

YAVAPAI COLLEGE



2026-2027 PROGRAM HANDBOOK

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WELCOME

TO THE RADIOLOGIC TECHNOLOGY PROGRAM

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This handbook is designed as a reference source for Radiologic Technology students, faculty and staff. It is interactive: hold ctrl over the topic of interest in the table of contents. Select the topic and the document will take you directly there.

The program is committed to quality healthcare, quality education, and the standards of the profession.

PROGRAM MISSION

The mission of the Yavapai College Radiology Technology program is to provide quality education that will develop competent, caring, and ethical entry-level radiographers who value lifelong learning and adapt to continuous changes in the healthcare system.

PROGRAM GOALS

- Students will communicate effectively as a member of a healthcare team.
- Students will demonstrate the ability to apply critical thinking and problem-solving skills.
- Students will exhibit clinical competency by adhering to the ethical and professional standards of radiologic sciences.

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 competency-based learning.

PROGRAM DESCRIPTION

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The Associate of Applied Science Degree in Radiology Technology is a 2-year program that prepares students for entry-level positions as radiographers. The program starts once per year, in the fall semester. Students must complete 19 hours of prerequisite courses and 43-49 credits of major core courses including electives.

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.

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).

Graduates of the program are eligible to:

1. Receive an AAS degree in Radiologic Technology.
2. Challenge the American Registry of Radiologic Technologists examination (ARRT).
3. Apply for an Arizona Department of Health Services license to practice radiography-AZDHS CRT (Certified Radiologic Technologist).

ACCREDITATION OVERVIEW

The Yavapai College Radiologic Technology-AAS program is accredited by the:
Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

Email: mail@jrcert.org

The program's current award is 8 years. General program accreditation information and the current accreditation award letter can be found: <https://www.jrcert.org/programs/yavapai-college/>



Year Award
effective: 3/2023

Yavapai College is accredited by the Higher Learning Commission
of the North Central Association of Colleges and Universities.



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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.

The Academic Master Plan is located in the Director's office. It is a strategic document to guide the development & alignment of our Radiologic Technology program to accreditation standards.

JRCERT Accreditation Standards

<https://www.jrcert.org/wp-content/uploads/2025/03/2021-Radiography-Standards.pdf>

"Accreditation" is the primary means of assuring and improving the quality of higher education institutions and programs in the United States. Active for the past 100 years, this private, voluntary system of self-examination and peer review has been central to the creation of a U.S. higher education enterprise that is outstanding in many respects.



Academic Calendar [2026-2027]

[Academic Calendar](#)

Fall Semester 2026: August 17 – December 16

Fall Semester Begins (16-Week and first 8-Week Sessions)	Mon Aug 17
Labor Day Holiday (no classes, offices closed)	Mon Sept 7
First 8-Week Semester Ends	Fri Oct. 9
Fall Break (no classes, offices closed)	Mon-Fri Oct 12-16
Second 8-Week Session Begins	Mon Oct. 19
Veterans Day (no classes, offices closed)	Wed. Nov. 11
Thanksgiving Holiday (no classes, offices closed W-F)	Wed-Sun Nov 25-29
Fall Semester Ends (16-Week and second 8-Week Sessions)	Wed. Dec. 16

WINTER BREAK (Offices closed): Sat, Dec. 19 – Sun, Jan. 3

Spring Semester 2027: January 19 – May 14

Martin Luther King Day Holiday (no classes, offices closed)	Mon. Jan. 18
Spring Semester Begins (16-Week and first 8-Week Sessions)	Tues. Jan. 19
First 8-Week Semester Ends	Fri. March 12
SPRING BREAK (no classes, offices closed)	March 15-19
Second 8-Week Session Begins	Mon. March 22
Spring Semester Ends (16-Week and second 8-Week Sessions)	Fri. May 14

Summer Semester 2027: June 7 – July 29 Monday-Thursday

Memorial Day Holiday (offices closed)	Mon. May 31
Summer Semester Begins	Mon. June 7
Juneteenth Holiday (Observed) (no classes, offices closed)	Thurs. June 17
4 th of July Holiday (Observed) (no classes, offices closed)	Mon. July 5
Summer Session Ends	Thurs. July 29



Institution Policy

Policy Changes

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

Yavapai College Equal Opportunity Statement

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. https://www.yc.edu/v6/marketing/equal_opportunity.html

Student Resources

- Yavapai College recognizes that access to basic needs such as food and safe shelter are vital to a successful academic experience. Students who have difficulty affording groceries or accessing sufficient food to eat, lack a safe and stable place to live, have difficulty affording required items for classes, or are without health insurance may contact the [Strong Foundations](#) program for basic needs support services.
- [Disability Resources](#) ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.
- Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928.776.2085 or email disabilityresources@yc.edu.
- [Learning Center Resources](#) offers a multitude of tutoring services to students. Included in this is a free Radiology Tutor.



FERPA

The Family Education Rights and Privacy act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

<https://www.yc.edu/v6/registrar/ferpa.html>

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).

Student Right to Know

Student Right to Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates. Yavapai College has included additional success measure from the Voluntary Framework of Accountability (VFA).

The Higher Education Opportunity Act requires colleges participation in Federal Student Aid Program to make certain information easily available to consumers. Yavapai College had complied the information below in compliance with that federal law.

<https://www.yc.edu/v6/institutional-research/students-right.html>

Civil Dialogue Statement

Regardless of venue or delivery method, faculty must ensure and maintain an environment appropriate for higher education. To promote a positive educational experience, appropriate and civil communication is an expectation of all students. All communication must remain respectful. Language or behavior that is threatening, intimidating, harassing, defamatory, libelous, or obscene is unacceptable. Hate speech is prohibited. Failure to abide by these standards may result in disciplinary measures. Please see [Public Access and Expression on College Property \(10.10\)](#) for further detail.

Title IX-Sexual Misconduct

Yavapai College does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender.



Sexual harassment, which includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, are forms of gender-based discrimination prohibited by Title IX.

The college encourages students and employees to report incidents of sexual misconduct as soon as possible to the Title IX Coordinator or to a Deputy Title IX Coordinator. Contact information for Coordinators can be found at [Sexual Misconduct Resources](#).

Academic Integrity

Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of work not created by the student as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, the prohibited use of generative AI, or other dishonest means are violations of the college's Student Code of Conduct.

Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the [Yavapai College Student Code of Conduct](#).

Attendance

Students are expected to attend and participate in all class meetings, laboratories, and field trips. A student who expects to be absent due to a school-sponsored activity must make prior arrangements with their instructor. A strong correlation exists between class attendance and success in the program. 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.

Course Withdrawal

A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record.

Student Code of Conduct

Respect for the rights of others and for the college and its property are fundamental expectations for every student.



The [Student Code of Conduct](#) outlines behavioral expectations and explains the process for responding to allegations of student misconduct.

Students are expected to respond and write in a respectful, professional, and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.

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*.

Arizona Medical Marijuana Act (Prop. 203)

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.

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.

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.



Student Course Evaluations

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical preceptors, 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.

Program Curriculum and Policies

Program Learning Outcomes

Upon successful completion of the Radiologic Technology AAS Degree program, the learner will:

1. Attain the clinical competency expected of entry-level radiologic technologists.
2. Communicate effectively within the radiology science industry.
3. Demonstrate the ability to apply critical thinking and problem-solving skills.
4. Exhibit professional behavior in alignment with the ethical and professional standards of radiologic science.

Radiologic Technology Pre-Entry Requirements *Total Credits: 19* Progression Plan

Fall Term 1	10 credit hours	Hours	Notes
• ENG 101 College Composition I <i>First-Year Composition</i>	3		Prerequisites: Satisfactory score on the English skills assessment. Reading Proficiency.
• BIO 160 Introduction to Anatomy & Physiology OR BIO 201 Human Anatomy and Physiology I <i>Physical and Biological Science</i>	4		Prerequisites: Reading Proficiency. Prerequisites: BIO 156 or BIO 181
• PSY 245 Human Growth & Development <i>Social and Behavioral Sciences</i>	3		
Term hours subtotal:		10	
Spring Term 1	9 credit hours	Hours	Notes
• ENG 102 College Composition II <i>First-Year Composition</i>	3		Prerequisites: ENG 101 or ENG 101A or ENG 103. Reading Proficiency.
• MAT 152 College Algebra (<i>preferred</i>) OR any mathematics course for which MAT 152 is a prerequisite <i>Mathematics</i>	3		Prerequisite: MAT 097 or a satisfactory score on the mathematics skills assessment.
• PHI 204 Medical Ethics <i>Arts and Humanities</i>	3		Prerequisites: ENG 101 or ENG 103. Reading Proficiency.
Term hours subtotal:		9	



Radiologic Technology-AAS Total Credits: 45-47

Progression Plan

Fall Term 1 <i>12 credit hours</i>		Hours
• RAD 100 Introduction Medical Imaging	[Face to face]	2
• RAD 111 Radiographic Positioning I	[Face to face]	3
• RAD 112 Radiographic Positioning Lab I	[Face to face]	2
• RAD 135 Radiation Physics & Equipment	[Face to face]	3
• RAD 170 Radiology Patient Care & Pharmacology	[Face to face]	2
Term hours subtotal:		12
Spring Term 1 <i>12 credit hours</i>		Hours
• RAD 141 Radiographic Positioning II	[Face to face]	3
• RAD 142 Radiographic Positioning Lab II	[Face to face]	2
• RAD 158 Radiographic Image Production	[Face to face]	2
• RAD 161 Radiology Clinical Education I	[Assigned Clinical Site]	3
2 nd 8 weeks		
• RAD 175 Radiation Biology & Protection	[Online]	2
Term hours subtotal:		12
Summer Term 1 <i>6 credit hours</i>		Hours
• RAD 162 Radiology Clinical Education II	[Assigned Clinical Site]	4
• RAD 185 Radiographic Image Analysis	[Online]	2
Term hours subtotal:		6
Fall Term 2 <i>6 credit hours</i>		Hours
• RAD 201 Radiology Clinical Education III	[Assigned Clinical Site]	4
1 st 8 weeks		
• RAD 250 Radiographic Pathology	[Face to face]	2
Term hours subtotal:		6



Spring Term 2 9-11 credit hours		Hours
• RAD 202 Clinical Education IV	[Assigned Clinical Site]	4
• RAD 255 Radiology Registry Prep & Professional Development	[F2F]	3
• ICE 200 Magnetic Resonance Certification	[Online]	3
<i>Optional Program Elective</i>		
1st 8 weeks		
• RAD 215 Advanced Imaging Systems	[Online]	2
<i>Optional Program Elective</i>		
2nd 8 weeks		
• ICE 100 Computed Tomography Certification	[Online]	3
<i>Optional Program Elective</i>		
• ICE 250 Mammography Initial Training	[Online]	4
<i>Optional Program Elective</i>		
• ICE 150 Bone Densitometry Certification	[Online]	3
<i>Optional Program Elective</i>		

Term hours subtotal: 9-11

Program Electives: Imaging Continuing Education (ICE) Courses

During Fall Term 2 or Spring Term 2, students may elect to enroll in an Imaging Continuing Education (ICE) course to begin preparation for a post-primary imaging certification. These elective courses satisfy the ARRT structured education (didactic) requirements for the corresponding post-primary discipline and are delivered in an online, self-directed format.

- ICE100: Computed Tomography Certificate [3]
- ICE200: Magnetic Resonance Certificate [3]
- ICE250: Mammography Initial Training [4]
- ICE150: Bone Densitometry [3]

Students who are uncertain which specialty they wish to pursue, or who are not interested in completing an ICE course while enrolled in the Radiologic Technology Program, are required to complete **RAD215: Advanced Imaging Modalities** to satisfy the program elective requirement. RAD215 introduces students to multiple advanced imaging disciplines and assists students in exploring future career opportunities.

Advanced Modality Clinical Placement Policy

Participation in advanced modality clinical education is voluntary and requires commitment beyond the student's regularly scheduled radiography clinical assignments. Clinical experiences are completed in excess of required program clinical hours and may include evening, weekend, or additional weekday assignments based on affiliate availability. Due to the limited availability of clinical placements, participation in these



experiences cannot be guaranteed. Students must meet all published eligibility requirements before being considered for placement.

When the number of qualified applicants exceeds available clinical placements, students may be required to complete an observation experience at participating clinical affiliates. Observation experiences allow students to gain a realistic understanding of the specialty practice environment while allowing the clinical affiliate to evaluate the student's educational readiness, professionalism, communication skills, and compatibility with the specialty learning environment. When appropriate, this process may include a structured interview.

Clinical affiliates may provide recommendations regarding student placement based on the educational objectives of the specialty experience and the department's ability to support student learning. The Radiologic Technology Program retains oversight of all advanced modality clinical placements. Placement decisions are made in collaboration with participating clinical affiliates while considering published eligibility requirements, affiliate recommendations, available clinical capacity, and the educational needs of the student. When possible, students who are not selected for placement at one affiliate will be considered for placement at another participating affiliate with available capacity.

Requirements:

- Express interest to the Program Director by the posted deadline
- 3.5 GPA or greater
- 75% or higher at midterm of fall term 2 on the CloverLearning Mock
- All patient care and clinical competencies completed by the end of Fall Term 2
- Must be in good standing with the program, i.e. no attendance concerns or active remediation plans

Students who are not selected for advanced modality clinical placement remain eligible to complete all required radiography clinical education necessary to satisfy program requirements and ARRT Radiography certification eligibility.

Additional Information:

- Advanced modality clinical education is an optional educational opportunity and does **not** guarantee employment with a participating clinical affiliate.
- Participation in an advanced modality clinical experience during the program does **not** guarantee completion of all post-primary clinical requirements before



graduation. Depending on student progress and competency achievement, additional post-primary clinical education may be required after graduation.

- Students may return after graduation to complete an ICE post-primary certificate experience, subject to program admission requirements and clinical affiliate availability.

Grading

A minimum final weighted total of **75.0%** is required within each course to move forward in the program progression. All courses within the program are graded “A” through “F” without an “S” or “U” option. Grades are not rounded or curved.

<u>Percentage Score</u>	<u>Letter Grade</u>
90–100%	A
80–89.99%	B
75.0–79.99%	C
60–74.99%	D
0-59%	F

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 the 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 30 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.



Attendance

Attendance is **mandatory** for all class meetings, laboratories, clinical hours and field trips. A strong correlation exists between class attendance and success in the program. Should an absence be necessary due to an unavoidable situation (e.g. illness) it must be reported to the appropriate instructor and/or preceptor no less than 1 hour before the scheduled start time of a required class, lab, or clinical assignment. The student will be held responsible for all material presented in that class and/or lab. Habitual absence and/or tardies from any of these meetings may necessitate a Program Director-initiated withdrawal from the course.

A student who expects to be absent due to a school-sponsored activity must make prior arrangements with their instructor.

Students are considered tardy once the class, lab, or clinical assignment has begun at specified scheduled time; there is no grace-period.

Each absence and tardy will be reviewed and evaluated by the appropriate program officials to determine if the initiation of a Step-Improvement Process is warranted.

No-Call/No-Show

A no-call/no-show occurs when a student misses a scheduled lecture without giving proper notice, i.e.; The student must notify ALL primary course instructors not less than 1-hour before the scheduled start time.

Full Letter-Grade Reduction:	First no-call/no-show within 1 year
Withdrawal from Program:	Second no-call/no-show within 1 year

Dress Code

Uniforms bearing Yavapai College embroidery or patches may only be worn in the classroom, clinical settings, or at school-sponsored events. Wearing the uniform outside of these settings, particularly during inappropriate or unprofessional conduct, may result in immediate dismissal from the program. Students who repeatedly fail to comply with the program dress code will be placed on remediation, with the expectation of immediate and sustained improvement. If improvement is not demonstrated, this may result in dismissal from the program.



Lecture courses, classroom, program sponsored activities: Students will be expected to wear uniform shirts with the YC Program logo, pants or jeans without holes or rips, and closed-toe shoes with secure heels that are non-porous. Belts should be worn when appropriate and pants/jeans should fit comfortably. Leggings are not acceptable attire. Orders will be placed at the student's expense.

Lab courses: Students will be expected to wear scrub uniforms. Instructions for purchasing uniforms will be given at the start of the first semester to ensure compliance is met no later than the 3rd week of the semester. Scrubs are available for purchase in the bookstore to utilize financial aid.

- Students may wear the scrub uniforms they wear in industry if applicable.
- Pewter scrub pants with Black scrub top, any brand with minimal adornments [joggers acceptable].
- Black or white, heeled, non-porous shoes.
- Black, white, gray undershirts or warm-up jackets are acceptable.
 - YC Radiology warm-up jackets are available for purchase in the radiology store. (Group orders of 12 required)
 - No sweatshirts or hoodies.

Grooming standards:

- Facial hair must be clean, well-groomed and trimmed short.
- Natural hair colors.
 - Well-groomed, cleaned, controlled, and off the collar.
- Shorts, mini-skirts, frayed pants, sweatpants, flip flops, low-cut or belly-baring tops, etc., are not acceptable to wear to and from clinical sites.
- No facial piercings or gauges.
- No artificial or gel nails permitted.
 - Only clear or nude nail polish
 - Well-groomed and short

Academic Advising

Working closely with an adviser is required for the duration of the program. Contact the following offices to speak to an advisor: <https://www.yc.edu/v6/advising/index.html>



Program Advising Process

A student whose weighted grade total falls below 80% 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 a Step Improvement Plan.

The Program Director and the instructor will review the students' overall performance for the semester and discuss areas that need improvement. If during the second evaluation period in the semester, the student's weighted total is less than 80%, the student will be immediately placed on step two of the Step Improvement Plan. If the student fails to complete requirements of the Step Improvement Plan to show noted improvement, they will be placed on step three and will be dismissed from the program.

Step Improvement Plan

Distribution of the Step Improvement Plan indicates it has been received by the student, and the student is required to complete the remediation outlined by faculty/instructor by the due dates. Failure to complete each step of the improvement plan(s) will result in a course grade of F. Unsuccessful remediation of the concern(s) identified in the Step Improvement Plan will result in a course grade of "F".

A Step Improvement Plan may be issued to students who have continuous attendance and/or performance concerns relating to clinicals and/or didactic coursework. These can be issued for the remainder of the program with the expectation that the student will consistently show marked improvement or will be moved into step 2. Unsuccessful remediation of the concern(s) identified in the Step Improvement Plan can result in withdrawal from the program.

If the conditions of the improvement plan are met by the deadlines, a step improvement completion form will be distributed to the student. However, successful completion of remediation does not eliminate the expectation of continued compliance with program standards, policies, and professional expectations. Recurrence of the same or substantially similar concern may result in additional corrective action, including progression through the Step Improvement Plan process (Step 1, Step 2, and Step 3). Repeated, habitual, or unresolved concerns may result in dismissal from the program. The program reserves the right to maintain a Step Improvement Plan for an extended duration, including through the remainder of the program, when concerns regarding sustained competency, professionalism, conduct, attendance, or patient safety exist.



Technical Standards

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

- Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Program should contact the Disability Resources Office to discuss the process of identifying reasonable accommodations.
<https://www.yc.edu/v6/disability-resources/>

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 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 radiography practice for all students.

The practice of radiography requires the following functional abilities with or without reasonable accommodation:

- **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.



Classroom/Laboratory Policy

Classroom

Active participation and full engagement are required in the classroom. Students are responsible for reading, acknowledging, and abiding by the syllabus in each course.

Laboratory

Hands-on participation and full engagement are required in the laboratory. No food or drink is permitted beyond the locker area. Lockers must be used to store student belongings. Proper and regular maintenance/cleaning of the room and equipment must occur at the end of each day. Tube warm-ups should be performed at the beginning of every lab class.

Cell Phones/Other Communication Devices and Texting

Yavapai College is committed to providing a quality learning environment. All cell phones and/or other communication devices must be placed in 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.

If cell phones or other communication devices are deemed disruptive during classroom, laboratory or clinical assignments, this policy may be reconsidered and changed to a “no device phone” policy. Students should check messages during designated breaks. Cell phones should be turned off and put away during exams.

Inappropriate use of your mobile device during lab will result in a zero for participation that day.

Generative Artificial Intelligence (AI)

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.



No Generative Artificial Intelligence (AI) Allowed

In this program, all work submitted must be your own. The use of generative AI tools will be considered [academic misconduct](#) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

Student Course Evaluations

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical preceptors, 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.

Clinical Education

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. Personal convenience cannot be guaranteed. First and foremost, clinical rotations are created and based on the needs of the program and student development.

Students must complete a **minimum of 1650 hours** of clinical education but will likely complete 1700 or more hours. (ARS Title 32, Chapter 28, 32-2804) The requirement of clinical education is considered necessary to complete the competencies needed for eligibility to sit for the American Registry of Radiologic Technologists Examination.

HIPAA

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.

Community Agency Partners

Dignity YRMC

- West Campus
- PMI
- East Campus
- PVMI

Northern Arizona Veteran Association

SimonMed

- Prescott
- Prescott Valley
- Flagstaff

Northern Arizona Health Care

- Flagstaff Medical Center [Level 1 Trauma]
- NAH Orthopedics Flagstaff
- Verde Valley Medical Center
- Northern Arizona Healthcare Medical Imaging Center
- Sedona Medical Center

Flagstaff Bone & Joint

Northern Arizona Radiology

North Country HealthCare Williams Clinic

Wickenburg Community Hospital

HonorHealth

- Deer Valley [Level 1 Trauma]
- Sonoran Crossing
- Thompson Peak

Clinical Placement

Clinical assignments are located throughout the state and are scheduled for students each semester by the Clinical Coordinator. Clinical assignments are scheduled during the week between 5 a.m. and 11 p.m. Schedules will not be based on the student's inability to travel to clinical assignments. Clinical assignments are based upon educational needs, clinical capacity, affiliate agreements, and accreditation requirements rather than student preference.



Clinical education may require travel in excess of 1.5 hours one way and is the responsibility of the student. Students are expected to provide their own reliable transportation throughout the length of the program.

Hour Limit and Attendance

Students are not permitted to exceed 10 hours in one shift unless voluntarily requested by the student. A 30-min lunch is required when a student is scheduled 6-hours or more in one shift.

Students may not attend clinicals during scheduled holidays or breaks. To ensure clinical hours are met, schedules will be shifted to work around holidays as needed.

Attendance is mandatory for all scheduled clinical hours. Regular attendance is strongly associated with student success in the program. Students must use a computer at their assigned site to clock in and out each day.

Students are allowed up to two (2) excused tardy occurrences and two (2) excused absence occurrences per semester before attendance penalties are applied. However, **all missed time** must be made up by the end of the semester. Documentation, such as a physician's note, may be required before a student may return to the clinical setting.

Each unexcused absence and/or tardy will result in a 5% reduction in the student's final course grade.

Students who are ill or experiencing an unforeseen circumstance that prevents them from attending a scheduled clinical assignment must personally notify both their clinical preceptor and program faculty (e.g., the Clinical Coordinator) at least one (1) hour before the start of the scheduled shift.

- Documentation of a positive flu, COVID-19, or strep test may allow up to two (2) additional excused absences without penalty and may not require make-up time.

It should be noted that students will not progress in the program if the minimum number of semesterly hours is not met possibly resulting in dismissal of the program.

A student is tardy if they:

- clock in one (1) minute or more after their scheduled start time
- clock out more than five (5) minutes before their scheduled end time



Arriving more than five (5) minutes late may be considered an unexcused absence. In such cases, the student must make up the missed time in 15-minute increments.

Extenuating circumstances will be reviewed on a case-by-case basis. Examples include, but are not limited to, jury duty, bereavement, serious injury, or hospitalization. Chronic absenteeism and tardiness may result in remediation and a lowering of the clinical course final grade. A Step Improvement Plan may be issued and immediate improvement is required. If students have excessive absenteeism and tardiness from clinical assignments, it may result in dismissal from the program.

Pre-planned and approved absences or late starts with make-up plans in place will not count against a student's grade.

No-Call/No-Show

A no-call/no-show occurs when a student misses a scheduled clinical shift without giving proper notice, i.e.; The student must notify the Clinical Coordinator and the clinical preceptor not less than 1-hour before the scheduled start time. A follow-up email from the student to radtime@yc.edu should be sent to ensure proper documentation.

Full Letter-Grade Reduction:
Withdrawal from Program:

First no-call/no-show within 1 year
Second no-call/no-show within 1 year

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 Coordinator with permission of the Clinical Preceptor. A clinical make-up time form/plan is mandatory before time is approved.

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 affiliates 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 affiliate.



Students who have been exposed to a communicable disease in the clinical setting must report the exposure immediately to their clinical preceptor and Yavapai College Radiology Clinical Coordinator.

If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to Yavapai College Radiology Clinical Coordinator.

Students must complete the accident/injury report for the facility where the incident occurred and the Yavapai College Accident/Incident form. The completed form is to be submitted to the Radiology Department Instructional Support Specialist within 24-hours. (form in Appendix)

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 physician(s) 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.

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.

Immunizations

Students are responsible for submitting all immunizations to CastleBranch and must remain in compliance with all mandated immunizations and immunization records, adhere to all deadline requirements, and submit copies of updates to immunization records, including updates, to their CastleBranch accounts.

All immunization records must include the student's name, the name and signature of the healthcare provider administering 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)**
 - 2-step (two separate tests and readings) TB skin test within the past 12 months;
 - 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.**

For TB test renewal, one of the following is required:

1-Step TB Skin Test

5. Hepatitis B

- vaccine series; or
- 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.

7. COVID-19 Vaccine

1. Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna Vaccine.
OR
2. Provide proof of one dose vaccination of Johnson & Johnson’s Janssen vaccine.
3. Also, provide proof of a booster dose if there has been sufficient interval (5 or more months) since your initial vaccination.
4. If applicable, provide a copy of your completed exemption form noting that by declining the Vaccine, you continue to be at risk of acquiring COVID-19. Please note that a completed exemption form does not guarantee clinical or simulation placement and may result in required removal from the clinical course, resulting in a possible incomplete, withdrawal, or failure of the program of study.

Please note that although Yavapai College may grant an exemption, the clinical facility has the ultimate authority over exemption policies and procedures. They may request additional information and/or deny any specific student exemption. In the event of a changed vaccine requirement or refusal to accept an exemption request, the program will use reasonable efforts to find another placement, but such alternative placement may not be possible, resulting in an inability to complete the required clinical course and program of study.



Professional Liability Insurance

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

Student Health 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.

Level 1 Fingerprint Clearance Card

Level 1 Fingerprint Clearance Cards are required by clinical-education agencies. They include a comprehensive, no-time limit check of both Arizona state and Federal criminal records. 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.

National Criminal Background Checks

National criminal background checks are required by clinical-education agencies. All background checks include the past 7 years and a Sex Offender Registry search. 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. **Refer to the appendix for detailed information.**

- Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community and is prohibited. Campus Safety will be notified if a student exhibits an impaired state in the classroom environment.



- Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the college prohibits smoking, including vaping, on all campuses except in designated smoking areas as per [Smoking & Tobacco Use \(10.09\)](#).

CPR-Basic Life Support (BLS) for Healthcare Providers

CPR-BLS will be obtained during the first semester, or renewals can be provided as needed. (\$7.00 subject to change is AHA changes their fee)

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 AHA 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.

Clinical Education Compliance

MyClinicalExchange compliance requirements must be completed 45 days prior to the start date of your clinical rotation per the affiliation agreements in place between the agencies and Yavapai College. Failure to complete compliance requirements within the timeframe could result in failure of the course and ultimately dismissal from the program.

All students shall attend/complete a clinical education system-specific orientation during the first week of their rotation. Additionally, students will receive an individual department specific orientation from their recognized clinical preceptor 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 via Canvas course confirming that they have completed the orientation. Failure to complete orientation forms within the first week of a rotation will result an absence for each day it is late and all missed time must be made-up within that semester.

Note: While updating documents in MyClinicalExchange, ensure documents are up-to-date in CastleBranch. Requirement per affiliation agreements with agencies.



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: Any with minimal adornments
- Scrubs color: Pewter
- Scrubs have *optional* embroidering on the top left area of the scrub top. The embroidering is "Yavapai College Radiology" in script style with white thread
- Scrubs will also have a Radiologic Sciences Patch on the right shoulder
- 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). Shoelaces are to be black, clean, and tied at all times
- Socks: Clean, black, grey, or white, non-patterned socks or hose must be worn
- Lead markers
- 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***
- Black, white or gray warm-up jackets are permitted as well as black, white or gray long sleeve undershirts may be worn
- 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. 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, sweatpants, flip flops, low-cut or belly-baring tops, etc., are not acceptable for coming to or leaving from the clinical setting.
- Chewing gum during clinical assignments is not permitted.

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 rotation by the site's policy. Students who damage or lose their name badge should notify the Clinical Coordinator for a replacement **at the student's expense**.

Lead Markers

X-ray lead markers consist of the letter "L" and "R" along with the student's [3] initials and must be used for proper identification on all images produced by students. Students who lose their markers must notify the Clinical Coordinator immediately. Without appropriate markers, students cannot participate in clinical experiences. Students will be provided one set; if they are lost, **it is the responsibility of the student to replace them**.

- Replacements **MUST** be:
 - R=Red
 - L=Blue
 - 3-Initials
 - Position BB's



Radiation Safety: Clinical Education & Energized Laboratory

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 once per semester. 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 posted dosimetry reports and verify the review within the clinical canvas course. Dosimetry reports are maintained by the Program Director digitally and are monitored by the Program Director and Clinical Coordinator.

Students who receive over 50mRem per quarter will receive documented radiation safety counseling. The Program Director will conduct a review of these reports quarterly 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 dosimetry badges outside of the lead apron at the collar level when performing fluoroscopy.



Holding Patients & Image Receptor

Students are restricted from holding patients during any radiographic procedure when an immobilization method is the appropriate standard of care and are prohibited from holding image receptors during any radiographic procedure. 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 patients. People under the age of 18-years of age should not hold patients.

Shielding

Shielding involves the use of protective barriers. Students are required to follow ALARA practices which include shielding patients when applicable but should follow the shielding protocols at their assigned clinical site. 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. <https://www.asrt.org/promotions/task-force-on-patient-shielding>

Radiation Safety Procedures

The Yavapai College Radiologic Technology Program is committed to an effective radiation protection program. The 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 program and clinical site policies and the scope of practice in radiology including but not limited to:

- 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. Time
 - b. Distance
 - c. Shielding



- Students are to always use monitoring devices in the laboratory and clinical-education settings. 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.
- Meet with the Program Director or designee for appropriate radiation safety counseling when exposure results exceed 50mRem per quarter.
- 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.
- Students may only operate energized laboratory equipment under the direct supervision of qualified program faculty or designated laboratory personnel. Faculty or designated laboratory personnel must be physically present during all energized laboratory activities and are responsible for ensuring safe radiation practices, appropriate equipment operation, and compliance with program radiation safety policies. Students may not independently energize laboratory equipment.

MRI Safety Orientation and Screening

Prior to participating in the clinical experience, all students must complete MRI safety orientation and an MRI safety screening. *Documentation of MRI safety orientation, screening, and any subsequent updates will be maintained in the student's program record.*

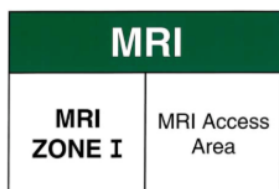
MRI safety orientation shall include instruction on MRI hazards, restricted access to MRI Zones III and IV, screening procedures, emergency protocols, and safe practices within the MRI environment. Students may not enter MRI Zones III or IV until MRI safety



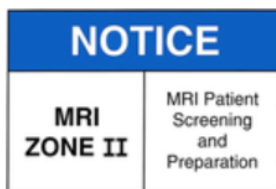
orientation has been completed, the MRI safety screening has been reviewed, and the student has been cleared in accordance with program and clinical affiliate requirements.

Students are required to notify the Program Director or Clinical Coordinator immediately of any change in their MRI safety status, including, but not limited to, surgery, implantation of a medical device, metallic foreign body injury, pregnancy (if voluntarily declared), or any other condition that may affect MRI safety. Students whose MRI safety status changes may be required to complete additional screening or obtain clearance before returning to the MRI environment.

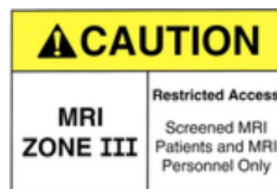
Contraindications: Students identifying a potential MRI contraindication on the screening form are not permitted to enter MRI Zones III or IV until the contraindication has been reviewed by a Level II MRI technologist. Additional documentation, medical clearance, or manufacturer information may be required prior to clearance. The Program Director and Clinical Coordinator will coordinate review with the clinical affiliate as appropriate. Students experiencing any change in MRI safety status after initial screening must immediately notify the Program Director or Clinical Coordinator and complete additional screening before returning to the MRI environment.



All areas freely accessible to the general public without supervision. Magnetic fringe fields in this area are less than 9 gauss (0.9 mT).



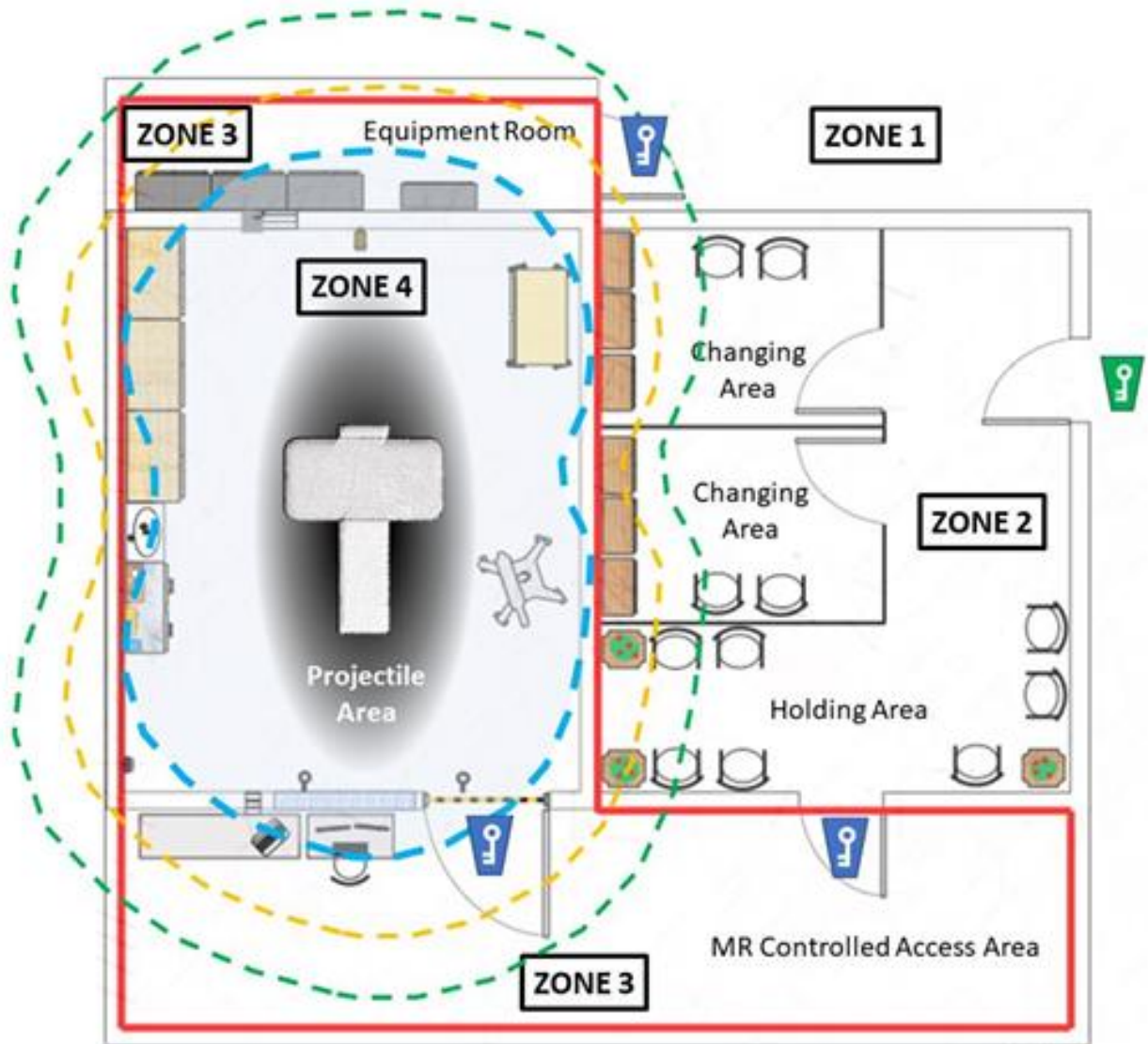
Still a public area, but the interface between unregulated Zone I and the strictly controlled Zones III and IV. MR safety screening typically occurs here under supervision.



An area near the magnet room where the fringe, gradient, or RF magnetic fields are sufficiently strong to present a physical hazard to unscreened patients and personnel.



Synonymous with the MR magnet room itself. Has the highest field (and greatest risk) and from which all ferromagnetic objects must be excluded.



= Restricted access (Recommended)



= Restricted access (optional)



= MR Controlled Access Area



= Projectile Area



= MR Environment



= 9 Gauss line



= 5 Gauss line



= 3 Gauss line



Student Supervision

Direct Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer 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 physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved. A qualified radiographer must be present during student performance

- of a repeat of any unsatisfactory radiograph
- during surgical procedures
- during all mobile examinations
- during fluoroscopy procedures, mobile or stationary

Repeat Images

Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Indirect Supervision

Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer 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. *A closed door between the qualified practitioner and student is not an acceptable form of indirect supervision as the technologist is not immediately available.*

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 Coordinator a physician's written directive regarding her status.

If class/clinical hours are missed, the student must coordinate with the Clinical Coordinator and 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>

Clinical Education Conduct

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 clinical assignments. If cell phones are deemed disruptive during clinical assignments, this policy may be reconsidered and changed to a "no cell phone" policy. Students should check messages during designated breaks.

Acceptable times to use your mobile device:

- Logging exams at the end of the day

Parking Violations

Each clinical setting has its own parking requirements. These will be given to you by the clinical affiliate when completing your compliance requirements. Students are expected to park in the designated employee parking. If the student receives two violations for the



duration of the program a Step 2 of the Step Improvement Plan will be issued. If a third violation is reported during the program the student will be moved to a Step 3 and dismissed from the program.

Personal Conversation Standards

- Students should avoid personal conversations with clinical staff and fellow students 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 not make negative comments about clinical staff or fellow students
 - Student should not engage in any discussion regarding criticism of a physician, perceived workplace difficulties, or job dissatisfaction among clinical-education setting personnel.
 - Students should show respect by not interrupting or having “side” conversations when someone is speaking.
 - 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.

Clinical Site and Preceptor Evaluations

Students will complete evaluations during each rotation regarding the effectiveness of the clinical preceptors, clinical staff and clinical 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.

Clinical Site Misconduct Reporting

During clinical education experiences, students should report various types of misconduct to ensure a safe, ethical, and professional learning environment. Approximately midway through your rotation, the Clinical Coordinator will collect feedback regarding the site and



again at the end of the rotation. This is to help ensure concerns can be addressed in a timely manner. The following are some key types of misconduct that should be reported:

- Patient safety violations
- Workplace safety concerns
- Inadequate supervision per Student Supervision Policy
- Ethical violations
 - HIPPA breaches
 - Bias and discrimination: based on race, gender, sexual orientation, religion, or other personal characteristics.

Clinical Competency Requirements

The purpose of the clinical competency requirements is to document that individuals have demonstrated competence performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills as documented by the examination requirement, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of their formal education.

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 formal educational program.

Remote scanning is not acceptable for completion of ARRT Clinical Requirements. The candidate must complete the examination or procedure at the facility where the patient and equipment are located. The candidate must be physically present during the examination or procedure.

Clinical Education Activities Tracking

Clinical Education documentation is tracked via the program's web-based application, Trajecsyst. This application is accessible and available on the internet at each clinical education site, as well as; a mobile application for devices. 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 and will be tracked by Geolocation. The tracking application is used to monitor and document various program requirements that include:

- Time Clock – documented daily
 - in/out punches
 - 30 min in/out Lunch punches
- Procedure Logs – documented daily
- Competency Evaluations; including accession numbers
- Progress Reports and Affective Evaluations by Clinical Preceptors
- Progress Reports and Affective Evaluations by Clinical Coordinator
- Clinical Site & Preceptor Evaluations; MANDATORY

Note: 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. It is the student's own responsibility to maintain accurate time records.

General Performance Considerations:

Radiography-Specific Requirements

Candidates must demonstrate competence in the clinical activities listed below:

- 10 mandatory general patient care activities;
- 35 mandatory imaging procedures;
- 17 elective imaging procedures to be selected from a list of 36 procedures;
- 1 of the 17 elective imaging procedures must be selected from the head section; *and*
- 2 of the 17 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g.,* a portable femur can only be used for a portable extremity or a femur but not both). **The candidate cannot perform more than three competencies per day on the same patient.**

Simulated Performance

ARRT defines simulation of a clinical procedure routinely performed on a patient as the candidate completing all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.



ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the Program Director or Program Director's designee and be performed independently, consistently, and effectively. Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart.
- If applicable, the candidate must evaluate related images.
- Some simulations are acceptable for General Patient Care.
- These do not count toward the ten imaging procedures that can be simulated.

Patient Diversity

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

General Patient Care

Candidates must be BLS or ACLS 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	Date Completed	Competence Verified By
BLS or ACLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Pulse Rate		
Vital Signs – Respiration Rate		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

The next few pages are the ARRT exam requirements. This is a good form to utilize to keep track outside of Trajecsyst of your progress.

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:



- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;
- image processing; and
- image evaluation.

[ARRT.org Clinical Experience Requirements](https://www.arrt.org/Clinical-Experience-Requirements)

Imaging Procedures	Mandatory	Elective	Eligible for Simulation	Date Completed	Competence Verified By
Chest and Thorax					
Chest Routine	✓				
Chest AP (Wheelchair or Stretcher)	✓				
Ribs	✓		✓		
Chest Lateral Decubitus		✓	✓		
Sternum		✓	✓		
Upper Airway (Soft-Tissue Neck)		✓	✓		
Sternoclavicular Joints		✓	✓		
Clavicle	✓		✓		



Upper Extremity					
Thumb or Finger	✓		✓		
Hand	✓				
Wrist	✓				
Forearm	✓				
Elbow	✓				
Humerus	✓		✓		
Shoulder	✓				
Scapula		✓	✓		
AC Joints		✓	✓		
<i>Trauma: Shoulder or Humerus</i> (e.g., Scapular Y, Transthoracic or Axial)**	✓				
<i>Trauma: Upper Extremity</i> (Non-Shoulder)**	✓				
Lower Extremity					
Toes		✓	✓		
Foot	✓				
Ankle	✓				
Knee	✓				
Tibia-Fibula	✓		✓		
Femur	✓		✓		
Patella		✓	✓		
Calcaneus		✓	✓		
<i>Trauma: Lower Extremity**</i>	✓				

** Trauma requires modifications in positioning, tube angle, or detector placement due to injury with monitoring of the

Imaging Procedures	Mandatory	Elective	Eligible for Simulation	Date Completed	Competence Verified By
Head – Candidates must select at least one elective procedure from this section.					
Skull		✓	✓		
Facial Bones		✓	✓		
Mandible		✓	✓		
Temporomandibular Joints		✓	✓		
Nasal Bones		✓	✓		
Orbits		✓	✓		
Paranasal Sinuses		✓	✓		



Spine and Pelvis					
Cervical Spine	✓				
Thoracic Spine	✓		✓		
Thoracolumbar Spine		✓	✓		
Lumbar Spine	✓				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)		✓	✓		
Pelvis	✓				
Hip	✓				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	✓		✓		
Sacrum and/or Coccyx		✓	✓		
Scoliosis Series		✓	✓		
Sacroiliac Joints		✓	✓		
Abdomen					
Abdomen Supine	✓				
Abdomen Upright	✓		✓		
Abdomen Decubitus		✓	✓		
Nasogastric/Enteric or Orogastric/Enteric Tube (e.g., Dobhoff)		✓			

Imaging Procedures	Mandatory	Elective	Eligible for Simulation	Date Completed	Competence Verified By
Fluoroscopy Studies*** – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		✓			
Contrast Enema, Single or Double Contrast		✓			
Small Bowel Series		✓			
Esophagus (NOT Swallowing Dysfunction Study)		✓			
Cystography/Cystourethrography		✓			
ERCP		✓			
Myelography / Lumbar Puncture / Epidural Injections		✓			
Arthrography / Joint Injection / Aspiration		✓			
Hysterosalpingography		✓			



Mobile C-Arm Studies (e.g., Proper Tilt, Optimal Exposure Factors, Accurate Beam Centering)					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	✓		✓		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	✓		✓		
Mobile Radiographic Studies					
Chest	✓				
Abdomen	✓				
Upper or Lower Extremity	✓				
Pediatric Patient (Age 6 Years or Younger)					
Chest Routine		✓			
Upper or Lower Extremity		✓			
Abdomen		✓			
Mobile Study		✓			
Geriatric Patient (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	✓				
Upper or Lower Extremity	✓				
Hip or Spine	✓				

***Fluoroscopy studies can be performed in a fluoroscopy room or with a C-arm. These do not count towards the mobile C-arm studies.

Special Imaging Observations

The Yavapai College Radiologic Technology Program offers students a volunteer experience to observe the operation of equipment and procedures in a chosen imaging modality listed below. (during spring term 2)

The special imaging rotation includes:

- 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.

Grading

Grades are based largely on evaluations compiled over each clinical rotation by the Clinical Coordinator or designated instructor. Feedback from the clinical staff is acquired and taken into consideration. Clinical Preceptors provide progress reports and affective evaluations during each rotation that are accounted for in the Clinical Coordinator or designated instructor's final evaluation of the student.

You must meet the minimum competency and hour requirements of the semester in order to progress within the program.

Commencement and Pinning Ceremony

Commencement

Commencement is held each May as a symbolic ceremony to confer final grades and celebrate the successful completion of students' academic programs or degrees. Attendance is required to represent the Radiologic Technology Program. The Yavapai College Registrar conducts a mandatory orientation before the ceremony to review the process and acceptable attire. Students receive an email to apply for graduation and the dates of orientation directly from the Registrar.

Cap and Gown

- Must be black.
- No adornments glued to cap or gown.



- Nothing sticking off the top of the cap-rhinestones are acceptable at most.
- No profanity or inappropriate imagery/innuendos.
- No custom stoles- Specific Honor Society branded stoles and/or cords only.

Pinning Ceremony

A Pinning Ceremony will be held in May to induct graduates into the profession of Radiologic Technology. This honor should be taken seriously. Attendance is mandatory for all graduates. A family member or designated appointee chosen by the student may perform the pinning.

Attire

- Graduates: Uniform scrubs and shoes
 - Pewter gray.
 - No embroidery, no program patch.
 - Clean and pressed.
- First-year students: Black pants only, program uniform polo appropriately tucked with a belt.



Dismissal and Grievances

Classroom and Clinical Education

Students will demonstrate professional conduct at all times. The Yavapai College Radiologic Technology Program reserves the right to suspend or dismiss a student. Although NOT an all-inclusive list, the following examples are considered conduct that violate the professional standards of the program and can lead to immediate dismissal:

1. Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for patient, significant others, peers, clinical staff, and instructors.
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. Failure to maintain a final weighted total of 75% in any radiology course.
4. Failure to meet clinical performance expectations.
5. Failure to complete required clinical competencies.
6. Failure to meet clinical compliance requirements set forth by agency partners and program policy within the given deadline.
7. Failure to maintain appropriate conduct with clinical staff, fellow students, and instructors.
8. Failure to maintain clinical competency already demonstrated or learned, while incorporating new skills and theory.
9. Failure to improve unsatisfactory clinical performance after counseling.
10. Gross negligence in performance of duty that may cause physical or emotional jeopardy to a patient.
11. Failure to immediately report a patient-care error to the clinical preceptor and/or responsible staff nursing personnel.
12. Absences or tardies accrued, in accordance with program attendance policy.
13. Being under the influence of alcoholic beverages, drugs that impair judgment, or illegal drugs while in the clinical setting (see Appendix).
14. Fraudulent or untruthful charting in a medical record.
15. Unauthorized release of privileged information.
16. Inappropriately using the internet in the laboratory, classroom, or clinical setting.
17. Clocking in to be paid by your employer while in clinicals as a student.
18. The clinical site/system has relinquished student privileges, i.e. student is unwelcome to return to facility for future rotations.
19. Radiating self, patient, or anyone without a written physician's order.
20. Radiating self, patient, or anyone *unnecessarily* to obtain practice or a competency.



21. Failure to perform safely.
22. Failure to park in designated student/employee parking.
23. Failure to follow the [Standards of Ethics](#) for the profession.
24. Failure to follow the [Practice Standards](#) of the profession.

Process for Dismissal

- Student is informed of possible dismissal by the appropriate instructor(s).
- Student will sign instructor's written report of the significant events, attaching a statement if desired.
- The action(s) and report(s) shall be immediately reported to the Radiology Program Director.
- After gathering the necessary incident information, the Program Director will determine next steps either toward the academic process and/or refer to the Student Code of Conduct discipline process. If the matter is referred to the Student Code of Conduct discipline process, the student must confer with the instructor and Chief Judicial Officer or designee before being readmitted to class. If a resolution is not reached, the student may be removed permanently pursuant to disciplinary procedures outlined in the Yavapai College Student Code of Conduct.
- Student may appeal the grade following the appeal procedures outlined in the Yavapai College General Catalog and in this handbook.

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/v6/instructional-support/complaints.html>

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 decide 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. Students who are unable to complete the semester or fail to successfully complete a course will be dismissed 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. <https://www.jrcert.org/jrcert-standards/>

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.





American Registry of Radiologic Technologists (ARRT) Examination & Arizona Department of Health Services (AZDHS) Licensure

Student ARRT Account Creation

Students are to create their student accounts on the ARRT website in January 2027.

<https://apps.arrt.org/client-app/online-account-setup/landing>

The Program Director will be notified when each account is set-up and will approve them accordingly.

Student ARRT Exam Scheduling and Fee

Beginning on February 15, 2027, students may call or book an appointment online to challenge the national registry exam. It is recommended that students book as soon after graduation as possible. This should help with success in passing the examination as well as help employers hire and onboard quicker. Graduates MUST have a conferred degree on or before their scheduled test date to maintain eligibility to hold an ARRT credential.

<https://home.pearsonvue.com/arrt>

Exam fee must be paid at the time of scheduling your exam. \$225.00 [subject to change]

<https://www.rrt.org/pages/earn-rrt-credentials/how-to-apply/application-fees>

AZDHS Initial Licensure Application and Fee

<https://www.azdhs.gov/licensing/special/index.php#mrt-provider-info>

Use the checklist on the AZDHS Special Licensing page to ensure you have everything you need to apply for your state license. You'll need to create an account on the ADHS Individual Licensing Portal. [https://individual-](https://individual-licensing.azdhs.gov/s/login/?ec=302&startURL=%2Fs%2F)

[licensing.azdhs.gov/s/login/?ec=302&startURL=%2Fs%2F](https://individual-licensing.azdhs.gov/s/login/?ec=302&startURL=%2Fs%2F)

You'll upload all your documentation to this portal. The fee is \$100.00 and can be paid by credit card. [subject to change]

Processing can take up to 4 weeks and can be tracked on your licensing portal.

PROGRAM FORMS





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 digital copy of the Program Handbook. I have read the handbook, understand its contents, and have had my questions answered. (a physical copy may be requested at any time.)
- 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. Along with the JRCERT Standards and how to access them.
- It is agreed that I understand all program requirements including the need to travel.
- 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:
 - Failure to adhere to program requirements and breaching the rules and regulations of Yavapai College or a clinical affiliation.
 - Failure to maintain the required academic standards.

Student's Signature

Date

Student's Name (please print)

Signature of Program Director

Date



Communication Agreement Form

I authorize Yavapai College Limited X-Ray Machine Operator Faculty and Staff to contact me via text message as needed.

Circle one:

Yes / No

Name: _____

Date: _____

Phone No.: _____

Signature: _____



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.



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.

3. 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.
4. 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 _____



TALENT RELEASE FORM

I authorize Yavapai College, and those acting within its authority, to, at no charge:

- Record my participation, appearance or performance on videotape, audiotape, film, photography or any other medium.
- Use my name, likeness, voice and biographical material in connection with these recordings.
- Copy and distribute the recording in whole or in part solely for education-related purposes by Yavapai College and those acting under its authority, as they deem appropriate.

Name: _____

Date: _____

Address: _____

Phone No.: _____

Signature: _____

Parent/Guardian

Signature (if under 18): _____

Witness: _____



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)



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)



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)



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)



STUDENT VOLUNTEER AGREEMENT FORM

(For Clinical and Didactic Hours Exceeding Standard Limits)

STUDENT INFORMATION

- **Full Name:** _____
- **Clinical Site:** _____
- **Hours:** _____

AGREEMENT TERMS

I, _____, understand that standard clinical and didactic hour limits are set for my safety and well-being. However, I am voluntarily agreeing to participate in more than:

- 10 clinical hours in a single day and/or
- A combination of more than 40 total hours in a single week (including both clinical and didactic hours).

By signing this form, I acknowledge and agree to the following:

1. **Voluntary Participation**

- My decision to exceed the stated hour limits is completely voluntary, and I have not been coerced or required to do so.

2. **Understanding of Risks**

- I acknowledge the potential risks of extended work hours, including fatigue and reduced performance.
- I accept responsibility for managing my physical and mental well-being during extended hours.

3. **Compliance with Institutional Policies**

- I understand that all clinical site and school policies must still be followed, including patient care standards and rest breaks as required.

4. **Right to Discontinue**

- I or the program officials have the right to discontinue extended hours at any time without penalty.

5. **Liability Waiver**

- I release my school, clinical site, and any affiliated institutions from liability related to my voluntary decision to exceed the recommended hour limits.

Signature: _____

Date: _____



Step Improvement Plan

Step 1 Improvement Plan for _____ RAD _____ Date _____

- I) The following deficiencies in student performance related to expected course and/or Radiology Program outcomes have been identified in accordance with Radiology Program Student Handbook (page reference):
- II) Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success:
- III) Student Plan for Success/Student Comments:
- IV) Consequences If No Improvement and/or Correction of Deficiencies in Student Performance:

_____ must complete, and consistently maintain daily, the above detailed remedial strategies for optimal success within the required due date(s) for the remainder of the Radiology Program. Failure to meet any of the detailed remedial strategies will result in a **Step 2** Contract.

Should a **Step 2** Contract be put into effect _____ understands that failure to meet any of the detailed remedial strategies in this contract will result in **Step 3** immediate dismissal from the currently enrolled radiology course(s) with a course grade of F, and/or **Step 3** immediate dismissal from the Yavapai College Radiology Program, as determined by the Director of Radiology.

Yavapai College Student

Date

Yavapai College Faculty/Instructor

Date

Yavapai College Director of Radiology

Date



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: _____

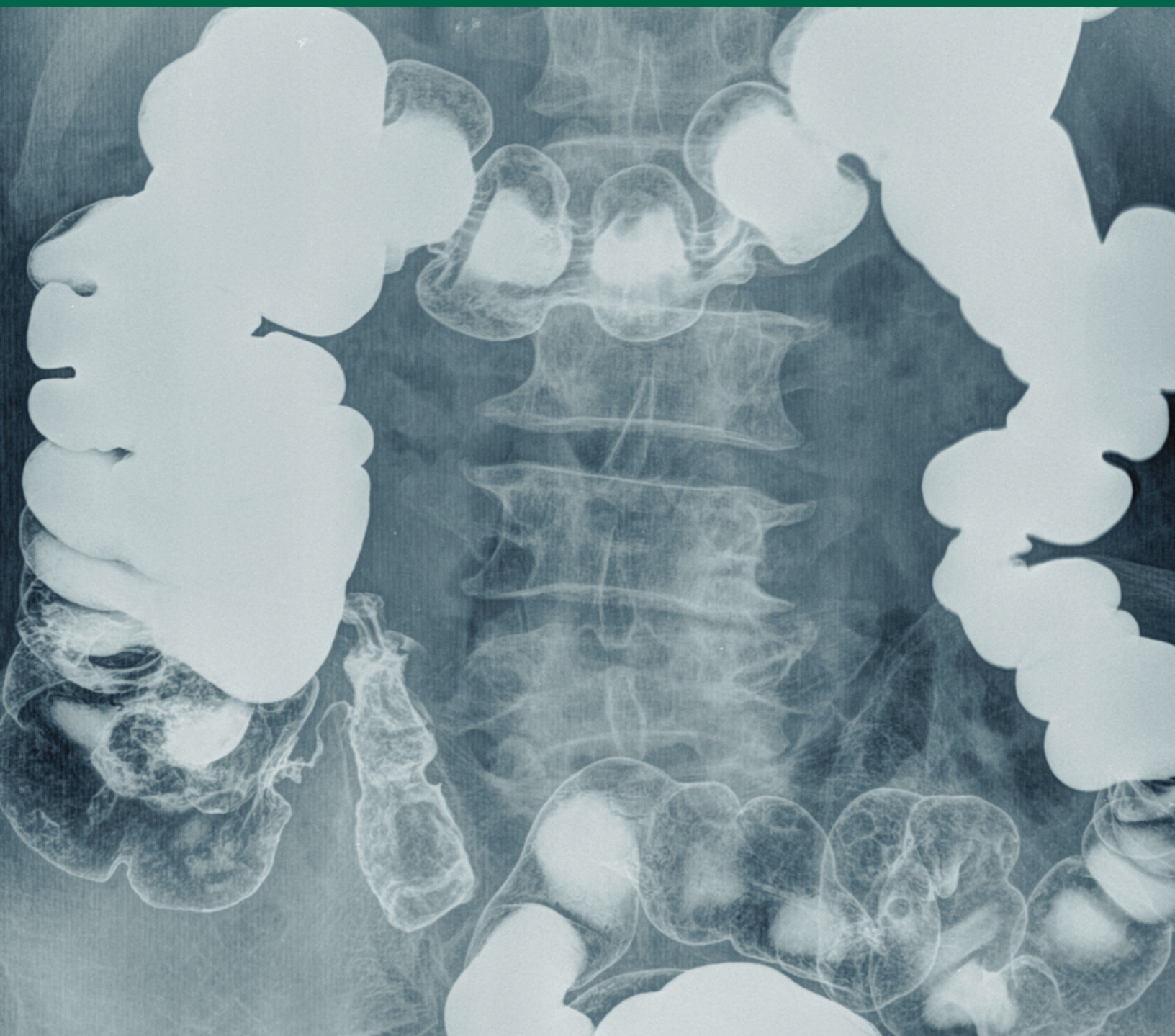
Student's Name (please print) _____

Program Director: _____

Date: _____

Copy to: Student and Student's Permanent Record

APPENDIX





PROCEDURE ON SCREENING FOR USE OF ALCOHOL AND DRUGS

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct. Any individual in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of clients. 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 course or 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

1. Pre-clinical drug screening
 - a. All Radiology Programs students are required to submit to a urine drug screening prior to the beginning of program.
 - b. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
 - c. The cost for preclinical drug screening is not included in the program fees.
 - d. Students cannot begin clinical experiences until the test results are available.
 - e. 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.
 - f. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the course/program. See Positive Screening Test, below.
 - g. Random drug screening may be required and will be conducted at college expense. Students will be randomly selected by their student "Y" numbers. Students must submit to the drug screening by the specified deadline or may be withdrawn from the course/program.



2. Suspicion of substance abuse
 - a. The student will be asked to submit to an alcohol or drug screening test at college expense if Radiology programs faculty, staff, or clinical preceptors:
 - i. Have reasonable cause to expect 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
 - ii. 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.
 - b. Student will sign a consent form and have a blood or urine specimen collected according to current procedure.
 - c. The student will be removed from assignments, pending results of the test(s).
 - d. Test results will be sent to the Director of Radiology or designee.
3. Positive screening test
 - a. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Radiology and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
 - b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of Radiology and/or designee will withdraw the student from the course/program for a period of not less than one year.
 - c. After a one-year absence from the course/program, the student may apply for readmission according to the guidelines below:



- i. Must meet the current Yavapai College and Radiology Program requirements related to registration and admission to the course/program. Readmission for returning students is contingent on space available in the course/program.
 - ii. Must provide documentation of evaluation by an addiction's counselor and his/her determination as to whether the student is addicted to alcohol or drugs. If positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all the following:
 - (1) Documentation of satisfactory completion of recognized substance abuse treatment program.
 - (2) Evidence of after-care attendance upon completion of the treatment program.
 - (3) Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Radiology or designee by the last day of each month.
- 4. Negative screening test results for student tested under Section 2 above.
 - a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Director of Radiology or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - b. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting.
 - c. 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 Director of Radiology or designee, may be required.
 - d. Based on the information presented in the meeting, and a medical report if required, the Director of Radiology or designee will decide



regarding return to the clinical setting.

- e. If readmitted, the student must make up clinical absences incurred for testing.
- 5. Confidentiality: All test results will be sent to the Director of Radiology or designee. The Director of Radiology or designee may consult with college officials and outside resources for appropriate action/follow-up.
 - 6. Inability to submit to a screening test in a timely manner, sections 1, 2, and 3 above, or refusal to submit to a screening test, Sections 1, 2, and 3 above.

If a student in the course/program is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency, or refuses to submit to screening, the student will be removed from the course/program for a period of not less than one year.

- 7. Appeals are processed through the Yavapai College Office of Judicial Affairs.
<https://www.yc.edu/v6/college-police/faq.html>

ACCIDENT/INCIDENT REPORT FORM

SECTION I – PERSONAL INFORMATION OF INJURED		Today's Date _____
ARE YOU EMPLOYED BY YAVAPAI COLLEGE? ☐ YES ☐ NO If YES – ☐ FULL TIME ☐ PART TIME ☐ STUDENT EMPLOYEE IF YOU ARE NOT EMPLOYED BY YAVAPAI COLLEGE, WHAT IS YOUR STATUS? ☐ STUDENT ONLY ☐ VISITOR ☐ VOLUNTEER ☐ OTHER EMPLOYEES & VOLUNTEERS, EMAIL COMPLETED FORM TO AskHR@YC.EDU WITH subject: Accident Report Form [Last Name, First Name] /Encrypt STUDENTS & VISITORS, EMAIL COMPLETED FORM TO CAMPUSPOLICE@YC.EDU WITH subject: Accident Report Form [Last Name, First Name] /Encrypt		
LAST NAME: _____		FIRST NAME: _____ MI : _____
ADDRESS (STREET, PO BOX, CITY, STATE, ZIP) _____		
DATE OF BIRTH: _____		HOME PHONE: _____
EMERGENCY CONTACT INFORMATION NAME: _____		PHONE: _____
SECTION II – EMPLOYEE INFORMATION (IF APPLICABLE)		
NORMAL WORKING HOURS: _____ ☐ AM ☐ PM TO _____ ☐ AM ☐ PM		NUMBER OF DAYS PER WEEK USUALLY WORKED: _____
EMPLOYEE DEPARTMENT: _____	POSITION: _____	WORK PHONE: _____
SECTION III – ACCIDENT/INCIDENT INFORMATION		
DATE OF ACCIDENT/INCIDENT: _____		TIME OF ACCIDENT/INCIDENT: ☐ _____ AM ☐ _____ PM
DID THIS HAPPEN: ☐ COMING INTO WORK ☐ DURING WORK HOURS ☐ LEAVING WORK ☐ OTHER _____		
LOCATION OF ACCIDENT/INCIDENT: _____		
WHICH CAMPUS: ☐ CHINO VALLEY ☐ CTEC ☐ PRESCOTT ☐ PRESCOTT VALLEY ☐ SEDONA ☐ VERDE VALLEY ☐ OTHER		
DID INJURED PERSON SEEK MEDICAL ATTENTION: ☐ Yes ☐ No		DID INJURED PERSON GO TO EMERGENCY ROOM: ☐ Yes ☐ No
WHERE DID INJURED PERSON SEEK MEDICAL ATTENTION – PROVIDE NAME AND ADDRESS OF PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL _____		
IF HOSPITALIZED, HOSPITAL NAME: _____		
TYPE OF ACCIDENT/INCIDENT: _____		PART OF BODY INJURED: _____ ☐ RIGHT ☐ LEFT
Describe what happened (use back of sheet for additional information): _____		
WITNESS TO ACCIDENT/INCIDENT: _____		PHONE : _____
WEATHER CONDITIONS AT TIME OF ACCIDENT/INCIDENT: _____		
ACCIDENT/INCIDENT RELATED TO: ☐ FLOORING/SURFACE ☐ LIQUID/VAPORS ☐ WEATHER/NATURE ☐ OTHER _____		
SIGNED BY: INJURED PERSON'S SIGNATURE (PRINT & SIGN): _____		DATE: _____
SIGNED BY: SUPERVISOR'S SIGNATURE: (PRINT & SIGN) _____		DATE: _____
WAS COLLEGE POLICE CALLED TO THIS ACCIDENT/INCIDENT: ☐ YES ☐ NO		
Employees and Volunteers, email completed form to HumanResources@yc.edu with subject: Accident Report Form [Last Name, First Name] /Encrypt Students and visitors, email completed form to CampusPolice@yc.edu with subject: Accident Report Form [Last Name, First Name] /Encrypt		