



# **Radiologic Technology Program**

## **Policy Handbook**

## Table of Contents

<b>PROGRAM MISSION</b> .....	3
<b>PROGRAM GOALS</b> .....	3
<b>PROGRAM POLICIES</b> .....	3
<u><b>ADMISSION TO THE PROGRAM</b></u> .....	4
Admission of Minors.....	4
<u><b>PREREQUISITES</b></u> .....	4
<u><b>PROGRESSION IN THE PROGRAM</b></u> .....	4
<u><b>PHYSICAL EXAMINATION AND BACKGROUND SCREENING</b></u> .....	5
<u><b>CARDIOPULMONARY RESUSCITATION</b></u> .....	5
<u><b>DRESS</b></u> .....	5
<u><b>ATTENDANCE</b></u> .....	6
TYPICAL CLASS SCHEDULE .....	9
<u><b>PREGNANCY/PREGNANCY LEAVE</b></u> .....	9
<u><b>HOLIDAYS</b></u> .....	9
<u><b>RADIATION SAFETY</b></u> .....	9
<u><b>CREDIT GRANTING POLICY</b></u> .....	10
<u><b>STUDENT DUE PROCESS</b></u> .....	10
<u><b>ACADEMIC HONESTY</b></u> .....	10
<u><b>RETURNING STUDENTS</b></u> .....	10
<u><b>CLINICAL EXPERIENCE</b></u> .....	10
<u><b>TRANSPORTATION</b></u> .....	10
<u><b>EMPLOYMENT</b></u> .....	10
<u><b>TIPS</b></u> .....	11
<u><b>SUSPENSION OR DISMISSAL</b></u> .....	11
<u><b>CHANGES IN RECORD DATA</b></u> .....	11
<u><b>VISITING PATIENT WHILE IN UNIFORM</b></u> .....	11
<u><b>ILLNESS/INJURY</b></u> .....	12
<u><b>FACULTY OFFICE HOURS</b></u> .....	12
<u><b>CLASSROOM RULES AND PROCEDURES</b></u> .....	13
<u><b>CLINICAL FACILITIES USED BY THE PROGRAM</b></u> .....	14
<b>STUDENT RESOURCES</b> .....	15
<b>JRCERT Standards for Students</b> .....	17

## PROGRAM DESCRIPTION

The Antelope Valley College Radiologic Technology Program provides vocational education that leads to an associate in science degree. Students learn the knowledge, skills and attitudes that will enable them to take the national licensure exam for radiology technology and gain employment in the field.

## PROGRAM MISSION

The mission of the Antelope Valley College Radiologic Technology Program is to serve the community by providing an educational setting for the development of knowledge, skills and professional behaviors essential for a foundation and career advancement in radiologic technology sciences.

## PROGRAM GOALS

### **Goal: Students will be clinically competent.**

Student Learning Outcomes:      Students will apply positioning skills.  
   Students will select technical factors.  
   Students will utilize radiation protection.

### **Goal: Students will demonstrate communication skills.**

Student Learning Outcomes:      Students will demonstrate written communication skills.  
   Students will demonstrate oral communication skills.

### **Goal: Students will develop critical thinking skills.**

Student Learning Outcomes:      Students will adapt standard procedures for non-routine patients.  
   Students will critique images to determine diagnostic quality.

### **Goal: Students will model professionalism.**

Student Learning Outcomes:      Students will demonstrate work ethics.  
   Students will summarize the value of life-long learning.

## PROGRAM POLICIES

The Radiologic Technology Program provides concurrent classroom study with clinical education leading to an Associate in Science degree. After completing the prerequisites, students complete the program in 24 months, including fall and spring semesters, summer sessions and intersessions. Because of the full time commitment to the program, students should consider their other commitments carefully before deciding to enroll in the program.

Current clinical sites are located in Lancaster, Palmdale and Ridgecrest, CA. Clinical education sites include hospitals and imaging centers in the area.

Students who successfully complete the requirements of the program may become eligible to take the Certified Radiologic Technologist (CRT) examinations administered by the State of California, Department of Public Health, Radiologic Health Branch and/or the American Registry

of Radiologic Technologists (ARRT). The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Supplements to this handbook include the *Clinical Handbook* and the *Radiation Safety Policy*. The policies and procedures contained in the *Clinical Handbook*, *Radiologic Technology Program Policy Handbook* and the *Radiation Safety Policy* are in compliance with State of California, Code of Regulations Title 17, American Registry of Radiologic Technologists (ARRT) and JRCERT. Students should become familiar with each of these documents during the introductory course and prior to any clinical practicum assignment.

*Students in the Radiology Technology Program should also become familiar with the college catalog and academic policies. These policies can be found in the college catalog on the college website at [www.avc.edu](http://www.avc.edu). Students in the Radiologic Technology must adhere to all college policies in addition to policies outlined in the Program Handbook, Clinical Handbook and Radiation Protection Policy.*

### ADMISSION TO THE PROGRAM

Applications for verification of prerequisites are available from the Health and Safety Sciences Division office, during the application period the semester before enrollment. Students who apply and meet all requirements are then added to the lottery process. Admissions close on the day before the summer session begins. Students who are not accepted for enrollment in the program are required to re-apply for the next enrollment period and follow the same requirements from past admitting process.

Applications are accepted by lottery process. Only complete applications receive consideration. Instructions for the application are attached to the application form. All college transcripts must be submitted with the application. Students must also supply a copy of a Student Educational Plan (available from the Counseling Division) with the application. Counselors decide which courses are transferable in consultation with the deans and faculty.

#### *Admission of Minors*

See the Radiation Protection Policy

### PREREQUISITES

Before applying for the program, the following course must be completed with a grade of “C” or better:

BIOL 201 (General Human Anatomy)  
BIOL 202 (General Human Physiology)  
ENGL 101 (Freshman Composition)

### PROGRESSION IN THE PROGRAM

Students must complete all courses in the program with a grade of “C” or better. Students who do not achieve a grade of “C” or better in a Radiologic Technology course may not progress to subsequent semesters. A grade of “C” is considered 75% of passing for all Radiologic Technology courses. Those students must file a letter requesting readmission for the next year as soon as possible. Students are readmitted to the program on a first-come, first-served basis, if spaces are available. In the event of a tie in submission of a letter of request for readmission, a lottery will be held to determine which student is readmitted.

## PHYSICAL EXAMINATION AND BACKGROUND SCREENING

A physical examination by a medical doctor, nurse practitioner or physician's assistant is required after enrollment in the program and prior to the first clinical day. Students must meet physical requirements of the clinical agencies. Appropriate immunizations (or titers showing immunity) and screening for tuberculosis are required.

All students must undergo background screening. The college has contracted with CastleBranch for this service. The background screening includes a national crime database search, fraud and abuse, social security number verification, and sexual offender and predator registry search.

Clinical agencies require drug and alcohol screening.

Physical examination, background screening, and drug/alcohol screening are done at the student's expense. Students must use the program forms for the physical examination. Immunizations must be current (per the Centers for Disease Control and Prevention) and titers must be obtained within one year of entering the program. Tuberculosis screening (using the two-step method) must be done annually. If the student must have a chest x-ray, this also must be done annually while enrolled in the program.

## CARDIOPULMONARY RESUSCITATION

Students must maintain continuous certification in Cardiopulmonary Resuscitation (CPR) while enrolled in the program. Only American Heart Association CPR for health care providers is permissible, as our clinical agencies require this level of proficiency.

## DRESS

1. Classroom Attire on Campus  
Classroom attire is casual, but must reflect the professionalism of the student radiologic technologist. Students are required to wear clinical attire (see below) while attending any laboratory hours or field trips. There will be other times that students will be required to wear the clinical uniform for class on campus. The instructor will announce in advance when this will be required.
2. Clinical and Laboratory Attire  
The complete clinical uniform must be worn during the entire time in the clinical affiliated sites, laboratory classes or field trips.

### Purchasing of Uniforms

Students will be responsible for purchasing their uniforms. Antelope Valley College is contracted to have radiologic technology students purchase their uniforms from "DOVE." No substitutions are allowed.

### Shoes

To promote safety for the student, shoes must cover the entire foot including the toes and heels. Clogs, canvas, or high top shoes are not permitted. Shoes must be white, neat, and clean, with no logos.

### Jewelry

The student must possess a watch with a second hand, pencil, and pen to the first clinical assignment day. The only acceptable jewelry to be worn is a wedding band, wristwatch, and one set of plain studs or small hoops in pierced ears. Other visible body piercing jewelry is not permitted.

### Hygiene and Personal Appearance

Hair must be fashioned to promote safety, hygiene, and professionalism towards both the patient and student (e.g., long hair pulled back and off the collar). Nails may not exceed 1/8 inch in length. No acrylic nails are permitted in the clinical setting. Facial hair must be groomed at all times. Perfume, perfumed lotions, and other strong smelling substances can be hazardous to patients and are not allowed. All tattoos must be completely covered by the uniform.

### Identification Badge

Radiologic technology students are required to purchase Antelope Valley College student identification badge. An Associated Student Organization Card is optional, but does not replace the identification badge. The identification badge must be worn at all times while attending a facility as a student. Some facilities, such as Antelope Valley Hospital, require that students purchase a student identification badge from their facility. Currently, the cost is \$5. Badges must be worn at the collar with the name and picture clearly visible. Please do not attempt to get either of the identification badges until your instructor tells you to do so.

### Dosimetry Badge

Students must wear a dosimetry badge at the collar level outside the lead apron (unless otherwise instructed by the program's RSO) while at the clinical sites and during college laboratory experiments.

### Anatomic Side Markers

Students must have their own personalized anatomic side markers purchased through the bookstore while attending clinical/laboratory hours.

Students are not allowed to attend clinical without a clinical instructor on duty. If the student must go to the clinical site without the instructor for other reasons, the student must:

- a. Wear professional attire.
- b. Wear a lab coat.
- c. Wear school or hospital identification badge.

All measures shall be maintained to protect the patient from infection, trauma, and anxiety. *The student will be dismissed from clinic if dress and/or hygiene do not adhere to policy standards.*

## ATTENDANCE

1. Title 17, section 30421, of the California Code of Regulations mandates the following curriculum hours:

Formal classroom instruction – 520 hours  
General radiographic laboratory—50 hours  
Positioning laboratory—75 hours  
Radiation protection laboratory—25 hours  
Supervised clinical education—1850 hours

Attendance will be taken for each class. Students must attend every class meeting. One missed class can result in a failing grade. Presence and active participation in class is critical for meeting course objectives. In addition, professional behavior predicates arriving on time and ready to participate in learning activities in both the classroom, clinical and laboratory environment. Participation includes active and constructive input in class and group discussions, projects, clinical and laboratory assignments.

The program attendance policies conform to California regulations as stated above and the college attendance policy. The number of hours students may miss per class is posted in each course syllabus. Please also refer to the chart below for the maximum number allowable absences per course. Students who are absent more than the allowable number of absences may be withdrawn from the course per college policy and consequentially dismissed from the program.

Course Number	Hours per week course meets = Maximum allowable absences in hours
101 Lecture	4.5 hrs or 1 class meeting (8 wks at 4.5 hrs/wk)
102 Lecture	4.5 hrs or 1 class meeting (8 wks at 4.5 hrs/wk)
103 lecture	3 hrs or 1 class meeting
103 Lab	4 hrs or 1 class meeting
103 Clinic	16 hrs or 2 clinic days
104 Lecture	3 hrs or 1 class meeting
106 Clinic/Lab	8 hrs or 1 clinic day (5 wks at 20 hrs/wk)
107Lecture	3 hrs or 1 class meeting
107 Lab	4 hrs or 1 class meeting
107 Clinic	16 hrs or 2 clinic days
108 Lecture	3 hrs or 1 class meeting
109 Lecture	3 hrs or 1 class meeting
201 Clinic	16 hrs or 2 clinic days (8 wks at 32 hrs/wk)
202 Lecture	3 hrs or 1 class meeting
202 Clinic	25.5 hrs or 3 clinic days
203 Lecture	3 hrs or 1 class meeting
204 Lecture	2 hrs or 1 class meeting
205 Clinic	8 hrs or 1 clinic day (5 wks at 24 hrs/wk)
207 Lecture	3 hrs or 1 class meeting
207 Clinic	25.5 hrs or 3 clinic days
208 Lecture	4 hours or 1 class meeting
210 Lecture	2 hours or 1 class meeting

Written excuses for absences e.g., physicians note indicating illness, is not required. Exception to this policy is related to the days of examinations and last week of the semester. Absence occurring on these days must be followed up with evidence of an excused absence. The following events are excused absences: Personal illness, illness of dependent, death in the immediate family, and court appearance. Failures to provide evidence of an excused absence will result in disallowing the student to perform make up activities, if such activities are available.

If possible, students should notify the instructor(s) of a future absence. Students must notify the clinical instructor of an absence or late minimally one hour prior to the start of a clinical day. This notification should be in the form of a phone call the program administrative assistant at 722-6300 ext. 6204 *and* a phone call to the clinical affiliated site where the student is scheduled for the day. An email to the program director is also acceptable as a record of notification.

2. The student is responsible for maintaining a record of his/her own absence.
3. Absences may be made up in the following ways:
  - a. Theory
    - i. Discretion of the classroom instructor.
  - b. Laboratory
    - i. Skills and Experiments laboratory – at the discretion of the course or lead instructor (NOTE: some skills laboratories and experiments are only offered once during the program and require group participation. These cannot be made up and any absences that occur on the day these activities are scheduled may result in a failing grade.)
6. The student is to inform the instructor of any anticipated tardies.
  - a. Excessive tardies could be reflective of negative professional behavior on the clinical evaluation form.
  - b. Students arriving late to clinic will be permitted to attend at the discretion of the instructor due to safety concerns. The instructor does have the option to disallow the student into clinic that day. Late returns from lunch and breaks are considered unprofessional and may be reflected on the clinical evaluations, and lost time must be made up.
  - c. Three tardies constitutes one hour of missed class or clinical time and must be made up.
7. A student may appeal an absence to the program director. If resolution of the issue is not satisfactory at this level, the student may follow the college grievance policy, which is available from the dean/director.
8. Classroom, laboratory and clinical hours will not exceed a total of 40 hours per week. Clinical assignments will not exceed 10 hours per day. These hours do not include study time. It is recommended that students plan to spend at least 2 hours of study and preparation time for each classroom hour scheduled per week. For example, for a 3-hour class at least 6-hours of outside study time may be needed per week to prepare for classroom activities and assessments. The amount of study and preparation time for clinical and laboratory assignments will vary upon the assignment and semester.

The following is a typical course schedule for the program:



## TYPICAL CLASS SCHEDULE

Typical Schedule	Monday (M)	Tuesday (T)	Wednesday (W)	Thursday (R)	Friday (F)
1 <sup>ST</sup> Summer	<b>101 Lecture</b> 8am-12:15pm		<b>^102 Lecture/Lab</b> 8am-12:15pm		
1 <sup>st</sup> Fall	<b>103 Lecture:</b> 8-11am	<b>103 Clinic:</b> 7am- 3:40 pm	<b>104 Lecture</b> 8-11am	<b>103 Clinic:</b> 7am- 3:40 pm	<b>103/104 Lab:</b> 8a-12pm
1 <sup>st</sup> Intersession		<b>106 Clinic:</b> 7am-3:40 pm		<b>106 Clinic:</b> 7am-3:40 pm	<b>106 Lab:</b> 8am-12pm
1 <sup>st</sup> Spring	<b>107 Lecture</b> 8-11:05am <b>108 Lecture</b> 12-3:05pm	<b>107 Clinic:</b> 7am- 3:40 pm	<b>109 Lecture</b> 8-11:05am	<b>107 Clinic:</b> 7am- 3:40 pm	<b>107/108 Lab:</b> 8am-12:10pm
2 <sup>nd</sup> Summer	<b>201 Clinic</b> 7:30am- 3:10pm	<b>201 Clinic</b> 7:30am- 3:10pm	<b>201 Clinic</b> 7:30am- 3:10pm	<b>201 Clinic</b> 7:30am- 3:10pm	
2 <sup>nd</sup> Fall	<b>202 Clinic</b> 7:30am- 3:45pm	<b>202 Lecture</b> 8am-11:05am <b>204 Lecture</b> 11:30am- 1:20pm	<b>202 Clinic</b> 7:30am- 3:45pm	<b>*203 Lecture</b> 8am-11:05am <b>210 Lecture/ Lab</b> 11:30- 12:35am (1 <sup>st</sup> 8 weeks)	<b>202 Clinic</b> 7:30am- 3:45pm
2 <sup>nd</sup> Intersession	<b>205 Clinic</b> 7:30am- 2:55pm		<b>205 Clinic</b> 7:30am- 2:55pm		<b>205 Clinic</b> 7:30am- 2:55pm
2 <sup>nd</sup> Spring	<b>207 Clinic</b> 7:30am- 3:45pm	<b>207 Lecture</b> 8am-12:05am	<b>207 Clinic</b> 7:30am- 3:45pm	<b>208 Lecture</b> 8am-12:05pm	<b>207 Clinic</b> 7:30am- 3:45pm

- Actual times may vary. Times are rounded and estimated based on board approval of academic calendar, placement of holidays and instructor availability.
- Lecture and Lab scheduled in APL119, ^102 scheduled in Nursing lab
- Clinic scheduled at various preapproved hospital sites.
- \* 203 may require State fluoroscopy labs to be completed on Saturday/Evenings based on clinical site equipment availability.

### PREGNANCY/PREGNANCY LEAVE

Refer to the Radiation Protection Policy

### HOLIDAYS

The program observes all college holidays. Students will not be scheduled to attend class, laboratory or clinical when school is not in session, including college holidays and breaks. Dates of holidays and breaks when the program is not in session are published in college academic calendar at [www.avc.edu](http://www.avc.edu).

### RADIATION SAFETY

Refer to the Radiation Safety Policy.

## CREDIT GRANTING POLICY

Credit shall be given for previous general education according to college policy. Refer to the college catalog for options for transfer or advanced placement for general education courses.

## STUDENT DUE PROCESS

A grievance procedure is available to the student as in the college's policies and procedures available in the college website [www.avc.edu](http://www.avc.edu) in the college catalog under Academic Polices or by contacting the program director or Dean of Health Sciences.

## ACADEMIC HONESTY

Academic Honesty (cheating) will be handled according to Antelope Valley College Board Policy.

## RETURNING STUDENTS

A student enrolled in any radiologic technology course may be allowed to re-enroll in the program twice. Unsuccessful completion or withdrawal from any subsequent course, or failure to progress for any reason, will result in the student not being allowed to continue in the program.

**FOR EXAMPLE:** *If a student withdraws for personal reasons and re-enrolls, this is **one** re-enrollment. If the student fails the course and re-enrolls, this is the **second** re-enrollment. If the student fails or withdraws from any course for the duration of the program following these two re-enrollments, he/she will not be permitted to continue in the program.*

First semester students must notify the Dean of Health Sciences during the next application period for admission to the Radiologic Technology Program. Second and third semester students must submitted a letter of intent to re-enroll to the Dean of Health Sciences three months prior the semester he/she plans to re-enroll in the program. Returning students are accepted on a first come, first serve basis, contingent of didactic and clinical space availability.

## CLINICAL EXPERIENCE

Refer to the Clinical Handbook

## TRANSPORTATION

Each student is responsible for his/her own transportation. Some clinical assignments require the student to travel independently to the clinical site. Inability to do so may result in unmet objectives.

## EMPLOYMENT

It is recommended that the maximum hours of employment should not exceed half-time, or 20 hours per week.

Students with a cumulative grade point average below 2.5 will not be recommended for employment.

## TIPS

It is unethical to accept any sort of gratuity or gift from patients, vendors or employees of the clinical affiliated sites.

## SUSPENSION OR DISMISSAL

The following shall be sufficient cause for suspension or dismissal of any student:

1. Cheating
2. Excessive absences as outlined in the course syllabus attendance policy.
3. Repeated failure to notify clinical area of impending absence.
4. Physical or mental illness deemed sufficient to interfere with continuation in the program.
5. Under the influence of chemical substances, i.e., alcohol or drugs, while in the clinical, laboratory or lecture area.
6. Poor professional attitude.
7. Poor application or lack of patient safety.
8. Neglect of duties in assigned clinical areas.
9. Request of the clinical affiliate.
10. Breach of patient confidentiality.
11. Any other reason deemed necessary or sufficient for dismissal by the Health Sciences Division faculty.

The student must maintain a "C" (75%) average in radiologic technology theory and other required courses. The student must maintain a satisfactory grade in laboratory/clinic equivalent to a "C" (75%).

## CHANGES IN RECORD DATA

It is essential that the student notify the Health Sciences Program Coordinator of any changes in name, address, telephone number, physician, and person to notify in case of emergency as soon as changes occur. This should continue after graduation from the program in order to maintain a complete up-to-date record of all students and graduates.

## VISITING PATIENT WHILE IN UNIFORM

While in uniform and during the school day, students must obey all clinical site rules and regulations, and cooperate to the fullest while visiting patients. Without special permission from the school, no student, while in uniform and during school hours, may visit with a friend, neighbor, or relative who is a patient in the hospital.

When assigned to one patient area, the student may not visit patients in an unassigned area, except when in street clothes and during designated visiting hours - nor may a student remain in the clinical areas, or return to the clinical areas, to visit with formerly assigned patients while wearing the student uniform, without special permission from the Dean of Health Sciences.

## PATIENT CONFIDENTIALITY

It is the moral and professional responsibility (or obligation) of the radiologic technologist to **at all times and in all places** keep in absolute and inviolate confidence all information concerning patients.

A student must not read charts or gather information from charts, except for the sole purpose of his/her clinical experience and learning. This information should not be shared with anyone except in those instances when a particular patient's care is discussed for the benefit of the entire group under the direction of the instructor.

### ILLNESS/INJURY

A student who becomes ill or injured during the program, upon request of the faculty, will obtain a written statement from the physician clarifying the medical status and ability to continue to participate in the program.

In the event of a student becoming pregnant during her enrollment in the radiologic technology program, it is her immediate responsibility to obtain a letter from her physician stating that it is safe for her to continue without restrictions. A letter from the physician is also required following the delivery, stating she is able to return to class (lab or clinic) without any restrictions.

**Pregnancy and the postpartum condition will not be sufficient reason for lack of participation in regular classroom and clinical assignments unless the radiation safety officer of the clinical agency decides as such. The radiation safety officer makes the final decision that is not subject to appeal.**

Physiologic and/or psychological evaluation by a physician may be deemed necessary at the discretion of the instructor in order that a student may participate in the program.

### PROFESSIONAL CONDUCT/DISRUPTIVE BEHAVIOR

Students will conduct themselves in a respectful and professional manner at all times. Failure to accept corrective feedback from an instructor, or arguing with and challenging an instructor or clinical staff member, are considered unprofessional conduct. Altercations with patients and/or clinical staff members, open conflicts with other students, or displays of ill temper are also considered unprofessional conduct.

Disruptive behavior includes, but is not limited to, any of the following: verbal or physical confrontation, use of profanity, excessively loud voices or shouting while expressing views. Any physical confrontation will subject the student to immediate termination from the program.

Any disruptive behavior or conduct deemed unprofessional by the instructor will result in disciplinary action, up to and including termination from the program.

### FACULTY OFFICE HOURS

Office hours for instructors will be posted at the beginning of the semester. Students who have issues to discuss, or who need further clarification or assistance with assignments, must make an appointment to meet with the instructor outside of classroom time. It is inappropriate to stop an instructor during or after class or at the clinical setting to discuss personal or educational issues. Federal law prohibits disclosure of grades or discussion of student progress with anyone other than the student. Students who desire to have their progress discussed with another person (for example: spouse, parent, or friend) will be required to sign a waiver indicating their wishes.

## CLASSROOM RULES AND PROCEDURES

1. Punctuality, attentiveness, and courtesy are expected in the classroom.
2. Students not attending class for the day or any part of the day will be marked absence for the time missed from class.
3. Each student is responsible for securing missed lecture notes and assignments.
4. If a student is tardy for lecture start, she/he must enter the classroom quietly, prepared to listen, take notes, and be attentive. Any questions about materials missed must be discussed outside of classroom time with the instructor.
5. If a student is tardy for a test start, s/he must enter the classroom quietly, without distracting noise or comments and may take the quiz, test, or exam within the remaining time period regardless of the amount of time left. For example, if a test starts at 0815 and ends at 0915, and the student arrives at 0845, she/he has until 0915 to take the test as do other students.
6. Students are encouraged not to leave the classroom during lecture, and are prohibited from leaving the classroom during a test or exam. If a student leaves during a quiz, test, or exam it will be assumed that the student has finished and the materials will be collected and graded as is.
7. Use of portable electronic devices during a test, unless authorized by the instructor for use during the test constitutes cheating. Any student who receives or gives help during a test, uses notes or other aids, causes undue disturbance of any kind, or removes test materials from the room will receive disciplinary action up to and including dismissal from the program.
8. Students should keep a record of the results of all quizzes, tests and exams in order to have general knowledge of the grade point average. Students have two weeks following receipt of their exam grade to review the exam and make grade changes, if necessary. After two weeks, the exam grade may not be challenged.
9. Use of portable electronic devices during classroom lectures as a study aid in the classroom will be at the discretion of the course instructor. Use of such devices for personal matters (i.e., answering text messages, taking personal phone calls) during lecture/laboratory is strictly prohibited.
10. Test Format:
  - a. Length: In general students are allowed 1 minute per question. Example: If there are 50 questions, test time is 50 minutes. Exams that include essay, short answer and computational questions may be extended at the discretion of the instructor.
  - b. No bathroom breaks or eating will be permitted during examinations.
  - c. No personal test reviews will be conducted during class time. Students are encouraged to make an appointment with the instructor during office hours to review his/her examination results. The instructor may at his/her discretion review a test with the entire class to reinforce learning if time permits.
  - d. Only items allowed on the student's desk during a test include: pencil, calculator, blank scratch paper and water. Any other items left on the student's desk will be considered cheating.
  - e. Use of portable electronic devices during a text is not allowed and will be considered cheating.
  - f. Any student found cheating or in violation of the Academic Honesty Policy will result in disciplinary action up to and including dismissal from the program.
11. Make-up exams: Will be determined at the instructor's discretion and earliest convenience. Students should refer to the course syllabus to determine if make up tests are given for the course. It is the student's responsibility to contact the instructor for time and place of the exam. Make-up exams will not be given during regularly scheduled class or clinical hours.

12. Written assignments must be handed in on time. Late assignments will have points deducted or be given no credit. Consult the course syllabus for the late assignment penalty. If the student has an excused absence, the assignment must be handed in on the first day back to the classroom or clinical area.
13. Lab/clinical performance is evaluated each semester. A student with two unsatisfactory clinical evaluations in one semester or an unsatisfactory evaluation in the final clinical rotation is considered will receive a maximum grade of "D" for the course. The grade will be recorded as the course grade on the transcript. Students that do not achieve a "C" (75%) or above in any program course will not progress/graduate in the program.
14. All students will be given a written evaluation at midterm and at the end of each clinical rotation for the spring, summer and fall sessions. Each course syllabus has specific clinical objectives.
15. When a student has demonstrated a pattern of unsatisfactory performance, the instructor will arrange a conference with the student. At the conference the instructor will give the student a written summary of the unsatisfactory incidents, along with suggestions to assist the student in improving these behaviors. The student, together with the instructor, will develop a learning contract stating goals to be attained and dates by which the goals must be met. In the event that the goals agreed to in the plan are not met, the student will receive an unsatisfactory evaluation. Students are given individualized assistance in both theory and clinical to be successful in the program. The student must, therefore, be willing to take advantage of additional learning opportunities available in the program.
16. A student may withdraw from the course at any time through the twelfth (12th) week of the semester without penalty, and will receive a "W" on the course transcript. After the twelfth week, a letter grade must be given as stated in the Antelope Valley College Catalog.
17. Due to the overriding concern for patient safety and comfort, a student may be dismissed at any time from the course when the patient's emotional and/or physical safety is consistently placed in jeopardy. In addition, students who are disruptive, argumentative and challenging in a way as to not follow professional conduct may be dismissed from the program.

### CLINICAL FACILITIES USED BY THE PROGRAM

Students may be placed in the following clinical agencies. All clinical agencies have been approved by the Radiologic Health Branch and the Joint Review Committee on Education in Radiologic Technology.

Antelope Valley Hospital  
Palmdale Regional Medical Center  
Ridgecrest Regional Hospital

Federal law mandates that some facilities require a background screening check of all employees and other persons involved with patient care. Students must provide this check through *Corporate Screening* at his/her own expense. The application form will be given to the student prior to the first week of class. Results must be received prior to the student entering a facility requiring this check. The results are confidential and are reviewed by the Dean of Health Sciences.

## STUDENT RESOURCES

AVC Learning Center offers tutoring for written assignments and studying for exams. Also offers access to computers for downloading and course materials.

The Learning Center is located across from the Library. Telephone number for the main desk is 722-6300 extension 6458.

AVC Library offers access to computers for downloading and copying course materials. The library has print and electronic resources for research. The library also has electronic resources for research available to students on the Library's webpage.

Disabled Student Services offers assessment of students who may qualify for assistance with studying and exams. DSS also prescribes accommodations for students who have physical, mental, or learning disabilities. DSS is located in the Student Services Building. Contact Linda Rose at 722-6300 extension 6360 (TDD Line: 722-6362).

Health Services offers designated immunizations necessary for students to qualify for clinical participation through the Care-A-Van. The Care-A-Van parks behind the Library and is available on Thursdays from 9 am to 1 pm with an appointment. For appointments, call 722-6300 extension 6683.

Instructional Media Center offers the use of Macintosh computers and private study areas for students. The IMC is located between the Learning Center and the Business Education Building. Telephone number is 722-6300 extension 6451.

AVC Bookstore offers textbooks, resource material, and equipment necessary for the course. The bookstore is located in the Student Center building near the cafeteria.

The AVC computer labs are located in the Business Education building, 3<sup>rd</sup> floor, and on the second floor of the Student Services building. The computer labs offer access to the internet. Printing is limited to 10 copies per day, but students can download materials to their own storage media, such as flash drives. Please refer to the AVC Open Computer Lab Policy which is available on myAVC under the "Academics" tab.

The AVC Counseling Division provides personal counseling (up to three visits per semester) and academic counseling. Students experiencing personal or mental health problems can be referred to outside resources. Students who are transferring courses from another college or university must meet with a counselor to make certain that the courses meet the requirements of the Radiologic Technology program. Counseling is available Monday through Friday, 8:00 am to 4:30 pm. Students can walk-in and wait for a counselor to be available. The counselors are located on the first floor of the Student Services Building. The telephone number is 722-6300 extension 6338.

Financial Aid Office is located on the first floor of the Student Services Building. The office has information about scholarships, loans, grants, and special financial programs for allied health students. Telephone number is 722-6300 extension 6337.

Job Placement Center is located on the first floor of the Student Services Building. The JPC posts information about jobs on campus for student workers and jobs in the community. The JPC can assist with such items as completing a job application and writing a resume. The JPC telephone number is 722-6300 extension 6358.

The College participates in several programs to help students in specific circumstances. CalWORKS/GAIN program assists individuals who are transitioning to the work force. Contact 722-6300 extension 6326 for eligibility requirements. The EOPS Office assists first-time college students whose family does not have a history of college attendance. Its office telephone number is 722-6300 extension 6363. The STAR Program helps students with mentoring to increase student success. Contact the program at 722-6300 extension 6084.

For help using myAVC (the college's online information portal) and/or the college's course content management system, contact the myAVC help desk at 722-6300 extension 6605.



**Antelope Valley College- Radiologic Technology Program  
Joint Review Committee on Education in Radiologic Technology  
JRCERT Standards for Students**

**Accreditation Standards**

Antelope Valley College maintains the standards published by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The following contains excerpts (*italicized*) of the JRCERT standards and an overview of how AVC maintains each standard.

**Standard One: Integrity**

*The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.*

The program adheres to high ethical standards in its representations and treatment of faculty, students, staff and communities of interest. The program adheres to the college policy and practice of nondiscrimination, due process and compliance with both regional and programmatic accreditation standards. This is demonstrated through the college's nondiscriminatory hiring practices, grievance procedures and maintenance of Western Association of Schools and Colleges (WASC) and JRCERT accreditation standards.

**Standard Two: Resources**

*The program has sufficient resources to support the quality and effectiveness of the educational process.*

The program's administrative structure supports student learning. The program maintains JRCERT and State recognition of all clinical education settings and provides classroom and laboratory facilities to achieve its mission. The program provides access to student services and learning resources in support of student learning. The program is funded through a combination of federal and state grants and district funding. The program is compliant with obligations for Title IV federal funding.

**Standard Three: Curriculum and Academic Practices**

*The program's curriculum and academic practices prepare students for professional practice.*

The program publishes a mission and goal statement on the college's website and in the programs information sheet hand out. The program's Advisory Board developed the mission and goals of the program. The program's Advisory Board includes members of the radiologic technology community, such as local technologists, students, college faculty and administration, and clinical affiliates. The Advisory Board reviews and modifies, if necessary, the program's mission and goals on an annual basis. The program's master plan of education follows the American Society of Radiologic Technologists (ASRT) competency based curriculum accepted by the JRCERT for student learning in radiologic technology. The program provides equitable learning opportunities that promote professional ethics, continued professional development, and critical thinking and problem solving skills. The program ensures adequate length and credit hours for the subject matter taught. The program clearly defines the responsibilities of faculty and clinical staff and evaluates faculty and clinical instructors on a regularly.

**Standard Four: Health and Safety**

*The program's policies and procedures promote the health, safety, and optimal use of*

*radiation for students, patients, and the general public.*

The program publishes its Radiation Protection policy in compliance with federal and state radiation protection laws. Parts of the Radiation Protection Policy are published in the Program Handbook and Radiation Protection Policy. The program's policies on student clinical orientation and supervision are published in the Program Handbook.

**Standard Five: Assessment**

*The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.*

In order to measure the effectiveness of the program, or how well the program meets its mission and goals; the program has developed an assessment plan. The assessment plan was developed by the program director with input from the program's Advisory Board and faculty. The advisory board reviews and modifies, if necessary, the program's assessment plan on an annual basis. The assessment plan includes Students Learning Outcomes (SLO's) and Program Learning Outcomes (PLO's) published on the college's website.

**Standard Six: Institutional/Programmatic Data**

*The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.*

The program maintains JRCERT and State recognition of all clinical education settings and provides classroom and laboratory facilities approved by the State to achieve its mission. The program provides faculty and staff with appropriate qualifications for their assignments. The college maintains institutional accreditation with the Western Association of Schools and Colleges.

**Reporting Mechanism for Noncompliance**

Allegations of noncompliance with the above standards shall follow Administrative Procedure 5530, listed in the College Catalog under Student Due Process. If the Student is unable to resolve the complaint through the College's due process procedures, he or she may submit the allegations of non-compliance directly to the JRCERT.

All documents concerning the allegation, responses and resolutions will be maintained in the JRCERT Standards Allegations Notebook, located in the Program Director's office.

For more information on the JRCERT and the Standards, please refer to the JRCERT contact information below:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)