



RADIOLOGIC TECHNOLOGY

**INFORMATION PACKET FOR  
THE PROSPECTIVE RT STUDENT**

**Chaffey College**  
**Radiologic Technology**  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737  
(909) 652-7606  
[www.chaffey.edu/radtec](http://www.chaffey.edu/radtec)  
[www.chaffey.edu](http://www.chaffey.edu)

**Counseling Department**  
(909) 652-6200

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)

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## 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 \$4,800 (\$25-\$30 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/>.

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

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

## 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.”

The **mission** of the Radiologic Technology Program is to meet the needs of the community it serves by providing a career education for individuals from diverse communities that will enable students to acquire a high level of skills to enhance quality patient care with the professionalism necessary to become effective Registered and 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
  - 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)

**Radiologic Technology  
Program Effectiveness Data  
2012 - 2016**

<b><u>YEAR</u></b>	<b><u># OF STUDENTS TESTED (ARRT)</u></b>	<b><u>% PASSED (ARRT)</u></b> (on 1 <sup>st</sup> attempt)	<b><u>PROGRAM COMPLETION</u></b> (# of students and %)	<b><u>JOB PLACEMENT</u></b> (# of students and %) <b>12 month job placement</b> (initiated in 2013)
2012	17	17 students or 100%	17 of 28 students or 61%	14 of 17 students Or 82%
2013	19	18 students or 95%	19 of 28 students or 68%	18 of 18 students or 100%
2014	23	23 students or 100%	23 of 28 students or 82%	21 of 23 students or 91%
2015	26	26 students or 100%	26 of 28 students or 92%	26 of 26 students or 100%
2016	24	24 students or 100%	24 of 28 students or 86%	22 of 22 students or 100%
5-Year Average	22	99%	109 of 140 students 78%	94.6%

Source: Chaffey College Radiologic Technology Assessment Plans 2012 - 2016

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

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hrs/Week
8-11	RT 20 3 hrs	RT 10L 3 hrs	RT 16 3 hrs	RT 16L 3 hrs <b>OR</b>	RT 31 7 hrs 8-3:30	19 hrs
12-3	RT 10 3 hrs	RT 20L 3 hrs		RT 16L 3 hrs		6 hrs
8-4:30						
<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	3
RADTEC 10L	Anatomy & Radiographic Positioning I Lab	T	1
RADTEC 16	Med. Proc. for R.T.	W	3
RADTEC 16L	Med. Proc. Lab	Th	1
RADTEC 20	Radiologic Science & Protection	M	3
RADTEC 20L	Radiologic Science & Protection Lab	T	1
RADTEC 31	Radiographic <b>Clinical Education I</b> (1 day/wk)	F	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	3
RADTEC 25L	Anatomy & Radiographic Positioning II Lab	T	1
RADTEC 34	Radiographic Imaging	M	3
RADTEC 34L	Radiographic Imaging Lab	T	1
RADTEC 41	Radiographic Clinical Education II (3 days/wk) W,Th,F		7
<b>5 Courses</b>	<b>TOTAL</b>		<b>15</b>

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

COURSE ID	TITLE		UNITS
RADTEC 51	Radiographic Clinical Ed. III (4 days/wk)	M,T,W,F	4.75
RADTEC 55	Radiographic Equipment & Clinical Applications	Th	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	8
RADTEC 66	Anatomy & Radiographic Positioning III Th	3
RADTEC 66L	Anatomy & Radiographic Positioning III Lab F	1
RADTEC 470	Venipuncture for Imaging Professionals Th	1.0
RADTEC 470L	Venipuncture Laboratory for Imaging Professionals Th	0.5
<b>5 Courses</b>	<b>TOTAL</b>	<b>13.5</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	10
RADTEC 77	Radiographic Pathology W	3
<b>2 Courses</b>	<b>TOTAL</b>	<b>13</b>

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

<b>COURSE ID</b>	<b>TITLE</b>	<b>UNITS</b>
RADTEC 82	Radiographic Clinical Ed. VI (4 days/wk) M,T,Th,F	4
RADTEC 85	Development of Advanced Radiographic Skills W	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:** 32.5  
**TOTAL COURSES - 2<sup>ND</sup> YEAR:** 9

<b>TOTAL PROGRAM UNITS</b>	<b>TOTAL CLINICAL HOURS</b>	<b>TOTAL COURSES</b>
<b>68.25</b>	<b>1989.50</b>	<b>23</b>

## Second Year Course Descriptions

### Second Year

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

RadTec 61	Clinical Education Laboratory
RadTec 66, 66L	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 470, 470L	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.

## 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 2000 hours at their assigned Primary and Secondary Clinical Education Setting (CES). 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 CES assignment during the 5<sup>th</sup> semester.

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

[www.chaffey.edu/schedule/index.shtml](http://www.chaffey.edu/schedule/index.shtml).

### Eight Clinical Education Settings (CES) 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 exceed 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 \$6,340. Individual student costs may vary.

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

Description	Estimated Costs:
Enrollment Fees/Tuition \$46.00 per semester unit CA. Resident <small>NONRESIDENT TUITION AND ENROLLMENT FEE</small>	\$3140 (68.25 units total) \$21,100.00
Material fees	\$400
Health Fees: Fall, Spring/Summer	\$96
Parking at RSAM Parking Main Campus Fall, Spring: Cars/Motorcycles Summer: Cars/Motorcycles	FREE \$50/\$20 \$25/\$20
Health Exam at Chaffey SHS *Must be an enrolled Chaffey student to receive this price	\$377
Drug tests	\$80
CPR American Heart Association, "Basic Life Support Provider"	\$130
Background Check	\$45
Uniforms	\$450
Text Books (first year)	\$795
Text Books (second year)	\$276
Malpractice Insurance	FREE
Passport Quality Photos for ARRT Application	\$35
Transportation (provide your own to and from RSAM and CES)	Varies
National Exams: ARRT Application Fee	\$200
State Exams: CRT, Fluoroscopy Application Fees	\$316
*BOGW qualified students may receive some of the items listed above at a lower cost <b>TOTAL:</b>	CA. Resident \$6,340 approximately

### **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: <http://www.chaffey.edu/foundation/scholarships/index.shtml>

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

## Health & Commitment Standards

Applicants should be in good physical health.

1. The Radiologic Technology Program and ARRT require completion of a health examination. Students are advised that they must be capable of demonstrating skills expected to:
  - a) Stand for 8 hours on a tiled or carpeted surface
  - b) Possess no lifting or mobility restrictions
  - c) Move equipment weighing a minimum of 50 pounds
  - d) Push a 350 pound patient in a wheelchair or on a gurney.
  - e) Lift a weight of 40 pounds to shoulder height with both arms
  - f) Maintain your balance in awkward positions (i.e. while transferring patients)
  - g) Bend, stoop, or crouch to reach a lower object several times per hour.
  - h) Twist your spine from side to side.
  - i) Hear (i.e. patient assessment and/or questions, physician questions and/or directions)
  - j) Visual acuity/Reading abilities (i.e. control panels, positioning patients, patient identification, viewing radiographic images, etc.)
  - k) Communicate effectively in English (i.e. speaking to give instructions to patients, patient identification, emergency situations, etc.)

ARRT also requires competencies in the following areas:

- a) Vital signs (blood pressure, pulse, respiration, temperature)
  - b) Sterile and aseptic techniques
  - c) Venipuncture
  - d) Care of patient medical equipment (e.g. oxygen tank, IV tubing)
  - e) Perform 1-person CPR effectively
2. Student radiographer must be capable of:
    - a) Handling stressful situations related to technical and procedural standards related to patient care and safety
    - b) Providing physical and emotional support to the patient during radiographic procedures and be able to respond to a medical emergency
    - c) Viewing and evaluating radiographic images for the purpose of identifying proper patient positioning, radiation protection, proper exposure factors, and other pertinent technical qualities standards.
    - d) Committing 40 hours per week for the RadTec Program.

Applicants who are invited to attend the Information Session will be required to submit a signed Health & Commitment Form, which can be downloaded from the RT website ([www.chaffey.edu/radtec](http://www.chaffey.edu/radtec)).

## 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.

**Apply February 1-28, 2018 for RT Program starting Fall 2018**

**\*Applications must be submitted via email between February 1-28\***

### A. Prior to RT Application Period

1. All coursework for Chaffey College Graduation Requirements – General Education, Behavioral Sciences, Electives, Basic Skills Competency Requirements – and RT Prerequisite courses must be completed OR be in-progress at the time of application. Official transcripts must include any IP coursework. No courses other than RT Program courses can be taken while in the program.
  - a. If high school courses are used to meet the physics or chemistry prerequisite requirement, official high school transcripts must be submitted to Admissions and Records Office for evaluation.
  - b. Students entering Chaffey College Fall 2009 and later will be required to complete MATH 425, Intermediate Algebra, or higher or achieve proficiency at this level and English 1A to meet Associate Degree graduation requirements. Students who attended Chaffey College prior to Fall 2009 should meet with a counselor to discuss the continuous attendance policy and catalog rights.
2. All courses for Chaffey College Graduation Requirements and RT Prerequisite courses must be completed with a grade of “C” or better.
3. A minimum cumulative GPA of 2.8 is required to apply to the Radiologic Technology Program.
4. Submit an online application for admission to Chaffey College, unless you are currently registered in Spring 2018 semester classes at Chaffey College.
5. Submit ALL official college/university transcript(s), including in-progress coursework to the **Admissions & Records Office** at the Rancho Cucamonga campus (909)652-6600.
  - a. Complete a **Request for Unit Evaluation** form at Admissions Office. Submit **2 months prior to** application period. *(If ALL college classes were taken at Chaffey, skip this step.)*

**Note:** If official transcripts are submitted after December 1<sup>st</sup>, a **Request for Unit Evaluation** must be completed and submitted in person to the Admissions Office.
  - b. International transcripts require an official evaluation report from an approved evaluating agency. The evaluation must state the level of learning equivalent to a U.S. high school, Associate degree, or Bachelor degree. Please request a “detailed evaluation report”. Contact the Counseling Department at (909)652-6200 for a list of approved evaluating agencies.
6. Download and complete a **Request for Evaluation of Transcript for Health Sciences Programs** form from the RT website. Submit the form to the **Counseling Department** at the Rancho Cucamonga campus (909)652-6200. Submit at least **3 weeks prior to application period.** *(This request form must be submitted in order to receive the completed External/Chaffey Transcript Evaluation required for the RT application.)*

### B. Application Process

1. **Download, complete all sections, print and sign** the current year’s **Radiologic Technology Application** from the RT website. Incomplete, inaccurate, or unsigned applications **WILL NOT** be considered.
2. **Attach** the **External/Chaffey Transcript Evaluation** received from the Counseling Department to the RT Application submission email showing eligibility for the program. It is the applicant’s responsibility to verify the Transcript Evaluation and the points awarded for accuracy. A maximum of 47 points can be earned. The Transcript Evaluation will indicate the points you have been awarded and if you are eligible to

apply.

3. **EMAIL** the completed and signed current **RT Application** with the verified **External/Chaffey Transcript Evaluation** to: radtec@chaffey.edu All materials must be sent no later than February 28, 2018. You will receive confirmation of receipt of your submission via email (please allow up to one week from the date of submission).

**Note:** In the past 5 years there have been more qualified applicants (approximately 140) than spaces available.

### C. After the RT Application Period

1. Applicants ranking in the Top 50 will receive information via email in March regarding required attendance at a mandatory Information Session in 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 909-652-7606.**

### D. Important Information

1. Consideration for one additional point will be given to applicants with prior **acute care hospital\* work experience** with documentation of 2000 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 must be submitted with the RT application. A scanned attachment of the original letter and a business card from the supervisor stating the following **is required**:
  - 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 additional one 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. California residents have 4 years to qualify from their discharge date. Non California residents have 2 years from their discharge date. Military service documentation must be submitted with the application. Acceptable documentation includes a Certificate of Release or Discharge from Active Duty (DD Form 214C) or a Proof of Service Letter from the Department of Veterans Affairs.
4. All application materials must be sent between, February 1 - 28, 2018. **EARLY SUBMISSIONS WILL NOT BE ACCEPTED.**
5. Information about the acceptance procedures is available on the RT website at [www.chaffey.edu/radtec](http://www.chaffey.edu/radtec) and access the link to **Information Packet for Prospective RT Student**.
6. Do not delay. Please allow for the standard stated processing times in the Admissions and Counseling Offices.



## 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, GPA, date and time submitted and date of transcript evaluation.
- 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 and information regarding the required background check.

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 909-652-7606.**

## Acceptance Procedures

- 1) Prior to the on-campus Information Session, the Top 28 applicants and 22 alternates will be verified based on descending point and GPA order. The Top 28 applicants and 22 alternates will receive notification in April regarding the health exam requirements and mandatory July RT Orientation.
- 2) The Top 28 applicants and 22 alternates will be required to obtain and submit a certificate of successfully passing a background check from castlebranch.com.
- 3) Alternate applicants will be determined based upon descending point and GPA order. Alternate applicants will be notified in April. The alternate list remains in effect only until the end of the first week of the Fall semester. Applicants who are not accepted are encouraged to meet with a full-time senior Counselor at (909) 652-6200 to develop strategies to strengthen the 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 evidence of satisfactory physical and emotional health as determined by a health exam. (Detailed information will be provided with the acceptance letter.)
  - A health exam must be completed and all accompanying documentation returned to the RT Program by the stated deadline in June.
  - If the health requirements or deadlines are not met, the student may not be allowed to continue or be placed on probation as a condition of acceptance to the program.

**Students eligible to have health exams** performed at Chaffey College Student Health Services (909) 652-6331 must do so. To be eligible students **must be enrolled in Chaffey College classes during the spring and summer semesters** to utilize Student Health Services during that time period. All other students must complete the **drug screening portion** of the health exam process via Castlebranch.com. Instructions to do so will be included with all acceptance/alternate letters.



**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 the end of March
<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 Top 28 & 22 Alternates must complete background check certificate with a pass status Accepted and Alternate applicants must satisfactorily pass a 10 panel + ethanol drug screening within the time period specified in the Top 28 or 22 Alternates acceptance letter.
<b>May</b>	Top 28 & 22 Alternates must ensure that background check results are available on castlebranch.com website.
<b>June</b>	Accepted and Alternate applicants MUST enroll in required American Heart Association – BLS Provider CPR course between June 1 <sup>st</sup> – 11 <sup>th</sup> of acceptance year Hep B, MMR & Varicella documentation proving immunity or titers due. All forms must be submitted to the program on a designated day. Health exam and CPR course must be completed. Accepted and Alternate applicants attend a mandatory RT Orientation. All IP courses must be completed and a new/updated Transcript Evaluation must be presented prior to the Mandatory RT Orientation.
<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 is not permitted.
  - All forms, paperwork and background checks must be completed and submitted according to specific deadlines or your application will be rejected
  
2. Those who receive the acceptance letter, please follow all specific timelines and deadlines in order for you to continue with the application process:
  - You must attend the entire June mandatory RT Orientation. Any absence, late arrival or early departure is not permitted.
  - If you were in-progress for GE courses and/or graduation requirements, official transcripts must be submitted to the Chaffey College Admissions & Records Office. An updated Transcript Evaluation must be submitted to RSAM, prior to the mandatory June Orientation.
  - All health forms, screenings, lab work, immunizations and CPR card must be completed according to deadlines specified in the acceptance letter.

NOTE: Missing any or all of the above disqualifies your application from continuing in the application process.

I, \_\_\_\_\_, have read and fully understand the information presented above.  
PRINT FIRST & LAST NAME OF APPLICANT

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

To be completed by RT Staff: <b>Applicant attended the entire Orientation</b> <input type="checkbox"/> <b>Mar/April</b> <input type="checkbox"/> <b>June</b>		
_____ <small>DATE</small>	_____ <small>TIME</small>	_____ <small>RT STAFF INITIALS</small>

**DO NOT BEGIN health requirement process until you receive the acceptance letter with instructions**

### Explanation of Required Immunizations and Health Requirements

RT students spend about 2,000 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.

**History and Physical Clearance** - A form, signed by the physician, physician's assistant, or nurse practitioner, shall be provided to the RT program. This form shall indicate that the student does not have any health condition(s) that would create a hazard to themselves, employees, or patients (Title 22).

#### **Two-Step TB Screening**

All RT students are required to have a 2-Step TB screening (Mantoux tuberculin skin test) completed upon admission to the program.

The following CDC protocol must be followed:

Step #1 TB test #1 administered.

Step #2 read 48-72 hours (2 - 3 days) after administration.

Step #3 TB test #2 administered at least 7 days after, but no more than 21 days **after Step #1 is read.**

Step #4 is read 48-72 hours (2 -3 days) after administration.

A chest x-ray is necessary only if the 2-Step TB skin testing results are positive or for persons who have documentation of previous positive PPD.

Lab results must prove immunity to **Varicella and MMR** (measles, mumps, rubella). If you are not immune you **must** begin immunizations for both **Varicella** and **MMR** at the same time. Otherwise immunizations must be administered 30 days apart from each other.

**Failure to begin Varicella and MMR at the same time may cause you to miss deadlines necessary to enter the RT Program.**

#### **MMR - (Measles/Rubeolla, Mumps, Rubella) - Numeric value documentation is required**

Titer showing proof of immunity is required. If titer results are negative (not immune) or equivocal for any portion of MMR, two (2) doses of MMR vaccine.

#### **Varicella (Chickenpox) - Numeric value documentation is required**

Titer showing proof of immunity is required. If results are negative (not immune), two (2) doses of the Varicella vaccine. Vaccines are given one month apart. (over)

## Explanation of Required Immunizations and Health Requirements (continued)

### **Hepatitis B - Numeric value documentation required**

Titer showing proof of immunity is required (as stated in lab results). If results are negative or non-reactive (not immune), begin the immunization schedule immediately; three (3) doses of Hepatitis B vaccine are required. **Proof of receiving the first two doses according to the assigned timeline is required** in June at your appointed time. Keep in mind this is a 6-month process with specific time requirements between doses. The second dose is given one month after the first dose. Third dose is given 6 months from the first dose.

### **Drug Screening 10 Panels plus Ethanol**

Satisfactorily passing a 10-panel + Ethanol drug screening is required annually. Drug Screen 10-panel list is below:

<u>Drug Class</u>	<u>Drug Class</u>
1. Amphetamines	7. Methaqualone
2. Barbiturates	8. Opiates
3. Benzodiazepines	9. Phencyclidine
4. Cocaine Metabolites	10. Propoxyphene
5. Marijuana Metabolites	11. Ethanol
6. Methadone	

### **Influenza Vaccination**

The Influenza vaccine is required for RT students. All students must receive the Influenza Vaccine beginning September, due no later than October. All students must sign the Influenza Waiver form at the mandatory orientation meeting in June until the flu shot becomes available during the fall semester.

### **CPR Card**

An American Heart Association, BLS Provider card (dated **between** June 1<sup>st</sup>- 11<sup>th</sup> of acceptance year) is required. Certification is valid for 1 year in accordance with school policy. Sign the back of your card or print the electronic card and sign upon receipt. *Submit original and 3 copies of **signed** CPR card, front and back.*

**Submit 3 collated copies of the following:**  
**Original Health Exam Form (1 packet must include the original form-not a photocopy), lab results, immunization records, and CPR card to *Rancho San Antonio Medical Center* on your appointed date in June. Photocopy services are not available!**

## 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.

**Both policies are available in the College Catalog or online at [www.chaffey.edu](http://www.chaffey.edu)**

## **Radiography Student Conduct Standards**

The student should consider himself/herself a health care professional at all times and is expected to maintain high moral and ethical standards. The student radiographer shall use these Standards\* as guidelines:

- Standard 1** Student radiographers shall conduct themselves in a manner compatible with the dignity and professional standards of the profession.
- Standard 2** Student radiographers shall provide services with consideration of human dignity and the needs of the patient, unrestricted by consideration of age, gender, race, creed, social, or economic status, disability, personal attributes, or the nature of the health problem.
- Standard 3** Student radiographers shall make every effort to protect all patients from unnecessary radiation.
- Standard 4** Student radiographers must exercise and accept responsibility for independent discretion and judgment in the performance of their service.
- Standard 5** Student radiographers shall protect the patients' right to privacy and shall maintain all patient information in strictest confidence.
- Standard 6** Student radiographers shall apply only methods of technology founded upon scientific basis and not employ those methods that violate this standard.
- Standard 7** Student radiographers shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management.
- Standard 8** Student radiographers shall be responsible for reporting any unethical conduct and illegal professional activities to the appropriate authorities.

\*Standards are adopted from The American Registry of Radiologic Technologists, Article V, Principles of Professional Conduct.

## **School of Health Sciences Policies**

### **Impaired Student 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.

### **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 a 78% will receive an F.

- **Inability to maintain 78% or better on any final examination, 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/Lab

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+

91 - 93% = B+

83 - 85% = C+

96 - 98% = A

88 - 90% = B

78 - 82% = C

94 - 95% = A-

86 - 87% = B-

### 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 CES 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 CES accreditation/regulatory site visit and the facility requests the student be re-assigned off of the CES 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 CES 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 2000 hours. The student is expected to attend all assigned clinical education.

- The student must call both the CI at the CES 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.

### **Be advised the ARRT Application for Certification will ask:**

- *Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court martial?*
- *Have you had any professional license, permit, registration, or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered, or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT)?*
- *Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?*

Further information regarding these reporting requirements may be accessed on the ARRT website [www.ARRT.org](http://www.ARRT.org) under “Ethics FAQs, or by phoning ARRT at (651) 687-0048, ext. 8580.

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.

### **Military Applicant Policy**

Interested military applicants must follow the admissions policy to the college and RT program. They must apply in the same timeframe as other applicants; meet the same prerequisite criteria and completion requirements as the non-transfer student, and follow all application processes and procedures. 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. Military applicants, who have been honorably discharged and submit military service documentation, will receive one additional point in the application process.

### **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). ([www.chaffey.edu/mychaffeyview/](http://www.chaffey.edu/mychaffeyview/))

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 in writing to the program and on-line through MyChaffeyView promptly. The student record shall be immediately updated to reflect the change of address.

### **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

### **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 \_\_\_\_\_ 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