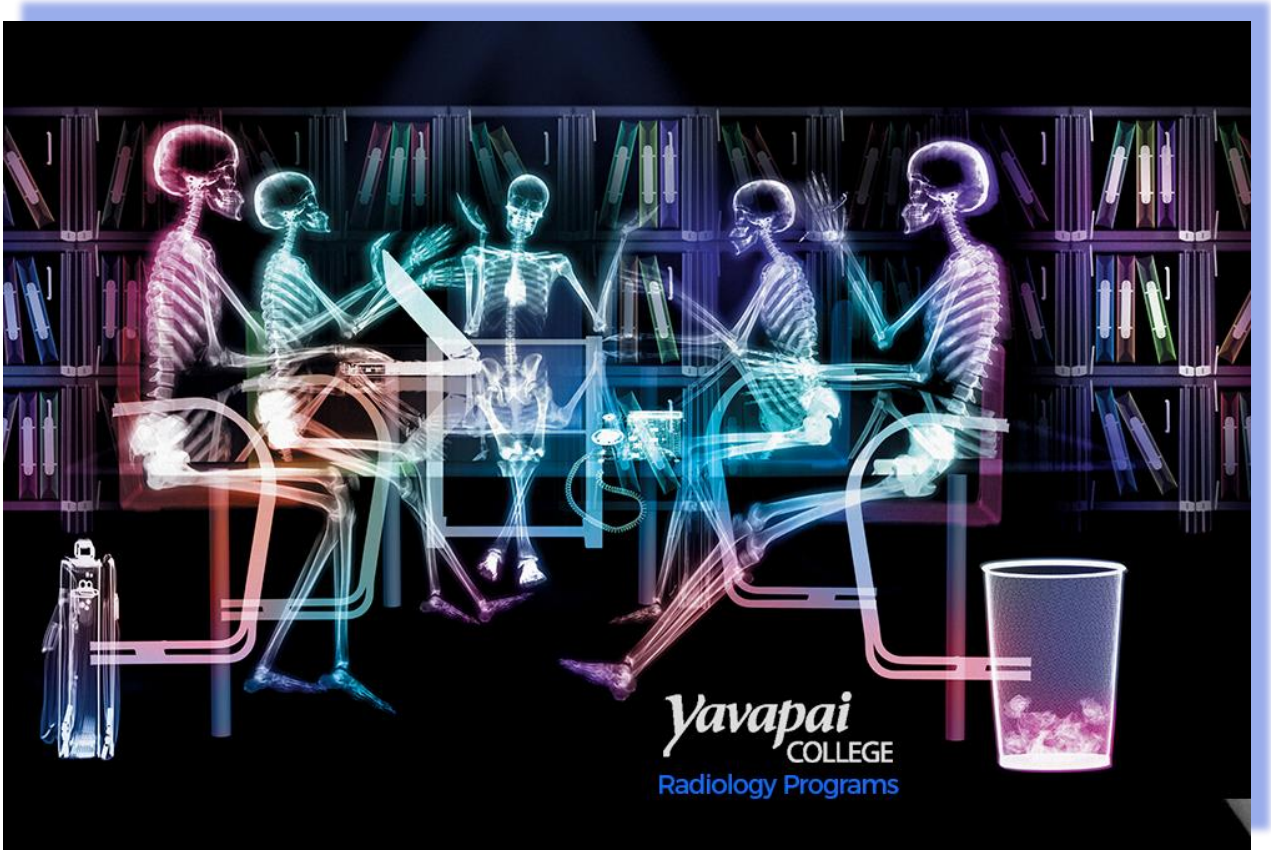
Yavapai College
Radiologic Technology Program
Student Handbook
2020-2021



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Yavapai College—An Affirmative Action Institution

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

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

Introduction

Welcome to the Yavapai College Radiologic Technology program. This handbook is designed as a reference source for Radiologic Technology students.

The Yavapai College Radiologic Technology program is committed to quality healthcare, quality education, and the standards of the profession.

Educational standards are established in compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the American Registry of Radiologic Technologists (ARRT). The course of study adheres to the Radiography curriculum developed by the American Society of Radiologic Technologists (ASRT).

Policy Changes

The Yavapai College Radiologic Technology program reserves the right to add, revise, or repeal its policies and requirements at any time.

Mission Statement

The mission of the Yavapai College Radiologic Technology Program is to provide quality education that will develop competent, caring, and ethical entry-level radiologic technologists who value lifelong learning and can adapt to continuous changes in the healthcare system. The mission statement is documented and reviewed on a regular basis.

Program Goals

- To graduate students who possess the clinical competency of an entry-level radiologic technologist
- To graduate students who communicate effectively
- To support students in the development, application, and integration of critical thinking and problem solving in the practice of radiography
- To graduate students committed to professional growth

Program Philosophy

The Radiologic Technology program 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 radiologic technology 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 radiologic technology curriculum integrates knowledge from the sciences and the humanities. The radiologic technology curriculum is based on concepts competency-based learning.

Program Learning Outcomes

In addition to the outcomes of each required prerequisite course, general education requirement, and major core courses, the Radiography Curriculum established by the American Society of Radiologic Technologists (ASRT) is designed to support skill development in specific content areas and to ensure that entry-level radiologic technologists meet the following general program outcomes.

- Position patients for radiographic examinations (RAD 110, 140)
- Understand and apply principles of radiation protection for the patient, self, and others (RAD 100, 220, 160, 180, 200, 240)
- Identify and perform basic patient-care skills and techniques (RAD 170, 230)
- Practice effective written communication skills (RAD 100, 150, 220, 260)
- Employ effective oral communication skills (RAD 160, 180, 200, 240)
- Demonstrate appropriate interpersonal skills and communication in the clinical setting (RAD 160, 180, 200, 240)
- Evaluate medical-imaging procedures independently and recommend technical modifications to ensure diagnostic quality (RAD 160, 180, 200, 240)

- Determine exposure factors to achieve optimum radiographic procedures consistent with minimizing dose to patients (RAD 120, 135, 150)
- Describe radiographic appearances and risks associated with specific forms of pathology (RAD 250)
- Practice ethical and professional behaviors in the clinical setting. (RAD 160, 180, 200, 240)
- Summarize professional obligations as a radiographer (RAD 100, 240)

Technical Standards

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

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Radiologic Technology program should contact the 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 Radiologic Technology program 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 radiologic-sciences practice for all students.

Technical Standards

The practice of radiography requires the following functional abilities with or without reasonable accommodations.

- **Visual acuity** sufficient to assess patients and their environments and to implement the radiography-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 radiography-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 radiography-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 radiography-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 and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

Program Information

Accreditation

The Yavapai College Radiologic Technology program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities. The program is also accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Contact JRCERT at 312-704-5300 or www.jrcert.org.

Program Description

The Yavapai College Radiologic Technology Program curriculum includes didactic and laboratory courses conducted on campus and a minimum of 1,800 hours of supervised clinical experiences at affiliated healthcare organizations in accordance with the requirements of the Arizona Department of Health Services Bureau of Special Licensing. The program starts once per year in the fall semester.

The curriculum is designed in accordance with the Radiography Curriculum established by the American Society of Radiologic Technologists (ASRT). Academic courses include anatomy and physiology, radiographic positioning, radiation physics, principles of radiographic exposure, and other specialized topics. The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as an independent practitioner upon graduation.

The Radiologic Technology program is a demanding experience and involves a full-time commitment of up to 40 hours per week plus homework. Students must maintain a minimum 2.5 GPA in all radiology courses and a minimum of 2.0 GPA in all General Education courses to remain in the program. Students must be adequately prepared to meet the challenge and establish priorities prior to the start of classes.

Graduates of the program are eligible to:

1. Receive an AAS degree in Radiologic Technology
2. Take the American Registry of Radiologic Technologists (ARRT) examination
3. Apply for an Arizona Certified Radiologic Technologist (CRT) license

Radiologic Technology Program Sequence—AAS Degree
2020-2021

Pre-Program Entry Course Requirements

Course	Credit Hours	Prerequisite
AHS 130 Medical Terminology for Patient Care Staff	3	None
ENG 101, English Composition I	3	English skills assessment **OR** ENG 100
ENG 102, English Composition II	3	ENG 101
MAT 152 College Algebra (preferred) **OR** any mathematics course for which MAT 152 is a prerequisite[(1)]	3	See college catalog for prerequisites to mathematics courses.
BIO 201 Human Anatomy and Physiology I[(1)]	4	BIO 156[(1)] preferred **OR** BIO 181[(1)]
BIO 202 Human Anatomy and Physiology II[(1)]	4	BIO 201[(1)]
Total Credit Hours Pre-Entry	**20**	
	Apply for Admission	

Radiologic Technology Program Courses

First Semester—Fall	Credit Hours	Prerequisite
RAD 100 Foundations of Radiologic Science	2	Admission to Radiology program Must take concurrently with RAD 110, RAD 120, and RAD 170
RAD 110 Radiographic Positioning and Image Analysis I	4	Must take concurrently with RAD 100, RAD 120, and RAD 170
RAD 120 Radiographic Technique I	3	Must take concurrently with RAD 100, RAD 110, and RAD 170
RAD 170 Radiology Patient Care	2	Must take concurrently with RAD 100, RAD 110, and RAD 120
PSY 245 Human Growth and Development	3	None
Total Credit Hours 1st Semester	**14**	
Second Semester—Spring	**Credit Hours**	**Prerequisite**
RAD 135 Radiation Physics and Equipment	3	Prerequisite: RAD 170 Must take concurrently with RAD 140, RAD 150, and RAD 160
RAD 140 Radiographic Positioning and Image Analysis II	4	Prerequisite: RAD 170 Must take concurrently with RAD 135, RAD 150, and RAD 160

[(1)]Math and science course work ***must be completed within the last 10 years***. Course work transferred from other colleges must be evaluated for equivalency.

Second Semester—Spring, continued	Credit Hours	Prerequisite
RAD 150 Radiographic Technique II	3	Prerequisite: RAD 170 Must take concurrently with RAD 135, RAD 140, and RAD 160
RAD 160 Radiology Clinical Education I	3	Prerequisite: RAD170 Must take concurrently with RAD 135, RAD 140, and RAD 150
Total Credit Hours 2nd Semester	**13**	
Third Semester—Summer	**Credit Hours**	**Prerequisite**
RAD 180 Radiology Clinical Education II	3	Prerequisite: RAD 160 Must take concurrently with RAD 220
RAD 220 Radiobiology and Radiation Protection	3	Prerequisite: RAD 160 Must take concurrently with RAD 180
PHI 204 Ethical Issues in Healthcare	3	ENG 101 **OR** ENG 103
Total Credit Hours 3rd Semester	**9**	
Fourth Semester—Fall	**Credit Hours**	**Prerequisite**
RAD 200 Radiology Clinical Education III	7	Prerequisite: RAD 220
Total Credit Hours 4th Semester	**7**	
Fifth Semester—Spring	**Credit Hours**	**Prerequisite**
RAD 230 Radiology Pharmacology	1	Prerequisite: RAD 200 Must take concurrently with RAD 240, RAD 250, and RAD 260
RAD 240 Radiology Clinical Education IV	3	Prerequisite: RAD 200 Must take concurrently with RAD 230, RAD 250, and RAD 260
RAD 250 Radiographic Pathology	2	Prerequisite: RAD 200 Must take concurrently with RAD 230, RAD 240, and RAD 260
RAD 260 Advanced Imaging Systems	3	Prerequisite: RAD 200 Must take concurrently with RAD 230, RAD 240, and RAD 250
Total Credit Hours 5th Semester	**9**	
Total Program Hours (includes pre-program entry coursework)	**72**	

The Radiologic Technology program requires time and dedication on the part of the student. The program requires a 40-hour-per-week daytime commitment, excluding study time. The program consists of five consecutive semesters. It should be noted that clinical rotations associated with the 2nd, 3rd, 4th, and 5th semesters begin earlier than the Yavapai College semester start dates in order to satisfy the clinical time requirements for program completion. ***Time off for vacation during the semester will not be approved. Students should schedule vacations during the time between semesters.***

Degree Granted

Associate of Applied Science in Radiologic Technology

Program Staff Phone Numbers

Program Director	Shellie Son	928-771-4866
Clinical Coordinator	Amber Snodgrass	928-717-7108
Instructional Support Specialist	Sue Wiant	928-776-2333
Radiology Classroom PV40-149 (Prescott Valley Campus)		928-717-7928

Ethics Requirements

Admission or graduation from the Yavapai College Radiologic Technology program does not guarantee American Registry of Radiologic Technologists (ARRT) registration or state licensure. Licensure, certification, and registration requirements and the subsequent procedures are the exclusive right and responsibility of the ARRT and the Arizona Department of Health Services Bureau of Special Licensing.

Students must satisfy the requirements of the ARRT and Arizona Statutes, Rules and Regulations, independently of any college or program requirements for graduation. According to the ARRT, every candidate for certification must "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics." ***Individuals with misdemeanor or felony convictions should apply to ARRT for an evaluation of examination eligibility prior to admission to the Radiologic Technology program and may request a pre-application review form by contacting the ARRT at***:

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

Students are encouraged to disclose any issues related to the ARRT Rules of Ethics, the ARRT Rules and Regulations, and the ARRT Standards of Ethics at the time of their application or prior to their admission interview**. *Failure to disclose prior to admission is grounds for withdrawal from the program.***

Outside Employment

The Radiologic Technology program is demanding and requires the full-time commitment of the students. The program encourages students to consider that outside employment may interfere with the quality of academic performance. It is recommended that students discuss their situation with the program director before accepting outside employment. It is also recommended that students work fewer than twenty (20) hours per week.

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 Radiologic Technology program follows 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 Radiologic Technology Program carries professional liability insurance for activities conducted by its faculty and students.

Student Health/Accident Insurance

The Radiologic Technology Program does *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 Radiologic Technology program.

Criminal Background Checks

Criminal background checks are required by clinical-education sites. The program advises 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 Radiologic Technology program prior to any actual clinical assignments; “for cause” testing will be done as needed (the Radiologic Technology program will make the arrangements). No advance notice will be given. Please refer to Appendix C at the back of this handbook for more specific information.

Arizona Department of Public Safety Level One Fingerprint Clearance Card

Most affiliating healthcare organizations require a Level One fingerprint clearance card for Radiologic Technology students. Fingerprinting is available through the Arizona Department of Public Safety website at https://www.azdps.gov/services/public/fingerprint

Basic Life Support (BLS) for Healthcare Providers

All students must have valid, *current* BLS for Healthcare Providers certification through the American Heart Association. Online courses are not acceptable for *initial* BLS certification. *Renewal* of certification may be a hybrid course (online course with an in-person skills check-off).

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. All renewal cards should be uploaded to the student's CastleBranch account prior to the card expiration date. Yavapai College offers a one-half-credit course, **EMS 123**, in a one-day session year round. If you are using another provider, it is your responsibility to ensure that it meets the program requirements.

College Information

Academic Advising

Mandatory Advising

Meeting with an academic advisor is required prior to registering for Radiologic Technology classes each semester. 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 Radiologic Technology 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 Radiologic Technology 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 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 in each of the clinical-education courses. Classroom assignments and examinations are given a percentage score or letter score. Grades are not rounded.

Percentage Score	Letter Grade
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 Radiologic Technology courses, a cumulative grade of "C" or better is required to progress to the next course in sequence. All Radiologic Technology 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 that 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 Radiology program director. 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 Prohibited Harassment Policy 10.08 (https://www.yc.edu/v5content/policies/docs/1000d/1008-harassment.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 Radiologic Technology program does 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

American Registry of Radiologic Technologists (ARRT) Competency Requirements

Candidates for certification are required to meet the Professional Requirements specified in the ARRT Rules and Regulations.

Didactic Requirements

Candidates must successfully complete coursework addressing the topics listed in the ARRT Content Specifications for the Examination in Radiography. These topics are presented in curriculum that is based on the American Society of Radiologic Technologists (ASRT) Radiography Clinical Requirements.

Clinical Competency Requirements

Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of the program.

General Performance Considerations:

Patient Diversity

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

Simulated Performance

The ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirements below. Simulations must meet the following criteria:

- The candidate must simulate the procedure on another person with the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient. Examples of acceptable simulation include positioning another person for a projection without actually activating the x-ray beam and performing venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device;

- The program director must be confident that the skills required to competently perform the simulated procedure will transfer to the clinical setting, and, if applicable, the candidate must evaluate related images.

Elements of Competence

Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's educational program.

Radiography-Specific Requirements

Candidates must demonstrate competence in the clinical activities listed below:

- 10 mandatory general patient care activities;
- 37 mandatory imaging procedures;
- 15 elective imaging procedures to be selected from a list of 34 procedures;
- 1 of the 15 elective imaging procedures must be selected from the head section; *and*
- 2 of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either an upper GI or contrast enema.

General Patient Care

Candidates must be CPR certified and demonstrate competence in the general patient care procedures listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

General Patient Care Procedures

- CPR Certified
- Vital Signs – Blood Pressure
- Vital Signs – Temperature
- Vital Signs – Pulse
- Vital Signs – Respiration
- Vital Signs – Pulse Oximetry
- Sterile and Medical Aseptic Technique
- Venipuncture
- Transfer of Patient
- Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)

Imaging Procedures

Candidates must demonstrate competence in all 37 procedures identified as mandatory (M). Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible.

Candidates must demonstrate competence in 15 of the 34 elective (E) procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. Elective procedures may be simulated if demonstration on patients is not feasible. Institutional protocol will determine the positions or projections used for each procedure.

Demonstration of competence ***must*** include:

- Patient identity verification
- Examination order verification
- Patient assessment
- Room preparation
- Patient management
- Equipment operation
- Technique selection
- Patient positioning
- Radiation safety
- Imaging processing
- Image evaluation

Imaging Procedures Mandatory (M) or Elective (E)	
Chest and Thorax	**Spine and Pelvis**
Chest Routine M	Cervical Spine M
Chest AP (Wheelchair or Stretcher) M	Thoracic Spine M
Ribs M	Lumbar Spine M
Chest Lateral Decubitus E	Pelvis M
Sternum E	Hip M
Upper Airway (Soft-Tissue Neck) E	Cross Table Lateral Hip M
Upper Extremity	Scoliosis Series E
Thumb or Finger M	Sacroiliac Joints E
Hand M	Sacrum and/or Coccyx E
Wrist M	Cross Table Lateral Spine M
Forearm M	**Abdomen**
Elbow M	Abdomen Supine (KUB) M
Humerus M	Abdomen Upright M
Shoulder M	Abdomen Decubitus E
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axillary)* M	Intravenous Urography E
Clavicle M	**Fluoroscopy Studies** (must select either upper GI or contrast enema plus one other elective procedure)
Scapula E	Upper GI Series (Single or Double Contrast) E
AC Joints E	Contrast Enema (Single or Double Contrast) E
Trauma: Upper Extremity (Nonshoulder)* M	Small Bowel Series E
Lower Extremity	Esophagus E
Toes E	Cystography/Cystourethrography E
Foot M	ERCP E
Ankle M	Myelography E
Knee M	Arthrography E
Tibia-Fibula M	Hysterosalpingography E
Femur M	**Mobile C-Arm Studies**
Trauma: Lower Extremity * M	C-Arm (more than one projection) M
Patella E	Surgical C-Arm (with a sterile field) M
Calcaneus (Os Calcis) E	**Pediatric Patient** (Age 6 or younger)
Head (must select one procedure)	Chest Routine M
Skull E	Upper Extremity E
Paranasal Sinuses E	Lower Extremity E
Facial Bones E	Abdomen E
Orbits E	Mobile E
Zygomatic Arches E	**Geriatric Patient** (65 years old and physically or cognitively impaired)
Nasal Bones E	Chest Routine M
Mandible E	Upper Extremity M
Temporomandibular Joints E	Lower Extremity M
	Mobile Radiographic Studies
**Trauma is considered a serious injury or*	Chest M
shock to the body. Modifications may include	Abdomen M
variations in positioning, minimal movement	Orthopedic M
of the body part, etc.	

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 they 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 Radiologic Technology program.

Clinical Attendance

Students must complete a minimum of 1,800 hours of clinical education as directed by the Arizona Revised Statutes (ARS Title 32, Chapter 28, 32-2804) and the Arizona Department of Health Services Bureau of Special Licensing. The requirement of clinical education is considered necessary to complete the competencies needed for eligibility to sit for the American Registry of Radiologic Technologists.

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. The student will be allowed two (2) days of sick time each semester of the program for illness, which will not be counted against attendance; however, the student must provide healthcare-provider documentation prior to returning to clinical assignments.

In the professional environment punctuality is mandatory—no exceptions. Chronic absenteeism and tardiness will result in disciplinary action and a lowering of the clinical semester grade.

If students have excessive absences and late occurrences (tardiness as described in the syllabus) from clinical assignments, it will affect the clinical grade. Students are allowed two (2) unplanned late occurrences/absences per semester, regardless of the reason, before it affects their clinical grade. More than two absences/late occurrences will result in a 5-percentage-point drop in the clinical grade for each occurrence in that semester. Pre-planned and approved absences or late starts will not count against a student's grade.

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. Upon completing the orientation, students must submit documentation to the clinical coordinator confirming that they have completed the orientation.

Clinical-Education Activities Tracking

Clinical hours, competencies, and student-performance evaluations are documented in 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 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 clock in for another student. Clocking 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 Education

Students will behave in a professional manner at all times. The Yavapai College Radiologic Technology program reserves the right to suspend or dismiss a student from the program if a student demonstrates unprofessional conduct. In addition to the *Yavapai College Student Code of Conduct*, students in the Radiologic Technology program are subject to professional standards. Although NOT an all-inclusive list, the following examples are considered behaviors that violate the professional standards of the Radiologic Technology program:

1. Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for patient, significant others, peers, staff, and instructor
2. 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.
3. Disobedience or noncompliance with clinical expectations
4. Failure to pass clinical competencies
5. Failure to maintain appropriate behaviors and clinical competency already demonstrated or learned, while incorporating new skills and theory
6. Failure to improve unsatisfactory clinical performance after counseling
7. Gross negligence in performance of duty that may cause physical or emotional jeopardy to a patient
8. Failure to report immediately a patient-care error to the clinical instructor and/or responsible staff nursing personnel
9. Absences accrued, in accordance with program attendance policy
10. Being under the influence of alcoholic beverages, drugs that impair judgment, or illegal drugs while in the clinical setting (see Appendix C)
11. Fraudulent or untruthful charting in a medical record
12. Release of privileged information
13. Inappropriately using the internet in the laboratory or clinical setting
14. 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.
15. The clinical site has barred (exclude or except) you from attending their facility.
16. Radiating self, patient, or anyone without a written physician's order
17. Radiating self, patient, or anyone *unnecessarily* to obtain practice or a competency
18. Failure to perform safely may lead to immediate removal from clinical assignments with a grade of "F", "U," or "Administrative Withdrawal" at the discretion of the instructor.
19. Failure to follow the Code of Ethics for the profession
20. Failure to follow the practice standards of the profession

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 Radiologic Technology 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 Radiologic Technology 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; all students will be given a name badge at the start of their clinical-education course. Students who damage or lose their name badge should notify the clinical coordinator for a replacement.

Lead Markers

X-ray lead markers consist of a right and a left letter with the student's initials. Lead markers must be used for proper identification on all images produced by students. Students who lose their markers must notify the clinical coordinator immediately. Students who do not have markers may not participate in clinical experiences.

Clinical Placement

Clinical placements can be in locations throughout the state and are scheduled for students each semester by the clinical coordinator. Clinical assignments are scheduled during the weekday between 5 a.m. and 7 p.m. The clinical instructor will determine the starting time of student's shift. Clinical education may require travel of up to 1.5 hours one way, or possibly more, and is the responsibility of the student. Students are expected to provide their own reliable transportation throughout the length of the program. Schedules will not be based on the student's inability to travel to clinical assignments. In the clinical setting, students will have an opportunity to apply theory to practice under supervision. Students will be assigned to various rotations throughout the program's clinical affiliates. There is fairness in the assignment of clinical rotations for all students in a cohort in order to facilitate access to all the various types of required ARRT competencies. Yavapai College guarantees clinical assignments to all students, but there is no guarantee of a specific clinical education setting. Although personal convenience cannot be guaranteed, consideration is given to assign students to clinical sites within a reasonable distance from their home. First and foremost, clinical rotations are created and based on the needs of the program and student development.

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 or Illness in the Clinical Setting

Program and clinical personnel must be notified immediately in the event of a student's illness or 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 have been exposed to a communicable disease in the clinical setting must report the exposure immediately to their clinical instructor and YC Clinical Coordinator.

If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to the clinical instructor and the YC Clinical Coordinator.

Students who sustain an injury or have an accident while in the clinical setting are to notify their clinical instructor and 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/human-resources/docs/forms/accident-incident-report-02-19-2013f.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 while on the grounds of the clinical-education setting.
- 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 are representatives of the Yavapai College Radiologic Technology program 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, clinical assignments, computer labs, the library, the Learning Center, and testing areas. Cell phones must be used outside these facilities.

Cell phones may not be used to make or answer calls, to text, or to web browse in the classroom or clinical assignments. If students are found leaving the classroom or clinical

assignment 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.

Special Imaging Observations

The Yavapai College Radiologic Technology program offers students a volunteer experience to observe the operation of equipment and procedures in several different imaging modalities in the final semester of the program during RAD 240: Radiology Clinical Education IV.

The observation rotations are designed to introduce the student to special imaging modalities in order to augment understanding of modality integration, correlation, and radiation safety practices.

The special imaging rotations include:

- Bone Density
- Computed Tomography
- Magnetic Resonance Imaging
- Ultrasound
- Positron Emission Tomography
- Cardiac Catheterization
- Special Procedures/Interventional Radiology
- Nuclear Medicine
- Radiation Therapy
- Mammography – All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical-setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

Student Course Evaluations

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical instructors, and clinical-education sites. 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 Radiologic Technology 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 and retain the originals for their own files. The Radiology Department is unable to provide copies of these records to replace lost originals.

Students are responsible for remaining in compliance with all mandated immunizations and immunization records, must adhere to all deadline requirements, and must submit 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)
   - 2 vaccinations; **or**
   - positive antibody titer for all 3 components (lab report required)

2. **Varicella** (chicken pox)
   - 2 vaccinations; **or**
   - positive antibody titer (lab report required)

3. **Tetanus, Diphtheria & Pertussis (TDaP)**
   Provide documentation of a TDaP vaccination within the last 10 years. Students with a TDaP older than 10 years or without proof of a current TDaP will need to get a TDaP booster. The renewal date will be set for 10 years from the administered date of the booster. *Optional*: For this requirement, a vaccination record more recent than 9 years is recommended.

4. **Tuberculosis (TB Skin Test)**
   One of the following is required before beginning the program:

   - 2-step TB skin test within the past 12 months; **or**
   - T-Spot Blood Test (lab report required); **or**
   - QuantiFERON Gold blood test (lab report required); **or**
   - If positive results, provide a clear chest X-ray (lab report and an annual statement signed by a health professional confirming that the student does not have active tuberculosis are required).

   The renewal date will be set for 1 year for negative tests and 2 years for chest X-rays. The TB test or chest X-ray must be renewed prior to the semester start if the expiration date occurs while a semester is in progress.

   If testing expires between January 1 – May 15, renewal will be set for January 1 on/prior to expiration.
   If testing expires between May 16- July 31, renewal will be set for May 1 on/prior to expiration.
   If testing expires between August 1– December 31, renewal will be set for August 1 on/prior to expiration.

For TB test <u>renewal</u>, one of the following is required:

1-Step TB Skin Test; **<u>or</u>**
T-Spot Blood Test (lab report required); **<u>or</u>**
QuantiFERON Gold Blood Test (lab report required); **<u>or</u>**
If positive results, provide a clear chest X-ray (lab report and an annual statement signed by a health professional confirming that the student does not have active tuberculosis are required)

5. **Hepatitis B**
   - vaccine series; **<u>or</u>**
   - positive antibody titer (lab report required)

6. **Influenza**

   Each season there are new strains of flu, which requires the production of a new vaccine to cover them. The flu "season" generally runs from September through March. Students should wait to get a flu shot until the new vaccine becomes available in the fall.

Infectious Disease

Students are at risk for 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.

COVID-19 Information

For up-to-date information about the COVID-19 pandemic and the steps that Yavapai College is taking to ensure the safety of its students, faculty, and staff, see https://www.yc.edu/v6/college-police/covid-19/reentry/.

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 venipuncture only after achieving competency under the supervision of a qualified practitioner (RT).

Dosimetry Monitors

Dosimetry monitoring devices must be worn by students in clinical-education and laboratory 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.

A control badge is located in the program director's office. Badges must be given to the clinical coordinator per an assigned schedule based on bi-monthly reporting. If a dosimetry device is lost or misplaced, the student must notify the clinical coordinator immediately, and a replacement device will be ordered at the student's expense.

It is each student's responsibility to review dosimetry reports with the clinical coordinator/program director and verify the review with their initials. Dosimetry reports are maintained in the program director's office and are monitored by the program director and clinical coordinator.

Students who receive over 20 mRem per month will receive documented radiation safety counseling. The program director will conduct a bi-monthly review of these reports and an annual review. Documentation of compliance will be readily available to the Arizona Department of Health Services Bureau of Radiation Control.

Students are required to wear lead protection devices during fluoroscopic exams. Students will wear film badges outside of the lead apron at the collar level when performing fluoroscopy.

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 Radiologic Technology 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. Laboratory exposures should be limited to necessary instruction.
- 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 program.
- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a radiographic 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").
- Meet with the program director for appropriate radiation safety counseling when exposure results exceed 20 mRem per month.
- Shield all patients who are in their reproductive years.
- Screen all female patients of child-bearing 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.
- Students shall not operate fluoroscopic units by themselves.

MRI Safety Screens

Students may assist radiologic 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 clinical-site orientation. 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 Radiologic Technology program promotes a uniform dress code established to maintain a level of professionalism, hygiene, and identification of student radiographers. Students are expected to dress and groom themselves in a manner acceptable and appropriate to the professional environment of both the school and clinical-education setting.

Classroom Dress Code

Students will be expected to dress appropriately anytime they are in the classroom setting. Students may wear casual attire; however, tank tops, T-shirts with drug-related logos, and revealing attire are considered distracting, inappropriate, and unprofessional.

Clinical-Education Dress Code

Students are required to dress in the approved uniform of pewter scrubs at all times when representing Yavapai College in the clinical-education courses conducted at affiliated healthcare organizations. Students who are not in compliance with the dress code will be sent home without attendance credit for the day. Students will be required to make up the lost clinical time. If the facility has a more restrictive policy regarding dress code, then the student must follow it.

Required attire for hospitals/imaging centers:

- Scrubs brand: Cherokee
- Scrubs color: Pewter
    - Women's top: V-neck tunic (#4700) available in sizes XXS through 5XL
    - Women's pant: Flare leg drawstring (#4101) available in sizes XXS through 3XL
    - Men's top : V-neck tunic (#4777) available in sizes XXS through 5XL
    - Men's pant: Cargo (#4000) or Drawstring (#4100) available in sizes S through 5XL
- Scrubs can be viewed at www.cherokeeuniforms.com (the website also has a "store locator" function).
- Scrubs have embroidering on the top left area of the scrub top. The embroidering is "Yavapai College Radiology" in script style with white thread.
- Shoes: uniform-style black, closed-toe and secure heel (closed or strap), leather or vinyl uppers (nonporous material), low rubber heel. No canvas tennis shoes or sandals are permitted. Clogs with heel straps are allowed (no holes on the top. Shoe laces are to be black, clean, and tied at all times.
- Socks: Clean white, grey, or dark-colored non-patterned socks or hose must be worn.
- A watch that indicates the time in seconds, lead markers, and a black ballpoint pen are essential.
- Student name badges must be worn at all times in the clinical setting, with clips attaching the name badge to the collar. Lanyards are not allowed as they may swing forward and interfere with patient care.
- A radiation monitor must be worn at all times at the collar level.
- The uniform must fit properly, and be clean and pressed at all times.
- ***Uniforms should not be worn outside of the clinical-education settings to minimize the spread of pathogens.***
- White lab coats may be worn over uniforms if appropriate. Sweaters or "hoodies" are not permitted.
- Tattoos may be considered offensive or inappropriate and must be covered.

Personal Hygiene

- Bathing and use of unscented deodorant before arriving in clinical agencies 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.
- Make-up should be unobtrusive and used in moderation.
- Jewelry is limited to one watch; one ring per hand; and a small bracelet. Only one conservative gold or silver chain may be worn on the neck inside the uniform collar. Beads are not allowed. Only small, conservative stud earrings may be worn for pierced ears. Only a matched pair of earrings may be worn, and only one earring may be worn in each ear. No other facial jewelry is authorized. All jewelry is subject to the instructor's approval.
- No artificial nails are permitted. Fingernails will be kept short and well-manicured. Only clear nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery areas.
- Shorts, mini-skirts, frayed pants, sweat pants, jeans, flip flops, low-cut or belly-baring tops, etc., are not acceptable for the clinical setting.
- Chewing gum during clinical assignments is not permitted.

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 Images

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

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 a radiographic 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.

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.

If a student has healthcare limitations related to her pregnancy, the student must provide her clinical instructor a physician's written directive regarding her status.

If class/clinical hours are missed, the student must coordinate with the class/Program Director regarding absences.

Upon returning to school after delivery, a physician's written release must be submitted to the Clinical Coordinator or Program Director.

Certain clinical situations/diagnoses may pose a health risk. The pregnant student assumes the responsibility for safeguarding her health, and the health of the unborn child.

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.

NRC Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure” (Draft was issued as DG-8014), Revision 3, June 1999:
https://www.nrc.gov/docs/ML0037/ML003739505.pdf

Section 20.1208, "Dose Equivalent to an Embryo/Fetus”
https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html

Appeal Process

The Radiologic Technology program’s student due-process procedure follows the Yavapai College 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.

Steps in the Appeal Process

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 Radiologic Technology program adopts and follows 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 Associate of Applied Science Degree in Radiologic Technology is a 2-year program (five sequential semesters including one summer). The program accepts applicants once per year in the fall semester. 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. Readmission is based on availability and is not guaranteed. *Note*: Following acceptance for readmission, students will start the program from the first semester in the program sequence—not in the semester in which they were last enrolled.

Allegations of Non-Compliance with Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards

All students are provided a copy of the JRCERT standards and sign a form in receipt of the documents.

Students who have concerns regarding non-compliance of JRCERT standards by the program are required to follow the program's policy on due process before contacting JRCERT directly.

JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

Students are instructed to access the JRCERT website at www.jrcert.org to review the process for reporting allegations and the Allegation Reporting Form.

In compliance with the JRCERT standards, the Radiologic Technology program director will investigate and address all complaints in a timely fashion.

The program officials are dedicated to implement any resolutions required to maintain compliance.

In accordance with the United States Department of Education (USDE) regulations, records of allegations of non-compliance will be kept by the program director.

Appendix A

Professional Society Membership

Arizona State Society of Radiologic Technologists (AZSRT)

The purpose of this Society shall be to advance the professions of Medical Radiation and Imaging specialties; to assist in establishing and maintaining high standards of education and training; to elevate the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists.

Professional society membership offers the student the opportunity to establish a commitment to professional development and lifelong learning. Additionally, the society is a great place to make professional contact and stay abreast of the most recent advancements and new imaging techniques. The AZSRT is the local professional organization; it holds periodic meetings and student attendance is encouraged. Program faculty members recommend that students participate in the AZSRT.

https://www.azsrt.org

American Society of Radiologic Technologists (ASRT)

The American Society of Radiologic Technologists (ASRT) is the largest organization in the U.S. representing radiologic-science professionals.

ASRT membership provides networking opportunities to help with transitioning from student to graduate technologist. The ASRT has several resources to support professional growth, such as financial-assistance programs and career assistance with job searches.

A student enrolled in a radiologic science program has much of the same access as a registered radiologic technologist. The program director can assist student enrollment by providing a letter of enrollment verification on school letterhead.

The ASRT maintains its headquarters at 15000 Central Avenue SE, Albuquerque, New Mexico, 87123; call 800-444-2778. Applications for membership to the ASRT are available online at https://www.asrt.org.

Appendix B

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, Radiologic Technology 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 Code of Ethics

The ARRT Code of Ethics forms the first part of the *Standards of Ethics.* The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is considered aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists. Last Revised: September 1,2017; Published: September 1,2017.

ARRT Rules of Ethics

To review the ARRT Rules of Ethics (Section B), go to: https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=10

Appendix C

Screening for Use of Alcohol and Drugs Policy and Procedure

Drug testing is standard procedure for the Radiologic Technology program. The first drug test (prior to the first semester) will be at the student's expense. Any subsequent "for cause" drug testing will be done at the program's expense. When students are informed that they are subjects of "for cause" drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai College will continue to prohibit marijuana possession and use on campus for any purpose. Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act.

Because Yavapai College could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities. Students who violate Yavapai College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. Please refer to the Yavapai College Student Code of Conduct: https://www.yc.edu/v5content/student-services/codeofconduct.htm.

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 "for cause" 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).

Glossary

Affiliation Agreement - A formal written understanding between an institution sponsoring the program and an independent clinical education setting.

American Registry of Radiologic Technologists Certification or Equivalent - Certification by the American Registry of Radiologic Technologists or unrestricted state license to operate radiation producing equipment.

Assessment - The systematic collection, review, and use of information to improve student learning, educational quality, and program effectiveness.

Assessment Plan - Provides direction for actions and is a way to determine progress. At a minimum, an assessment plan should include goals, evaluation criteria and benchmarks, outcomes, and a plan of action.

Clinical Coordinator - Required if the program has 6 or more clinical education settings or more than 30 students enrolled in the clinical component. The clinical coordinator may not serve as Program Director. The clinical coordinator position may be considered equal to a full-time equivalent but may be shared by no more than four appointees.

Clinical Instructor(s) - In radiography one full-time equivalent clinical instructor for every 10 students involved in the competency achievement process.

Clinical Education Setting - A facility recognized by the JRCERT as meeting appropriate qualifications for delivering clinical education and evaluation of clinical competency. A minimum of one clinical instructor/supervisor is designated at each site.

Clinical Observation Site - An observation site is used for student observation of the operation of equipment and/or procedures.

Clinical Staff - For radiography, the ratio of students to staff prior to student competency achievement in a given examination or procedure shall not exceed 1:1.

Communities of Interest - Institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

Competency Based - Student attainment of a specified level of proficiency.

Credentialing Examination Pass Rate - The number of graduates who pass the American Registry of Radiologic Technologists Credentialing examination or an unrestricted state licensing examination compared with the number of graduates who take the examination.

Direct Supervision - Student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Due Process - The formal procedure for resolution of a grievance or complaint that identifies timeframes for completion of each step and provides for a final appeal to a source external to the program.

Gatekeeper - An agency with responsibility for oversight of the distribution, record keeping, and repayment of Title IV financial aid.

Goals - Ends or results the program wants to achieve.

Indirect Supervision - For radiography, that supervision provided by a qualified practitioner 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 a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Job Placement Rate - The number of students employed in the radiologic sciences compared to the number of students actively seeking employment in the radiologic sciences.

Learning Environment - Places, surroundings or circumstances where knowledge, understanding, or skills are studied or observed such as classrooms, laboratories and clinical education settings.

Learning Resources - Media and reference materials utilized to support and enhance the educational program and scholarly activity.

Master Plan of Education - Documentation of the entire course of study that includes at a minimum: didactic and clinical curricula, program policies and procedures, and strategies for assessing program effectiveness.

Mission Statement - A means to communicate an educational vision and purpose.

Mixed Accreditor - An accrediting agency whose responsibilities for accreditation include situations where the agency accredits the only educational program in an institution. Where there are multiple educational programs in an institution, the agency selected as the institutional accreditor.

Outcomes - Results, end products, or actual consequences resulting from the educational process. Outcomes include what the students demonstrated/accomplished or what the program achieved.

Program Completion Rate - The number of students who complete the program compared to the number of students initially enrolled in the program.

Program Length - Duration of the program which may be stated as total academic or calendar year(s), or total semesters, trimesters, or quarters.

Qualified Practitioner - A radiation therapist or radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession.

Recognized and Accepted Curriculum - 1) The latest American Society of Radiologic Technologists professional curriculum and/or 2) other professional curriculum adopted by the JRCERT Board of Directors following review and recommendation by the JRCERT Standards Committee.

Sponsoring Institution - The facility or organization that has primary responsibility for the educational program and grants the terminal award. A sponsoring institution must be accredited by a recognized agency or meet equivalent standards. Educational programs may be established in: community and junior colleges; senior colleges and universities, hospitals, medical schools, postsecondary vocational/technical schools and institutions; military/governmental facilities; proprietary schools; and consortia (two or more academic or clinical institutions that have formally agreed to sponsor the development and continuation of an educational program). Consortia must be structured to recognize and perform the responsibilities and functions of a sponsoring institution.

Title IV Financial Aid - Monies for education loaned or granted by the Federal government, e.g. Perkins loans, Stafford loans, PLUS loans, Pell grants, Supplemental Educational Opportunity grants and work-study programs.

FORMS

Student Agreement Form

Each student enrolled in the Yavapai College Radiologic Technology program is responsible for reading, understanding, and complying with the guidelines presented in the Student Handbook.

A student's signature on the Student Agreement Form represents a contractual agreement between the Yavapai College Radiologic Technology program and the student.

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

Student Agreement Form

All unconditionally accepted students in the Yavapai College (YC) Radiologic Technology program are expected to sign and abide by the stipulations spelled out in the Student Agreement Form, and to abide by all College policies and program standards as written in the Student Handbook.

Agreement

In consideration of the granting of admission to Yavapai College's Radiologic Technology program, I the undersigned, understand and agree to the following:

- It is agreed that I have been provided with a personal copy of the Student Handbook. I have read the handbook, understand its contents, and have had my questions answered.
- It is agreed that I have been informed of the existence and location of copies of the Program Master Plan, located in the office of the Program Director.
- It is agreed that I understand all program requirements.
- I understand that graduation from the Radiologic Technology program is contingent upon successful completion of all clinical education and academic course work.
- I understand that violations which appear on the criminal background check may result in denied access to a clinical site and therefore inability to complete the program.
- I understand that students may be dismissed from the Radiologic Technology program for:

  1. Failure to adhere to program requirements, and breaching the rules and regulations of Yavapai College or a clinical affiliation site.
  2. Failure to maintain the required academic standards.

_____ _____

Student's Signature Date

_____

Student's Name (please print)

_____ _____

Signature of Program Director Date

Effective Date: 7/16/20

Previous Radiation Exposure Form

Previous Radiation Work Experience

Prior to entering Yavapai College's Radiologic Technology program:

_____ I have not had any previous work experience around radiation.

_____ I have had previous work experience around radiation.

You are responsible for obtaining your previous radiation exposure records and submitting these records to the Program Director.

_____ _____
Student's Signature Date

_____
Student's Name (please print)

Effective Date: 7/16/20

Student Exit Interview Form

Student Name: _____

Semester: _____

1. Exit from:
   Yavapai College Radiologic Technology Program: _____

2. Reason(s) for Exit:
Academic _____ Clinical _____ Financial _____ Health _____
Personal _____ Relocation _____
Other:_____

3. Readmission Policy:
- Reviewed with student _____
- Copy given to student _____
- Sent by mail in lieu of personal interview _____ Date mailed: _____

4. Interview Summary

5. Faculty Recommendation

6. Returned film badge: Yes ____ No ____ Returned YC Identification badge: Yes ____ No ____

Returned Clinical Facility Identification badge: Yes ____ No ____

Student's Signature:_____ Date: _____

Student's Name (please print)_____

Program Director:_____ Date: _____

Copy to: Student and Student's Permanent Record

Effective Date: 7/16/20

Student Declaration of Pregnancy Form

To: _____:

In accordance with the Nuclear Regulatory Commission's regulations at 10 CFR 20.1208, "Dose to an embryo/fetus," I am voluntarily declaring that I am pregnant. I believe I became pregnant in _____ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv for the total pregnancy) or 0.05 rem per month (0.5 mSv per month) unless that dose has already been exceeded between the time of conception and submitting this letter. If the dose limit is exceeded during the pregnancy, I understand an action plan will be developed.

I also understand that I have the option of withdrawing this declaration at any time by submitting my request in writing.

_____ _____

Student's Signature Date

_____

Student's Name (please print)

Effective Date: 7/16/20

Student Pregnancy Instruction Acknowledgement Form

On _____, I reviewed the United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure.

I also had the opportunity to discuss with the Program Director any questions that I have related to radiation safety during my pregnancy. I understand the information supplied in the Guides and through my discussion with the Program Director. I further understand that I am to wear a radiation dosimeter at the level of the abdomen and under any shielding to be exchanged monthly. This is in addition to the radiation dosimeter that I am to wear at the collar level.

_____ _____

Student's Signature Date

_____

Student's Name (please print)

Effective Date: 7/16/20

Student Pregnancy Release Form

On _____, after reviewing the United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure, and after my discussion with the Program Director, I had the opportunity to review my options with the Program Director. I understand that I must determine whether I am going to withdraw or remain in the Yavapai College Radiologic Technology program.

_____ I have decided to withdraw from the program with the option to re-enter at the beginning of _____ semester of ____ year, which is the semester that I am currently enrolled in.

_____ I have decided to remain in the program. I understand that my clinical rotations will remain the same and at no time will I ask to have these rotations modified to accommodate my pregnancy. However, I realize that I have the option to withdraw from the program at any time with the opportunity to re-enter at the beginning of the semester I am currently enrolled in next year. I will follow all the guidelines set forth in the information given to me.

_____ _____

Student's Signature Date

_____

Student's Name (please print)

Effective Date: 7/16/20

COVID 19 STUDENT WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

THIS IS AN IMPORTANT DOCUMENT THAT WAIVES YOUR LEGAL RIGHTS

I, _____, understand that my voluntary participation in certain programs or aspects of campus life at Yavapai College may increase my risk of exposure to COVID 19 during the outbreak of COVID 19 in the community because it may not be possible to utilize face coverings or maintain social distancing while participating in the program, or due to the nature of the program, I may be exposed to individuals who have tested positive for COVID 19. These programs include, First Responder, ECE, FEC, PE, OLLI and Performing Arts programs, as well as athletic programs and living in YC Residence Halls. By voluntarily enrolling in and/or participating in these programs, I agree to comply with the following terms:

1. Assumption of risk. I am fully aware of the unusual risks involved and hazards connected with my continued participation in the programs or campus life activities described above during the COVID 19 outbreak. Potential symptoms of the COVID 19 virus include but are not limited to the following: fever, cough, shortness of breath, difficulty breathing, and other flu-like symptoms. COVID 19 may be deadly, particularly in certain patient populations including the immune compromised and the elderly. To minimize risk of exposure, I understand that I will be required to comply with regular temperature checks and not participate in any program or activity if my temperature exceeds 100.4, wear face coverings when possible, practice social distancing where possible, practice effective hand hygiene, stay home when displaying any COVID 19 symptoms, and self-report any positive test for COVID-19 to a College instructor. I further understand that despite these measures, continued participation in these programs could still be hazardous to myself and others, both known and unknown to myself, with whom I may have contact in or outside of the program or activity and for up to fourteen (14) days thereafter. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of being engaged in the program or activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASED PARTIES OR OTHERWISE.

2. Waiver and Release. To the fullest extent permitted by law, I RELEASE, WAIVE, DISCHARGE AND PROMISE NOT TO SUE the College and its board, officers, agents, employees, volunteers, successors and assigns (“Released Parties”) from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in the program or activity whether caused by the negligence of the Released Parties. It is also understood College does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, or death.

3. Indemnification. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASED PARTIES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in the College program or activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASED PARTIES or otherwise.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND PROMISE NOT TO SUE the above-named RELEASED PARTIES. I hereby further agree that this Waiver of Liability and Hold Harmless RELEASED PARTIES shall be construed in accordance with the laws of the State of Arizona.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read this Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Participant's Signature _____

Participant's Printed Name_____

Date_____

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