. Students must complete the number of required competencies per session. See course syllabus for details (_____)

5. Students must comply with the Dress Code Policy (wear proper uniforms, etc…) (_____)

6. No cell phones use (including texting) is allowed during clinical hours. (_____)

7. Students are required to submit clinical handbooks after each session. (_____)


8. Students must maintain professional and ethical behavior at all times. See the Clinical Code of Conduct for specific examples. (______)

9. Students need to be current with physicals, immunizations, and CPR to attend clinical. Students who are not current will be removed from clinical immediately and hours will need to be made up. (______)

10. Students must have **1** passing Clinical Evaluation for the Winter session and **2** passing Clinical Evaluations for the Spring session. (______)

11. Students are responsible for ensuring all paperwork (including physicals, CPR, drug testing, etc.) is submitted to the Clinical Coordinator before or on the date specified. Follow up is also necessary to assure clearance for clinical rotations. (______)

12. Students must read and understand the purpose of the Incident Investigation Report. (______)

13. Students must review and sign the Radiation Exposure Report each month. (______)

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 and my responsibility. I also understand that failure to follow these requirements will result in probation and/or dismissal from the program.

The policies and procedures have been reviewed with me and thoroughly explained to me. I have had the opportunity to ask questions and seek clarification regarding all the content within this handbook and the consequences of non-compliance with policies and procedures.

Print Name__________________________________________________________

Signature ____________________________________________________________

Date__________________________ Class of ________________________________