



**Yavapai College
Computed Tomography (CT) and Magnetic Resonance (MR)
Certificate Programs**

**Student Handbook
2018–2019**

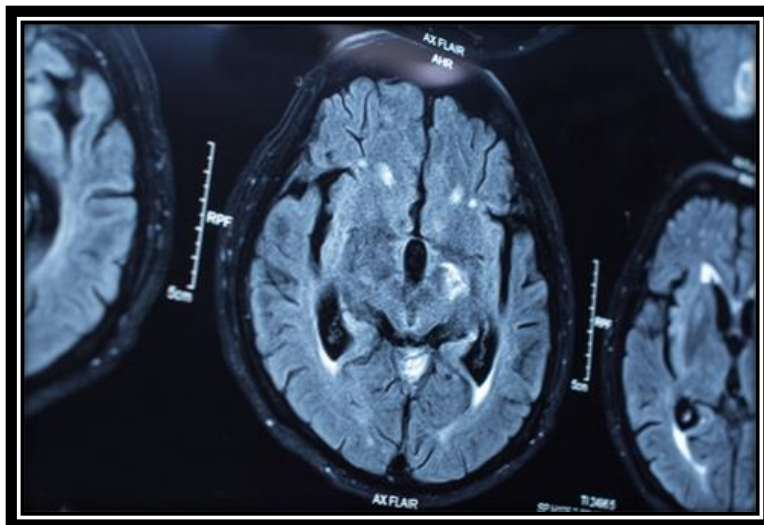


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Yavapai College—An Affirmative Action Institution

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit www.yc.edu/aa-eeo. A lack of English language skills will not be a barrier to admission and participation in the programs of the college.

Yavapai College es una institución de oportunidades de acción/igualdad afirmativa. Para la declaración de no discriminación de Yavapai College, visite www.yc.edu/aa-eeo. La falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas de la universidad.

Introduction

Welcome to the Yavapai College Computed Tomography (CT) and Magnetic Resonance (MR) certificate programs. This handbook is designed as a reference source for students in the program. The Yavapai College CT and MR certificate programs are committed to quality healthcare, quality education, and the standards of the profession.

Educational standards are established in compliance with the American Registry of Radiologic Technologists (ARRT). The course of study meets the major content category and subcategories as outlined by the credit distribution for ARRT structured educational requirements in CT and MR.

Because these programs are considered continuing education, it is expected that all applicants are certified radiologic technologists possessing an inventory of pre-existing knowledge and skills gained through an entry-level radiography educational experience that has been reinforced through professional practice.

Policy Changes

It is the policy of Yavapai College CT and MR certificate programs to reserve the right to add, revise, or repeal policies and requirements at any time.

Mission Statement

The mission of the Yavapai College CT and MR certificate programs is to provide quality education that will develop competent, caring, and ethical entry-level CT and MR technologists.

CT and MR Program Goals

- To graduate technologists who possess the clinical competency of an entry-level CT or MR technologist
- To graduate technologists with theoretical knowledge and critical-thinking skills to produce quality studies
- To prepare technologists to successfully challenge the ARRT Post-Primary Certification Exam in Computed Tomography or Magnetic Resonance Imaging

Program Philosophy

The CT and MR certificate programs' staff shares the mission and values of Yavapai College. We are committed to contributing to the profession of radiography through teaching and service. We recognize that students are unique, come from diverse backgrounds, and have individual learning needs. We believe that radiography is an art and a science, and that a sound education curriculum integrates knowledge from the sciences and the humanities. The CT and MR curricula are based on the concepts of competency-based learning.

CT Program Learning Outcomes

The curriculum established by the American Society of Radiologic Technologists (ASRT) for CT is designed to support skill development in specific content areas and to ensure that entry-level CT technologists meet the following general program outcomes.

1. Explain the design of CT scanner generations.
2. Explain how adjusting operator console parameters affects CT image data.
3. Describe the process and the factors that influence data acquisition.
4. Define the tools used and the post-processing techniques needed for image enhancement.

5. Discuss the role and the ethical considerations of the CT technologist in reducing radiation dose including technical factor selection, positioning, and shielding.
6. Discuss factors that affect CT image quality, including artifacts.
7. Perform CT exams as outlined in the competency requirements for post-primary certification of the American Registry of Radiologic Technologists (ARRT) in Computed Tomography.
8. Identify specific organs or structures on a cross-sectional acquired or reformatted CT image.
9. Identify pathologic processes on CT images.
10. Review CT images for quality, accuracy and completeness.

MR Program Learning Outcomes

The curriculum established by the American Society of Radiologic Technologists (ASRT) for MR is designed to support skill development in specific content areas and to ensure that entry-level MR technologists meet the following general program outcomes.

1. Describe how the MR signal is produced and detected and how the image is acquired.
2. Understand magnetism and magnetic properties.
3. Identify the major hardware components in MR imaging.
4. Explain the functionality of the radiofrequency, gradients systems, and role of coils in image acquisition.
5. Explain intrinsic and extrinsic parameters that affect image quality.
6. Discuss proper screening, patient preparation, use, and adverse effects of MR contrast agents.
7. List parameters related to tissue characteristics that affect image quality, and apply proper pulse sequences in MR imaging.
8. Describe how imaging parameters determine contrast and resolution on MR images.
9. Define the tools used and the postprocessing techniques needed for image enhancement.
10. Perform MR exams as outlined in the competency requirements for Post-Primary Certification of the American Registry of Radiologic Technologists (ARRT) in Magnetic Resonance (MR).
11. Identify specific organs or structures on a cross-sectional acquired or reformatted MR image.
12. Explain the appearance of normal tissue and pathologic processes on MR images.
13. Review MR images for quality, accuracy, and completeness.

Technical Standards

This statement of the Technical Standards of the CT and MR certificate programs at Yavapai College identifies the functional abilities deemed by the director and faculty to be essential to the practice of radiologic sciences. The Technical Standards are reflected in the program's performance-based outcomes, which are the basis for teaching and evaluating all radiologic-sciences students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the CT and MR certificate programs should contact the Yavapai College Disability Resources office at 928-776-2085 to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission to the CT and MR certificate programs who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Disability Resources office. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of CT and MR practice for all students.

Technical Standards

The practice of Computed Tomography or Magnetic Resonance requires the following functional abilities with or without reasonable accommodations.

- **Visual acuity** sufficient to assess patients and their environments and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect changes in skin color or condition.
 - Collect data from recording equipment and measurement devices used in patient services.
 - Detect a fire in a patient area and initiate emergency action.
 - Draw up the correct quantity of medication into a syringe.

- **Hearing ability** sufficient to assess patients and their environments and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
 - Communicate clearly in telephone conversations.
 - Communicate effectively with patients and with other members of the health services team.

- **Olfactory ability** sufficient to assess patients and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect foul odors of bodily fluids or spoiled foods.
 - Detect smoke from burning materials.

- **Tactile ability** sufficient to assess patients and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect changes in skin temperature.
 - Detect unsafe temperature levels in heat-producing devices used in patient services.
 - Detect anatomical abnormalities, such as infiltrated intravenous fluid.

- **Strength and mobility** sufficient to perform patient-services activities and emergency procedures.
Examples of relevant activities:
 - Safely transfer patients in and out of bed or wheelchair.
 - Turn and position patients as needed to prevent complications due to bed rest.
 - Hang intravenous bags at the appropriate level.
 - Accurately read the volumes in body-fluid-collection devices hung below bed level.
 - Perform cardiopulmonary resuscitation.
 - Transport patients using stretchers or wheelchairs.

- **Fine motor skills** sufficient to perform psychomotor skills integral to patient services.
Examples of relevant activities:
 - Safely dispose of needles in sharps containers.
 - Manipulate small equipment and containers, such as syringes, vials, and ampules, in preparation for contrast-media administration.

- **Physical endurance** sufficient to complete assigned periods of clinical practice.

- **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.

- **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient-services responsibilities.

- **Cognitive ability** to collect, analyze, and integrate information/knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

Program Information

Accreditation

Yavapai College and its programs are accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities. The CT and MR certificate programs are recognized as educational programs that meet the needs of the structured educational requirements necessary for ARRT post-primary certification.

Program Descriptions

The **Computed Tomography (CT) certificate program** is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals (post-primary) who are established and presently employed in the field. The program offers both didactic coursework and clinical-skills experiences necessary to prepare the student to challenge the ARRT Post-Primary Certification Examination in Computed Tomography. The certificate can be completed in one semester.

The **Magnetic Resonance (MR) certificate program** is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals (post-primary) who are established and presently employed in the field. The program offers both didactic coursework and clinical-skills experiences necessary to prepare the student to challenge the ARRT Post-Primary Certification Examination in Magnetic Resonance. The certificate can be completed in one semester.

The programs are designed around a model of classroom/online instruction integrated with hands-on experience in a clinical setting that provides an educational foundation and a professional preparation to enter the workforce as an entry-level practitioner upon graduation.

The CT and MR certificate programs are demanding experiences that involve clinical and classroom/online instruction coursework. Students must be adequately prepared to meet the challenge, establish priorities prior to the start of classes, and maintain a minimum 2.5 GPA in the program courses to remain in the program.

Graduates of the programs are eligible to:

1. Receive a certificate in either Computed Tomography or Magnetic Resonance.
2. Take the ARRT Post-Primary Certification Examination in Computed Tomography or Magnetic Resonance Imaging.

CT Program-Specific Requirements

Course	Course Title	Hours
ICE 100	Computed Tomography	3
ICE 110	Computed Tomography Clinical Education I	3

MR Program-Specific Requirements

Course	Course Title	Hours
ICE 200	Magnetic Resonance	3
ICE 210	Magnetic Resonance Clinical Education I	3

Clinical Education — Requirements and Eligibility

Applicants must be currently employed at the facility where they will receive clinical training and must have the approval of the department director as a condition of acceptance into the program. The application form must also identify the designated clinical instructor at that facility. It is required that an initial clinical-training schedule be submitted with the application for the applicant to be considered eligible for admission. The college has clinical-affiliation agreements with the following institutions:

Yavapai Regional Medical and Imaging Centers
Northern Arizona Healthcare
Northern Arizona Veterans Administration

Program Staff Phone Numbers

Program Director	Richard LeClair	928-771-4866
Clinical Coordinator	Amber Snodgrass	928-717-7108
Instructional Support Specialist	Sue Wiant	928-776-2333
Radiology Classroom (Bldg 1-210)		928-717-7908

Ethics Requirements

Admission to or graduation from the Yavapai College CT or MR certificate program does not guarantee eligibility for the American Registry of Radiologic Technologists (ARRT) Post-Primary Certification Examination. Other eligibility requirements of the ARRT must be met. Individuals with misdemeanor/felony convictions should apply to ARRT for an evaluation of examination eligibility prior to admission to this program. Request a pre-application review form by contacting the ARRT:

<https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>

651-687-0048, ext. 8580 | 1255 Northland Drive, St. Paul, MN 55120-1155

Confidentiality of Student Records

The program maintains a file for each applicant and student that contains documentation related to admission and progression in the program. The Yavapai College CT and MR certificate programs follow the College guidelines for confidentiality of student records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Program Requirements

Professional Liability Insurance

The CT and MR certificate programs carry professional liability insurance for activities conducted by its faculty and students.

Student Health/Accident Insurance

The CT or MR certificate programs do not assume financial responsibility for student healthcare. *It is the responsibility of each student to provide his/her own personal health insurance.* Coverage must be maintained for the entire enrollment period in the programs.

Criminal Background Checks

Criminal background checks are required by clinical-education settings. The program recommends that each student self-report to the program director any criminal activity that may impact eligibility for clinical attendance or certification by the American Registry of Radiologic Technologists.

Drug Testing

Screening tests for alcohol and drugs are required for all students admitted to the CT and MR certificate programs. Random and “for cause” testing may also be done, and the YC Radiology Department will make the arrangements. No advance notice will be given. Please refer to Appendix B for more specific information.

Arizona Department of Public Safety Fingerprint Clearance Card

Most affiliating healthcare organizations require a fingerprint clearance card for CT and MR certificate-program students. Fingerprinting is available through the Arizona Department of Public Safety website at <http://fieldprintarizona.com/>.

Basic Life Support (BLS) for Healthcare Providers

All CT and MR students must have valid, *current* BLS for Healthcare Providers *based on their employer’s certification requirements*. **Applicants should meet this requirement as a condition of employment with their clinical facilities.**

Students who do not have current BLS certification may not participate in clinical experiences and will be considered absent. Students must remain BLS-certified throughout the program.

College Information

Academic Advising

Academic advising is available to all students seeking admission to the programs. Contact the following offices to speak to an advisor:

Prescott Campus:	928-776-2106
Verde Valley Campus:	928-634-6510

Advising Process

A student whose weighted grade total falls below 75% will meet with the instructor to discuss possible factors contributing to low performance and will also meet with the Radiology program director to develop an Education Improvement Plan. The program director will review the student's overall performance for the semester and discuss areas that need improvement.

If during the second evaluation period in the semester (i.e., mid-term), the student's weighted total is less than 75%, the student will meet with the Radiology program director to re-evaluate the plan for improvement. The student *must* take the Education Improvement Plan to this meeting. This will be done within 10 days of the posting of the grade.

Alternate Counseling Services

1. The Academic and Career Advising office provides workshops on services, career exploration, personal concerns, and academic problems.
2. Special Services: free tutors, peer counselors, and personality inventories
3. Learning Center: free services for spelling, vocabulary, test-taking, study skills, and math

Grading

Learning outcomes are defined in each course syllabus. Clinical competencies are identified on the Clinical Evaluation Tool. Classroom assignments and examinations are given a percentage score or letter score. Grades are not rounded.

<u>Percentage Score</u>	<u>Letter Grade</u>
89.5-100%	A
79.5-89.49%	B
75.0-79.49%	C
64.5-74.99%	D
Below -64.49%	F

For all CT and MR courses, a cumulative grade of "C" or better is required to progress to the next course in sequence. All CT and MR courses are graded "A" through "F" without an "S" or "U" option.

Incomplete Grades

A grade of "I" may be requested by a student and will be posted to the student's permanent record only at the end of a semester in which the student has done the following:

1. Has completed a significant majority of the work required for the course while maintaining a "C" average for work submitted and is capable of completing the remainder of the required work for this course.
2. Experienced extenuating circumstances which prevent completion of the course requirements.

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor, the maximum of which can be 45 days. The instructor will then initiate a Change of Grade form. If the instructor is no longer available, the student should contact the supervising instructional division dean. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.

Discrimination

Yavapai College is committed to providing an environment that is free of any harassment based on gender, race, national origin, age, religion, disability, or any other status protected under federal law.

Any complaint of harassment will be treated in a confidential manner to the extent feasible. All students and employees are assured that they will be free from any and all retaliation for filing such complaints.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature. No supervisor or other employee may indicate in any manner, either explicitly or implicitly, that an employee's, student's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, any term or condition of employment, or academic progress. Sexual harassment also includes unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; unnecessary touching of an individual; sexually degrading words used to describe an individual; any display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault, where the conduct has either the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees and students should consult Yavapai College Sexual and Other Prohibited Harassment Policy 2.4.4 (<http://www.yc.edu/v5content/policies/docs/2-hr/2.4.4%207-10-12.pdf>) and the Student Code of Conduct (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>) to resolve any allegations of discrimination, including sexual harassment. For further clarification, contact Human Resources at 928-776-2217. Yavapai College will not tolerate retaliation of any kind against employees or students based upon their allegations regarding discrimination or harassment. If employees or supervisors engage in harassment or discrimination, they will be subject to immediate discipline, including possible termination.

Conversely, employees and students should keep in mind that these allegations of harassment and discrimination are potentially very serious to the person charged; and while such allegations should be made wherever warranted, they should be made with accuracy and veracity.

Plagiarism

Plagiarism is defined as submitting any academic work which is not entirely the work of the student, deliberately or accidentally. This can include, but is not limited to, such practices as not giving proper credit to a source; expanding someone else's work without giving proper credit; adopting another's work as one's own (including the copying of print or electronic media); directly using someone else's ideas without giving proper credit; and deliberately changing selective words to misrepresent someone else's work as one's own. Web link:

<https://www.yc.edu/v5content/teaching-and-elearning-support/students/integrity.htm>

Attendance

Attendance at class, labs, and clinical assignments is a student obligation and is critical to a student's ability to perform in the program. Because a strong correlation exists between class attendance and success in the program, attendance is taken at the beginning of each lecture. Should an absence be necessary in a required class, lab, or clinical assignment the student will be held responsible for all material presented in that class. Habitual absence from any of these meetings may necessitate a program-director-initiated withdrawal from the course.

No-Call/No-Show

A no-call/no-show occurs when a student fails to attend a scheduled lecture and does not notify the instructor within a reasonable time frame (not to exceed 1 hour after the scheduled start time). The same applies to a scheduled clinical time: The student must notify the instructor and the clinical site not more than 1 hour after the scheduled start time. The first incident of no call/no show will result in disciplinary action and a reduction of one full grade level in the courses missed. The second incident will result in action that may lead to a mandatory withdrawal from the program.

Grade Reduction:

First no-call/no-show within 1 year

Withdrawal from Program:

Second no-call/no-show within 1 year

Punctuality

The CT and MR certificate programs do not tolerate tardiness. At the scheduled start time of a class, students are expected to be seated and ready to learn. Students who arrive after attendance has been taken will be marked as tardy. At the scheduled start time of a clinical experience, students are expected to be prepared and ready to work. Arriving late or being unprepared is disruptive and considered unacceptable in a professional environment. Students who are habitually late will be counseled by a program official. Continued tardiness will result in disciplinary action.

Clinical Education

The following links explain the American Registry of Radiologic Technologists (ARRT) competency requirements for Computed Tomography and Magnetic Resonance post-primary certification.

American Registry of Radiologic Technologists (ARRT) Competency Requirements for Computed Tomography

<https://www.arrt.org/docs/default-source/discipline-documents/computed-tomography/computed-tomography-clinical-experience-requirements-2017.pdf?sfvrsn=2>

American Registry of Radiologic Technologists (ARRT) Competency Requirements for Magnetic Resonance

<https://www.arrt.org/docs/default-source/discipline-documents/mri--primary/mri-clinical-experience-requirements.pdf?sfvrsn=14>

Confidentiality

The Health Insurance Portability and Accountability Act (HIPAA) regulates confidentiality and privacy issues. Protection of patient information is both a legal and professional responsibility. All information related to a patient must be treated as confidential. This information may be in written, verbal, or other forms. Students are expected to maintain confidentiality in a professional manner and must sign a confidentiality agreement, which is retained in their file. Under no circumstances will patient identification information be revealed or discussed in class activities, image critiques, or presentations. Failure to comply with this policy will result in disciplinary action which may include mandatory withdrawal from the CT or MR certificate programs.

Clinical Attendance

Students must complete 240 hours of clinical education for CT or MR. The requirement of clinical education is considered necessary to complete the competencies for eligibility to take the American Registry of Radiologic Technologists Post-Primary Certification Examinations in CT and/or MR.

Students who are ill or have an emergency and are unable to report for a clinical assignment must personally notify both the clinical instructor and program faculty (i.e., clinical coordinator) prior to the start of the scheduled shift. Absences must be made up before the end of the semester in which they occur. Make-up time is scheduled at the discretion of the clinical instructor with permission of the clinical coordinator.

In the professional environment punctuality is mandatory; students should be present and ready to work at their assigned start time; failure to be engaged at the start time will count as a tardy—no exceptions. Chronic absenteeism and tardiness will result in disciplinary action and a lowering of the clinical semester grade.

If a student has excessive absences and late occurrences (tardiness) from clinical assignments, it will affect the clinical grade. Students are allowed two (2) late occurrences/absences per semester, regardless of the reason, before it affects their clinical grade. More than two absences or late occurrences will result in a 5-percentage-point drop in the clinical grade for each occurrence in that semester.

Clinical-Education Site Orientation

All students shall attend/complete a clinical education site-specific orientation prior to their clinical rotation. Additionally, students will receive an individual department-specific orientation from their recognized clinical instructor or a designated staff technologist. Safety guidelines pertaining to staff and patients are included in these orientations.

Clinical-Education Activities Tracking

Clinical hours, competencies, and student-performance evaluations are documented on the program's web-based application, Trajecsys. This application is accessible and available on the internet at each clinical education site. It is mandatory for all students to clock in and to clock out each day of their clinical rotation without exception. Clocking in and out must be completed on the computers at the clinical site and will be tracked by IP addresses. The tracking application is used to monitor and document various program requirements that include:

- Time Clock – documented daily
- Daily Procedure Logs – documented daily; date of procedure must match date of documentation

- Competency Evaluations
- Affective Evaluations
- Clinical-Education Site Evaluations

Under no circumstances will a student be allowed to sign in for another student. Signing in for another student constitutes fraud, and *both* students will be dismissed from the program for falsification of records.

Circumstances That May Lead to Immediate Dismissal of a Student

Classroom and Clinical

- Absences accrued, in accordance with attendance policy above.
- Dishonesty, including, but not limited to stealing from the College or a clinical agency, plagiarism of papers, cheating on exams, unauthorized possession of examinations, signing or clocking in or out for another student, etc.
- Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for client, significant others, peers, staff, and instructor.
- Failure to improve unsatisfactory clinical performance after counseling.

Clinical

- Performance or negligence that may cause physical or emotional jeopardy to a patient.
- Failure to report immediately a client-care error to the clinical instructor and/or responsible staff nursing personnel.
- Being under the influence of alcoholic beverages, drugs that impair judgment, or illegal drugs while in the clinical setting (see Appendix B).
- Fraudulent or untruthful charting in a medical record.
- Failure to pass clinical competencies.

- Failure to maintain appropriate behaviors and clinical competency already demonstrated or learned, with consistency, while incorporating new skills and theory.
- Failure to perform safely may lead to immediate removal from clinical assignments with a grade of “F” or “U” or “Administrative Withdrawal” at the discretion of the instructor.
- *Clocking in to be paid by your employer while in clinical in the student role is cause for immediate dismissal from the program.* In your student role, you are allowed to participate in several activities that you would not be allowed to do in your employed role.
- The clinical site has barred (exclude or except) you from attending their facility.

Process for Dismissal

- Student is informed of dismissal by the appropriate instructor(s).
- Student signs instructor's written report of the significant events, attaching a statement if desired.
- When the student is removed from the program, the grade for the clinical course will be posted as an administrative withdrawal.
- Student may request a hearing with the program director.
- Student may appeal the grade, following the policies outlined in the College catalog.

Zero-Tolerance Guidelines

Yavapai College has a Zero Tolerance for Threats and Disruptive Behavior policy (YC Policy 2.26).

Any CT or MR certificate program student engaging in the following behaviors is subject to immediate dismissal from classes and disciplinary action as described in the Yavapai College *Student Code of Conduct* (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>) and the *Yavapai College Computed Tomography and Magnetic Resonance Programs Student Handbook*.

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e., distribution, personal use) on the campus or at a clinical site.
4. Any misconduct covered by the Yavapai College *Student Code of Conduct*.

Name Badges

Name badges are an essential part of a student's uniform. Students who damage or lose their name badge should notify their employer for a replacement.

Clinical Placement

In the clinical setting, students will have an opportunity to apply theory to practice under supervision. Clinical placements can be in locations throughout the state and *only at those clinical facilities with whom Yavapai College's CT and MR certificate programs have clinical-affiliation agreements. Students are only assigned to the facility in which they are employed.* Yavapai College guarantees clinical assignments to all students only with approval from their employer to allow the training at their facility. Clinical assignments are scheduled during the weekday between 5 a.m. and 7 p.m. The clinical instructor will determine the starting time of a student's shift.

Weekly Hour Limit

Students may not exceed a combined clinical and didactic schedule of 40 hours per week unless such scheduling is voluntary on the student's part.

Clinical Make-Up Time

Absences must be made up before the end of the semester in which they occur. Make-up time is scheduled at the discretion of the clinical instructor with permission of the clinical coordinator so as not to exceed 40 hours per week unless such scheduling is voluntary on the student's part.

Injury in the Clinical Setting

Program and clinical personnel must be notified immediately in the event of a student injury requiring medical attention. The College and clinical-education settings are not responsible for the student's medical expenses. This includes any activity that results in adverse consequences to patients or the student. Additionally, the student must comply with the incident-protocol procedures of the clinical-education setting.

Students who sustain an injury or have an accident while in a clinical-education setting are to notify their YC clinical coordinator immediately. Students must complete the accident/injury report for the facility where the incident occurred and the Yavapai College Accident/Incident form (<https://www.yc.edu/v5content/college-police/docs/Accident-Incident-Report-030311.pdf>). The completed form is to be submitted to the Radiology Department instructional support specialist within 24 hours.

Personal Conversation Standards

- Students should avoid personal conversations with co-workers in the presence of patients.
- Students must not use profanity or profane gestures anywhere on the grounds of the clinical-education setting.
- Students should project a positive attitude by smiling, being friendly and courteous, and saying "please" and "thank you."
- Students should not engage in or listen to negativity or gossip. Listening without acting to stop it is the same as participating.
- Students should show respect by not interrupting or having "side" conversations when someone is speaking.

- Students should not make negative comments about co-workers or engage in any discussion regarding criticism of a physician, perceived workplace difficulties or job dissatisfaction among clinical education setting personnel.
- Students should not discuss results of exams with patients.
- Students should keep the lines of communication open and not react defensively.
- Students should ask “Is there anything else I can do for you?” before they leave every patient.
- Students are representatives of the Yavapai College CT and MR certificate programs and are expected to cultivate a relationship of mutual respect with the employees in a clinical-education setting.
- Students can receive training on patient/customer satisfaction programs offered by the clinical institutions. Students are expected to follow the guidelines of these programs.

Cell Phones and Texting

Yavapai College is committed to providing a quality learning environment. All cell phones must be placed in a non-audible mode while in classrooms, computer labs, the library, the Learning Center, and testing areas. Cell phones must be used outside these facilities.

Cell phones may not be answered in the classroom during class. If students are found leaving the classroom to answer cell phone calls, this policy may be reconsidered and changed to a “no cell phone” policy. Students should check messages during designated breaks. Cell phones should be turned off and put away during an exam.

Student Course Evaluations

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical instructors, and clinical-education settings. The results are summarized by the program director and, if statistically valid, are shared with various communities of interest in the college and clinical education settings. Results can be discussed at advisory board or faculty meetings. Finally, feedback is gathered and assessed to assist with program improvements.

Health Guidelines

Physical Requirements

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, stand for several hours at a time, and perform bending and twisting activities. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency situation. A standard guideline assigned to weight-lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds. It is advisable that students consult with their physicians prior to the start of this program, and determine their ability to perform the necessary job requirements. Students who have a chronic illness or condition must be capable of implementing safe, direct patient care while maintaining their own current treatments or medications.

The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program.

Immunizations

Students should submit copies of their immunization records with their original applications and retain the originals for their own files. The Radiology Department is unable to provide copies of these records to replace lost originals.

To continue in the program students are responsible for remaining in compliance with all mandated immunizations and immunization records; adhering to all deadline requirements; and submitting copies of updates to immunization records to their CastleBranch accounts.

All immunization records must include the student's name, the name and signature of the healthcare provider giving the immunization, and the date.

Required Immunizations

1. **MMR** (measles/rubeola, mumps, rubella)

Options to meet this requirement:

- a. Attach a copy of proof of two previous MMR vaccinations to the Immunization and Documentation Cover Sheet; **or**
- b. If you have had all three illnesses **or** you have received the vaccinations but have no documented proof, you must have a titer drawn for each illness.
 - i. If the titer is POSITIVE, attach a copy of the results to the Immunization and Documentation Cover Sheet; **or**
 - ii. If the titer is NEGATIVE, you must get two MMR vaccinations (each 30 days apart) and attach documentation to the Immunization and Documentation Cover Sheet.

2. **Varicella** (chicken pox)

Options to meet this requirement:

- a. Attach a copy of proof of a POSITIVE IgG titer for Varicella; **or**
- b. If the titer is NEGATIVE, attach a copy of proof that you received two Varicella vaccinations (each 30 days apart) to the Immunization and Documentation Cover Sheet.

3. **Tetanus/Diphtheria and Pertussis (Tdap) immunization within the past 10 years.** Attach a copy of proof of a Tdap vaccination to the Immunization and Documentation Cover Sheet.

4. **Tuberculosis**

Options to meet this requirement:

- a. Attach a copy of proof of a recent NEGATIVE TB skin test (PPD) that will not expire prior to the end of your program. Note: TB skin test **must be current**. TB skin tests are valid for one year from the date that they were read. Records for PPD require the name and signature of the healthcare provider as well as the findings. **or**
- b. If you have a POSITIVE TB skin test you must submit a **current** chest x-ray diagnostic report that will not expire prior to the end of your program stating that you are negative for TB. Chest x-ray reports are valid for two years from the date they were issued.

5. Hepatitis B

To apply to the program, you must complete at least one injection and stay on track with the subsequent two injections according to the timeline set forth in “c” below.

Options to meet this requirement:

- a. Attach a copy of proof of completion of three Hepatitis B injections to the Immunization and Documentation Cover Sheet.

or

- b. Attach a copy of proof of a POSITIVE HbsAB titer to the Immunization and Documentation Cover Sheet.

or

- c. If you have not received the injections in the past, you must obtain the first injection and attach a copy of proof of the injection to the Immunization and Documentation Cover Sheet. Then, you must receive the second injection in one month and the third injection five months after the second injection.

Infectious Disease

Students are at risk to infectious pathogens due to occupational exposure to blood or other potentially infectious materials. Prior to scheduled clinical experiences, all students will receive instruction on universal precautions and risk-reduction methods for exposure to substances with the potential for creating a hazard in the healthcare setting. Universal precautions are infection-control guidelines developed by the Center for Disease Control that are designed to protect healthcare workers and prevent skin and mucous membrane exposure during contact with patients' blood and body fluids. Students must strictly adhere to universal precautions including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

Safety

Administration of Contrast Media

Students are not allowed to administer contrast media or any other pharmacological agent. Students are allowed to draw up contrast and prepare a site for injection only under the supervision of a qualified practitioner and in accordance with the department policies of the clinical-education setting. Students may perform the venipuncture only if it is considered part of their routine duties as an employee of the facility.

Dosimetry Monitors

Dosimetry monitoring devices must be worn by CT students in clinical-education settings at all times, especially when the student is performing a radiological procedure. Failure to comply with this policy will result in a student being removed from the radiation area.

Dosimetry monitoring is considered part of the responsibility of the clinical-education site where the student is presently issued a radiation badge as an employee.

Holding Patients

Students are restricted from holding patients and equipment during radiation exposures. Individuals (i.e., qualified practitioners, family members assisting with the procedure) holding patients or equipment for procedures should be provided with adequate shielding and should be positioned so that no parts of their bodies are exposed to the primary radiation beam. To assist in reducing exposure, the student shall restrict the beam with close collimation to the area of interest. Pregnant women or women trying to become pregnant should not hold. Persons under the age of 18 years of age should not hold.

Shielding

Shielding involves the use of protective barriers. Students are required to shield all patients. Safe practice standards also include the requirement that all female patients of childbearing age must be questioned regarding the possibility of pregnancy. This information should be documented according to the policy of the clinical-education site.

Radiation Safety Procedures

The Yavapai College CT certificate program is committed to an effective radiation protection program. The ultimate goal of safe radiation practices is to eliminate unnecessary exposures of radiation and to reduce all exposures to levels that are “As Low As Reasonably Achievable” (ALARA). The ALARA principle is a cornerstone of the Arizona Department of Health Services Bureau of Radiation Control as well as the Nuclear Regulatory Commission (NRC).

Students will adhere to proper radiation safety practices consistent with clinical site policies and the scope of practice in radiology to include the following:

- Students should abide by the “As Low As Reasonably Achievable” (ALARA) concept at all times.
- Students should employ the cardinal principles of radiation protection:
 - a. Distance
 - b. Time
 - c. Shielding
- Students are to use monitoring devices in the clinical-education settings at all times. Dosimetry monitors must be exchanged as designated by the clinical-education site.
- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a CT gantry room from a public corridor are to be closed prior to making an exposure. Observe caution signs and safety interlock equipment.
- Review exposure records and reports.
- Adhere to the program’s Pregnancy Policy (see “Program Policies”).
- Shield all patients in their reproductive years.
- Screen all female patients of childbearing age regarding the possibility of pregnancy.
- Students should not hold or support a patient during exposure.
- A lead apron should be worn or a mobile lead screen used, when available, for protection. Students should stand as far from the patient and tube as possible.

MRI Safety Screens

Students may assist technologists with the transport of patients to various areas of the imaging department to include MRI. Students will receive an MRI safety screen at their initial orientation at their place of employment. Students who do not meet the screening safety criteria for MRI exams will not be permitted in the MR department.

Appearance

Dress Code

The Yavapai College CT and MR certificate programs promote a uniform dress code established to maintain a level of professionalism, hygiene, and identification. Students are expected to dress and groom in a manner acceptable and appropriate to the professional environment of both the school and clinical-education setting.

Clinical-Education Dress Code

Students are required to meet the appropriate dress codes of the clinical-education site. Students are encouraged to appear conservative in dress without excessive jewelry or makeup, and to pull long hair back so that it does not fall onto patients while working on them. Student name tags must be worn with clips attaching the name tag to the collar. Lanyards are not allowed as they may swing forward and interfere with patient care. The uniform must fit properly, and be clean and pressed at all times. Tattoos may be considered offensive or inappropriate and must be covered. Chewing gum during clinical assignments is not permitted.

Personal Hygiene

Bathing and use of unscented deodorant before arriving at clinical-education sites is required. Perfume, after-shave, and other fragrant products may not be worn in clinical settings. They are potentially harmful to people with respiratory disease, allergies, nausea, and other health problems.

Hair must be well-groomed, clean and controlled, and off the collar. Moustaches and beards must be clean, well-groomed, and trimmed short. No artificial nails are permitted. Fingernails must be kept short and well-manicured. Pale and neutral nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery area.

Program Policies

Student Supervision

Direct Supervision

Students must be directly supervised by a qualified practitioner who: (1) reviews the procedure in relation to the student's achievement; (2) evaluates the condition of the patient in relation to the student's knowledge; (3) is present during the procedure; and (4) reviews and approves the examination. Also, the practitioner remains physically present during the procedure and approves the exam and/or any images produced. Portable examinations and procedures in surgery must be performed under direct supervision.

Repeat Exams

A qualified practitioner is present during student performance of a repeat of any unsatisfactory exam.

Indirect Supervision

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

Students may **not** assume the responsibilities or take the place of professional staff.

Nuclear Regulatory Commission (NRC) Guidelines for Pregnancy

The NRC regulations on radiation protection are specified in Title 10, Part 20 of the Code of Federal Regulations, "Standards for Protection Against Radiation," and Section 20.1208, "Dose Equivalent to an Embryo/Fetus," which requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5.0 mSv)." A declared pregnant woman is defined in Title 10, Part 20 of the Code of Federal Regulations, 20.1003, as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

Taken from NRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure" (Draft was issued as DG-8014), Revision 3, June 1999.

<http://www.nrc.gov/docs/ML0037/ML003739505.pdf>

Pregnancy Policy

In compliance with the NRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure," if a student becomes pregnant it is her right to declare or not to declare her pregnancy. Declaration of pregnancy is completely voluntary. If a student decides to declare pregnancy, she is encouraged to inform the program director of the pregnancy as soon as possible. In the absence of any voluntary disclosure of pregnancy, students are not considered to be pregnant. If the student elects to inform the program director, she must do so in writing. The program is committed to maintaining a high quality of academic and clinical integrity for the pregnant student. The pregnant student will not be placed at an academic or clinical disadvantage due to pregnancy, and the student is given the option to continue the program without modification. The student may withdraw the declaration at any time in writing.

A written declaration should include:

- Student's name
- Student's signature
- Month and year of conception
- Estimated delivery date

The pregnant student will be issued a fetal badge that must be worn at the waist with or without an apron. The pregnant student will receive counseling regarding fetal radiation-protection practices and be provided a copy of the NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation

Exposure." The student will be monitored at the prescribed lower-dose limit until giving birth and/or withdrawing her declaration.

The program director will monitor the student's fetal radiation dosage on a monthly basis. The lower-dose limit for a declared pregnancy will remain in effect until the student gives birth or provides written notification to withdraw her pregnancy declaration.

Appeal Process

The CT and MR certificate programs' student due-process procedure follows the institutional policy 3.16, "Student Appeal of Academic or Instructional Decisions by Faculty."

Students must represent themselves in the appeal process. Issues that may be appealed include, but are not limited to, assignment of grades and course requirements. Students reserve the right not to participate in due process as well. Please refer to the policy link: <https://www.yc.edu/v5content/policies/docs/300as/316appealfacultydecision.pdf>

Policy

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures.

Procedure

A student may only appeal a decision that affects him/her directly and must represent themselves in the appeal process. The appeal of an academic or instructional decision requires documentation that the decision was incorrect.

1. The first step in the appeal process is for the student to contact the faculty member who made the academic or instructional decision. This contact must be made within 10 business days of the official notification date of the decision. For appeals concerning a final grade, official notification is considered to be the date the grade is posted to the student's permanent record.

2. In the event the faculty member and student are unable to reach a mutual agreement within 10 business days, the student may then appeal to the appropriate Dean or designee. The appeal to the Dean or designee must be made within 10 business days in writing using the official form, “Academic or Instructional Decision Appeal to the Dean.” All documentation supporting the reason for the appeal must be provided at the time the appeal is submitted. This appeal must succinctly describe the issues involved, evidence that an error was made, and any relevant information. Missing, incomplete or erroneous information may cause the appeal to be rejected.

3. The Dean or designee will review the student’s appeal and make a decision based on the documentation provided by the student, the faculty member, and other relevant information that may include meetings with appropriate individuals. The Dean’s or designee’s investigation and decision must be concluded within 10 business days of the date the student appealed the decision to the Dean or designee will provide written documentation of the decision to the student and faculty member.

4. In the event the student is dissatisfied with the decision of the Dean or designee, a further appeal may be made to the Vice President for Instruction and Student Development or designee. The appeal must be made in writing within 10 business days of the date the student received notification of the results of the appeal to the Dean. This formal, written appeal must relate only to the original decision that is being appealed. No additional claims or issues will be included or addressed in the review of the appeal.

5. The Vice President for Instruction and Student Development or designee will conduct a formal review of the appeal as presented by the student, including review of relevant policy, review of information provided by the faculty member, and review of the decision by the Dean.

The formal review and decision by the Vice President for Instruction and Student Development or designee must be completed within 10 business days of the receipt of the student’s written appeal. The decision must be communicated in writing to all involved parties. The decision of the Vice President for Instruction and Student Development or designee is considered final.

Non-Academic Complaints

The CT and MR certificate programs adopt and follow the Yavapai College policy for Non-Academic Complaints as listed on the Student Development website and the Student Code of Conduct.

Student Development:

<http://www.yc.edu/v5content/student-services/nonacademic.htm>

Student Code of Conduct:

<https://www.yc.edu/v5content/student-services/codeofconduct.htm>

Readmission to the Program

The CT and MR certificate programs accept applicants twice per year in the fall and spring semesters. Students who are unable to complete the semester or fail to successfully complete a course will be dropped from the program. Students may apply for readmission to the program but will be denied readmission if the cause for withdrawal or failure was due to safety concerns of any nature, breach of patient confidentiality, behavioral issues, and/or code of ethics violations.

Appendix A

American Registry of Radiologic Technologists (ARRT)

Professional Standards

Radiologic technology students are advised that the practice of radiologic technology in the state of Arizona is regulated by the provisions of the Arizona Medical Radiologic Technology Board of Examiners statutes and rules.

In addition to the Yavapai College Student Code of Conduct, CT and MR program students are expected to adhere to the standards of professional conduct as outlined by the American Registry of Radiologic Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT).

ARRT Standards of Ethics

<https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=10>

Appendix B

Yavapai College Radiology Department Screening for Use of Alcohol and Drugs Policy and Procedure

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>). Also, a student in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of patients. For these reasons, evidence of use of these substances, documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

Procedures

- **Preclinical Drug Screening:** Students will be informed of this procedure on screening for use of alcohol and drugs prior to admission to the program, and will be required to sign and return a statement to the department indicating their understanding of the procedure.
- All students may be required to submit randomly to a urine drug screen at the discretion of the program director.
- Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
- The cost for preclinical and random drug screening is at the program's expense.
- Students cannot begin clinical experiences until the test results are available.
- Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be required.
- Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the program. See "Positive Screening Test."

- **Drug Testing for Cause**

1. The student will be asked to submit to an alcohol or drug screening test at college expense if the faculty, clinical instructor, or staff at a clinical facility where the student is assigned:
 - a. have reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties; or
 - b. perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
2. Student will sign a consent form and have a blood or urine specimen collected immediately according to current procedure.
3. The student will be removed from clinical assignments, pending results of the test(s).
4. Test results will be sent to the Radiology program director or designee.

Positive Screening Test

1. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the director and/or designee will consider the case in collaboration with the student and his/her healthcare provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
2. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the director and/or designee will withdraw the student from the program.
3. Students who are licensed healthcare professionals in the state of Arizona are required to self-report their positive screening results to their respective licensing agencies and will provide the Radiology program director with written documentation of agency notification.

Negative Screening Test

1. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Radiology program director or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
2. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the program director or designee, may be required.
3. Based on the information presented in the meeting, and a medical report if required, the program director or designee will make a decision regarding a return to the clinical setting.
4. The student must make up clinical absences incurred for testing.

Confidentiality

All test results will be sent to the program director or designee and will be handled confidentially. The program director or designee may consult with college deans, faculty, and others for appropriate action and follow-up.

Inability to Submit to a Screening Test in a Timely Manner or Refusal to Submit to a Screening Test

If a student in the program is unable to submit to a drug or alcohol screening test in the designated time frame or refuses to submit to screening, the student will be removed from the program.

Appeals are made to the division dean and then to the Vice President of Instruction and Student Development. Please refer to the Yavapai College Student Code of Conduct (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>).

Receipt of Student Handbook Form

Each student enrolled in the Yavapai College CT and MR certificate programs is responsible for reading, understanding, and complying with the guidelines presented in this handbook.

Your signature on the Receipt of Student Handbook Form represents a contractual agreement between the Yavapai College CT and MR certificate programs and the student.

Failure to abide by the guidelines set forth in the handbook may result in disciplinary action including mandatory withdrawal from the program.

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**Yavapai College CT and MR Certificate Programs
Receipt of Student Handbook Form**

I have read the *Yavapai College CT and MR Certificate Programs Student Handbook* in full, and my questions have been satisfactorily answered. I understand and agree to the terms contained herein.

Student Name (please print)

Student Signature

Date

Program Director's Initials _____

**Please sign and date this page, and return it to
the program director or clinical coordinator.**