



**Arrowhead Regional Medical Center  
School of Radiologic Technology**  
400 North Pepper Avenue  
Colton, CA 92324-1819  
(909) 580-4349  
Fax: (909) 580-1561  
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**Dear Prospective Student:**

We are pleased to provide information regarding the **Arrowhead Regional Medical Center School of Radiologic Technology**. The following information is an overview of our **twenty-two and a half month** program that starts new students in August of each year.  
**Applications are not available through Crafton Hills College.**

Applications are **only available** from **October** through **March** of each year. **If you are unable to download and print program documents, contact the program director via e-mail.** [huynhm@armc.sbcounty.gov](mailto:huynhm@armc.sbcounty.gov) or call (909) 580-4349. The following website will provide additional information about careers in Radiologic Technology:  
<https://www.asrt.org/>

Thank you for your interest in our Radiologic Technology Program.

Sincerely,

*Melissa Huynh*

Melissa Huynh, MSRS, RT (R), CRT  
Program Director  
[huynhm@armc.sbcounty.gov](mailto:huynhm@armc.sbcounty.gov)

*Debra Anderson*

Debra Anderson, BS.RT (R), CRT  
Clinical Coordinator  
[Andersonde@armc.sbcounty.gov](mailto:Andersonde@armc.sbcounty.gov)

# ARMC SCHOOL OF RADIOLOGIC TECHNOLOGY

## **Program Mission Statement**

*The mission of the Arrowhead Regional Medical Center School of Radiologic Technology is to provide the educational environment necessary to prepare graduates who are competent in diagnostic radiography and possess the professional ethics and practices associated with quality patient care.*

## **Program Vision Statement**

*To be Southern California's leading educational program for those who are seeking a career in Radiologic Technology.*

## **Program Goals and Student Learning Outcomes**

Fulfillment of the program's mission is assessed by the degree the program achieves the following goals and student learning outcomes (SLOs):

**GOAL #1** - Graduate students who are clinically competent.

- Students will apply proper patient care and positioning techniques.
- Students apply proper use of radiation safety devices and employ the ALARA principle.

**GOAL #2** - Graduate students with problem solving and critical thinking skills.

- Students will modify routine imaging parameters based on patient's condition.
- Students will demonstrate acceptable image evaluation during competency.

**GOAL #3** – Graduate students who demonstrate effective communication skills.

- Students will present an oral report of their research project.
- Students will demonstrate written communication on their reports.

**GOAL #4** – Graduate students who display professional values and good ethical behavior.

- Students will display professional behavior in the clinical setting.
- Senior students will observe other modalities and submit a report

## **Accreditation**

This Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Any questions concerning the program accreditation status or program effectiveness data may be directed to the JRCERT at:

20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182

Tel: (312) 704-5300 E-mail: [mail@jrcert.org](mailto:mail@jrcert.org) Web Site: <http://www.jrcert.org>

## **Sponsorship / Affiliation**

The County of San Bernardino sponsors this program at **Arrowhead Regional Medical Center**:  
400 North Pepper Avenue, Colton, California 92324.

The school is affiliated with **Crafton Hills College**: 1171 Sand Canyon Road, Yucaipa, CA 92399.

## **CODE OF ETHICS**

### **Adopted By: The American Registry of Radiologic Technologists**

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient's right to quality Radiologic technology care.

9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

## **Certification**

Arrowhead Regional Medical Center School of Radiologic Technology offers a complete Hospital Based Certificate program in Radiologic Technology. **All professional courses are at Arrowhead Regional Medical Center. Students also enroll in Crafton Hills College and obtain an Associate of Science Degree. It is mandatory for all Rad. Tech. students to enroll in the Radiography classes at Crafton Hills College** Students, who complete the Program curriculum, including the clinical education requirements, will receive a Certificate of Completion from ARMC School of Radiologic Technology.

Each graduate will be eligible to take the examinations prepared by the American Registry of Radiologic Technologists (ARRT) and the Radiologic Health Branch of the State of California including Fluoroscopy, and Mammography (optional)

## **Prerequisite Requirements:**

**Complete the college courses listed below with minimum 2.7 GPA plus complete all General Education Courses for AA or AS degree prior to the April 1<sup>st</sup> deadline:**

- English Composition: **ENGL 101** or equivalent
- Computer Literacy: **CI&S 101** or equivalent
- Intermediate Algebra **Math 095**
- General Anatomy and Physiology: **101** or equivalent
- Medical Terminology: **HIT 101** or equivalent
- Survey of Radiologic Technology: **RADIOL 090** (offered at Crafton Hills College)

Courses completed at a college other than Crafton Hills, we suggest you contact the counseling department of CHC to insure equivalency. All courses must meet Crafton Hill's requirement or they will not be accepted.

**Counseling office: (909) 389-3366 or online [counseling](#)**

**Note:** The completion of a California Limited Permit program for Radiologic Technician **does not** fulfill this program prerequisite course requirement.

## **Technical Standards/Physical Demands**

During the course of the program the student will be exposed to electricity, infectious materials and radiation. The student will be instructed on the use of specialized protective equipment and clothing. The student must be prepared for the following physical demands of the clinical setting:

**Frequent** walking and standing. **Occasional** sitting and bending. Requires power grasping, precision grasping, pushing/pulling, and fine manipulation in both hands. Reach or work occasionally above and

below shoulder level. Occasionally requires use of both feet to operate foot controls or for repetitive movement. **Visual and auditory requirements:** continuously demonstrate near and far vision; frequently demonstrate color discrimination, discern speech in quiet/noisy locations, locate origin of sounds, and discern non-speech sounds. Use sense of smell and/or touch to distinguish/identify odors/objects. **Frequently lift** and carry 10 lbs or less. Must be able to transport patients up to 250 lbs in a wheelchair, gurney or patient bed.

### **Admission to Program**

A student radiographer must be a mature, dependable person who is “people-oriented” and genuinely interested in helping the sick and disabled. The Program selects students whose qualifications indicate the greatest potential for professional and personal development. ***A maximum of EIGHT students and four alternates are selected each year by the admissions committee.***

The Admissions Committee selects students on the basis of their college grades, satisfactory completion of pre-requisite courses with a minimum of 2.7 GPA, and submission of a complete application packet along with the non-refundable fee. After review and evaluation of the applications students may be invited to interview with the Admissions Committee. Each applicant will be notified of their status via e-mail during the month of April.

After the interviews have been completed, the new class is selected based on the following criteria:

- Response to interview questions – 80%
- Interview appearance 5%
- Re-applicant 5%
- Previous Alternate 10%

The committee includes the ARMC’s Medical Advisor, Program Director, Clinical Coordinator, Radiology Manager, a faculty member and the Dean of Program Development or designated representative of Crafton Hills College.

**Applicants who are accepted** into the program **are required** to pass a physical examination. The student must also **pass a criminal background check and drug test. Failure to pass the physical and/or the background/drug check will result in disqualification.**

**Note:** Students who complete the program and apply to The American Registry of Radiologic Technologists must supply information to the ARRT regarding any criminal history. Eligibility may be checked prior to admission to the radiologic technology program or to ARRT testing by submitting a “PRE-APPLICATION REVIEW OF ELIGIBILITY.” Further inquiries may be submitted directly to the ARRT at:

The American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, Minnesota 55120-1155  
Phone: (651) 687-0048  
**[www.arrt.org](http://www.arrt.org)**

### **Advanced Placement & Transfer**

All students start at the **same level** (Junior). There are **NO** provisions for **advance placement** in the Radiography Program nor does this Program accept transfer students from other Programs.

### **Equal Opportunity Policy**

The Radiologic Technology Program at Arrowhead Regional Medical Center is committed to a policy of nondiscrimination on the basis of race, religion, sex, age, national origin or disability.

**Curriculum**

**REQUIRED FIRST SEMESTER COURSES      UNITS**

RADIOL 100 Introduction to Radiologic Technology	1.50
RADIOL 103 Radiographic Positioning I	1.00
RADIOL 104 Radiologic Physics I	1.50
RADIOL 105 Radiographic Anatomy/Physiology I	1.00
RADIOL 106 Radiographic Positioning Lab I	.50
RADIOL 107 Basic Radiologic Medical Techniques	1.50
RADIOL 110 Radiographic Exposure I	1.00
RADIOL 115 Radiographic Clinic I	10.00

**REQUIRED SECOND SEMESTER COURSES      UNITS**

RADIOL 108 Radiation Protection I	1.50
RADIOL 109 Radiologic Physics II	1.50
RADIOL 111 Radiographic Film Critique I	1.00
RADIOL 112 Radiographic Positioning II	1.00
RADIOL 113 Radiographic Anatomy/Physiology II	1.00
RADIOL 114 Radiographic Positioning Lab II	.50
RADIOL 116 Radiographic Exposure II	1.00
RADIOL 117 Radiographic Clinic II	17.50

**REQUIRED THIRD SEMESTER COURSES      UNITS**

RADIOL 200 Radiation Protection II	1.50
RADIOL 202 Radiographic Film Critique II	1.00
RADIOL 203 Radiographic Positioning III	1.00
RADIOL 204 Radiographic Anatomy/Physiology III	1.00
RADIOL 205 Radiographic Exposure Lab	.50
RADIOL 215 Radiographic Registry Review/Testing I	3.00
RADIOL 213 Radiographic Clinic III	12.00

**REQUIRED FOURTH SEMESTER COURSES      UNITS**

RADIOL 207 Radiographic Fluoroscopic Imaging	1.50
RADIOL 208 Radiography Registry Review/Testing II	3.00
RADIOL 209 Radiographic Pathology	1.00
RADIOL 210 Radiographic Positioning IV	1.00
RADIOL 211 Radiographic Anatomy/Physiology IV	1.00
RADIOL 212 Special Procedures in Radiology	1.00
RADIOL 214 Radiographic Clinic IV	12.50

**TOTAL 84**

<b>ELECTIVE COURSE</b>	<b>UNITS</b>
RADIOL 216 Mammography	2.00
RADIOL 217 Computed Tomography	3.00

**1 Unit = 16 Contact Hours**

**COURSE DESCRIPTIONS**

**100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY 1.5 UNITS**

Introduction to the general structure of medicine specifically applicable to radiologic technology. Departmental administration, office procedures, radiation protection, equipment care, and basic medical techniques. Study and practice of professional ethics relative to the radiologic technology, emphasizing personal appearance, attitudes, hygiene and the code of ethics for radiologic technologists.

**103 RADIOGRAPHIC POSITIONING I 1.00 UNIT**

Study of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation. Emphasis on chest, abdomen, upper and lower extremities and shoulder girdle.

**104 RADIOLOGIC PHYSICS I 1.50 UNITS**

Study of basic radiologic physics including units of measurement, energy, matter, atomic structure, magnetism and other concepts related to the production and control of high voltage.

**105 RADIOGRAPHIC ANATOMY/ 1.00 UNIT**

Study of basic human anatomy and physiology pertinent to Radiology.

**106 RADIOGRAPHIC POSITIONING LAB I .50 UNIT**

Practice positioning various anatomical parts for specific radiographic examinations.

**107 BASIC RADIOLOGIC MEDICAL TECHNIQUES 1.50 UNITS**

Study of basic nursing techniques and methods of patient care for Radiologic Technologists.

**108 RADIATION PROTECTION I 1.50 UNITS**

Study of the basic principles and application of radiation protection, physics, and radiation monitoring devices.

**109 RADIOLOGIC PHYSICS II 1.50 UNITS**

Study of the production of X-rays, multiple energy transformation required for radiation production, the mechanics of interaction with matter, X-ray tubes, rectifiers, X-ray circuits, and the history of X-ray tubes.

**110 RADIOGRAPHIC EXPOSURE I 1.00 UNIT**

Study of the fundamentals of radiographic exposure techniques, image formation, and technical conversions pertaining to radiography.

**111 RADIOGRAPHIC IMAGE CRITIQUE I 1.00 UNIT**

Introduction to analyzing radiographic examinations with emphasis on improving film quality and using proper identification labels.

**112 RADIOGRAPHIC POSITIONING II 1.00 UNIT**

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts for diagnostic evaluation. Emphasis on the thorax, pelvic structures and vertebral column.

**113 RADIOGRAPHIC ANATOMY/PHYSIOLOGY II 1.00 UNIT**

Study of the basic human anatomy and physiology pertinent to radiology. A continuation of RADIOL 105.

**114 RADIOGRAPHIC POSITIONING LAB II .50 UNIT**

Practice of positioning anatomical parts for specific radiographic examinations. A continuation of RADIOL 106.

**115 RADIOGRAPHIC CLINIC I 10.00 UNITS**

Observation and supervised clinical experience. Emphasis on the development of primary skills in radiologic technology. (Formerly RADIOL 115A).

**116 RADIOGRAPHIC EXPOSURE II 1.00 UNIT**

Study of the principles of radiographic exposure methods and procedures pertaining to radiographic technology. A continuation of RADIOL 110. (Formerly RADIOL 201).

**117 RADIOGRAPHIC CLINIC II 17.50 UNITS**

Practice and development of basic radiographic skills within a hospital environment. (Formerly RADIOL 115B).

**200 RADIATION PROTECTION II 1.50 UNITS**

Study of the biological effects of radiation, cell structure, ionizing radiation, and government regulations regarding its use.

**202 RADIOGRAPHIC FILM CRITIQUE II 1.00 UNIT**

Analysis of radiographic examinations with emphasis on improving each student's ability to identify anatomical structures on radiographs.

**203 RADIOGRAPHIC POSITIONING III 1.00 UNIT**

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluation. Emphasis on the cranium and osseous structures of the face.

**204 RADIOGRAPHIC ANATOMY/PHYSIOLOGY III 1.00 UNIT**

Study of the human anatomy and physiology pertaining to radiology. A continuation of RADIOL 113.

**205 RADIOGRAPHIC POSITIONING LAB .50 UNIT**

This is a "hands on" lab with emphasis on positioning of the cranium, facial bones, nasal bones, zygomatic arches, mandible, TMJs, orbits, and sinuses.

**207 RADIOGRAPHIC FLUOROSCOPIC IMAGING 1.50 UNITS**

Study of the history and principles of radiology including nuclear medicine, clinical ultra-sonography, tomography, radiation therapy, computer tomography, and other imaging modalities.

**208 RADIOGRAPHY REGISTRY REVIEW AND TESTING II 3.00 UNITS**

Review and testing of all radiologic technology coursework in preparation for board examination.



**209 RADIOGRAPHIC PATHOLOGY****1.00 UNIT**

Study of disease, basic concepts of pathology, pathological conditions of the body and their impact on the radiographic process.

**210 RADIOGRAPHIC POSITIONING IV****1.00 UNIT**

Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluations. Emphasis on genitourinary and gastrointestinal systems.

**211 RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV****1.00 UNIT**

Advanced study and review of human anatomy and physiology pertinent to radiology.

**212 SPECIAL PROCEDURES IN RADIOLOGY****1.00 UNITS**

Study of the fundamentals of angiography and the special procedures, equipment, positioning, and techniques involved in producing diagnostic radiographs.

**213 RADIOGRAPHIC CLINIC III****12.00 UNITS**

Advanced clinical experience. Emphasis on further development of skills in radiologic technology. (Formerly RADIOL 213A).

**214 RADIOGRAPHIC CLINIC IV****12.5 UNITS**

Advanced clinical experience. Emphasis on perfecting learned skills and techniques of radiography. (Formerly RADIOL 213B).

**215 RADIOGRAPHY REGISTRY REVIEW AND TESTING I****3.00 UNITS**

Synthesize their knowledge of Radiologic Technology in preparation for the ARRT examination.

**216 MAMMOGRAPHY****2.00 UNITS**

Study of the fundamentals of digital mammography, equipment, positioning, pathology, and quality control. This prepares the student for the ARRT examination in Mammography

**217 Computed Tomography****3.00 UNITS**

Study of the fundamentals of computed tomography, equipment, safety, data acquisition, image cross sectional anatomy, and pathology. This prepares the student for the ARRT examination in Computed Tomography

**Crafton Hills College** [www.craftonhills.edu](http://www.craftonhills.edu)

**Once accepted into the Program, students register and receive college credit through Crafton Hills College for their Radiologic Technology courses, leading towards an Associate of Science degree. The affiliation with CHC provides the opportunity for an AS degree, access to financial aid, and all other student services as listed in the college bulletin. Students shall adhere to the policies of Arrowhead Regional Medical Center.**

**Orientation** The first two weeks of the program are dedicated to orientation of the student to the County of San Bernardino, Arrowhead Regional Medical Center, the Medical Imaging Department, and ARMC School of Radiologic Technology. A Student Policy Manual will be distributed and reviewed during orientation.

**Library** Students have access to the Medical Center Library that contains books and journals on Radiology as well as other medical information. The library provides personal computers with Internet access. The student may also access the library on the Crafton Hills College campus.

### **Financial Information**

The professional curriculum consists of 84 units. Please check the Crafton Hills College website ([Financial Aid](#)) for current fee information and refund policy. Students should expect to purchase textbooks, uniforms, school supplies, and malpractice insurance. The total program cost including tuition is approximately \$5,500 for California residents. Cost is subject to change.

### **REFUND POLICY**

See **Crafton Hills College Catalog** for current information or [Refund Policy](#):

If a student is dismissed or withdraws from the program and wishes to get a refund from Crafton Hills College, he / she must follow procedures of the San Bernardino College District Board Policy #6045, College Fees and Refunds.

### **Financial Aid**

Financial aid is available to qualified students. [Information](#) pertaining to financial aid may be obtained from CHC Financial Aid Office.

**Crafton Hills College Financial Aid Office:  
11711 Sand Canyon Road  
Yucaipa, CA 92399  
Ph. (909) 389-3223**

### **Program schedule**

**During the 22.5 months**, the students receive didactic and supervised clinical training. The clinical component of the Radiologic Technology Program consists of practical demonstration in the use of radiographic equipment and an opportunity to participate in actual radiographic procedures under direct and indirect supervision. **The Classroom and Clinical schedule** is full time, **forty hours per week** at Arrowhead Regional Medical Center. The hours vary according to the clinical rotation schedule. Day-shift rotations are from 5:30 am - 4:30 p.m. and evening **rotations** from 3:00p.m.-11:00 p.m. Evening rotations are **less than 15 percent** of total clinical hours. Classroom time comprises approximately eight to twelve hours per week with the remaining time apportioned to obtaining clinical experience. All schedules are posted at least one semester in advance.

Students will not be scheduled to work holidays or weekends.

### **Calendar / Holidays**

The following are recognized as legal holidays:

January 1 <sup>st</sup> Holiday	November 11th
Third Monday in January	Thanksgiving Day
Third Monday in February	Day after Thanksgiving
Last Monday in May	December 24 <sup>th</sup> , 25th
July 4 <sup>th</sup>	December 31st
First Monday in September	

### **ACADEMIC POLICIES**

#### **MINIMUM ACCEPTABLE ACADEMIC PERFORMANCE**

A student is required to maintain a minimum grade letter of “C” or better in each course. Dropping below this grade level in any one class shall result in the student being placed on probation until the end of the current semester. During this time, the student is expected to improve and bring his / her grade up to the minimum standard or be terminated from the Program. The Program Director decides the issues of probation and the Advisory Committee decides the issue of termination.

### **GRADING SCALES**

100 - 90% = A  
89 - 80% = B  
79 - 75% = C  
Below 75% = Fail

### **STUDENT ACCESS TO RECORDS**

The program maintains academic records for the students and will provide copies of their transcripts upon request.

Under the federal law addressing student records, the Family Educational Rights and Privacy Act, students who are 18 years of age or above have the right to:

- A. Inspect all recorded information about them maintained in any form by the school office (except personal notes maintained by an instructor or other official which he/she does not disclose to anyone else);
- B. Obtain copies when information is released to a third party or when denial of copies would effectively deny the right of inspection;
- C. Give or withhold written consent prior to disclosure to third parties, with certain exceptions (most notably school officials, within the Program who have legitimate educational interest, the program or college to which a student is transferring their records, and in response to a lawful subpoena or court order);
- D. Challenge information in the records by requesting amendment or deletion, obtaining a hearing, and/or adding a statement to the file.

Students do not have a right to view letters of recommendation from those individuals who submitted them for their acceptance into the Program

### **Graduation Requirements for Certificate Program**

Requirements for graduation include successful completion of all courses in the curriculum with a minimum grade of **75% in all professional courses of ARMC** as well as successful completion of all clinical hours, rotations, and competency evaluations. ***All ARMC graduation requirements must be completed prior to the June graduation date.***

### **Reinstatement and Graduation**

Due to pregnancy or unforeseen emergency or special circumstance, a student may request a leave of absence for a maximum of one year. The Advisory Committee will review each request. The student may graduate upon reinstatement and successful completion of all course requirements.

## **Non-California Residents**

Non-California residents should contact Crafton Hills College for residency requirements.

## **IMMUNIZATIONS**

The hospital Employee Health Department provides various immunizations including Flu, Hepatitis, etc. It also provides testing to determine the need for inoculations. Annual TB screening is required by the hospital. Information about TB screening and immunizations will be provided during hospital orientation.

## **COUNSELING AND GUIDANCE SERVICES**

Counseling and guidance is designed to assist students toward increasing self-understanding and effective self-direction. There are several sources for counseling: The Program Director and other faculty members, as well as the Crafton Hills College Counseling/Learning Resource Center, (CHC enrollment required) are available for academic counseling.

## **BOOKS**

Books and E-books shall be purchased by the student prior to the start of each semester. The list of books will be provided to the student.

## **SCHOOL DAY/SCHOOL WEEK**

The school day for all students consists of up to five (5) days per week and eight (8) hours per day. A thirty minute lunch period is provided daily, with two 15 minute breaks.

## **CLINICAL AREAS**

Students shall remain in assigned clinical areas when not in class or involved in school activities. Students shall keep the supervising technologist informed of their whereabouts. Students must report to the clinical area immediately upon the completion of class. Lunch breaks will be scheduled by the supervising technologist.

## **VACATION / PERSONAL LEAVE & ABSENCE / ILLNESS/MAKE-UP POLICY**

Daily attendance is required and excessive absenteeism will result in disciplinary action.

Each year the students are granted all county holidays, **4** personal days, **2** per semester, and four weeks of vacation. Two weeks are taken during Christmas / New Years, one week during Spring Recess, and one week during the summer (between the end of the Spring semester and **August 1<sup>st</sup>** for junior students). Summer vacation does not apply following the last semester of the program.

The personal days may be taken both for scheduled events and unforeseen circumstances including sick time, doctor appointments, and events with family, etc. The time may be used in increments of one quarter-hour. This leave will also be used to account for any time missed from classes and clinical due to tardiness or any other circumstances.

The 2-week winter vacation time is scheduled between the end of the Fall and the beginning of the Spring semester. Spring Recess is scheduled in March. The summer vacation is scheduled as 5 days during June or July between the first and second year of the Program. The days that the student elects to take should be requested by turning in a correction slip to the Clinical Coordinator.

These vacation hours must be used up in the half of the school year in which they are allocated, and may not be carried over from the first half of the year to the second half, or from the first year into the second year. Vacation time/days may not be advanced from future semesters.

In the event a student exceeds the 2 personal days during a single semester:

1. The student can make up the time missed or use volunteer hours that have been earned. The student may make up time during the week, but it must be done after the schedule shift up to two hours per day. Make up time is not allowed before a schedule shift, unless the schedule shift is 3 pm to 11 pm. If the schedule shift is 3 pm to 11 pm, make up time can be done up to two hours prior to the start of the shift. All make up time need prior approval from the Program Director/Clinical Coordinator.  
Ex: 5:30 am to 2:00 pm can stay to 4:00 pm  
7:00 am to 3:30 pm can stay to 5:30 pm  
7:30 am to 4:00 pm can stay to 6:00 pm  
8:00 am to 4:30 pm can stay to 6:30 pm  
9:30 am to 6:00 pm can stay to 8:00 pm  
10:30 am to 7:00 pm can stay to 9:00 pm  
3:00 pm to 11:00 pm can come in early at 1:00 pm
2. The make-up days must be done during the semester the absence occurred. Failure to make-up days **will affect the clinical grade.**
3. Besides the grade being lowered, the student will be placed on probation. The probation will be removed after the next semester if the student is in compliance with the attendance policy.
4. Any time over the permitted 16 hours per semester will be considered **excessive absences.** Even if the time has been made up or comp time used.

If the reduction causes the grade to be lower than 75% at the end of a semester, the student will not be able to continue in the program. If the probation occurs during the last semester of the program, the diploma will not be awarded until required hours are made up. This may result in a delay in taking the credentialing examinations.

The student will have opportunities to earn extra hours by volunteering at community events ARMC sponsor.

Time off for Crafton Hills business, functions, or services provided at Crafton Hills College may be granted without deduction from the students personal leave time with prior approval from the Program Director/Clinical Coordinator. The student must bring back a signed excuse slip from the person they had the appointment with. This will serve to verify the time spent on campus.

If for any reason a student is absent from class, he/she is responsible for making up the coursework. Students must make every effort to schedule appointments on “non-class” days.

Except in cases of an emergency, requests for personal leave must be submitted for prior approval and scheduling to the Program Director or Clinical Coordinator. Correction “Leave/Vacation time sheet” forms must be completed and given to the Program Director.

In the event of an emergency, the student shall notify the instructor or supervising technologist, and the Program Director.

If an emergency occurs that prevents the student from coming to ARMC for a scheduled rotation, the student must notify the Program Director (leaving a message on the phone is acceptable) **and** notify the department supervisor at least one hour prior to the scheduled time of attendance on the first day of leave and each successive day thereafter until returning to school. On the first day of return to ARMC the student is responsible for completing and submitting a Leave/Vacation Time Sheet. Failure to comply

may result in disciplinary action. Verification of illness by a physician's statement may be required if abuse is suspected.

### **TARDINESS**

Habitual tardiness will result in disciplinary action or termination from the program.

Tardiness includes:

1. Late arrival to clinical assignments and class
2. Late return from scheduled breaks and didactic classes

Students must sign out for lunch and breaks in control and keep their supervising technologist advised of their breaks. If a student leaves their assigned clinical area for any reason, they must advise the technologist of their location.

Students are expected to report to school promptly and clock in using the issued time badge. In the event that the student is tardy (over 7 minutes) a Leave/Vacation time sheet (correction slip) must be completed and submitted to the Program Director immediately. Leave time is accounted for in ¼ hour increments.

### **FUNERAL LEAVE**

In the unfortunate event of a death in your **immediate family** – defined as a student's spouse, child, step-child, parent, step-parent, guardian, ward, parent-in-law, bother, sister, step-brother, step-sister, grandparent or grandchild – you may use up to three consecutively scheduled school days for bereavement without penalty. One additional day may be granted if the student must travel over 500 miles from their residence to the funeral service.

### **JURY DUTY**

Students who are ordered/summoned to serve jury duty will be required to deliver a "Jury Duty Certification" form at the end of service. The time period stamped on the Jury Duty certification is excused but the student should return to school immediately or take their own personal time for the remainder of the day.

**Students are urged to request from the Program Director, a letter asking for postponement of service due to the hardship of missing valuable clinic and didactic hours.**

### **LEAVE OF ABSENCE**

Definition: A leave of absence is an authorized absence from school for an extended period of time with approval by the Advisory Board\*. Leaves of absence may be granted on a case-by-case basis.

Days away from school for the special leaves of absences will be first subtracted from personal days and then will be added on to the end of the Program. Students are required to fulfill all requirements for graduation, including completion of all course work and clinical requirements.

The student is required to make the request for a Leave of Absence in writing to the Radiography Program Director in advance of granting the leave, stating the reason for the request.

A meeting will be scheduled with the student and the Advisory Board and/or the Radiography Program Director to outline the Leave of Absence requirements. Approval or disapproval of the Leave of Absence will be made in writing to the student.

An extension of a Leave of Absence **may** be granted. All requests for extensions must be put in writing by the student **before** the expiration date of the initial leave and be sent to the Program Director for Committee approval. Approval or disapproval of the extension of the leave will be made in writing to the student.

**Should the student not return to school on the expected day of return, this will be considered day one of abandonment of the Program. Three days of consecutive absence without written notification and approval will be considered automatic termination.**

### **MILITARY OBLIGATIONS**

Students who are reservists or members of the National Guard and are required to attend special retraining periods (summer camp, cruise, etc., or call for emergency service) are to use personal leave and vacation time to fulfill their military commitments. Students that fit this particular military status must notify the Program Director during orientation. Arrangements will be made on an individual basis and must be approved by the Program Director/Advisory Committee.

### **PREGNANCY / PREGNANCY LEAVE**

Pregnancy is not considered a disability.

### **PROCEDURE**

Female students in the radiologic technology program who become pregnant may voluntarily notify the Program Director in writing as to their pregnancy and the estimated date of delivery. They must provide a doctor's note confirming the pregnancy. **If the student chooses, after voluntarily informing the Program Director in writing of her pregnancy, she may voluntarily withdraw that declaration by written request. *With this written withdrawal of declaration the student will NOT be considered pregnant.* The student may also choose not to declare the pregnancy at all.** Additional information about the pregnancy policy can be obtained by contacting the Program Director.

### **DISABILITY**

The allowance for students to continue the Program during or after a disability period will be determined on an individual basis depending upon the nature and degree of disability and the verification or recommendation from a physician or other specialized person that the student is able to continue. The final decision will be left to the Advisory Committee.

### **STUDENT ATTENDANCE AT ACERT CONFERENCE**

The Program encourages students to attend the Annual ACERT Conference in Las Vegas each February for continual professional growth. The objectives of this educational experience include:

1. To develop within the student, a broader knowledge of the profession through attending guest lectures on a wide variety of topics.
2. To provide a means of social interaction with professionals and students from this profession.
3. To gain a national perspective on subjects such as testing strategies, time management, the benefits of multitasking and various other topics, specifically addressing the student radiographer.

4. When attending the ACERT conference, the student is expected to follow clinical guidelines.

### **RESIGNATION**

Students wishing to resign must submit a letter indicating the reason for withdrawal. This letter must be given to the Program Director in person or may be sent by certified mail. Two days of consecutive absence without notification to school will be considered automatic termination.

### **School Administrative Policies**

In accordance with CCR, title 17, section 30435, the program will advise the CDPH-RHB within thirty days of:

- Changes in facility location or contact information by submitting form CDPH 8697.
- Changes in course offerings by submitting form CDPH 8697.
- Change of program director or faculty by submitting form CDPH 8697.
- Change of affiliation agreements by submitting form CDPH 8697.

### **DRESS CODE**

Dress codes may seem overly rigid to some; however, if one understands the nature of the Hospital setting, this will not be the case. All health care students must recognize that they represent the medical center to both the patient and his/her family. Given the emotional stress associated with illness, it is easy to see the need for neatness and good taste in one's dress and manner. The students must comply with all hospital and department guidelines and regulations.

- A. The hair must be neat, clean and well-groomed
- B. Proper body hygiene requires a clean body, including teeth, fingernails and daily use of deodorant.
- C. Excessive use of perfume, cosmetics and jewelry is to be avoided.
- D. Uniforms must be clean, pressed and in good repair.
- E. All students are required to wear uniforms approved by the Program Director. Always look professional. Uniform pants must be worn so as to cover undergarments. No "sagging" is allowed.
- F. No sandals, open-toed shoes, platforms, or shoes without back-straps or a flexible sole will be allowed.
- G. All students are required to wear their Medical Center ID, film badge and have in their possession: right and left markers and ink pen.
- H. Students must adhere to all Hospital and Medical Imaging Department policies for dress and personal appearance. **Any tattoos must be covered and not visible. Facial or tongue piercing jewelry are NOT to be worn during school hours.**
- I. Students must wear "Royal Blue" scrub style uniforms at all times.



- J. **OR scrubs may only be worn by students when they are assigned to the OR day or evening rotation.** If a student is wearing OR scrubs and they are not assigned to the OR they will be sent home to change. The only exception will be if their student uniform was soiled during a procedure and they need to change in order to finish their shift. If this occurs, the student shall inform the Program Director or Clinical Coordinator that they had to change.

### **IDENTIFICATION BADGES**

All students will be issued an ARMC ID badge. You must wear this ID on your uniform at all times while in the clinical areas. You must wear the badge so that the picture faces forward and shall not put any adhesive stickers on the badge that may cover the picture or name. It may be necessary to show this badge from time to time upon entering the hospital premises. Should you lose your ID badge, please notify the school officials immediately. Human Resources will issue a replacement ID badge at the cost of \$10.00.

### **RADIATION BADGES/ PERSONAL MARKERS**

Radiation monitoring badges are supplied by ARMC and must be worn at all times during clinical and didactic education. It is the student's responsibility to turn in their badge at the end of the quarter and replace it with the current one.

One set of Right and Left personal markers with your initials will be supplied by the school. Any replacement cost is the responsibility of the student. Students and staff are required to mark each image taken. It is mandatory that you have a set of image markers at all times.

### **PROFANITY**

Use of profane language will not be tolerated and may lead to disciplinary action and lowering of the clinical grade. A report reflecting the situation in which the student used profanity or language inappropriate to the workplace will be placed in the student's file. Professionalism is mandatory.

### **SMOKING/VAPING**

Smoking or vaping is prohibited in all areas of the Medical Center. Students and all others including employees and patients who wish to smoke must do so outside the building, in the designated areas. (See Standard Practice Manual in the Radiology Manager's office.)

### **USE OF ALCOHOL OR DRUGS**

Reporting to work or school related events under the influence of alcohol or drugs shall lead to **automatic termination without probation**. For further details, see the standard practice manual, which is located in the Radiology Manager's office.

### **PERIOD OF PROBATION**

All students accepted in to the Program will be on probation for the first semester. If any offenses listed under Examples of Corrective Action Offenses occur during this probation period the student may be subject to termination from the program. The discipline guidelines are located on pages 36-38 of the Student Policy Manual.

### **DOCTRINE OF PERSONAL LIABILITY**

According to the legal Doctrine of Personal Liability; "Every competent person is responsible for his own negligent acts or omissions." When the individual is a *specialist*, he/she is expected to exercise that degree of skill and knowledge which is ordinarily possessed by other similarly trained and educated specialists.

A student, for example, as an individual, can be held liable for his/her own negligent actions, irrespective of the presence or absence of co-defendants, such as the hospital, radiologist or other physicians and staff. The key emphasis for the student radiographer is to follow prescribed school & department policies, and to only work within their scope of knowledge and skill.

Everyone should follow these basic steps in order to reduce the likelihood of claims of malpractice:

1. Be proficient in your specialty.
2. Show concern and consideration for the patient.
3. Develop and use good communication skills.
4. Understand the equipment operation and use it properly.
5. Follow hospital (department) procedures and policies.
6. Document unusual incidents or accidents appropriately using dates, times, and names of individuals involved. This documentation should take place immediately after the occurrence.

### **HOSPITAL AND MEDICAL IMAGING DEPARTMENT POLICIES**

Students are subject to the policies of ARMC and the Medical Imaging Department. Policy manuals are available in the department in the manager's office and in the diagnostic supervisor's office. These policies are subject to change as dictated by the hospital. Students will comply with these policies.

### **RADIATION SAFETY PRECAUTIONS**

In the days when radiology was still an inexact science, practically nothing was known about the dangers of radiation emanating from the Roentgen tube and radioactive elements. Since that time, there has gradually been accumulated data on radiation hazards and the best means of controlling and avoiding over-exposure to radiation. You will receive numerous hours of instruction on radiation protection and control. Students are responsible for using and observing departmental radiation policies.

It is obvious that some sort of standard and monitoring is necessary to determine the safety of radiology personnel and students. You will be issued a film badge from Landauer® Laboratory that is to be worn on your uniform in a position that is exposed to prevailing radiation, preferably at the collar level. You must wear the badge at all times while you are at school. Badges are issued once per month. It is the student's responsibility to change their badge each month for the current badge. New badges will be placed on the student bulletin board in control when they become available on the 1<sup>st</sup> of each month.

Upon completion of the laboratory measurement, a monthly report will be posted in the control area of the department. **The student must check the report quarterly and initial next to their name indicating that they have reviewed their badge reading.** The Department Radiation Safety Officer and the Program Director and/or Clinical Coordinator will review all badge readings and discuss any high reading with the individual student. If the badge reading is higher than normal, the Director will report the high reading to the Radiation Safety Officer, (RSO) who will report it to the Radiation Safety Committee and it will be determined if a report should be filed with the California Department of Public Health - Radiologic Health Branch.

A few simple rules of conduct and the presence of adequate protection in the physical set-up will greatly reduce unnecessary radiation and keep exposure

As Low As Reasonably Achievable - **ALARA**:

1. Close all examining room doors during radiographic procedures.
2. Limit the amount of time spent in the room.
3. Wear protective shields such as lead aprons, gloves, etc., during fluoroscopic examinations or examinations requiring you to be in the room during exposure.
4. Remember that distance is the best protection from radiation. Always stand as far as possible from the direct beam.

## **APPEALS MECHANISM**

If a student has a grievance relating to the school, he / she should direct their complaint to the Program Director. **Every effort will be made to address and resolve the complaint in an expedient manner.** If the problem is unresolved after three working days, the student shall submit a written grievance to the Program Director, Clinical Coordinator, or the School Medical Director, any of whom will call a meeting of the Advisory Committee and all involved parties within three working days. The student will have the decision of the committee no later than the end of the following working day after the meeting. If the student is yet unsatisfied, they may make a written request to an officer of the Human Resources Department at the Medical Center for a final decision within three working days. **This officer is not a member of the program's Advisory Committee and will therefore be a fair and impartial source external to the program.**

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A copy of the JRCERT standards will be made available to any student upon request.

If a student has an allegation regarding the program being in non-compliance with the Standards it should be directed in writing to the program director. The program director will have ten (10) working days to respond to the allegation. If the response does not satisfy the complaint, the program director will have ten (10) additional working days to call a special meeting of the Advisory Board. At the end of this period the Advisory Board will respond to the allegation. If the complaint is not satisfied the program will send the complaint to the JRCERT along with the programs responses that have been given to the student.

### **Students may directly contact the JRCERT at:**

20 North Wacker Drive, Suite 2850

Chicago Illinois 60606-3182

Tel: (312) 704-5300 E-mail: [mail@jrcert.org](mailto:mail@jrcert.org) Web site: <http://www.jrcert.org>

**A file of all complaints, responses and resolutions will be maintained by the program.**

**PROGRAM IS ACCREDITED BY JRCERT THROUGH  
MAY OF 2026**