



**Chaffey College**  
School of Health Sciences

# **Radiologic** **TECHNOLOGY**

## **Information Packet & Application Materials**



[www.chaffey.edu/radtec](http://www.chaffey.edu/radtec)

Accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606 (312) 704-5300 [www.jrcert.org](http://www.jrcert.org)

State of California Department of Public Health: Radiologic Health Branch (CDPH- RHB) [www.cdph.ca.gov/rhb](http://www.cdph.ca.gov/rhb)

## TABLE OF CONTENTS

<b><u>Occupation Description / Labor Market Data</u></b> .....	1
<b><u>Program Information</u></b> .....	2
<u>The Mission, Goals, and Philosophy of the Program</u> .....	2-3
<u>ARRT Ethics Pre-Application Review</u> .....	3
<u>ARRT Application Ethics Requirements</u> .....	4-5
<u>School of Health Sciences Background Screening Policy</u> .....	6-7
<u>Program Effectiveness Data</u> .....	8
<u>Program Curriculum (1<sup>st</sup> and 2<sup>nd</sup> Year) &amp; Course Schedule</u> .....	9-12
<u>Tools for Student Success</u> .....	13-17
<u>Clinical Education</u> .....	18
<u>Faculty</u> .....	19
<u>Program Cost Information</u> .....	19
<u>Financial Aid / Scholarships</u> .....	19
<u>Technical Standards</u> .....	20-23
<b><u>Admission Procedures</u></b> .....	24-27
<u>Application Period &amp; Process</u> .....	24-27
<u>Eligibility Procedures</u> .....	28
<u>Acceptance Procedures</u> .....	28
<u>Application Timeline</u> .....	29
<u>Deadline Acknowledgement Form</u> .....	30
<u>Drug and Ethanol Testing Agreement</u> .....	31
<u>Technical Standards Form</u> .....	32
<u>Explanation of Required Immunizations and Health Requirements</u> .....	33-34
<b><u>College Policies</u></b> .....	34
<u>Academic Integrity</u> .....	34
<u>Behavior Code</u> .....	34
<u>Americans with Disabilities Act</u> .....	34-35
<u>Disability Programs and Services</u> .....	35
<b><u>Radiography Student Conduct Standards</u></b> .....	36
<b><u>School Of Health Sciences Policies</u></b> .....	37
<u>Impaired Student Policy</u> .....	37-40
<u>Drug Testing</u> .....	40
<b><u>Program Policies</u></b> .....	41
<u>Grading Policy</u> .....	41
<u>Attendance Policy</u> .....	42-43
<u>Discipline/Due Process Policy</u> .....	43
<u>Transfer of Credit Policy</u> .....	43
<u>Withdrawal Policy/Refund Policy</u> .....	43-44
<u>Dress Code</u> .....	44
<u>Change of Address</u> .....	44

---

<a href="#"><u>Confidentiality</u></a> .....	44
<a href="#"><u>FERPA</u></a> .....	44
<a href="#"><u>MRI Safety Screening Protocol</u></a> .....	44-45
<a href="#"><u>Pregnancy</u></a> .....	46
<a href="#"><u>Declaration of Pregnancy</u></a> .....	47
<a href="#"><u>Pregnancy / Physician Acknowledgement Form</u></a> .....	48

## Occupation Description

The radiologic technologist, also called a radiographer, provides patient care services using sophisticated imaging equipment, as directed by physicians qualified to order and/or perform radiologic procedures. The radiographer operates x-ray equipment to take images (x-rays) of bones and internal parts of the patient's body. Mobile x-ray equipment at the patient's bedside is also used. Computer application is involved in all aspects of radiography. When providing patient care services, radiographers continually strive to provide quality patient care and are particularly concerned with limiting radiation exposure to patients, self, and others to doses of radiation that are as low as reasonably achievable (ALARA). A radiologic technologist utilizes proper radiation protection devices and techniques that safeguard possible radiation hazards. Radiographers exercise independent judgment in technical performance of medical imaging procedures as necessary during medical emergencies.

Starting salaries are approximately \$4,000 to \$6,750 (\$25-\$45 an hour) per month in the immediate area. Salaries will vary as to place of employment, geographic location, experience, and education. Fringe benefits such as vacations, group insurance, retirement pay, holiday pay and sick leave exist in many places of employment. Generally, full-time work is 8 hours a day and 40 hours a week but there may be part-time work or "per diem" which is less than 32 hours per week. In addition, there may be night or weekend duty at extra pay.

The need for staff radiologic technologists exists and is consistent with the economy. Employment may be in large and small hospitals, teaching hospitals, clinics, doctors' offices, outpatient Imaging Centers and Urgent Care Centers.

Completion of the Chaffey College RT Program results in an Associates degree in Radiologic Science. There are career options attainable upon completion of the program and successfully passing the ARRT (national board exam). There are other areas of the radiological sciences that students can move into upon completion of the Chaffey RT program. In some of these cases, the Chaffey RT Program can be viewed as a "foundation" for these other areas. For more information on the career paths and educational requirements contact ARRT at website <https://www.arrt.org/>.

Labor Market Data for RT careers can be found at: <http://www.labormarketinfo.edd.ca.gov/>

There are a wide range of Radiological Sciences career and educational pathways as listed below:

- |   |                                  |
|---|----------------------------------|
| ➤ Heart Catheterization / Interventional Technologist | ➤ Mammographer                   |
| ➤ Lead Technologist                                   | ➤ CT Technologist                |
| ➤ Technical Representative /Commercial Companies      | ➤ MRI Technologist               |
| ➤ Biomedical Engineers/Equipment Repair               | ➤ Nuclear Medicine Technologist  |
| ➤ Supervising Technologist                            | ➤ Radiation Therapy Technologist |
| ➤ Assistant Director                                  | ➤ Ultrasound Technologist        |
| ➤ Director  | ➤ Radiologic Health Physicist    |
| ➤ Administrative Technologist                         | ➤ Radiology Educator             |
| ➤ Radiology Manager                                   | ➤ Bachelors                      |
|   | ➤ Masters                        |
|   | ➤ Ph.D.                          |

## Program Information

The RT Program is two (2) years in length including two summers, beginning in August. A limited number of students are selected each year through an application process. Students attend lecture, labs and clinical education daily. Clinical education, in the hospital setting, includes the care and safety of patients, effective communication and judgment, operation of x-ray equipment, exposing and processing images, applying radiation protection and safety practices, positioning patients and computer applications. In addition to the information presented here, applicants can learn more about the program by accessing [www.chaffey.edu/radtec](http://www.chaffey.edu/radtec).

The Radiologic Technology Program adheres to the same rules, regulations, and philosophy as described in the college catalog, student handbook and schedule of classes.

The Program and clinical operational hours and assignments follow the college academic calendar with the exception of the third and sixth semester (summer sessions). The summer schedule begins on the first Monday after the college commencement and continues for nine (9) weeks.

The Radiologic Technology Program is accredited by the State of California Department of Public Health: Radiologic Health Branch (CDPH-RHB) and The Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive Suite 2850, Chicago, IL 60606 (312) 704-5300 [www.jrcert.org](http://www.jrcert.org).

Upon satisfactory completion of the Associate degree requirements and the classroom and clinical education, the student is eligible to apply for:

- American Registry of Radiologic Technologists (ARRT) examination
- California State License (CRT)
- Fluoroscopy Permit license

## Mission, Goals & Philosophy

The mission of Chaffey College as stated in the college catalog reads: "Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence where our diverse students learn and benefit from foundation, career, and transfer programs."

### Radiologic Technology Program Mission Statement

The Radiologic Technology Program meets the needs of the community by providing a career education for individuals from a diverse community, preparing students to provide quality patient care and safety with professionalism to become Registered/Certified Radiologic Technologists.

**The goals and student learning outcomes are:**

**1. Students will be clinically competent**

- Students will properly identify the patient, interpret exam request, and determine proper procedure to successfully complete the exam
- Students will produce quality radiographs in terms of positioning skills
- Students will produce quality radiographs in terms of exposure factor selection
- Students will practice radiation protection

2. **Students will demonstrate professionalism and ethics**
  - Students will demonstrate professional behavior
  - Students will demonstrate ethical conduct
3. **Student will communicate effectively**
  - Students will demonstrate presentation skills
  - Students will communicate with patients in English
  - Student will communicate in the clinical environments
4. **Students will demonstrate critical thinking**
  - Student will evaluate images
  - Students will perform non-routine procedures
  - Students will be able to analyze stressful situations
5. **The program effectively measures the success of students and graduates**
  - Graduates will pass the ARRT exam
  - Graduates will obtain employment in radiography
  - Graduates will express overall satisfaction with the program
  - Employers will express overall satisfaction with the graduates' performance
  - Students will complete each course with a high success/retention rate
  - Graduates will complete the program with a high completion rate

In addition, each course has specific student learning outcomes.

The **philosophy** is founded on the principles of “competency based” education including knowledge, skills, and attitudes through a sequence of instruction, practice, observation and evaluation. Students entering the program are expected to devote time and apply themselves willingly to be successful.

## **ARRT Ethics Pre-Application Review**

The prospective radiography student is advised that the ARRT examination board may not accept a student's application if there has been a conviction of a felony or misdemeanor, regardless of program completion.

If you are concerned about whether your conviction record will affect eligibility, you can find out before even beginning an education program.

Any applicant or student having a misdemeanor or felony conviction should contact the ARRT (American Registry of Radiologic Technology) regarding legal limitations for licensure (651)687-0048. [www.ARRT.org](http://www.ARRT.org)

ARRT investigates all potential violations to determine eligibility, which can cause delays in processing applications. Avoid delay by requesting a pre-application review of the violation before or during your education, rather than waiting until completing the educational program.

*ARRT requires a fee pre application.*

ARRT contact information: American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120-1155  
(612) 687-0048 [www.arrt.org](http://www.arrt.org)

## **ARRT Application Ethics Requirements**

When applying for certification and registration, you must answer the following ethics-related questions on your application form.

***Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)***

Answer "Yes" if you have:

- Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court conditions applied to your charge—including court supervision, probation, or pretrial diversion
- Traffic violations charged as misdemeanors or felonies
- Traffic violations that involved drugs or alcohol

Answer "No" if you have no offenses. Also answer "No" if you have:

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")
- Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")
- Offenses you've already reported to ARRT and about which ARRT has sent you communication

---

***Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?***

- ***Denied, revoked, or suspended your professional license, permit, registration, or certification?***
- ***Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?***
- ***Allowed voluntary surrender of your professional license, permit, registration, or certification?***
- ***Subjected you to any conditions or disciplinary actions?***

Answer “Yes” if one or more of these apply to you and the organization imposing the action wasn’t ARRT.

Answer “No”:

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication

---

***Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?***

Answer “No” for offenses previously reported to ARRT and for which ARRT has sent you communication.

Whether you answer “Yes” or “No” to this question, you’ll:

- Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (“FERPA”), which allows ARRT to:
  - Communicate freely and openly with your Educational Program Director
  - Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under “FERPA”
- Consent to the release of any and all education records relating to your suspension, dismissal or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.
- Agree to promptly execute any additional written consents under “FERPA” if your educational program has a different requirement

---

If you’re not sure whether a potential violation is pertinent, contact our Ethics Requirements Department at 651.687.0048. Choose the option for ethics information.

Remember, not reporting an ethics violation is itself a violation.



## **School of Health Sciences Background Screening Policy**

### **Rational**

Having a felony / misdemeanor conviction may preclude an applicant from being accepted into the program. Additionally, Chaffey College and the program have clinical affiliation agreements with hospitals, clinics, and health organizations that provide the terms and conditions for clinical placement. As such, students with a felony / misdemeanor conviction may be unable to continue in the program due to the inability to participate in the clinical component of the program.

### **Background Check Procedure**

The School of Health Sciences will designate an approved vendor(s) to conduct criminal background checks. All issues will be reported from the vendor(s) directly to the appropriate designee in the School of Health Sciences Dean's office. Results from vendors other than those designated by the School of Health Sciences to conduct criminal background checks will not be accepted. Applicants / students must contact the designated vendor(s) and comply with instructions in authorizing and obtaining criminal background checks. A background check may be requested at any time during a student's time in the program in addition to the initial background check. All background checks and associated expenses are at the student's expense. Background results are considered confidential and will only be viewed by the Dean and Director/Assistant Director of the program. Student will have ownership of the report and the school will have viewing rights.

### **Report Results**

Negative Criminal Background Results: The names of all applicants and current students with negative criminal background checks will be reported to the assigned designee through the authorized procedures in the School of Health Sciences. No further action by the applicant / student or school is required.

Positive Criminal Background Results: Any applicant / student whose report indicates a positive result in their criminal background check will receive notification by email and certified letter from the School of Health Sciences Deans office within seven (7) business days. Applicants / students will be required to schedule a time to discuss the findings with the Dean/ designee within five (5) business days of the emailed notification.

### **Program Candidates**

At the meeting with the Dean/ designee if the individual is a candidate for the program, the candidate will be informed that he/ she may either proceed in the process, request a deferral, or informed that he/ she is not eligible to enter the program. If an *Action Plan* is created, a copy will be given to the Candidate and the original placed in the student's file. The candidate shall conform to all the requirements in the *Action Plan*. If the candidate fails to conform to the terms and conditions in the *Action Plan*, he / she may not be eligible to enter the program.

### **Admitted Students**

If the individual is a student in the program, the student will be informed at the Dean/ designee's meeting whether he/ she student may continue in the program, receive a suspension while the matter is being adjudicated, or is dismissed from the program. If an *Action Plan* is created, the student shall conform to all the requirements in the *Action Plan*. If a student fails to conform to the terms and conditions in the *Action Plan*, he / she may be immediately dismissed from the program

If a student, who is currently in the program, on deferral, or in remediation status, is charged with a felony / misdemeanor, he/ she shall report the occurrence to the Dean of Health Sciences within 36 hours of being charged or before the next clinical rotation.\* The student shall call the Dean's office and report the issue(s) in addition to emailing the Dean and Director of the program. Providing false or incomplete information is subject to dismissal from the program. The Dean of Health Sciences will meet with the candidate / student to discuss the occurrence. An *Action Plan* will be completed at this meeting and a copy will be given to the student with the original placed in the student's file. The *Action Plan* shall address any changes to a student's scheduled clinical schedule.

The student shall conform to all the requirements in the *Action Plan*. If a student fails to conform to the terms and conditions in the *Action Plan*, he / she may be dismissed from the program.

### **Appeal Process**

Should a(n) applicant / student disagree with the decision of the Dean/ designee, the student shall follow the appeal process. The applicant/ student must submit in writing the reason for the appeal, including any extenuating circumstances, and the remedy the student is requesting. The appeal must be submitted and received by the Dean's office within five (5) business days of the initial meeting. Upon receipt of the appeal, a meeting will be convened consisting of the Dean, the Director, a health science faculty member selected by the student, and the student within five (5) business days. Any additional evidence must be submitted for consideration three (3) business days prior to the meeting. A decision will be reached and provided to the student in writing within ten (10) business days of the meeting.

### **Second Level Appeal**

Should a(n) applicant / student disagree with the decision of the committee, the student shall follow the second level appeal process. The student must apply in writing for a request for a second level appeal to the Superintendent of Instruction. The student must include the reason for the appeal and why the student feels the committee's decision is in error. This must be submitted and received by the Superintendent's office within ten (10) business days of the committee's decision. No additional evidence may be submitted or considered at this level. A decision will be reached and provided to the student in writing within ten (10) business days of receipt of the second level appeal. The decision by the Superintendent of Instruction is final.

All dates must be complied with by the student. Any deviation from the dates must be approved by the Dean in writing.

\* Minor traffic tickets are exempt from the reporting requirement.

## Radiologic Technology Program Effectiveness Data 2017 – 2021

	2017	2018	2019	2020	2021	5 Year Average
<b># of Students Accepted</b>	28	28	28	28	28	28
<b># of Students Completing the Program</b>	23	25	22	22	25	23
<b>Completion Rate (%)</b>	82%	89%	79%	79%	89%	83.6%
<b>ARRT Exam Pass Rate (#)</b>	23 students or 100%	25 students or 100%	22 students or 100%	22 students or 100%	24 students or 96%	99%
<b>State of CA RT Exam Pass Rate (#)</b>	23 students or 100%	25 students or 100%	22 students or 100%	22 students or 100%	25 students or 100%	100%
<b>Job Placement within 12 Months # and %</b>	*23/23 or 100%	*22/23 or 95%	*21/22 or 95%	*21/22 or 95%	*24/25 or 96%	98%

Source: Chaffey College Radiologic Technology Assessment Plans 2017 - 2021

ARRT and the state of CA RT pass rate are defined as the number of graduates who pass, on first attempt, compared with the number of graduates who take the examination.

\*Job placement rate is defined by JRCERT as the number of graduates employed in radiography within twelve months of graduation compared to the number of graduates actively seeking employment in the radiologic sciences.

## Typical Week Fall Schedule 1<sup>st</sup> Year

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs/Week
8-10:50	RT 20 3 hrs	RT 10L 3 hrs	RT 16 3 hrs	RT 16L 3 hrs <b>OR</b>	RT 31 7 hrs 8-3:10	19 hrs
12-2:50	RT 10 3 hrs	RT 20L 3 hrs		RT 16L 3 hrs		6 hrs
8-4:10						
<b>Total</b>	<b>6 hrs</b>	<b>6 hrs</b>	<b>3 hrs</b>	<b>3hrs</b>	<b>7hrs</b>	<b>25 hrs</b>

## Program Curriculum

### FALL SCHEDULE 1<sup>st</sup> YEAR

COURSE ID	TITLE		UNITS
RADTEC 10	Anatomy & Radiographic Positioning I	M 12-2:50pm	3
RADTEC 10L	Anatomy & Radiographic Positioning I Lab	T 8-10:50am or 12-2:50pm	1
RADTEC 16	Med. Proc. for R.T.	W 8-10:50am	3
RADTEC 16L	Med. Proc. Lab	Th 8-10:50am or 12-2:50pm	1
RADTEC 20	Radiologic Science & Protection	M 8-10:50am	3
RADTEC 20L	Radiologic Science & Protection Lab	T 8-10:50am or 12-2:50pm	1
RADTEC 31	Radiographic <b>Clinical Education I</b> (1 day/wk)	F 8am-3:10pm	2
<b>7 Courses</b>	<b>TOTAL</b>		<b>14</b>

### SPRING SEMESTER – 1<sup>st</sup> Year

Beginning in Spring Semester, Clinical Education hours start times and end times may vary

COURSE ID	TITLE		UNITS
RADTEC 25	Anatomy & Radiographic Positioning II	M 12-2:50pm	3
RADTEC 25L	Anatomy & Radiographic Positioning II Lab	T 8-10:50am or 12-2:50pm	1
RADTEC 34	Radiographic Imaging	M 8-10:50am	3
RADTEC 34L	Radiographic Imaging Lab	T 8-10:50am or 12-2:50pm	1
RADTEC 41	Radiographic Clinical Education II (3 days/wk)	W,Th,F 8am-4:10pm	7
<b>5 Courses</b>	<b>TOTAL</b>		<b>15</b>

### SUMMER SEMESTER – 1<sup>st</sup> Year

\*Begins the first Monday after the college commencement and continues for 9 weeks.

COURSE ID	TITLE		UNITS
RADTEC 51	Radiographic Clinical Ed. III (4 days/wk)	M,T,W,F 8am-4:10pm	4.75
RADTEC 55	Radiographic Equipment & Clinical Applications	Th 8am-12:15pm	2
<b>2 Courses</b>	<b>TOTAL</b>		<b>6.75</b>

**TOTAL UNITS – 1<sup>ST</sup> YEAR: 35.75**

**TOTAL COURSES – 1<sup>ST</sup> YEAR: 14**

## First Year Course Descriptions

### First Year

#### Fall Semester (Aug., Sept., Oct., Nov., Dec.)

RadTec 10, 10L	Anatomy and radiographic positioning of the chest, upper and lower extremities, shoulder and pelvic girdles, abdomen, and intravenous urography is taught. Each area includes ways to modify positioning for special needs patients.
RadTec 16, 16L	A study of the medical procedures and techniques commonly used in diagnostic imaging. Communication techniques, professional ethics, legal considerations, and the history of radiology are studied. In addition, care of patients with special needs such as: GI patients (with and without nasogastric tubes), pediatric and geriatric patients are taught. Medical and surgical aseptic technique is studied in-depth; recognition of adverse reactions to contrast agents, and the treatment of these reactions.
RadTec 20, 20L	The following content areas are covered in depth: matter; energy; properties of x-ray; production of x-ray; interaction of radiation and matter; characteristics of image; radiographic equipment and accessories; basic radiation protection. Prime technical factors that are required to produce a diagnostically acceptable radiograph are learned.
RadTec 31	Clinical Education Laboratory.

#### Spring Semester (Jan., Feb., Mar., Apr., May)

RadTec 25, 25L	Anatomy and radiographic positioning of the spine and bony thorax (sternum and ribs) is taught. Also covered are common contrast examinations of the gastrointestinal tract: discussion, application and simulated positioning of the spine, bony thorax, and gastrointestinal system. Elements of pediatric, geriatric and trauma radiography. Radiographic image evaluation is continued.
RadTec 34, 34L	This course builds on RadTec 20 covering image-screen combinations, exposure, processing, grids and circuitry. The State & Federal regulations as they apply to quality assurance are reviewed. Computer applications and image intensification in fluoroscopy are introduced. The general radiographic laboratory illustrates radiation theory, radiographic image quality, quality assurance & control.
RadTec 41	Clinical Education Laboratory.

#### Summer Semester (June, July)

RadTec 51	Clinical Education Laboratory.
RadTec 55	Building on content introduced in RadTec 20 & 34, conventional and digital fluoroscopic equipment are covered. Image and Federal and State regulations affecting occupational and public dose limits consistent with the ALARA principles are studied in depth.

**FALL SCHEDULE 2<sup>nd</sup> YEAR**

(subject to change)

**FALL SEMESTER – 2<sup>nd</sup> Year**

<b>COURSE ID</b>	<b>TITLE</b>	<b>UNITS</b>
RADTEC 61	Radiographic Clinical Ed. IV (3 days/wk) M,T,W 8am-4:10pm	8
RADTEC 67	Anatomy & Radiographic Positioning III Th Online	2.5
RADTEC 67L	Anatomy & Radiographic Positioning III Lab F 8-10:45am or 12-2:15pm	.75
RADTEC 472	Venipuncture for Imaging Professionals Th Online	1.5
RADTEC 472L	Venipuncture Laboratory for Imaging Professionals F 9-10:50am or 12-1:50pm	0.5
<b>5 Courses</b>	<b>TOTAL</b>	<b>13.25</b>

**SPRING SEMESTER – 2<sup>nd</sup> Year**

<b>COURSE ID</b>	<b>TITLE</b>	<b>UNITS</b>
RADTEC 71	Radiographic Clinical Ed. V (4 days/wk) M,T,Th,F 8am-4:10pm	10
RADTEC 77	Radiographic Pathology W 8am-10:50pm	3
<b>2 Courses</b>	<b>TOTAL</b>	<b>13</b>

**SUMMER SEMESTER – 2<sup>nd</sup> Year**

\*Begins the first Monday after the college commencement and continues for 9 weeks.

<b>COURSE ID</b>	<b>TITLE</b>	<b>UNITS</b>
RADTEC 82	Radiographic Clinical Ed. VI (4 days/wk) M,T,Th,F 8am-4:10pm	4
RADTEC 85	Development of Advanced Radiographic Skills W 8am-12:15pm	2
<b>2 Courses</b>	<b>TOTAL</b>	<b>6</b>

\*Clinical Education hours start times and end times may vary

**TOTAL UNITS – 2<sup>nd</sup> YEAR: 32.25**

**TOTAL COURSES – 2<sup>ND</sup> YEAR: 9**

<b>TOTAL PROGRAM UNITS</b>	<b>TOTAL CLINICAL HOURS</b>	<b>TOTAL COURSES</b>
<b>68</b>	<b>1858.00</b>	<b>23</b>

## Second Year Course Descriptions

### Second Year

#### **Fall Semester - (Aug., Sept., Oct., Nov., Dec.)**

RadTec 61	Clinical Education Laboratory
RadTec 67, 67L	Anatomy and positioning of the skull, mandible, sinuses, and facial bones are the focus of the course. An introduction to CT and other modalities is also included.
RadTec 472, 472L	The concept and standards associated with adult venipuncture for the radiologic technologist are investigated in theory and the application of skills. Areas covered include anatomy and physiology of sites to include the upper extremity, instrumentation, related equipment, pharmacology, contrast media, patient characteristics, patient care, and legal considerations.

#### **Spring Semester - (Jan., Feb., Mar., Apr., May)**

RadTec 71	Clinical Education Laboratory
RadTec 77	Anatomy and physiology of the various systems of the body are reviewed. Pathology as it relates to radiographic diagnosis is studied in-depth. The identification of pathology on radiographic images is an essential component of this course.

#### **Summer Semester (June, July)**

RadTec 82	Clinical Education Laboratory
RadTec 85	Reinforce all radiographic theories, skills and patient care. Prepares the student for examinations at the state and national levels.

During the first year, the competency-based program places emphasis on the theory of x-ray science with experiments and practice using x-ray producing equipment. The student also learns basic positioning of skeletal anatomy. Positioning laboratories are used on phantom patients using simulated x-ray equipment to prepare the student to perform routine x-ray examinations on patients in the clinical education setting. In addition, the student is taught patient care skills that include communication, ethics, vital signs, and medical and surgical aseptic techniques.

During the summer between the first and second academic school years, the student is assigned four (4) days per week to a clinical education setting for concentrated clinical training and attends class on campus one (1) day per week.

In the second year of the program, the student advances to cranial anatomy and positioning and radiographic pathology in classes on campus, while assigned to the hospital for clinical education concurrently. Clinical proficiency is evaluated during all clinical education.

# Tools for Student Success

## LIFE SKILLS FOR SUCCESS/TIME MANAGEMENT

We don't want **YOU** to waste your time, money, and energy in school. We **don't** want to see you fail. We want to welcome you and **we want you to succeed!** You can succeed if you know how to balance your work and school hours.

**Part I: MY LIFE TIME:** For each category below calculate the number of hours per week you spend doing each activity. For example, if you sleep 8 hours a night, multiply 8 X 7 and write 56 in the space next to "Sleep".

1. **Work**

\_\_\_\_\_

+

2. **Sleep**

\_\_\_\_\_

+

3. **Meals** (include prep time, clean-up, and going out to dinner)

\_\_\_\_\_

+

4. **Travel Time** (school and work)

\_\_\_\_\_

+

5. **Laundry and Housecleaning**

\_\_\_\_\_

+

6. **Social Time** (spending time with friends, talking on the phone, hanging out with friends, going out driving, dancing, going to movies, etc.)

\_\_\_\_\_

+

7. **Personal Time** (showering, bathing, putting on makeup, ironing, reading, watching TV, renting a movie, meditating, etc.)

\_\_\_\_\_

+

8. **Exercise**

\_\_\_\_\_

+

9. **Church**

\_\_\_\_\_

+

10. **Hobbies** (rollerblading, mountain biking, shopping, taking care of pet, sewing, crafts, etc.)

\_\_\_\_\_

+



11. **Errand Time** (post office, dry cleaners, paying bills, bank, grocery store, etc.)  
\_\_\_\_\_

+

12. **School Activities** (sports team clubs, student activities, etc.)  
\_\_\_\_\_

+

13. **Children** (bathing, feeding, transporting, playing, loving, etc.)  
\_\_\_\_\_

### **SUBTOTAL**

Take your subtotal and write it in the space labeled “subtotal” below. Subtract it from 168. Your answer is the number of hours you have remaining for “school time”, that is, class and study time. Remember, your number cannot be more than 168. It is physically impossible. There are only 24 hours in a day and 168 hours in a week!

**168 - \_\_\_\_\_(Subtotal)= \_\_\_\_\_(School Time)**

**Part II:** Now it is time to calculate how many units you can take to succeed. Take the “school time” you just calculated from part one and write it in the space labeled “school time” below. Divide the “school time” numeral by 3. This will give you the number of units you can take and not commit academic suicide.

\_\_\_\_\_ (school time) : 3 = \_\_\_\_\_ (units per semester)\*

**Part III:** The Carnegie Foundation, whose purpose is to study education, has determined that for students to earn an average of “C” they need to spend 2 hours studying out of class for every hour they spend in class. For a 3 unit class you can plan on spending 3 hours a week in class and an additional 6 hours a week studying out of class. If you want to earn a higher grade than a “C” you need to spend even more time studying out of class. So let’s figure out how many minimum hours you need to devote to “school time”. Complete the following statements.

I am enrolled in \_\_\_\_\_ units. \_\_\_\_\_ units= \_\_\_\_\_ class hrs. + \_\_\_\_\_ hours study time\* for a total commitment of \_\_\_\_\_ hours per week.

1. Do the number of units you should be enrolled in (from part two) equal the number of units you just calculated? \_\_\_\_\_

2. Are you committed?  
\_\_\_\_\_

3. By hours, how many hours are you committed?  
\_\_\_\_\_

4. Remember school requires more time than many students think. What are you going to cut? Be specific \_\_\_\_\_

5. How many hours will you cut from each category? Again, be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Calculate study time hours by multiplying the number of units by two.

- One unit lecture class = 1 hour class time + 2 hours study time.

Few of us can sustain a long-term commitment to excellence if our lifetime commitments exceed 54 hours per week. The following chart is a helpful tool to for you to use to estimate the number of hours you need to work in conjunction with the number of units it is recommended you take to succeed in college.

IF YOU WORK	TAKE
40 hours a week	6 units
30 hours a week	9 units
20 hours a week	12 units
10 hours a week	15 units
0 hours a week	18 units

**Don't set yourself up for academic suicide. Take the right number of units for YOU!**

**Time Management Grid**

Name \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							
1:00am							
2:00am							
3:00am							
4:00am							

**Time Management Grid****Name** \_\_\_\_\_

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
5:00am							
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							
12:00am							
1:00am							
2:00am							
3:00am							
4:00am							

## Clinical Education

A competency-based clinical education system is an integral part of the two-year education program. Didactic and clinical education schedules are coordinated to give the radiography student the textbook knowledge and theory and the clinical experiences to successfully complete the program.

RT students complete approximately 1900 hours at their assigned Primary and Secondary Clinical Education Setting (ACS). Clinical education hours do not exceed 40 hours per week or 10 hours per day. Clinical hours are scheduled between the hours of 6:30 a.m. to 7:00 p.m. Second year students will rotate to a secondary ACS assignment during the 5<sup>th</sup> semester. Pre-admission, applicants will rank their top 3 ACS choices. Faculty will consider these rankings during ACS student placement.

The students will be under the supervision of a qualified fully certified radiographer on a 1:1 basis. Students do not replace a paid radiographer. The student receives an academic calendar and schedule at the beginning of each fall semester outlining the semester breaks and holidays. Students do not attend clinical on observed holidays or during semester breaks. The college calendar is available online at

<https://www.chaffey.edu/programsacademics/calendars/index.php>.

### **Eight Affiliated Clinical Sites (ACS) are affiliated with Chaffey College:**

**Note:** The College does not provide transportation to clinical facilities.

#### **Corona Regional Medical Center**

800 South Main Street

Corona, CA 92882

*Distance from Chaffey College: 20 miles*

#### **Kaiser Permanente Medical Center, Riverside**

10800 Magnolia Street

Riverside, CA 92505

*Distance from Chaffey College: 23 miles*

#### **Desert Valley Medical Center**

16850 Bear Valley Road

Victorville, CA 92395

*Distance from Chaffey College: 38 miles*

#### **Pomona Valley Hospital Medical Center**

1798 N. Garey Avenue

Pomona, CA 91767

*Distance from Chaffey College: 15 miles*

#### **VA Loma Linda Healthcare System**

11201 Benton Street

Loma Linda, CA 92354

*Distance from Chaffey College: 23 miles*

#### **Riverside University Health Systems**

16520 Cactus Avenue

Moreno Valley, CA 92555

*Distance from Chaffey College: 33 miles*

#### **Kaiser Permanente Medical Center, Fontana**

9961 Sierra Avenue

Fontana, CA 92335

*Distance from Chaffey College: 12 miles*

#### **San Antonio Regional Hospital**

999 San Bernardino Road

Upland, CA 91786

*Distance from Chaffey College: 6 miles*

## Faculty

The Chaffey College Radiologic Technology Program employs a well-qualified faculty which meets or exceeds the standards for an accredited educational program in radiography by The Joint Review Committee on Education in Radiologic Technology (JRCERT) and the California Department of Public Health (CDPH); Radiologic Health Branch (RHB). The Program Director, Clinical Coordinator, and faculty are recognized by JRCERT & CDPH - RHB and the College. All faculty members are registered radiologic technologists with state and national credentials in radiologic technology.

## Program Cost Information

Estimated cost for the **full 2-year** RT Program is \$6,360. Individual student costs may vary.

**Fees are subject to change. Consult the Schedule of Classes for the most current information.**

<b>Description</b>	<b>Estimated Costs:</b>
Enrollment Fees/Tuition \$46.00 per semester unit CA. Resident NONRESIDENT TUITION AND ENROLLMENT FEE	\$3128 (68 units total) \$26,384.00
Material fees	\$253
Health Services fee, Transportation fee, ID Card: Fall, Spring/Summer	\$114
Parking at RSAM Parking Main Campus Fall, Spring: Cars/Motorcycles Summer: Cars/Motorcycles	FREE \$55/\$20 \$35/\$25
Health Exam	\$284
Drug tests	\$45
CPR American Heart Association, "Basic Life Support Provider"	\$130
Background Check	\$52
Uniforms	\$450
Text Books (first and year)	\$1153
Passport Quality Photos for ARRT Application	\$40
Transportation (provide your own to and from RSAM and ACS)	Varies
National Exams: ARRT Application Fee	\$225
State Exams: CRT, Fluoroscopy Application Fees	\$224
Immunization Tracking	\$27
ATI TEAS Test	\$115
HESI Exam	\$120
*BOGW qualified students may receive some of the items listed above at a lower cost <b>TOTAL: CA. Resident</b>	<b>\$6,360 approximately</b>

## Financial Aid / Scholarships

The college has financial aid and scholarship programs available. The college catalog provides extensive information regarding financial aid. The Financial Aid Office administers a number of programs funded by the federal, state, and private sources designed to help students with limited resources meet their educational expenses. All Chaffey College students may be eligible for some form of assistance based on their financial need and may apply for aid by filing a Free Application for Federal Student Aid (FAFSA). Available scholarships are listed year-round on the Financial Aid website at: <https://www.chaffey.edu/student-support/eops/scholarships-resources.php>

Students may also contact Student Activities and the Chaffey College Foundation office for other available scholarship opportunities.

## **Technical Standards**

Chaffey College has a responsibility to educate competent student radiographers to care for their patients (persons families and/or communities), practice radiation protection and safety with critical thinking, judgment, broadly based knowledge, and competent clinical skills. Academic and technical standards must be met by students to successfully progress and complete the program.

Faculty and staff strive to ensure access to facilities, programs, and services to all students, including students with self-disclosed disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008). Chaffey College provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements. A reasonable accommodation is an adjustment to an instructional activity, equipment, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation.

The Health Sciences RT Program provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing the Rad Tec curriculum or the didactic and clinical competency requirements.

The following requirements are appropriate for the students of the Radiologic Technology program:

- a) The School of Health Sciences requires the completion of a health examination.
- b) The ARRT requires that students must be able to:
  - 1) obtain CPR certification
  - 2) safely perform venipuncture
  - 3) obtain patient vital signs (blood pressure, temperature, pulse, respiration, pulse oximetry)
  - 4) demonstrate competency in sterile and medical aseptic technique
  - 5) safely transfer, move, and assist patients up to 350 pounds
  - 6) demonstrate care for patient medical and x-ray equipment
  - 7) demonstrate competence in 55 procedures to complete the program

These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the program requirements. The standards are not requirements of admission into the programs and the examples are not all-inclusive.

Individuals interested in applying for admission to Chaffey College RT Program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the curriculum for the didactic and clinical competency requirements.

Key areas for technical standards in radiography include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data and evaluating radiographic images; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating appropriate professional attitudes and behaviors into student radiography practice capabilities.

To be qualified for Chaffey College RT program individuals must be able to meet both our academic standards and the technical standards, with or without accommodations. For further information regarding services and resources to students with disabilities and /or request accommodations please contact the DPS office at 909-652-6379.

Requirements	Standards	Examples
Acquiring fundamental knowledge	<p>Ability to learn in classroom and educational settings</p> <p>Ability to find sources of knowledge and acquire the knowledge</p> <p>Ability to be a lifelong learner and an adaptive thinker</p>	<p>Acquire and conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations</p> <p>Develop health care solutions and responses beyond that which is rote or rule-based.</p>
Developing communication skills	<p>Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities)</p> <p>Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members)</p> <p>Sense making of information gathered from communication</p> <p>Social intelligence</p>	<p>Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a patient's condition</p> <p>Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted and/or electronic) to patients and the health care team</p> <p>Effectively communicate in teams</p> <p>Effectively explain radiographic procedures to patients and RTs</p> <p>Determine a deeper meaning or significance in what is being expressed</p> <p>Connect with others to sense and stimulate reactions and desired interaction</p>



Interpreting data	<p>Ability to observe patient conditions and responses to health conditions</p> <p>Ability to assess and monitor health needs</p> <p>Computational thinking</p> <p>Cognitive load management</p>	<p>Obtain and interpret patient's information from assessment to completion of the procedure</p> <p>Viewing and evaluating images for the purpose of identifying proper patient positioning, proper radiographic exposure and other pertinent technical qualities</p>
Integrating knowledge to establish clinical judgement	<p>Critical thinking, problem solving and decision-making ability needed to care for persons, families and /or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care.</p> <p>Intellectual and conceptual abilities to accomplish the technical standards of the academic program</p>	<p>Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate radiographic procedures</p> <p>Literacy to understand concepts and develop tasks for desired outcomes</p>
Incorporating appropriate professional attitudes and behaviors	<p>Concern for others, integrity, ethical conduct, accountability, interest and motivation</p> <p>Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities</p> <p>Acquire interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members</p> <p>Acquire the skills necessary for promoting change for necessary quality health care</p> <p>Cross cultural competency</p>	<p>Maintain effective, mature, and sensitive relationships with patients, students, faculty, staff and other professionals under all circumstances</p> <p>Make proper judgments regarding radiation protection and safety, and quality patient care</p> <p>Function effectively under stress and adapt to changing environments inherent in clinical practice</p> <p>Demonstrate professional role in interactions with patients and other professionals of diverse cultures</p>

		<p>Compliance with the American with Disabilities Act (ADA)</p> <p>Work productively, drive engagement and demonstrate presence as a member of a virtual team</p>
--	--	---

**Reasonable Accommodations for Disabilities**

The Rad Tec program complies with the American with Disabilities Act to ensure that reasonable accommodations are provided to enable student success. Students who wish to request an accommodation are encouraged to discuss the matter with the appropriate personnel in Disability Programs and Services (DPS) office, Campus Center East, Room 100 (909-652-6379). RT faculty will work with the student and DPS to provide reasonable accommodations for students to demonstrate these essential qualifications.

Applicants who are invited to attend the Information Session will be required to submit a signed Technical Standards Form.

## Admission Procedures

Individuals applying to the Radiologic Technology Program shall be considered for admission based on the established admission standards. Consideration for admission shall be non-discriminatory with respect to race, color, creed, gender, age, disability, or national origin.

### Applications accepted February 1-28, 2023 for RT Program starting Fall 2023

**1. All courses for Chaffey College Graduation Requirements - General Education, Behavioral Sciences, Electives, Basic Skills Competency Requirements – and RT Prerequisite courses must be completed at the time of application and with a grade of “C” or better.**

- Only regionally accredited coursework accepted from an institution in the United States. Foreign coursework will not be considered.
- No courses other than RT Program courses can be taken while in the program.
- a. Satisfactory grade (“C” or better) in a mathematics course at or above the level of the course typically known as Intermediate Algebra (e.g. Algebra 2, Integrated Math 3 or above from high school, not to be factored in the points for General Education.
- b. Prerequisite Courses
  - ♦ In addition to the college general education coursework and other graduation requirements, there are five (5) college-level prerequisite courses which must be completed with a minimum grade of C at the time of application.
  - ♦ Human Anatomy BIOL-20 within the last eight (8) years from time of application
  - ♦ Human Physiology BIOL-22 within the last eight (8) years from time of application
  - ♦ Medical Terminology BIOL-30 or Health Sciences 30
  - ♦ Intermediate Algebra or higher
  - ♦ Chemistry or Physics within the last eight (8) years from time of application
  - ♦ CHEM-9 or 10, or PHYS-5 or higher within the last eight (8) years from time of application

**2. A minimum degree applicable cumulative GPA of 2.8 is required.**

**3. Pass the ATI TEAS 7 with a score of 62% or better in two attempts.**

- **TEAS must be taken between November 1<sup>st</sup> and 2022 and February 25<sup>th</sup> 2023.**
- Student must request that TEAS scores are sent from ATI directly to Chaffey College Allied Health and pay the associated fee for this service.
- Scores must be received by the Rad Tec Program no later than Feb 28th 2023 at 11:59 p.m.

Refer to the [www.atitesting.com](http://www.atitesting.com) website online store to review testing preparation materials and arrange your testing date/time.

Please see [How to Register for the ATI TEAS](#) for more information on test registration.

**4. Submit an [online application](#) for admission to Chaffey College, unless you are currently registered in Spring semester classes at Chaffey College.**

**5. Submit ALL official college/university transcript(s) electronically, to the [Admissions & Records Office](#) at [transcripts@chaffey.edu](mailto:transcripts@chaffey.edu).**

- a. Please plan accordingly to send your college transcripts to Admissions & Records and verify they have arrived by visiting the Admissions website BEFORE submitting your Rad Tec Transcript Evaluation Request Form.

**6. Complete the [Radiologic Technology Evaluation Request](#) Form**

**Your Rad Tec Transcript Evaluation Request Form will only be processed during the following evaluation periods: **January 9<sup>th</sup> at 8 a.m. through February 22<sup>nd</sup> at 4 p.m.** for Spring 2023 applications for students applying for the Fall 2023 program start.**

- The RT Transcript Evaluation Request Form can be found by clicking on the above link.
- The RT Transcript Evaluation Request Form MUST be completed to receive a copy of your RT Transcript Evaluation, which is required to submit with your Radiologic Technology application.
- If you previously applied to the Rad Tec program and need to reapply, you will be required to complete an updated Rad Tec Transcript Evaluation Request Form.
- If you notice any \* errors after receiving your Rad Tec Transcript Evaluation, please email [transcript.evaluator@chaffey.edu](mailto:transcript.evaluator@chaffey.edu). Include your name, Chaffey College ID number and clearly identify the error you are requesting to be changed.

\*Contact the Transcript Evaluator Office ONLY IF an error was made by using the wrong course to satisfy a required area, calculation in points is incorrect, or GPA calculation is incorrect.

**It is the student's responsibility to review the final Radiologic Technology Transcript Evaluation for accuracy.**

**B. Application Process**

**1. Electronically submit all required materials and sign the current year's [Radiologic Technology Application](#).**

- Incomplete, inaccurate, or unsigned applications **WILL NOT** be considered.
- The verified Rad Tec Transcript Evaluation received from the Counseling Department must be uploaded during application submission. The form must show eligibility for the program. It is the applicant's responsibility to verify the Transcript Evaluation and the points awarded for accuracy.
- A **maximum** of 50 points can be earned. The Transcript Evaluation will indicate the points you have been awarded and if you are eligible for Phase 2 of the application process. \*Depending on catalog rights, a student's possible maximum points may be 44. Please see a counselor for more information.
- All applications are ranked in descending order first by points, then TEAS 7 score and lastly GPA.

You will receive confirmation of receipt of your submission via email immediately upon submission. You will then receive an additional email within 5 business days confirming that your application has

been accepted (meaning there are no errors or missing information).

2. **Request the TEAS 7 score be sent electronically to Chaffey College Allied Health from ATI online no later than the application deadline. ATI will charge a fee to be paid by the student.** ATI sends you a confirmation of your request. Save this confirmation. If your application is incomplete (we have not received your TEAS score), you will be contacted when your application is processed. Due to the number of applicants, staff cannot answer emails asking to confirm receipt of TEAS scores.

**\*Additional documents (such as letters of recommendation, introduction letters, resumes, etc.) will not be considered. Please do not submit any documents other than those required.**

### **C. After the RT Application Period**

1. Applicants ranking in the Top 50 will receive information via email in March regarding required attendance to a mandatory Information Session in March/April.
2. Applicants not ranking in the Top 50 will receive notification via email in March.

Emails will be sent to the email address provided on your application.

**\*If you do not receive any information about your ranking by March 15<sup>th</sup>, contact the program at radtec@chaffey.edu.**

### **D. Important Information**

1. Consideration for one additional point will be given to applicants with prior **acute care hospital\* work experience** with documentation of 1000 hours of general hospital experience with medical direct patient care\*\* within the last 5 years. Examples of medical direct patient care are: RT transporter, CT or MRI assistant, CNA, MA, LVN or phlebotomist. Documentation of this work experience
  - Download and complete the [RT Acute Care Experience Application](#). This form must be submitted with the RT application for consideration of additional point. Incomplete forms will not be accepted or permitted to resubmit. The application will require the following information from the work/volunteer experience employer/verifier:
    - a. Name of the acute care hospital.
    - b. In what capacity you worked, dates of service, and number of hours worked.
    - c. Name and telephone number of supervisor who can verify your work experience.

The point for experience is not guaranteed until verified by the coordinators.

\*Acute care hospital must have an emergency room, ICU, and surgical departments

\*\*Medical direct patient care is the healthcare services of a patient provided personally ("hands-on" actually touching patients). Examples not qualifying are: clerical, reception, environmental services.

2. Consideration for one additional point will be given to applicants with a **current California Limited Permit in Radiologic Technology**. A copy of the current permit(s) must be submitted with application. The point for work experience is not guaranteed until verified by the coordinators.
3. Consideration for one additional point will be given to veterans who have been honorably discharged and meet the RT program admissions criteria. Military service documentation must be submitted with the application. Acceptable documentation includes a Certificate of Release or Discharge from Active Duty (DD Form 214) or a Proof of Service Letter from the Department of Veterans Affairs.

**\*Students must submit all required documentation for an additional point in one attempt. If documentation is incomplete, materials may not be resubmitted.**

4. All application materials must be submitted by 11:59 p.m. on February 28, 2023.
5. Do not delay. Please allow for the standard stated processing times in the Admissions and Counseling Offices.

**Checklist of Items Required to Submit when Applying to the Radiologic Technology Program:**

- ✓ Verified Rad Tec Transcript Evaluation, indicating eligibility
- ✓ Passing TEAS 7 score (62% or better in one attempt between November 1<sup>st</sup> 2022 and February 25<sup>th</sup>, 2023), sent electronically to Chaffey College Allied Health from ATI online no later than the application deadline.
- ✓ Complete RT Application

**\*Note:** In the past 5 years there have been more qualified applicants (approximately 115) than spaces available.

## Eligibility Procedures

- 1) Transcripts are evaluated by the Counseling Department and the External Transcript Evaluation is then completed. Points are awarded by specific criteria. All applications are reviewed by the RT Program Verification Committee and selected according to descending point order, TEAS 7 score and GPA.
- 2) The Top 50 applicants will receive an email in March regarding the 4-hour mandatory on-campus RT Program Information Session in March/April, information regarding the required background check and other health requirements.

Emails will be sent to the email address provided on your application. **\*If you do not receive any information about your ranking by March 15<sup>th</sup>, contact the program at radtec@chaffey.edu.**

## Acceptance Procedures

- 1) Prior to the on-campus Information Session, the Top 28 applicants and 22 alternates will be verified based on descending point, TEAS 7 score and GPA order. The Top 28 applicants and 22 alternates will receive notification in April regarding the mandatory July RT Orientation.
- 2) The Top 28 applicants and 22 alternates will be required to successfully pass a background check from the approved third party company.
- 3) Alternate applicants will be determined based upon descending point, TEAS 7 score and GPA order. Alternate applicants will be notified in April. The alternate list remains in effect only until the end of the college's deadline to add full-term courses, as listed in the college's Schedule of Classes. Applicants who are not accepted are encouraged to meet with a full-time senior Counselor at <https://www.chaffey.edu/counseling/index.php> to develop strategies to strengthen their application for the following year.
  - a) Alternates are invited to the summer orientation and must meet the requirements of the Top 28 applicants in the event a top 28 applicant is unable to complete the application process.
- 4) Prior to admission to the RT Program, applicants receiving acceptance notification are required to:
  - Provide a complete School of Health Sciences health practitioner attestation documenting that the individual does not have any health condition that would create a hazard to him or herself, fellow employees, or patients. (Detailed information will be provided with the acceptance letter.) Complete and submit all accompanying documentation as instructed in the acceptance/alternate letter.
  - If the health requirements or deadlines are not met, the student will not be allowed to continue in the application process.

**Application Timeline:**

The following timeline should be used as a guide to understanding the application process:

<b>February</b>	Applications accepted
<b>March</b>	Top 50 applicant emails will be sent by mid-March Top 50 applicants begin completing health requirements in ADB as outlined in their letter.
<b>April</b>	Top 50 applicants attend a mandatory RT Program Information Session on campus Acceptance / Alternates letters will be notified by the end of April Accepted and Alternate students make appointment for required health exam attestation Top 28 & 22 Alternates continue completing health requirements in ADB as outlined in their letter on schedule.
<b>July</b>	Accepted and Alternate applicants MUST complete certification in required American Heart Association – BLS Provider CPR course between July 1 <sup>st</sup> – 30 <sup>th</sup> of acceptance year 2-Step TB Test completed
<b>August</b>	Fall semester begins



**CHAFFEY COLLEGE  
RADIOLOGIC TECHNOLOGY APPLICATION  
DEADLINE ACKNOWLEDGEMENT FORM**

**Please read the following thoroughly and sign below after acknowledging this form.**

1. In order for you to continue with the application process:
  - You must attend the entire March/April RT Program Information Session. Any absence, late arrival or early departure will disqualify your application.
  - All forms, health requirements and background checks must be completed and submitted according to specific deadlines or your application will be disqualified.
2. Those who receive the acceptance letter, must follow all specific timelines and deadlines in order for you to continue with the application process:
  - You must attend the entire July mandatory RT Orientation. Any absence, late arrival or early departure will disqualify your application.
  - All health forms, screenings, lab work, immunizations and CPR certification must be completed according to deadlines specified in the acceptance/alternate letter.
3. Background Checks – Applicants with a Criminal or Disciplinary History
  - Any applicant with a criminal or disciplinary history should complete the ethics Review Pre-Application offered by the American Registry of Radiologic Technology (ARRT) before applying to the program or anytime as needed.
  - Having been convicted of a felony /misdemeanor may preclude an applicant from beginning the program. This is due to the program's clinical affiliate requirements.
  - Having been convicted of a felony/misdemeanor may prevent eligibility for state and national licensing/certifications.
  - Any unacceptable offenses appearing on the background check results will prohibit an applicant from continuing on in the application process/program.

I certify that the information I have provided in my application materials is true and correct and I have not withheld any facts or circumstances. I understand that all responses given are subject to verification, and any falsification, misrepresentation, or omission of facts are sufficient reason for disqualification in the application process or dismissal upon discovery at any time during enrollment in the RT program.

---

PRINT FIRST & LAST NAME OF APPLICANT

---

APPLICANT SIGNATURE

---

DATE



## **Drug and Ethanol Testing Agreement**

Consideration for placement within our clinical facilities requires a negative drug/ethanol screening annually. I must submit to a drug test at a designated laboratory, which will provide the result of the test to the program. I understand that if the test result is positive, I will be denied admission. I further understand that I may be subject to drug tests while enrolled. A positive drug test or refusal to submit to testing will result in dismissal from the program.

This signed document constitutes my consent for drug testing by a designated laboratory. It also constitutes consent for the laboratory to release the result of my drug test to the program.

By signing this document, I indicate that I have read, I understand, and I agree to the School of Health Sciences Impaired Student Policy. I understand that a negative drug and ethanol test is required for admission and for progression in Health Sciences programs.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Student Signature

**CHAFFEY COLLEGE  
RADIOLOGIC TECHNOLOGY APPLICATION  
TECHNICAL STANDARDS FORM**

**A. PERSONAL DATA:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**B. TECHNICAL STANDARDS:** (Initial after reading the following statements.)

\_\_\_\_\_ 1. The School of Health Sciences requires the completion of a health examination.  
**Initial** The ARRT requires that students must be able to:

- obtain CPR certification
- safely perform venipuncture
- obtain patient vital signs (blood pressure, temperature, pulse, respiration, pulse oximetry)
- demonstrate competency in sterile and medical aseptic technique
- safely transfer, move, and assist patients up to 350 pounds
- demonstrate care for patient medical and x-ray equipment
- demonstrate competence in 55 procedures to complete the program

\_\_\_\_\_ 2. The Radiologic Technology Program, at times, requires a 40-hour per week  
commitment.

**Initial** Applicant is advised that he/she cannot leave classes or clinical assignments early to go to work.

\_\_\_\_\_ 3. The applicant is advised that the ARRT Examination Board may not accept a  
student's

**Initial** application if there has been a conviction of a felony or misdemeanor, **regardless** of program completion.

\_\_\_\_\_ 4. Acknowledge understanding the contents in the Information Packet for the  
Prospective RT **Initial** Student.

**By signing below I verify that information contained in this document is true and correct.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*DO NOT BEGIN Health Requirement Process Until Instructed To Do So \*****Explanation of Required Immunizations and Health Requirements**

RT students spend about 1,900 hours in the clinical setting with hospital staff and patients. For the well-being of the student and to comply with hospital requirements, all exams, labs, and screenings must be conducted prior to beginning the program. Incomplete, missing, or incorrect forms, lab work or documents will cause your application to be rejected and you will not be allowed to begin the program.

**It is recommended that you bring this checklist to your physical.** Please read carefully.

**Drug Screening (10 panel PLUS Ethanol)**

All drugs need to be tested **separately**, drugs **cannot** be combined: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene AND Ethanol.

**Tdap**

Individuals who have had a primary series of Tetanus/Diphtheria containing product (TDP, TDAP, DT, Td) should receive a booster every 10 years after the one time dose of Tdap (recommended for all health care providers under the age of 65).

**Two Step TB Screening**

All students are required to have an initial 2 step TB screening. The 1st TB is administered and then read 2-3 days after. 7-21 days after the 1st read date, the 2nd TB is administered, and once again read 2-3 days after.

Student needs to follow up with a chest x-ray (every 3 years) when there is prior documentation of a positive TB.

**Influenza Vaccination or Student Declination of Vaccine**

Record of Influenza vaccination is required by clinical facilities and renewed yearly. If the flu vaccine is out of season during the application period a waiver needs to be submitted until the new season vaccine becomes available.

**Varicella – numeric value required**

Titer showing proof of immunity is required. If results are negative, 2 doses of varicella are recommended unless medically contraindicated. Vaccines are given one month apart.

**MMR – numeric value required**

Titer showing proof of immunity is required. If results are negative, 2 doses of MMR are recommended unless medically contraindicated.

**Hepatitis B (3 step series, positive serology) – (if negative, 1st shot is required before classes begin)** Titer showing proof of immunity is required. If results are negative, 3 doses are recommended with the second dose given 4 weeks after the first dose. 3rd dose is given 5 months after the 2nd dose.

### **Health Practitioner Attestation**

A report, signed by the physician, physician's assistant, or nurse practitioner, shall be provided to the nursing program. The health provider attestation indicates that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients (Title 22).

### **BLS Certification**

Current Basic Life Support (BLS) certification through American Heart Association is required. Certification is valid for 1 year in accordance with school policy, even though card advises it is valid for 2 years. On-line classes are **not accepted**.

### **Background check**

Background check is completed through the approved third party company.

Please refer to: <https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-combined-schedule.pdf> for most recent information regarding immunizations.

## **College Policies**

### **Academic Integrity (Cheating)**

Integrity is an essential component of the student academic experience. The academic evaluation a student received for a course becomes a permanent college record and it is critical that such records be accurate and consistent. The integrity students learn and exhibit at the college will be a model for the professional integrity they practice when they complete the college work. Accordingly, Chaffey College has classified academic dishonesty into the following categories:

- Cheating
- Unauthorized Collaboration
- Facilitating Academic Dishonesty
- Interference or Sabotage
- Plagiarism
- Fabrication
- Retaliation

### **Behavior Code**

All members of the Chaffey College community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of our community and resisting behavior that may cause danger or harm to others which shall include, but not limited to, violence, theft, or bigotry. All members of the Chaffey College community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.

### **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, public services including public and private transportation, public accommodations, and telecommunications services. Support services for students with

disabilities are provided through Disability Programs and Services. Anyone needing information about services for students with disabilities should contact the Disability Programs and Services, at 909/652-6393 or TDD/TTY 909/466-2829, email [dps.staff@chaffey.edu](mailto:dps.staff@chaffey.edu).

### **Disability Programs and Services (DPS)**

Disability Programs and Services (DPS) is a state funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent

their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals. The program is open to any student who has a verifiable physical, psychological, or learning developmental disability, either temporary or permanent, which causes educational limitations. DPS is located in Campus Center East (CCE), Room 14 on the Rancho Campus. Limited services are available at both the Chino and Fontana Campuses. For more information, please call (909) 652-6379 or visit our website at <https://www.chaffey.edu/student-support/dps/index.php>.

**If a student requires special accommodations in order to take a course, please inform the instructor. Refer to the RT handbook and discuss any needs with the instructor by the 3rd week of the semester.**

Example:

*If you have a disability documented by a physician or other professional and wish to discuss academic accommodations, please contact the DPS office at 909-652-6739 as soon as possible. Please be sure to allow adequate time to arrange an appropriate accommodation.*

## Radiologic Technology Program Standards of Ethics

The American Registry of Radiology Technologist (ARRT) has established a Code of Ethics and Rules of Ethics as part of the Standards of Ethics to serve as a guide for student RTs. In addition, the Radiography Program adheres to the College Student Academic Integrity Code and Student Behavior Code to assure that an environment is conducive for student learning, free of unethical and/or unprofessional behavior. In this spirit and towards those ends the following rules have been developed.

### A. Code of Ethics

<https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn+12>

### B. Rules of Ethics

1. Education Subversion: aiding others to subvert or attempt to subvert ARRT's education requirements
  - (i) Providing false, inaccurate, altered or deceptive information related to clinical experience or competency requirements
  - (ii) Assisting others to provide, false, inaccurate, altered or deceptive information related to education requirements
  - (iii) Conduct that results or could result in a false or deceptive report of clinical experience or conduct that in any way compromises the integrity of the educational requirement
2. Unprofessional Conduct
  - (i) Any radiological technology practice that may create unnecessary danger to a patient's life, health or safety
  - (ii) Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient
  - (iii) Engaging in any unethical conduct, including but not limited to conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard of the health, welfare, or safety of a patient
  - (iv) Performing procedures which the student is not competent to perform unless directly supervised
  - (v) Actual or potential inability to practice: actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness or impairment
  - (vi) Improper management of patient records, making false, deceptive or misleading entry in any patient record.
  - (vii) Revealing a privileged communication relating to a former or current patient, failing to adequately protect the security of privacy of confidential patient information
  - (viii) Knowingly providing false information: misleading information that is directly related to the care of a former or current patient
  - (ix) Violating a state or federal narcotics or controlled substance law, even if not charged or convicted of a violation of law

Violations of the College Student Academic Integrity Code or the Student Behavior Code as outlined in the Chaffey College Student Handbook are also subject to sanctions. The radiologic technology student receives a copy of the College Student handbook each fall.

## School of Health Sciences Policies

### **Impaired Student Policy**

#### **I. Policy**

All students in Health Sciences programs are expected to report for clinical, classroom, and laboratory assignments with no alcohol or illegal drugs, or metabolites of illegal drugs in their bodies and emotionally prepared to participate in instruction. A student must not have alcohol, an illegal drug, or metabolites of illegal drugs in his or her body at any time while in clinical, classroom or laboratory experience, whether the student's performance is or is not affected by this use of alcohol or illegal drugs.

#### **II. Definitions**

"School site" includes, but is not limited to, any college property and/or any place where the student is assigned for school courses (including clinical sites) or any place where school business is conducted. "Under the Influence," for the purpose of this policy, means that the student is affected by alcohol, or any other drug, in any detectable manner. The symptoms of influence are not confined to those consistent with problem behaviors identified. A determination of "influence" may be established by a professional opinion, a scientifically valid test, or by a lay person's opinion. The College will conclusively presume that the student is under the influence of alcohol if the student has a urine content greater than 0. The College will conclusively presume that the student is under the influence of drugs if the student has any positive results on the Drug Screen Ten (10) Panel plus Ethanol test.

#### **III. Pre-Admission Drug Testing**

A consideration for placement within our clinical facilities is a negative drug/ethanol screening. Health Sciences programs require a negative Drug Screen Ten (10) Panel plus Ethanol screening result. Refer to specific program information. A copy of the ten drugs and ethanol screened for in this panel test is available from your program office.

#### **IV. Problem Behavior, Demeanor, or Appearance**

Students who exhibit problem behavior, demeanor, or appearance cause concern for the welfare of clients, staff, other students and the general public. Problem behavior, demeanor, or appearance may indicate impairment in the student's ability to maintain a safe environment. (See Chaffey College Student Behavior Code, section 6.)

Problem behavior, demeanor or appearance may include, but are not limited to:

##### Physiologic:

- Slurred or rapid speech
- Trembling hands
- Persistent rhinorrhea
- Altered pupil dilation
- Flushed face
- Red eyes
- Odor of alcohol
- Unsteady gait
- Declining health

##### Behavioral:

- Irritability and mood swings
- Isolation or avoidance of group work
- Pattern of absenteeism and tardiness
- Decreased clinical and academic performance
- Change in dress or appearance
- Inappropriate responses
- Elaborate excuses for behavior
- Decreased alertness/falling asleep in class
- Dishonesty



**V. Legal Drugs, Illegal Drugs, and Alcohol**

- A. Legal Drugs. Legal drugs include prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed and manufactured.

No prescription drug shall be brought onto the school site by any person other than the person for whom the drug is prescribed by a licensed medical practitioner. Prescription drugs shall be used only in the manner, combination, and quantity prescribed. The manufacture, dispensation or sale, offer to sell, purchase, use, transfer, or possession of legal drugs, except under the conditions specifically permitted herein, is prohibited.

If a student has any question or concern as to his or her ability to safely or efficiently perform his or her assignment while taking a prescription drug or other medication, the student has an affirmative obligation to report the use of that drug or medication to the Dean of Health Sciences.

- B. Illegal Drugs. A student may not manufacture, sell, or offer to sell, give, purchase or use illegal drugs (including having illegal drugs or their metabolites in a student's body).

Illegal drug means any drug:

1. which is not legally obtainable; or
2. which is legally obtainable but has not been legally obtained.

No student shall possess or bring unlawful drug paraphernalia onto any school site.

- C. Alcohol. Any student while at a school site is prohibited from being under the influence of alcohol due to concerns for:

1. the safety of the student, co-workers, clients, and/or the general public;
2. the student clinical performance; and
3. the safety or efficiency of school operations.

**VI. Enforcement of Policy Based on Reasonable Suspicion**

- A. Whenever a faculty member or administrator establishes reasonable suspicion that a student is impaired based on his or her observations of a particular student's behavior, demeanor or physical appearance, consistent with the conditions listed in section IV of this policy, the faculty member or administrator will remove the student immediately from the instructional area. At that time, the student will be given the opportunity to explain the circumstances involving his or her behavior, demeanor or appearance.
- B. If the exhibited behavior, demeanor or appearance cannot be explained to the satisfaction of the faculty member or administrator, the student will be asked to leave the school site, submit to a urine and breath test, and will be scheduled to meet with the Program Coordinator the next day. Faculty members will immediately contact their Program Coordinator any time a student is asked to leave a school site to submit to a urine and breath test. The Program Coordinator will then notify the Dean of Health Sciences. The instructor shall then document, in writing, the observations or information, which led to the request and submit the report to the Program Coordinator.
- C. The same procedure shall apply to any Health Sciences student who has been involved in an accident, injury, or any physical or verbal altercation while in the educational setting and a faculty member or administrator believes the accident, injury or altercation was the result of some type of substance use.

**VII. Protocol For Conducting Suspicion-Based Testing**

An evaluation may be conducted to determine the cause of the problem behavior, demeanor or appearance.

- A. To ensure the expectation of privacy for students and that test results are sufficiently trustworthy and reliable, all suspicion-based testing of students under this policy shall be administered by trained personnel with requisite medical expertise.
- B. Students presumed to be under the influence of illegal drugs, or impaired by prescription drugs or alcohol will be obligated to submit to a urine and breath test by a trained medical professional at a designated medical facility immediately following a suspected occurrence. Chaffey College will pay for the urine test. The designated medical facility will be:

Concentra Medical Center  
9405 Fairway View Place  
Rancho Cucamonga, CA 91737  
(909) 481-7345

The Dean of Health Sciences or designee (Program Coordinators or Educational Program Assistant) will arrange transportation for the student to the testing center and notify the testing center of the student's impending arrival and request testing. The student is responsible for arranging transportation home from the testing facility.

- C. During such testing, the individual:

- 1. Will be monitored but not directly observed while providing urine samples;
- 2. Urine samples will be handled and controlled only by testing center personnel who are responsible for conducting the tests and/or testing the samples. Samples which need to be evaluated for suspected drug use or impairment will be tested utilizing the Drug Screen Ten (10) Panel plus Ethanol test. The Dean of Health Sciences will receive the results of the panel test.

- D. Individuals who refuse to submit to a urine test will be dismissed from the program.

- E. Individuals for whom a urine testing reveals a positive finding in any amount will be considered under the influence per this policy.

**VIII. Dismissal From the Program**

If a student is found to be under the influence of drugs or alcohol, the student will be dismissed from the program pursuant to the applicable student handbook.

**IX. Program Reentry**

If a student who has been dismissed from a Health Sciences program pursuant to the applicable student handbook and this guideline, he or she may petition for readmission after one year has elapsed. Petitions are reviewed by the Dean of Health Sciences who will determine if the student should return to the program. In determining if the student should be readmitted to the program, the Dean of Health Sciences considers the following:

- A. The student must submit proof of his or her enrollment in an alcohol and/or drug abuse follow-up treatment, counseling, or rehabilitation program to the Dean of Health Sciences, who will determine in his or her sole discretion if the rehabilitation program is sufficient. Proof of student's attendance at all required sessions must be submitted to, and approved by, the Dean of Health Sciences. Attendance will be closely monitored.
- B. The student will be readmitted to the program only if there is space available.
- C. Students who are readmitted to the program after dismissal due to drug or alcohol problems or who have been convicted of crimes related to drug or alcohol use may have issues obtaining

professional licenses. The determination of whether such students are licensed is solely within the control of the licensing agency and not within the control of the Chaffey Community College District.

- D. Upon reentry into the program and for the length of the program, the student agrees to voluntarily submit to testing for alcohol and illegal drugs on a random basis as requested by the Dean of Health Sciences. The student's failure of such testing during this period or the student's refusal to submit to such testing shall be grounds for immediate dismissal from the program.
- E. The student must maintain an acceptable attendance and performance record and comply with all other school and program policies upon his or her return to school. For the length of the program, the Dean of Health Sciences, in his or her sole discretion, may require a written doctor's certificate for any time the student is absent.
- F. The costs of rehabilitation and treatment will be borne by the student.
- G. Failure of the student to comply with all of the above conditions will result in the student's immediate dismissal from the program.

### **Drug Testing**

Consideration for placement within our clinical facilities requires a negative drug/ethanol screening annually. Health Sciences programs require a negative Ten (10) Panel Drug plus Ethanol screening result. Students must submit to a drug test at a designated laboratory, which will provide the result of the test to the program. If the test result is positive, the student will be denied admission or removed from the program. Students may be subject to drug tests while enrolled. A positive drug test or refusal to submit to testing will result in dismissal from the program.

## Program Policies

The following policies are summarizations of some of the important program policies. An applicant can find all policies and procedures in the RT Student Handbook.

### Grading Policy

The **point system** is used in all radiography courses for all assignments and examinations. Points are converted into percentages for grading. A "C" grade or better must be maintained in all radiography courses. A 78% or better must be obtained on all final examinations. Any percentage below 78% will receive an F.

- **Inability to maintain 78% or better on any final general clinical evaluation, or an overall course grade will be cause for failure from the program. Students who fail must reapply for re-entry when the class is re-offered in one year.**

The probation-failure policy should be reviewed prior to the college drop date. Specific grading requirements for each course will be given at the beginning of each course.

Make-up examinations are allowed only for illness. A 10% penalty will be imposed on any make-up examination. In the event of an extenuating circumstance, a written request for a make-up final exam can be submitted to the instructor of record and the Program Director. The request will be reviewed by the RT Faculty and Health Sciences Dean. Their decision is final. The final exam must be taken on the scheduled day and time. All final exams must be completed by the last day of finals week.

Final course grades will be posted and available at MyChaffeyView at [www.chaffey.edu](http://www.chaffey.edu) by the last day to post grades.

### Lecture

The Lecture and Lab Courses letter grade will be awarded for the following percentages. This letter grade will be recorded on the official transcript.

99 - 100% = A+

96 - 98% = A

94 - 95% = A-

91 - 93% = B+

88 - 90% = B

86 - 87% = B-

83 - 85% = C+

78 - 82% = C

### Lab/Clinical

The clinical letter grade will be awarded for the following percentages. This letter grade will be recorded on the official transcript.

94 - 100% = A

86 - 93% = B

78 - 85% = C

Grading will include, but may not be limited to:

1. Professional and technical skills/general clinical evaluation
2. Attendance
3. Monthly radiation monitor exchange and dose recording
4. Category competency evaluations
5. Final competency evaluations
6. Repeat exposure log
7. Failure to turn in all required forms by the stated deadlines
8. Probationary status
9. Maintaining updated student handbook and record keeping
10. Professional development assignments
11. Other components as listed in the course syllabus

### Attendance Policy

RadTec program course work (class and clinical) may not exceed 40 hours per week or 10 hours per day. Excessive absences or tardiness makes it impossible for the student to successfully complete the objectives of the Radiology Technology Program.

- I. **Classes and Laboratories:** Operational hours are between 6:30am and 7:00pm.
  - The student is expected to attend all scheduled classes and laboratories in which you are registered (Clinical education is a laboratory in which you are registered).
  - Four absences from any one course or laboratory may result in dismissal from that course.
  - Two tardies will equal one absence.
  - Absences and/or tardies may affect the grade issued for a course or laboratory.

- II. **Clinical Education:** Operational hours are between 6:30am and 7:00pm.

Clinical education is a graded laboratory; therefore, absences, tardies, or leaving early may affect your grade in clinical education. The program attendance sheet must be filled out daily, then signed by the Clinical Instructor and turned in to the College Clinical Coordinator at the end of each semester. Illness and make-up time must be indicated by highlighting the attendance sheet. The College Clinical Coordinator must be informed immediately of all absences, tardies and leaving early.

Clinical Reassignment: In the event the ACS observes a holiday not observed by the college, the student must notify the Clinical Coordinator one (1) week prior to the holiday.

- In the event of a ACS accreditation/regulatory site visit and the facility requests the student be re-assigned off of the ACS campus, the student must contact the Clinical Coordinator or the Program Director within one (1) hour of being notified.
- The student shall report to RSAN when lecture and/or labs are in session.
  - When lecture or labs are not in session, the student may:
    1. Use allowable absence hours or
    2. Complete 1 directed reading (equivalent of 1 CEU) for every 2 hours missed from clinical time

You must email the Clinical Coordinator and Program Director stating your intention request within 1 hour.

**Make-up time** must be completed at the ACS where the absence occurred. In the case of excessive absences, the student and the Clinical Coordinator must mutually agree on a plan for make-up time.

Clinical education includes over 1858 hours. The student is expected to attend all assigned clinical education.

- The student must call both the CI at the ACS and the College Clinical Coordinator prior to the start of the shift on every day of the absence. Failure to call both the CI and the college CC will affect the grade. Email or texts are not acceptable means of notification.
- Absences that occur for 3 consecutive days (class and/or clinical) may require verification by a physician.
- When the absence has occurred prior to a test day, the day before or after a holiday, or the first or last day of a semester, a doctor's verification may be required regardless of the length of absence.
- Absences for reasons other than illness may be required to be made up.

Two absences per semester during the 2nd fall and 1st & 2nd spring semesters and one absence during the first summer semester are considered allowable absences.

- There are no allowed absences in the first-year fall or second-year summer semesters. All absences beyond the days allowed must be made up regardless of the reason for the absence.
- In the event that an off work (class and/or clinical) order is given by a physician; the student must provide a written “return to class & clinical with no restrictions” verification by a physician.
- **In the event that an off work (class and/or clinical) order is given by a physician; the student must provide a written “return to class & clinical with no restrictions” verification by a physician that the student is capable of demonstrating the RT Program Health & Commitment Standards.**

### **Discipline/Due Process Policy**

All disciplinary procedures shall follow the College Student Handbook and Due Process procedures as outlined in the Chaffey College RT Student Handbook. The student should review these areas in both handbooks as well as the Student Grievance Procedure outlined in the Chaffey College Student Handbook.

As responsible adults in the RT Program, students should keep track of all grades received on homework, quizzes, and tests. It is the student’s responsibility to bring to the instructor’s attention that there is a discrepancy with a grade. The due process procedure regarding both didactic and clinical education can be found in the RT Student Handbook and will be reviewed after acceptance into the program.

### **Transfer of Credit Policy**

Transfer credit of General Education, Graduation Requirements and RT Prerequisite courses can be determined by meeting with a Chaffey College full-time counselor. **All RT coursework must be completed at Chaffey College.**

### **Withdrawal Policy/Refund Policy**

You have the right to withdraw from the Radiologic Technology Program. Withdrawal from any one course requires withdrawal from the program which **must** be in writing and submitted to the Program Director prior to official college withdrawal. All program related name badges and parking permits must be returned before grades will be released. Refunds of tuition are governed by the college. Expenses incurred for health exams, letter markers, and medical procedure supplies are not refundable.

Withdraw from the Radiography Program shall also be in accordance with the college withdrawal policy which states:

“Drops or withdrawals must be done online via MyChaffeyView. A student may drop or withdraw, or be dropped by an instructor, only before 75% completion of a class. Students may be dropped for lack of attendance” or for “good cause” as defined in the Education Code, Article 3, Section 76033.”

Refer to the current college catalog or schedule of classes, for college withdrawal and refund information (Financial Aid may be affected).

The withdrawal process includes a RT Program formal check-out process meeting with the Program Director, Clinical Coordinator and Dean of Health Sciences.

### **Dress Code**

A professional appearance is regarded as an important aspect of the student's training. Students are expected to be neat, clean, and well-groomed at all times. Once accepted into the Radiologic Technology program, students will be expected to adhere to the uniform policy as described in the RT Student Handbook.

### **Change of Address**

All changes of address or contact information must be reported on-line through MyChaffeyView promptly.

### **Confidentiality**

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**, requires the RT student to give permission to the Chaffey College Radiologic Technology Program to maintain and transmit health information as necessary to comply with requirements in the Program. This information may be transmitted via fax, inter-office mail, or email only for the purpose of establishing the requirements for the Radiologic Technology Program. This information will be accessed only by faculty and staff and held in strict confidentiality.

*The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information.*

Do not discuss information about patients, employees, or other students inside or outside the hospital. Students shall not discuss reports with patients nor shall the student show radiographic images to the patient unless the student is authorized by a physician. Failure to observe confidentiality is not only a breach of ethics, but also illegal. Breach of confidentiality will lead to disciplinary action.

**FERPA** (Family Educational Rights and Privacy Act) (20 U.S.C § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records

### **MRI Safety Screening Protocol**

The MRI system has a very strong magnetic field that may be hazardous to individuals entering the MRI environment if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects.

To assure the Radiology Technology students potentially entering the MRI environment are safe, an appropriate "MRI Safety" training will be required. This assures that all students are appropriately screened for magnetic wave or radiofrequency hazards. Each student will view a MRI safety training video and answer a MRI Screening Questionnaire annually. In addition the students will be directly supervised at all times by the MRI technologist during their 16 hour observation in the MRI suites.



# Magnetic Resonance (MR) Environment Screening Questionnaire



The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

Name: \_\_\_\_\_  
Last First Middle Initial

☐ 1st Year Student ☐ 2nd Year Student

Student ID # \_\_\_\_\_

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes  
If yes, please indicate date and type of surgery: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of surgery \_\_\_\_\_
2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)? ☐ No ☐ Yes  
If yes, please describe: \_\_\_\_\_
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ☐ No ☐ Yes  
If yes, please describe: \_\_\_\_\_
4. Are you pregnant or suspect that you are pregnant? ☐ No ☐ Yes



**WARNING:** Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

**Please indicate if you have any of the following:**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Aneurysm clip(s)                           |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cardiac pacemaker                          |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Implanted cardioverter defibrillator (ICD) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Electronic implant or device               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Magnetically-activated implant or device   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Neurostimulation system                    |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Spinal cord stimulator                     |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cochlear implant or implanted hearing aid  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Insulin or infusion pump                   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any type of prosthesis or implant          |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Artificial or prosthetic limb              |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any metallic fragment or foreign body      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any external or internal metallic object   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hearing aid                                |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other implant _____                        |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other device _____                         |



**IMPORTANT INSTRUCTIONS**

**Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toe boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.**

**Please consult the MR Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system**

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature



### **Pregnancy Policy**

Pregnancy is not considered a disability. Pregnant students may "declare" their pregnancy if they so choose, however, **declaring pregnancy is completely voluntary**. A declared pregnant student who wishes to remain in the program shall submit a request to continue the program of study in Radiography and a physician's certificate that the student can continue training. Such requests and certification shall be submitted within ten college class days after pregnancy is diagnosed.

Students are encouraged to submit these documents very early in pregnancy and shall do so prior to the end of the first trimester of pregnancy. Clinical education rotations and objectives can be modified at the student's request. The student, the Clinical Instructor and the College Clinical Coordinator shall plan a rotation which is mutually acceptable. This plan should be established within ten college class days after the request to continue and modification of training is submitted. The student may continue with modifications in the clinical component.

A "declared" pregnant student who wishes to remain in the program, but becomes medically unable to perform the clinical duties of an RT student, as certified by a physician, may request the clinical portion of training be extended beyond 2 years to allow completion of competencies and procedures. This must be done in writing to the Program Director.

Female students have the option for student continuance in the program without modifications in the clinical education setting.

A "declared" pregnant student who wishes to take a leave of absence from the Radiography Program due to pregnancy must do so in writing to the Program Director. She can be reinstated at the beginning of the same semester in the following year upon written request and clinical availability. The reinstatement date shall assure completion of all course and laboratory requirements.

The Radiography Program attendance policy including the excessive absence and the make-up policy will apply during pregnancy. Students who choose not to "declare" their pregnancy shall have no changes made in their educational plan and/or radiation detection badging. They shall abide by all rotations assigned to them.

All leaves or withdrawals are subject to the official college withdrawal policy.

Radiation Dose Limits for Occupationally Exposed Pregnant Students (10 CFR Part 20), Standards for Protection Against Radiation, January 2005, states:

***"Declared Pregnant Woman: A woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception."***

The student is not under any regulatory or licensing obligation to declare the pregnancy. The declaration, if made, must be in writing, dated, and include the estimated date of conception. This document will become a permanent part of the student's records. Just as a woman has the right to declare her pregnancy, **she also has the right to revoke the declaration**. This termination must also be in writing to the program director. The director has no requirements to restrict the dose to the embryo/fetus to the lower limit until the written declaration is made.

The Program coordinators shall ensure that the dose to the embryo/ fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). A copy of the 10 CFR Part 20 is located with all official program documents. This publication defines occupational dose limits.

When a woman declares herself pregnant, a separate monitor shall be issued and referred to as a fetal monitor. This monitor will be worn at waist level under any available shielding.

If the embryo/fetus receives 0.5rem (5 mSv) or more during the entire gestation period, re-assignment or restrictions may be necessary.

## Declaration of Pregnancy

I, \_\_\_\_\_, do hereby make this voluntary declaration of pregnancy. My estimated date of conception was \_\_\_\_\_.

**It has been explained to me that I am making this voluntary declaration of pregnancy.** I understand that this means the licensee (college/clinical education setting) must take measures to ensure that the total dose to the embryo/fetus during the entire pregnancy from occupational exposure does not exceed 0.5 rem (5 mSv). If, as of this date, the total dose to the embryo/fetus is 0.45 rem (4.5 mSv) or greater, the total dose to the embryo/fetus during the remainder of the pregnancy shall not exceed 0.05 rem (0.5 mSv).

It has been explained to me that these measures may include the reassignment of duties to those that will result in lower occupational exposure or the placement of certain restrictions on the duties I may perform.

**It has also been explained to me that I may withdraw the declaration of pregnancy at any time and that the withdrawal of the declaration must be in writing.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiation Safety Officer

\_\_\_\_\_  
Date

### **Pregnancy / Physician Acknowledgement Form**

The undersigned hereby certifies that \_\_\_\_\_, a student at Chaffey College, is in her

(Student Name)

\_\_\_\_\_ month of pregnancy. The undersigned further certifies that he/she has given said student a physical examination and is familiar with her duties in connection with her studies of Radiologic Technology, and that it is the undersigned's opinion that said student can continue her program of studies in Radiologic Technology through her \_\_\_\_\_ month of pregnancy without risk of injury or physical involvement arising out of said pregnancy.\*

\*Realizing that complications may occur, this time frame may be modified at a later date subject to the physician's determination.

M.D. Date: \_\_\_\_\_

I, \_\_\_\_\_, know myself to be in the \_\_\_\_\_ month of pregnancy. I would like to continue my program of study in Radiologic Technology during my pregnancy and will do so at my own risk.

☐ Student continuance in the program without modifications in the clinical component.

\_\_\_\_\_  
Student Signature \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_