RADIOLOGIC TECHNOLOGY

INFORMATION PACKET AND APPLICATION MATERIALS

Chaffey College
Radiologic Technology
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Rancho Cucamonga, CA 91737
(909) 652-7606
www.chaffey.edu/radtec
www.chaffey.edu

Counseling Department
(909) 652-6200

ACCREDITED BY:

THE JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (URCERT)
20 N. WACKER DRIVE, SUITE 2850, CHICAGO, IL 60606 (312) 704-5300
WWW.JRCERT.ORG

STATE OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH: RADIOLOGIC HEALTH BRANCH (CDPH- RHB) WWW.CDPH.CA.GOV/RHB

Revised 1-16-2019rm
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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/.

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
- 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.

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.

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.”

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
   • Students 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

ETHICS REQUIREMENTS

1. Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?
   - Indicate "Yes" for:
     - Charges or convictions, including those that were stayed, withheld/deferred, set aside, or suspended
     - Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
     - Court supervision, probation, or pre-trial diversion
     - Traffic violations charged as a misdemeanor or felony
     - Traffic violations that involved drugs or alcohol
   - Indicate "No" for:
     - Juvenile offenses and convictions processed in juvenile court
     - Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did NOT involve drugs or alcohol
     - Charges that were dismissed if there were no court conditions required
     - Sealed or expunged cases (if you don't have court documents that prove your charges/convictions were actually sealed or expunged, you must report the violation)
     - Offenses previously reported to ARRT and for which ARRT has sent you correspondence
   REMINDER: You must report YES for all traffic violations that involved drugs and/or alcohol.
   
   No [ ] Yes [ ]

   If you answered "Yes" to the criminal reporting requirement:

   Submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records. For additional guidance, visit www.arrt.org and search for the Ethics Review Checklist for Criminal Violations, or call us at 651.687.0048, ext. 8580.

2. Has a regulatory authority or certification board—other than ARRT—ever:
   - Denied, revoked, or suspended your professional license, permit, registration, or certification; or
   - Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order; or
   - Allowed voluntary surrender of your professional license, permit, registration, or certification; or
   - Subjected you to any conditions or disciplinary actions by such an organization?
   Indicate "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 correspondence
   
   No [ ] Yes [ ] By an organization other than ARRT

   If you answered "Yes" to the state or regulatory reporting requirement:

   Submit a written explanation of the events and copies of all documentation relevant to the matter. Do not send original records. For additional guidance, visit www.arrt.org and search for the Ethics Review Checklist for Regulatory Violations or call us at 651.687.0048, ext. 8580.

3. While attending an educational program to meet ARRT certification and registration requirements, were you ever suspended, dismissed, or expelled from that program?
   - Indicate "No" if previously reported to ARRT and for which ARRT has sent you correspondence.
   - All applicants, even those answering "No" to this question, must read and sign the "Written Consent under FERPA" on the reverse side of this application.

   No [ ] Yes [ ]

   If you answered "Yes" to the honor code reporting requirement:

   Include a written explanation of the events and copies of all documentation relevant to the matter with this completed application. Do not send original records. For additional guidance, visit www.arrt.org and search for the Ethics Review Checklist for Honor Code Violations, or call us at 651.687.0048, ext. 8580.
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 2013 - 2017

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>5 Year Average</th>
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<tbody>
<tr>
<td># of Students Accepted</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td># of Students Completing the Program</td>
<td>19</td>
<td>23</td>
<td>26</td>
<td>24</td>
<td>23</td>
<td>23</td>
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<tr>
<td>Completion Rate (%)</td>
<td>68%</td>
<td>82%</td>
<td>92%</td>
<td>86%</td>
<td>82%</td>
<td>82%</td>
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<tr>
<td>ARRT Exam Passed # and %</td>
<td>19 students or 100%</td>
<td>23 students or 100%</td>
<td>26 students or 100%</td>
<td>24 students or 100%</td>
<td>23 students or 100%</td>
<td>100%</td>
</tr>
<tr>
<td>Job Placement within 12 Months # and %</td>
<td>18 or 100%</td>
<td>21 or 91%</td>
<td>26 or 100%</td>
<td>21 or 100%</td>
<td>23 or 100%</td>
<td>98%</td>
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Source: Chaffey College Radiologic Technology Assessment Plans 2013 - 2017
**Typical Week Fall Schedule 1st Year**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total Hrs/Week</th>
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<tbody>
<tr>
<td>8-10:50</td>
<td>RT 20 3 hrs</td>
<td>RT 10L 3 hrs</td>
<td>RT 16 3 hrs</td>
<td>RT 16L 3 hrs OR</td>
<td>RT 31 7 hrs 8-3:10</td>
<td>19 hrs</td>
</tr>
<tr>
<td>12-2:50</td>
<td>RT 10 3 hrs</td>
<td>RT 20L 3 hrs</td>
<td>RT 16L 3 hrs</td>
<td></td>
<td></td>
<td>6 hrs</td>
</tr>
<tr>
<td>8-4:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>6 hrs</td>
<td>6 hrs</td>
<td>3 hrs</td>
<td>3hrs</td>
<td>7hrs</td>
<td>25 hrs</td>
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### Program Curriculum

#### FALL SCHEDULE 1ST YEAR

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

#### SPRING SEMESTER – 1st Year

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

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>Time</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADTEC 25</td>
<td>Anatomy &amp; Radiographic Positioning II</td>
<td>M 12-2:50pm</td>
<td>3</td>
</tr>
<tr>
<td>RADTEC 25L</td>
<td>Anatomy &amp; Radiographic Positioning II Lab</td>
<td>T 8-10:50am or 12-2:50pm</td>
<td>1</td>
</tr>
<tr>
<td>RADTEC 34</td>
<td>Radiographic Imaging</td>
<td>M 8-10:50am</td>
<td>3</td>
</tr>
<tr>
<td>RADTEC 34L</td>
<td>Radiographic Imaging Lab</td>
<td>T 8-10:50am or 12-2:50pm</td>
<td>1</td>
</tr>
<tr>
<td>RADTEC 41</td>
<td>Radiographic Clinical Education II (3 days/wk)</td>
<td>W,Th,F 8am-4:10pm</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>5 Courses</strong></td>
<td></td>
<td><strong>TOTAL</strong></td>
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#### SUMMER SEMESTER – 1st Year

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

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>Time</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADTEC 51</td>
<td>Radiographic Clinical Ed. III (4 days/wk)</td>
<td>M,T,W,F 8am-4:10pm</td>
<td>4.75</td>
</tr>
<tr>
<td>RADTEC 55</td>
<td>Radiographic Equipment &amp; Clinical Applications</td>
<td>Th 8am-12:15pm</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>2 Courses</strong></td>
<td></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

**TOTAL UNITS – 1ST YEAR:** 35.75

**TOTAL COURSES – 1ST YEAR:** 14
## First Year Course Descriptions

### First Year

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RadTec 10, 10L</td>
<td>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.</td>
</tr>
<tr>
<td>RadTec 16, 16L</td>
<td>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.</td>
</tr>
<tr>
<td>RadTec 20, 20L</td>
<td>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.</td>
</tr>
<tr>
<td>RadTec 31</td>
<td>Clinical Education Laboratory.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RadTec 25, 25L</td>
<td>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.</td>
</tr>
<tr>
<td>RadTec 34, 34L</td>
<td>This course builds on RadTec 20 covering image-screen combinations, exposure, processing, grids and circuitry. The State &amp; 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 &amp; control.</td>
</tr>
<tr>
<td>RadTec 41</td>
<td>Clinical Education Laboratory.</td>
</tr>
</tbody>
</table>

#### Summer Semester (June, July)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RadTec 51</td>
<td>Clinical Education Laboratory.</td>
</tr>
<tr>
<td>RadTec 55</td>
<td>Building on content introduced in RadTec 20 &amp; 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.</td>
</tr>
</tbody>
</table>
# FALL SCHEDULE 2nd YEAR

(subject to change)

## FALL SEMESTER – 2nd Year

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>RADTEC 61</td>
<td>Radiographic Clinical Ed. IV (3 days/wk)</td>
<td>8</td>
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<tr>
<td>RADTEC 66</td>
<td>Anatomy &amp; Radiographic Positioning III</td>
<td>3</td>
</tr>
<tr>
<td>RADTEC 66L</td>
<td>Anatomy &amp; Radiographic Positioning III Lab</td>
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<tr>
<td>RADTEC 470</td>
<td>Venipuncture for Imaging Professionals</td>
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<tr>
<td>RADTEC 470L</td>
<td>Venipuncture Laboratory for Imaging Professionals</td>
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<tr>
<td><strong>5 Courses</strong></td>
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</table>

## SPRING SEMESTER – 2nd Year

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>RADTEC 71</td>
<td>Radiographic Clinical Ed. V (4 days/wk)</td>
<td>10</td>
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<tr>
<td>RADTEC 77</td>
<td>Radiographic Pathology</td>
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<td><strong>2 Courses</strong></td>
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</table>

## SUMMER SEMESTER – 2nd Year

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

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>RADTEC 82</td>
<td>Radiographic Clinical Ed. VI (4 days/wk)</td>
<td>4</td>
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<tr>
<td>RADTEC 85</td>
<td>Development of Advanced Radiographic Skills</td>
<td>2</td>
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<td><strong>2 Courses</strong></td>
<td><strong>TOTAL</strong></td>
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</table>

*Clinical Education hours start times and end times may vary

**TOTAL UNITS – 2nd YEAR:** 32.5

**TOTAL COURSES – 2ND YEAR:** 9

<table>
<thead>
<tr>
<th>TOTAL PROGRAM UNITS</th>
<th>TOTAL CLINICAL HOURS</th>
<th>TOTAL COURSES</th>
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<tbody>
<tr>
<td>68.25</td>
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</table>
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.
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.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Time (hrs/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
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<tr>
<td>Sleep</td>
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<td>Meals</td>
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<td>Laundry and Housecleaning</td>
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<td>Errand Time</td>
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<tr>
<td>School Activities</td>
<td></td>
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<tr>
<td>Children</td>
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</tbody>
</table>
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!

\[ 168 - (\text{Subtotal}) = (\text{School Time}) \]

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.

\[ (\text{school time}) : 3 = (\text{units per semester}) \]

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.
<table>
<thead>
<tr>
<th>IF YOU WORK</th>
<th>TAKE</th>
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<tbody>
<tr>
<td>40 hours a week</td>
<td>6 units</td>
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<tr>
<td>30 hours a week</td>
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<td>12 units</td>
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<tr>
<td>10 hours a week</td>
<td>15 units</td>
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<tr>
<td>0 hours a week</td>
<td>18 units</td>
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</tbody>
</table>

Don’t set yourself up for academic suicide. Take the right number of units for YOU!
# Time Management Grid

<table>
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<tr>
<th>Time</th>
<th>Monday</th>
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## Time Management Grid

Name____________________________________________________________

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<th>Time</th>
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Assessing Hope and Mindset

Directions: Read each item carefully. Using the scale shown below, please select the number that best describes YOU and put that number in the blank provided.

1. = Definitely False
2. = Mostly False
3. = Somewhat False
4. = Slightly False
5. = Slightly True
6. = Somewhat True
7. = Mostly True
8. = Definitely True

1. ______ Your intelligence is something very basic about you that you can’t change very much.
2. ______ I can think of many ways to get out of a jam.
3. ______ I energetically pursue my goals.
4. ______ I feel tired most of the time.
5. ______ No matter how much intelligence you have, you can always change it quite a bit.
6. ______ There are lots of ways around any problem.
7. ______ I am easily downed in an argument.
8. ______ You can learn new things, but you can’t really change how intelligent you are.
9. ______ I can think of many ways to get the things in life that are important to me.
10. ______ No matter what kind of person you are, you can always change substantially.
11. ______ I worry about my health.
12. ______ Even when others get discouraged, I know I can find a way to solve the problem.
13. ______ You can always substantially change how intelligent you are.
14. ______ My past experiences have prepared me well for my future.
15. ______ I’ve been pretty successful in life.
16. ______ You are a certain kind of person, and there is not much that can be done to really change that.
17. ______ I usually find myself worrying about something.
18. ______ You can always change basic things about the kind of person you are.
19. ______ I meet the goals that I set for myself.
20. ______ You can do things differently, but the important parts of who you are can’t really be changed.
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 (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 5th semester. Pre-admission, applicants will rank their top 3 CES choices. Faculty will consider these rankings during CES 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 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.

<table>
<thead>
<tr>
<th>Corona Regional Medical Center</th>
<th>Kaiser Permanente Medical Center, Riverside</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 South Main Street</td>
<td>10800 Magnolia Street</td>
</tr>
<tr>
<td>Corona, CA 92882</td>
<td>Riverside, CA 92505</td>
</tr>
<tr>
<td><em>Distance from Chaffey College:</em> 20 miles</td>
<td><em>Distance from Chaffey College:</em> 23 miles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desert Valley Medical Center</th>
<th>Pomona Valley Hospital Medical Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>16850 Bear Valley Road</td>
<td>1798 N. Garey Avenue</td>
</tr>
<tr>
<td>Victorville, CA 92395</td>
<td>Pomona, CA 91767</td>
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<tr>
<td><em>Distance from Chaffey College:</em> 38 miles</td>
<td><em>Distance from Chaffey College:</em> 15 miles</td>
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<table>
<thead>
<tr>
<th>VA Loma Linda Healthcare System</th>
<th>Riverside University Health Systems</th>
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</thead>
<tbody>
<tr>
<td>11201 Benton Street</td>
<td>16520 Cactus Avenue</td>
</tr>
<tr>
<td>Loma Linda, CA 92354</td>
<td>Moreno Valley, CA 92555</td>
</tr>
<tr>
<td><em>Distance from Chaffey College:</em> 23 miles</td>
<td><em>Distance from Chaffey College:</em> 33 miles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kaiser Permanente Medical Center, Fontana</th>
<th>San Antonio Regional Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>9961 Sierra Avenue</td>
<td>999 San Bernardino Road</td>
</tr>
<tr>
<td>Fontana, CA 92335</td>
<td>Upland, CA 91786</td>
</tr>
<tr>
<td><em>Distance from Chaffey College:</em> 12 miles</td>
<td><em>Distance from Chaffey College:</em> 6 miles</td>
</tr>
</tbody>
</table>
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 $6,513. Individual student costs may vary. Fees are subject to change. Consult the Schedule of Classes for the most current information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fees/Tuition $46.00 per semester unit CA. Resident</td>
<td>$3140 (68.25 units total)</td>
</tr>
<tr>
<td>NONRESIDENT TUITION AND ENROLLMENT FEE</td>
<td>$21,100.00</td>
</tr>
<tr>
<td>Material fees</td>
<td>$400</td>
</tr>
<tr>
<td>Health Fees: Fall, Spring/Summer</td>
<td>$96</td>
</tr>
<tr>
<td>Parking at RSAM</td>
<td>FREE</td>
</tr>
<tr>
<td>Parking Main Campus</td>
<td></td>
</tr>
<tr>
<td>Fall, Spring: Cars/Motorcycles</td>
<td>$50/$20</td>
</tr>
<tr>
<td>Summer: Cars/Motorcycles</td>
<td>$25/$20</td>
</tr>
<tr>
<td>Health Exam at Chaffey SHS *Must be an enrolled Chaffey student to receive this price</td>
<td>$377</td>
</tr>
<tr>
<td>Drug tests</td>
<td>$45</td>
</tr>
<tr>
<td>CPR American Heart Association, “Basic Life Support Provider”</td>
<td>$130</td>
</tr>
<tr>
<td>Background Check</td>
<td>$40</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$450</td>
</tr>
<tr>
<td>Text Books (first year)</td>
<td>$940</td>
</tr>
<tr>
<td>Text Books (second year)</td>
<td>$310</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>FREE</td>
</tr>
<tr>
<td>Passport Quality Photos for ARRT Application</td>
<td>$35</td>
</tr>
<tr>
<td>Transportation (provide your own to and from RSAM and CES)</td>
<td>Varies</td>
</tr>
<tr>
<td>National Exams: ARRT Application Fee</td>
<td>$200</td>
</tr>
<tr>
<td>State Exams: CRT, Fluoroscopy Application Fees</td>
<td>$316</td>
</tr>
<tr>
<td>Immunization Tracking</td>
<td>$24</td>
</tr>
<tr>
<td>*BOGW qualified students may receive some of the items listed above at a lower cost</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>CA. Resident $6,513 approximately</td>
</tr>
</tbody>
</table>

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](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.
Essential Functions/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/pull 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, or squat 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
   f) Transfer patients to/from wheelchair, bed, and gurney.

2. Student radiographer must be capable of:

   a) Handling stressful situations related to technical and procedural standards related to patient care and safety in lab and clinical settings.
   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 (not including study time) 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 (http://www.chaffey.edu/healthsciences/radtec/rthealthcommitment.pdf).
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, 2019 for RT Program starting Fall 2019
*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 420, 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 2019 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 1st, 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 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. **Place your email address in the CC box of the email. This will serve as your receipt of materials submitted.** All materials must be sent no later than February 28, 2019. 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 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 15th, 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. 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.

4. All application materials must be emailed between, February 1 - 28, 2019. **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). Access the link to the **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 15th, 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 American DataBank.

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 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 (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 a health practitioner attestation 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.)
   • The School of Health Sciences Health Examination form must be completed and all accompanying documentation submitted as instructed in the acceptance/alternate letter.
   • If the health requirements or deadlines are not met, the student may not be allowed to continue in the application process.

Students are eligible to have their drug screening performed at Chaffey College Student Health Services (909) 652-6331 if they are currently enrolled in Chaffey College courses. If not enrolled at Chaffey College, the drug screening portion of the health exam process can be completed via ADB at www.chaffeyhs.com. Log in to your ADB account and select the 10 Panel Drug Screening Plus Alcohol option under the Screening section. 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:

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Applications accepted</td>
</tr>
</tbody>
</table>
| March | Top 50 applicant emails will be sent by the end of March  
Top 50 applicants complete required titers proving immunity for Hep B, MMR & Varicella and first immunizations, if non-immune. All documentation must be submitted via ADB. |
| April | 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 must complete background check certificate with a pass status via ADB.  
Accepted and Alternate applicants must satisfactorily pass a 10 panel + ethanol drug screening within the time period specified in the alternate/acceptance letter. |
| June | All IP courses must be completed and a new/updated Transcript Evaluation must be presented prior to the Mandatory RT Orientation. |
| July | Accepted and Alternate applicants MUST enroll in required American Heart Association – BLS Provider CPR course between July 1st – 15th of acceptance year  
2-Step TB Test completed  
Accepted and Alternate applicants attend a mandatory RT Orientation. |
| August | 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 June mandatory RT Orientation. Any absence, late arrival or early departure will disqualify your application.
   • Official transcripts for any courses in-progress (IP) at the time of application must be submitted to the Chaffey College Admissions & Records Office. An updated Transcript Evaluation must be uploaded to your ADB account by June 15, 2018. Students who do not upload their updated Transcript Evaluation by June 15th will not continue on in the application process.
   • All health forms, screenings, lab work, immunizations and CPR card must be completed according to deadlines specified in the acceptance 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.

______________________________
APPLICANT SIGNATURE

______________________________  __________________
DATE

PRINT FIRST & LAST NAME OF APPLICANT
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
A. **PERSONAL DATA:** (Please print legibly)

First Name: ____________________________  Last Name: ____________________________

Address: __________________________________________________________________________

City: ___________________________________   State: _____________  Zip: ____________________

Phone: (_______)_________________________  Cell Phone: (_______)_________________________

B. **HEALTH AND COMMITMENT:** (Initial after reading the following statements.)

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:
   - Stand for 8 hours on a tiled or carpeted surface
   - Possess no lifting or mobility restrictions
   - Move equipment weighing a minimum of 50 pounds
   - Push a 350 pound patient in a wheelchair or on a gurney.
   - Lift a weight of 40 pounds to shoulder height with both arms
   - Maintain your balance in awkward positions (i.e. while transferring patients)
   - Bend, stoop, or crouch to reach a lower object several times per hour.
   - Twist your spine from side to side.
   - Hear (i.e. patient assessment and/or questions, physician questions and/or directions)
   - Visual acuity/Reading abilities (i.e. control panels, positioning patients, patient identification, viewing radiographic images, etc.)
   - Communicate effectively in English (i.e. speaking to give instructions to patients, patient identification, emergency situations, etc.)

   ARRT also requires competencies in the following area:
   - Vital signs (blood pressure, pulse, respiration, temperature)
   - Sterile and aseptic techniques
   - Venipuncture
   - Care of patient medical equipment (e.g. oxygen tank, IV tubing)
   - Perform 1-person CPR effectively

2. The Radiologic Technology Program, at times, requires a 40-hour per week commitment. 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 application if there has been a conviction of a felony or misdemeanor, regardless of program completion. Please advise the RT Program Coordinator of convictions in writing.

4. Acknowledge understanding the contents in the Information Packet for the Prospective RT 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 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.

**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 American DataBank.

Please refer to: https://www.cdc.gov/vaccines/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 this office at (909) 652-6379 or TDD/TTY (909) 466-2829. The toll free numbers for the California Relay Services are 1-800-735-2929 or 1-877-735-2929 for TDD/TTY users. Employees (faculty, non-faculty, or student worker) requiring accommodations should contact the Office of Human Resources, Susan Hardie, Director of Human Resources at (909) 652-6531, email susan.hardie@chaffey.edu.

**Disability Programs and Services (DPS)**

Phone: 652-6379

Chaffey College maintains a strong commitment to providing equal access to education for those students who have verifiable physical, learning or psychological disabilities. DPS provides a wide range of support services as well as a number of specialized classes designed to assist students whose disabilities cause one or more educational limitations.

All 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.*
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 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 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+
- 96 - 98% = A
- 94 - 95% = A-
- 91 - 93% = B+
- 88 - 90% = B
- 86 - 87% = B-
- 83 - 85% = C+
- 78 - 82% = C

**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.

**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). ([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 online 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
(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
Radiologic Technology

**EFFECTIVE IMMEDIATELY**
There is now a 5-Year Residency requirement for the following RT prerequisite courses:
BIOL 20 or BIOL-124 & BIOL-124L Anatomy or Anatomy/Physiology.

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**The Program**
The Radiologic Technology Program leads to an Associate in Science degree and has been accredited since 1970. Training includes operation of X-ray equipment, exposing and processing images, utilizing radiation protection devices, positioning patients, effective communication and judgement, and patient care. Concurrent clinical training is held in hospitals affiliated with Chaffey College. The Radiologic Technology Program is accredited by the State of California and the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program articulates with the California State University, Northridge, and Loma Linda University Radiologic Technology Programs for the Bachelor of Science degree.

Students must earn the Associate in Science degree to sit for the national certification exam. Upon satisfactory completion of the associate degree requirements and the classroom and clinical education, the student is eligible to apply for the following:

1. American Registry of Radiologic Technologists (ARRT) examination
2. California State license (CRT) after successfully completing the ARRT examination and submitting proper documentation and fees.
3. State of California Radiologic Technologist Fluoroscopy Permit examination