

YAVAPAI COLLEGE

Be More

Radiologic Technology Program
Associate of Applied Science Degree



Information and Application Packet

Fall 2024

Application dates are open from
12/5/23-1/26/24

www.yc.edu/radiology

**YC
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WORK**

School of Health & Wellness—Radiology Department
3800 N. Glassford Hill Road | Prescott Valley, AZ 86314
928-776-2333

Yavapai
COLLEGE



Introduction

Welcome to the Yavapai College Radiology Technology Program-AAS. The information and application packet are designed as a reference guide for students who intend to apply for the program. All Yavapai College health science programs are committed to quality healthcare, quality education, and the standards of the discipline.

The program is comprehensive and is aligned with the industry's highest standards, providing students with the knowledge and skills needed for a successful career in radiography. The curriculum is established in compliance with the American Registry of Radiologic Technologists (ARRT). While adhering to the most recent curriculum developed by the American Society of Radiologic Technologists (ASRT) and our accreditation standards set forth by The Joint Review Committee in Education of Radiology Technology (JRCERT).

Mission Statement

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

Program Goals

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

Program Learning Outcomes

1. Students will demonstrate effective verbal communication in the laboratory and clinical setting by delivering concise instructions for patient positioning.
2. Students will employ effective written communication skills.
3. Students will evaluate medical imaging procedures independently and recommend technical modifications to ensure diagnostic quality.

4. Students will determine exposure factors to achieve optimum radiographic studies consistent with minimizing patient dose.
5. Students will demonstrate the skills required of a radiologic technologist.
6. Students will summarize the professional obligations as a radiographer.

Program Description

The Associate of Applied Science (AAS) degree in Radiologic Technology is a 2-year program (including summer) that prepares students for entry-level positions as radiographers. The program starts once per year in the fall semester. Students must complete 24 credit hours of pre-entry courses, 49 credits of major core courses and 6 credits of co-requisite courses. It should be noted that clinical rotations associated with the 2nd, 3rd, 4th, and 5th semesters begin earlier than the Yavapai College semester start dates in order to satisfy the clinical time requirements for program completion. Time off for vacation during the semester will not be approved. Students should schedule vacations during the time between semesters.

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

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

Graduates of the program are eligible to:

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

Locations Offered

The Radiologic Technology program will be offered only at the Prescott Valley Center; the college does not offer radiology courses in other district locations. Students are required to provide their own transportation to off-campus clinical assignments.

Clinical Affiliations

The following is a listing of the healthcare facilities that are contracted to serve as Clinical Education Sites (CES) for the radiology program. All students admitted into the program are required to complete assigned clinical rotations at each of the facilities. Prospective applicants who have worked at any of our affiliated clinical sites must be considered eligible for rehire in order to be admitted to the program.

Dignity Health-YRMC:

- East Campus
- Prescott Valley Medical Imaging
- West Campus
- Prescott Medical Imaging

SimonMed – Prescott Valley & Prescott
Northern Arizona Veterans Administration

Northern Arizona Healthcare:

- Flagstaff Medical Center
 - NAH Orthopedic Flagstaff
- Sedona Medical Center
- Verde Valley Medical Center
- NAH Medical Imaging Center

Flagstaff Bone and Joint

Northern Arizona Radiology-Flagstaff

Confidentiality of Student Records

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

Articulation and Transfer

The AAS degree in Radiologic Technology can transfer to a Bachelor of Applied Science at universities in Arizona. Please check with an academic advisor for more information.

Technical Standards

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

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

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

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

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

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

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

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

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

- **Physical endurance** sufficient to complete assigned periods of clinical practice.
- **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.
- **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient-services responsibilities.
- **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

Prerequisites

Course	Title	Credit Hours
AHS130	Medical Terminology for Patient Care Staff	3
ENG101	College Composition I	3
ENG102	College Composition II	3
MAT152	College Algebra	3
BIO156 OR BIO181	Human Biology for Allied Health	4
BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
Total		24

Ensure you are working closely with an advisor.

All prerequisites do not need to be completed before applying to the program but will improve your position within the scoring criteria for admission.

Corequisites

Course	Title	Credit Hours
PHI204	Medical Ethics	3
PSY245	Human Growth and Development	3
Total		6

Ensure you are working closely with an advisor.

Corequisites may be taken prior to the start of the program. There are 3 semesters of opportunity to take them during the program and bring your student status to full-time.



Fall Semester 1

Course	Title	Delivery Method	Credit Hours
RAD100	Introduction to Medical Imaging	Face to Face	2
RAD111	Radiographic Positioning I	Face to Face	3
RAD111L	Positioning Lab I	Face to Face	2.5
RAD125	Radiographic Technique I	Face to Face	2
RAD170	Radiology Patient Care & Pharmacology	Face to Face	2
RAD175	Radiation Biology (8 week course at the end of the semester)	Face to Face	2
Total			13.5

Spring Semester 1

Course	Title	Delivery Method	Credit Hours
RAD135	Radiation Physics & Equipment	Face to Face	3
RAD141	Radiographic Positioning II	Face to Face	3
RAD141L	Positioning Lab II	Face to Face	2.5
RAD155	Radiographic Technique II	Face to Face	2
RAD160 A	Clinical Education	Off-Site: Assigned Clinical Location	3
Total			13.5

Summer Semester

Course	Title	Delivery Method	Credit Hours
RAD160B	Clinical Education	Off-Site: Assigned Clinical Location	3
RAD185	Image Analysis	Online	2
Total			5
PHI204 or PSY245	*Opportunity to take corequisite course*		3
Total			8

Fall Semester 2

Course	Title	Delivery Method	Credit Hours
RAD200A	Clinical Education	Off-Site: Assigned Clinical Location	7
RAD215	Advanced Imaging Systems	Online	2
Total			9
PHI204 or PSY245	*Opportunity to take corequisite course*		3
Total			12

Spring Semester 2

Course	Title	Delivery Method	Credit Hours
RAD200B	Clinical Education	Off-Site: Assigned Clinical Location	3
RAD250	Radiographic Pathology (8 week course at the start of the semester)	Face to Face	2
RAD255	Radiology Registry Prep & Professional Development	Face to Face	3
Total			8
PHI204 or PSY245	*Opportunity to take corequisite course*		3
Total			11
ICE Course	*Opportunity to take ICE100 CT, ICE200 MRI, ICE250 Mammography* GPA 3.5 or higher at Program Director discretion	Online	3-4

Clinical Attendance: Students must complete a minimum of 1,800 hours of clinical education as directed by Arizona state statute and the Arizona Department of Health Services. This requirement is considered necessary to complete the competencies needed for eligibility to challenge the American Registry of Radiologic Technologists examination. **Clinical site assignments vary and you may be subject to a commute in excess of 1.5 hours.**

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



Steps to Apply for Admission

Important: Students must apply to and be admitted to Yavapai College prior to applying to the Radiologic Technology program. Please go to www.yc.edu and click on **Admissions > Getting Started** at the top-left of the page to learn about the college admission procedure.

Radiologic Technology program applications will be accepted from **Tuesday, December 5, 2023, through Friday, January 26, 2024.** *Please note: Only applications upload to our secure site at <https://www.yc.edu/secureupload> will be accepted.* Applications must be uploaded by 11:59 pm Friday, January 26, 2024. You will receive an email confirmation that your application has been received after it has been reviewed. All applications will be considered received by the date of post marked stamp. **Please ensure you are uploading to the radiology folder not admissions.**

Applications for admission must include the following:

1. Completed Radiologic Technology Application for Admission.
2. Completion of the HESI A2 Entrance Exam. More information can be found on our website as well as the testing center's website.
<https://www.yc.edu/v6/schools/hewe/docs/radiology/hesi-a2-exam-howto.pdf>
3. **Transcripts: (a)** All relevant official transcripts of completed pre-entry and post-entry general education courses must be received in the Yavapai College Registrar's office **by Friday, January 26, 2024** for official evaluation. To be considered "official," transcripts must be sent directly from your previous institution(s) to the Yavapai College Registrar (see the last page of this packet for the address). Hand-carried transcripts are not official transcripts. **(b)** In advance of official transcripts, unofficial transcripts from previous institutions must be included with your application and also may be given to an academic advisor for an initial review.
4. **Pre-Entry Check Sheet Form** for the Radiologic Technology program. Please call 928-776-2106 to schedule an appointment with the Academic and Career Advising office on the Prescott campus or 928-634-6510 on the Verde Valley campus. You will receive this form at your appointment with your academic advisor.
5. Copy of your valid driver's license.
6. **Signed Healthcare Provider Signature Form** (provided in this packet).
7. Signed copy of the **Ethics Requirements Form** (provided in this packet).

Mandatory Pre-Admission Information Session

All applicants to the Radiologic Technology program are required to attend a pre-admission information session. The purpose of this session is to provide applicants with a realistic overview of the program.

Applicants are urged to bring a family member or significant other who may be affected by the time commitment required of the prospective student.

Radiologic Technology Pre-Admission Information Sessions will be held conducted online (avail. 24/7) and in person TBD but will begin in August of 2023 and will be held once per month until December.

NOTE: Past attendance of an info-session will not satisfy this requirement as so much has changed since last year. You will need to attend a session in 2023 to complete this requirement.

**You will be required to submit the below documents to Castle Branch
upon conditional acceptance:**

The radiology department Instructional Support Specialist will contact you with more information
Please reference the last page of this packet for more CastleBranch Information.

1. Copy of **current negative TB skin test or a chest x-ray diagnostic report** stating that no tuberculosis is present.
2. Copy of **valid Basic Life Support (BLS) for Healthcare Providers** through the **American Heart Association** (front and back, with your signature).
3. Copy of **Health Insurance coverage**
4. **Immunization** We understand that the process of obtaining these documents can take time; please submit them as soon as possible to Castle Branch but **no later than Friday, April 26, 2024**. If immunization documentation is not received at Castle Branch by this date, applicants will forfeit their admission to the next qualified applicant on the alternate list. Important: Students who forfeit their conditional acceptance or are dropped from the program may reapply at the next application cycle.
5. **Immunizations** see required immunizations (pg. 14)



- **Your application must contain all the required documents to be considered for admission to the program.**
- **Applicants should keep their original documents on hand.**
- **Use the checklist on page 36 to ensure you have included everything required.**
- **Submit your application via secure upload in one complete document. Choose Radiology not Admissions.**



Estimated Program Costs

(Based upon Arizona Resident Student Status)

Tuition Fee's for the 2024-2025 Academic Year

Tuition for Pre-Program Entry and Program Courses	
\$186.00 per credit X 41 credits (courses with a RAD prefix)	plus \$7626.00
\$125.00 per credit X 12 credits (Biology courses)	plus \$1500.00
\$108.00 per credit X 15 credits (standard tuition rate)	\$1620.00
\$139.00 per credit x 3 credits (Career & Technical rate)	\$ 417.00
Textbooks (all textbooks for the entire 2 years are purchased upfront)	Estimated \$902.00
Clinical Tracking Module — Trajecsys (Payment is due during the middle of the 1st semester of the program.)	\$150.00
Background Check, Drug Screen, and Immunization Tracker	\$137.50
MyClinicalExchange (clinical site compliance documentation)	\$39.50 per year
Uniforms and Shoes	Estimated \$200
Physical Exam, Immunizations, & CPR (upkeep required throughout the 2 years)	Varies by provider
Health Insurance Coverage (required throughout the program)	Varies by provider
Optional-Additional Fees	
Arizona Zeta Chapter of Lambda Nu-National Radiologic Science's Honor Society	\$30.00
ACERT conference trip <i>(Members of YC's Roentgen Ray Student Organization will have costs covered by fundraising-all students can join)</i>	\$300.00

Note: The information above provides students, parents, and academic advisors with an approximate program cost. Actual costs may be higher or lower.

Student Fees and Financial Aid

Current tuition and fees are identified in the Yavapai College Schedule of Classes. Students seeking financial aid should contact the Financial Aid Office on the Prescott or Verde Valley campus. <https://www.yc.edu/v6/financial-aid/>

Radiologic Technology Program Selection Criteria

Admission to the Radiologic Technology program is based on a point system that utilizes the criteria listed below. Students are required to provide proof of residency (for tuition purposes, residency is defined by the Arizona State Legislature and is outlined in the Yavapai College catalog), grade-point average, and admission to Yavapai College. Proof of coursework and registration history will be established by the records on file in the Registrar's office.

Selective Admissions Point System (based on a total of 624 possible points)

_____ **Residency (the physical address where you live at the time of application)**

- Residency within Yavapai County or Coconino County 100 points
- Residency within the state of Arizona 50 points
- Residency outside state or country 0 points

_____ **Cumulative Grade Point Average (pre-program entry courses)** *up to 100 possible points*
2.0 or greater= _____ x 25 points

_____ **Total Required Pre-Program Credits Completed** *Up to 24 possible points*
Earned pre-program entry credits equal 1 point each and must be completed with a letter grade of "C" or better based on transcripts evaluated by the Yavapai College Registrar's office.

_____ **Current and Former Yavapai College Students** *(completion of pre-program entry courses at YC)*

- 12 or more YC credits completed 100 points
- 9 to 11 YC credits completed 80 points
- 6 to 8 YC credits completed 60 points
- 3 to 5 YC credits completed 40 points
- 0 to 2 YC credits completed 0 points

_____ **HESI A2 Entrance Exam:** *(good for 1 year can be taken twice in a 12mo. period. Must be not be outside the 12 mo. window at time of application)*

Cumulative Score of 75% required for application submission.

- 95-100% 300 points
- 90-94.99% 250 points
- 84-89.99% 200 points
- 75-83.99% 100 points

An application must be complete in order for the applicant to be considered for final selection and placement. Proof of attendance at a Radiology Information Session within the last 12 months of application submission is required.

The 13 highest ranked applicants will be offered seats, based on space availability. The next 5 applicants on the ranking will be offered alternate status. When several applicants have the same ranking score, the following criteria will determine tie breakers:

1. Overall GPA.
2. Overall Critical Thinking Score on the HESI Exam.
3. Number of times the Entrance Exam was taken to achieve a passing score.
4. Number of times pre-requisite courses were taken.

Required Immunizations

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

Options to meet this requirement:

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

2. **Varicella** (chicken pox)

Options to meet this requirement:

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

3. **Tetanus/Diphtheria and Pertussis (TDaP)**

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

4. **Influenza**

Each season there are new strains of flu, which requires the production of a new vaccine to cover them. The flu “season” generally runs from September through March. **Students should wait to get a flu shot until the new vaccine becomes available in the fall.** Declinations/exemptions may be available please ask for more information.

5. Tuberculosis

Options to meet this requirement:

- a. Attach a copy of proof of a recent NEGATIVE 2-STEP TB skin test (PPD).
Note: TB 2-step skin test is two separate tests given with two separate readings within 3 weeks of each other and **must be current**. Records for PPD require the name and signature of the healthcare provider as well as the findings.

or

- b. If you have a POSITIVE TB skin test you must submit a **current** chest x-ray diagnostic report stating that you are negative for TB.

6. Hepatitis B

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

Options to meet this requirement:

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

or

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

or

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

7. COVID-19

Upload a copy of your 2 dose COVID-19 vaccination card. The boosters are not required. Declinations/exemptions may be available please ask for more information.

The applicant should be aware that in order for a clinical site to accept students, the student must meet all requirements of the site. Requirements for some include providing proof of full vaccination against COVID-19. Please note, each clinical site requirements and standards regarding COVID-19 are continuously changing and students are informed with updates as they are received.

Background Check

All students are required to obtain a background check. Information regarding how to obtain the background check will be provided to the student ***upon conditional acceptance to the program***. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed by the Radiologic Technology program director on a case-by-case basis to determine admission or continuation in the program.

Basic Life Support (BLS) for Healthcare Providers

All students must have valid, current BLS for Healthcare Providers certification through the **American Heart Association (AHA)**— "BLS Provider" must be pre-printed on the card and you must sign the card.

Current Health Insurance Coverage

All students must have current health insurance

Drug Testing

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

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai College will continue to prohibit marijuana possession and use on campus for any purpose. Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana

for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act.

Yavapai College could lose its eligibility for federal funds if it fails to prohibit marijuana, which makes it exempt from the requirements of the Arizona Medical Marijuana Act. Please refer to the following documents: <https://www.yc.edu/Student Code of Conduct>

PROCEDURE ON SCREENING FOR USE OF ALCOHOL AND DRUGS

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct. Any individual in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of clients. For these reasons, evidence of use of these substances documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the course or program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

Procedures

1. Pre-clinical drug screening
 - a. Students are informed of the Procedure on Screening for Use of Alcohol and Drugs prior to admission to the program and will be required to sign and return to the Department of Allied Health, a statement indicating understanding of the procedure.
 - b. All Radiology Programs students are required to submit annually to a urine drug screening prior to the beginning of clinical laboratory experiences.
 - c. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
 - d. The cost for preclinical drug screening is not included in the program fees.
 - e. Students cannot begin clinical experiences until the test results are available.
 - f. Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be

required.

- g. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the course/program. See Positive Screening Test, below.
 - h. Random drug screening may be required and will be conducted at college expense. Students will be randomly selected by their student “Y” numbers. Students must submit to the drug screening by the specified deadline or may be withdrawn from the course/program.
2. Suspicion of substance abuse
- a. The student will be asked to submit to an alcohol or drug screening test at college expense if Radiology programs faculty, staff, or clinical preceptors:
 - i. Have reasonable cause to expect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
 - ii. Perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
 - b. Student will sign a consent form and have a blood or urine specimen collected according to current procedure.
 - c. The student will be removed from assignments, pending results of the test(s).
 - d. Test results will be sent to the Director of Radiology or designee.
3. Positive screening test
- a. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Radiology and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
 - b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of

Radiology and/or designee will withdraw the student from the course/program for a period of not less than one year.

- c. If the student is a licensed Radiologic Technologist the violation will be reported to the ARRT Ethics Committee which could result in their licensure being suspended or revoked.
 - d. After a one-year absence from the course/program, the student may apply for readmission according to the guidelines below:
 - i. Must meet the current Yavapai College and Radiology Program requirements related to registration and admission to the course/program. Readmission for returning students is contingent on space available in the course/program.
 - ii. Must provide documentation of evaluation by an addition's counselor and his/her determination as to whether the student is addicted to alcohol or drugs. If positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all the following:
 - (1) Documentation of satisfactory completion of recognized substance abuse treatment program.
 - (2) Evidence of after-care attendance upon completion of the treatment program.
 - (3) Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Allied Health or designee by the last day of each month.
4. Negative screening test results for student tested under Section 3 above.
- a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Director of Radiology or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
 - b. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting.

- c. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Director of Radiology or designee, may be required.
 - d. Based on the information presented in the meeting, and a medical report if required, the Director of Allied Health or designee will decide regarding return to the clinical setting.
 - e. If readmitted, the student must make up clinical absences incurred for testing.
5. Confidentiality: All test results will be sent to the Director of Radiology or designee. All results will be kept separate from students' regular files and will be handled as confidentially as possible. The Director of Radiology or designee may consult with college officials and outside resources for appropriate action/follow-up.
6. Inability to submit to a screening test in a timely manner, sections 1, 2, and 3 above, or refusal to submit to a screening test, Sections 1, 2, and 3 above.
- If a student in the course/program is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency, or refuses to submit to screening, the student will be removed from the course/program for a period of not less than one year.
7. Appeals are processed through the Yavapai College office of judicial affairs.

Ethics Requirements

Admission to or graduation from the Yavapai College Imaging Continuing Education certificate programs does not guarantee eligibility for the American Registry of Radiologic Technologists (ARRT) Post-Primary Certification Examination. Other eligibility requirements of the ARRT must be met. Individuals with misdemeanor or felony convictions should apply to ARRT for an evaluation of examination eligibility prior to admission to the certificate program. You may request a preapplication review form by contacting the ARRT at: [Ethics Violation Report Form](https://www.arrt.org/pages/resources/ethics-information)
<https://www.arrt.org/pages/resources/ethics-information>

651-687-0048, ext. 8580

1255 Northland Drive, St. Paul, MN 55120-1155

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

STOP!!!

Don't forget to schedule
and take the:

HESI A2 Entrance Exam

<https://www.yc.edu/v6/testing-center/>

The Convenience of HESI eCommerce



To make a HESI Exam payment through your Evolve account, follow these simple steps:

You'll receive a HESI eCommerce Student Payment Notification E-mail from your instructor.

1. **Click on the link provided in the E-mail** and you will be prompted to **login to your Evolve account**.*
2. Once you are successfully logged in, select **HESI Assessment — Student Access > Payments**. Sections 1 and 2 will be pre-populated with your payment ID and information.
3. **Enter your billing information** into Section 3. After payment confirmation, a proof of payment statement will be displayed and stored in your account under **Payment History**.

***If you have not added HESI Assessment — Student Access to your Evolve account, follow these steps:**

1. Go to **<http://evolve.elsevier.com>** and click on ***I'm a student***.
2. In the **HESI Secured Exams section**, click the link that says ***Register for Results and Remediation***.
3. Click **Register For This Now** to place this in your cart, and then **Redeem/Checkout** from the cart screen.
4. If you are a **returning user**, enter your **Evolve username and password** and click **Login**. If you are **new to Evolve**, enter your **name, email, desired password, institution information** (if applicable), and click **Continue**.

Once you have registered, the **HESI Assessment — Student Access** link will appear under the **My Evolve** section in your Evolve account.



Application Forms CastleBranch How-To Guide



Radiology Technology Program-AAS Application for Admission

Complete the **fillable** form in its entirety to be considered for admission. **After filling it out print and sign.**

Full Name:	DOB:	Y#
Address:	City:	State & Zip:
YC Email:	Personal Email:	Phone #:
Current Employer:	Highest Level of Education:	Mandatory Information Session Completion Date: (attach certificate with application)

Please list any courses you plan to take during the program:

Follow the program progression plan for suggested semesters to take a co-requisite course.

Course:	Meeting Day(s):	Meeting Time(s):	Location:	Semester:

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that withholding information or giving false information may make me ineligible for admission and enrollment. I release from all liability or damages those persons, agencies, or organizations who may furnish information in connection with my application for admission. If accepted, I agree to abide by all Yavapai College and Radiology department policies and procedures.

 Student's Signature

 Date

 Student's Name (please print)



Healthcare Provider Signature Form: (take pgs 25-26 to your physician)

A licensed healthcare provider must sign the Healthcare Provider Signature Form and indicate whether the applicant will be able to function as a Radiologic Technology student. Healthcare providers who qualify to sign this declaration include a licensed physician (MD, DO), nurse practitioner, or a physician’s assistant.

(Please Print) **Applicant Name:** _____ **Y#:** _____

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

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

Licensed Healthcare Provider to complete the following section:

I believe the applicant ____ **WILL** or ____ **WILL NOT** be able to function as a Radiologic Technology student as described above and as designated in the statement of Technical Standards.

If “WILL NOT,” please explain:

Licensed Healthcare Provider (Circle one: MD / DO / NP / PA)

Print Name: _____ Medical License No.: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Statement of the Technical Standards of the Yavapai College Radiologic Technology Program

This statement of the Technical Standards of the Radiologic Technology program at Yavapai College identifies the functional abilities deemed by the radiography faculty to be essential to the practice of radiography. The Technical Standards are reflected in the Radiologic Technology program's performance-based outcomes, which are the basis for teaching and evaluating all Radiologic Technology students. The practice of radiography requires the following functional abilities with or without reasonable accommodations.

- **Visual acuity** sufficient to assess patients and their environments and to implement the radiography-services plans that are developed from such assessments. Examples of relevant activities:
 - Detect changes in skin color or condition.
 - Collect data from recording equipment and measurement devices used in patient services.
 - Detect a fire in a patient area and initiate emergency action.
 - Draw up the correct quantity of medication into a syringe.
- **Hearing ability** sufficient to assess patients and their environments and to implement the radiography-services plans that are developed from such assessments. Examples of relevant activities:
 - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
 - Communicate clearly in telephone conversations.
 - Communicate effectively with patients and with other members of the health-services team.
- **Olfactory ability** sufficient to assess patients and to implement the radiography-services plans that are developed from such assessments. Examples of relevant activities:
 - Detect foul odors of bodily fluids or spoiled foods.
 - Detect smoke from burning materials.
- **Tactile ability** sufficient to assess patients and to implement the radiography-services plans that are developed from such assessments. Examples of relevant activities:
 - Detect changes in skin temperature.
 - Detect unsafe temperature levels in heat-producing devices used in patient services.
 - Detect anatomical abnormalities, such as infiltrated intravenous fluid.
- **Strength and mobility** sufficient to perform patient services activities and emergency procedures. Examples of relevant activities:
 - Safely transfer patients in and out of bed or wheelchair.
 - Turn and position patients as needed to prevent complications due to bed rest.
 - Hang intravenous bags at the appropriate level.
 - Accurately read the volumes in body-fluid-collection devices hung below bed level.
 - Perform cardiopulmonary resuscitation.
 - Transport patients using stretchers or wheelchairs.
- **Fine motor skills** sufficient to perform psychomotor skills integral to patient services. Examples of relevant activities:
 - Safely dispose of needles in sharps containers.
 - Manipulate small equipment and containers, such as syringes, vials, and ampules, in preparation for contrast-media administration.
- **Physical endurance** sufficient to complete assigned periods of clinical practice.
- **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.
- **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient-services responsibilities.
- **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.



Ethics Requirements Form

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

Students must satisfy the requirements of the ARRT and the Arizona Revised Statute Rules and Regulations, independently of any college or program requirements for graduation. According to the ARRT, every candidate for certification must “be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics,” and they must “agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.” Certain types of convictions may make an applicant ineligible for registration. These documents are available for review on the ARRT website:

<https://www.arrt.org/pages/resources/ethics-information>

I have read and understand the information regarding certification and licensure discussed on the ARRT website.

Applicant Name (Please Print)

Applicant Signature

Date

Application Checklist for Radiology Technology Program-AAS

Submit the completed application packet items below **in this order** to:

<https://www.yc.edu/secureupload> (under **radiology** not admissions) by 11:59 pm on **Friday, January 26, 2024**.

NOTE: Please ensure that your application is legible, formatted correctly and in 1 PDF file. Don't forget your entrance exam must be complete prior to applying otherwise your application is incomplete and will not be considered. You have until Dec. 31, 2023 to complete the entrance exam for your application.

- Completed Radiologic Technology Application for Admission
- Official* transcripts must be sent directly to the Yavapai College Registrar from any previous institution(s) for official evaluation. Mail transcripts to: Yavapai College, Office of the Registrar, 1100 E. Sheldon Street, Prescott, AZ 86301
- Unofficial* transcripts (can be photocopies) from all colleges or universities attended (**to be included with this application**)
- Pre-Entry Check Sheet Form for the Radiologic Technology program (signed by an academic advisor)
- Copy valid driver's license
- Signed Healthcare Provider Signature Form (if a physician will not sign your form acceptance into the program will be denied)
- Signed copy of the Ethics Requirements Form: (Students must go to <https://www.arrt.org/pages/resources/ethics-information> and review the information pertaining to ethics requirements.)
- Proof of Information Session attendance
 - In-person: Attendance Certificate (provided at meeting)
 - Online: Confirmation of Presentation Attendance (receipt of JotForm responses)

THE BELOW SHOULD BE READY TO SUBMIT TO CASTLE BRANCH UPON CONDITIONAL ACCEPTANCE

1. Copy of current negative Mantoux Method TB skin test or chest x-ray diagnostic report stating that no tuberculosis is present.
2. Copy of valid BLS for Healthcare Providers card from the American Heart Association (front and back, with your signature).
3. Copies of all immunizations or titers in support of your immunization documentation for Castle Branch, see next page for reference form.
4. Copy of Health Insurance Card.
5. Passport Photograph. (2x2 photo)



CastleBranch.com

Student Instructions

What is CastleBranch.com?

CastleBranch.com is a background-check and drug-screen service that allows you to purchase your own background check and drug test. The results of the background check and drug test are posted to the CastleBranch.com website in a secure, tamper-proof environment where students and Yavapai College Radiology Department faculty can view the results.

Background Check, Immunization Tracker, and Drug Test

The Yavapai College Radiologic Technology program requires each student entering the degree program to complete the following requirements:

1. Completion of a background check by CastleBranch.com.
2. Upload to the CastleBranch.com Immunization Tracker: proof of immunizations for MMR, Hepatitis B, Varicella, and TDaP; a *current* American Heart Association CPR/Basic Life Support (BLS) for Healthcare Providers card; a negative TB skin test or clear chest x-ray; and an Arizona Department of Public Safety Level One Fingerprint Clearance card.
3. Purchase a drug test through CastleBranch.com. ***Please note: Drug tests are administered by Sonora Quest Laboratories. You will have 24 hours to complete the test. We will contact you—there is no need to do anything else for the drug test at this time!***

How Do I Order My Background Check, Immunization Tracker, and Drug Test?

1. Go to www.castlebranch.com.
2. Click the **Place Order** box on the top right side of the website, enter the package code **YA91ice** and click **Submit**. This is an all-inclusive package that includes everything you need to pay for with CastleBranch.com for your entire program.
3. Enter the required information and finish by selecting a method of payment. There are multiple options: MasterCard, Visa, Discover, or debit card. You may choose to pay for your order in monthly installments; the monthly installment amount depends upon the amount of the order and includes a \$2.99 per installment payment fee. You can also pay by electronic check or money order for an additional \$10.00; payment by electronic check or money order may delay order processing by 7–10 days until the payment is received.

Your Package Code is YA91 The cost is \$137.49

Students must purchase the package online at www.castlebranch.com. All required documentation must be uploaded to your account and marked “Complete” by CastleBranch, and a background check must be completed 1 month prior to the start of the semester.

CastleBranch Website: www.castlebranch.com

CastleBranch Support Desk: 888-723-4263