

**School of Health &  
Wellness**

# **Handbook & Application Forms**



**Women's Health Imaging  
Certificate Program**

**Mammography Initial  
Training Course**

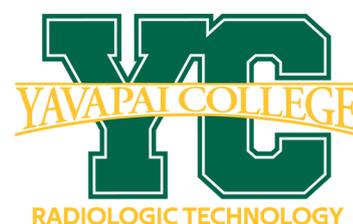
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## **Introduction**

Welcome to the Yavapai College Women's Health Imaging Certificate Program. All Yavapai College health science programs are committed to quality healthcare, quality education, and the standards of the specified discipline.

The Women's Health Imaging 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 mammography. 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 Mammography Educators our program meets the requirements for structured education for the Mammography Quality Standards Act and Program (MQSA). Since this program is considered continuing education, it is expected that you hold a radiography certification, in good standing with the ARRT.

## **Mission Statement**

The mission of the Yavapai College Women's Health Imaging certificate program is to provide quality education that will develop competent, caring, and ethical entry-level Mammography Technologists.

## **Program Description**

The Women's Health Imaging Certificate Program is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals. The program offers both didactic coursework and clinical-skills experiences necessary to prepare the student to challenge the ARRT Post-Primary Certification Examination. The certificate can be completed in one semester.

The program is designed around a model of online coursework integrated with hands-on experience in a clinical setting that provides an educational foundation and a professional preparation to enter the workforce as an entry-level practitioner upon completion.



The Women's Health Imaging certificate program is a demanding experience. Students must be adequately prepared to meet the challenge, establish priorities prior to the start of classes, and maintain a minimum 2.5 GPA in the program courses to remain in the program.

Graduates of the program are eligible to:

1. Receive a Yavapai College certificate in Women's Health Imaging.
2. Receive a 40 hours of initial training certificate, provided by the instructor.
3. Challenge the ARRT Post-Primary Certification Examination.

### **Women's Health Imaging Certificate Program Goals**

Upon successful completion of the Women's Health Imaging Certificate program, the learner will be able to:

1. Demonstrate the clinical competency required for an entry-level mammography technologist, including proficiency in imaging techniques, patient care and adherence to safety standards.
2. Make informed decisions regarding imaging protocols, positioning adjustments, and procedural modifications to accommodate diverse patient needs.
3. Exhibit the expertise and clinical competence required to challenge the American Registry of Radiologic Technologists (ARRT) post-primary certification examination.

### **ICE250: Mammography Initial Training Learning Outcomes**

The curriculum utilized for this course has been established by the American Society of Radiologic Technologists (ASRT) and Mammography Educators to satisfy the MQSA's 40 hours of initial training requirement. It includes **32 hours** of initial Mammography coursework, **8 hours** of Digital Breast Tomosynthesis (DBT), a brief overview of breast sonography, and an introduction to bone Densitometry. It is designed to support skill development in specific content areas and to ensure that entry-level Mammography technologists meet the following general program outcomes:

1. Recognize breast anatomy and development.
2. Identify internal and external breast anatomy as well as their mammographic appearance.
3. List tissue layers and cellular components of the breast.
4. Describe the sequence of a mammographic examination procedure.
5. Conduct a patient assessment.
6. List types of mammographic procedures.



7. Discuss the Breast Imaging Reporting and Data System (BI-RADS®).
8. Recognize breast pathology and cancer classification systems.
9. Explain breast cancer treatment options.
10. List the components of a mammography machine.
11. Describe the digital imaging workflow.
12. Explain quality assurance and quality control procedures and regulations.
13. Identify the indications and equipment used for breast sonography.
14. Discuss the positioning and imaging factors associated with breast sonography.
15. Define bone densitometry.
16. Discuss various uses for bone densitometry.
17. Comprehend digital breast tomosynthesis (DBT) technology and its positioning requirements.

### **Women's Health Imaging Certification-Specific Requirements**

<b>Course</b>	<b>Title</b>	<b>Hours</b>
ICE 250	Mammography Initial Training	4
ICE 255	Mammography Clinical Education I	3

### **Mammography Quality Standards Act and Program**

MQSA became law on Oct. 27, 1992. Congress enacted MQSA to ensure that all people have access to quality mammography for the detection of breast cancer in its earliest, most treatable stages. The Act refers to the MQSA as amended by the Mammography Quality Standards Reauthorization Acts of 1998 and 2004 (MQSRA).

Congress tasked the FDA with developing and implementing MQSA regulations. Interim regulations, issued in December 1993, became effective on Oct. 1, 1994. The FDA began enforcing the accreditation and certification provisions of the Act on that date, and began annual inspections of mammography facilities in January 1995. On Oct. 28, 1997, the FDA issued more comprehensive final regulations, which became effective on Apr. 28, 1999. Reauthorizations of MQSA came with new requirements, which were incorporated into the regulations.

<https://www.fda.gov/radiation-emitting-products/mammography-quality-standards-act-and-program>

### **Rad. Technologist Mammography Specific Training Requirements**



Citation: 900.12(a)(2)(ii)(A)(B) and (C): Mammography requirements. All mammographic examinations shall be performed by radiologic technologists who meet the following mammography requirements: Have, prior to April 28, 1999 qualified as a radiologic technologist under paragraph (a)(2) of this section of FDA's interim regulations of December 21, 1993, or completed at least 40 contact hours of documented training specific to mammography under the supervision of a qualified instructor. The hours of documented training shall include, but not necessarily be limited to:

- (A) Training in breast anatomy and physiology, positioning and compression, quality assurance/quality control techniques, imaging of patients with breast implants;
- (B) The performance of a minimum of 25 examinations under the direct supervision of an individual qualified under paragraph (a)(2) of this section; and
- (C) At least 8 hours of training in each mammography modality to be used by the technologist in performing mammography exams.

Copies of certificates earned or other documentation from the training provider will suffice for initial mammography specific training. If documentation is not available, proper attestation will be acceptable for records dated up to October 1, 1994. FDA will continue to accept a limited form of attestation for CME/CEU received after October 1, 1994, in certain cases. (see Attestation - Acceptable Uses for Personnel Requirements)

Since training does not expire, expired certificates can be accepted as documentation. For example, if a technologist earned the ARRT(M) in the past but allowed it to expire, it still counts as 24 hours towards meeting the initial training requirement. The technologist cannot, however, allow her ARRT(R) to expire if she is using it to meet 900.12(a)(2)(i). Maintenance of either a state license or the ARRT(R) is necessary to show that general qualifications are being maintained.

The term mammographic modality refers to a technology for radiography of the breast. 21 C.F.R. 900.2(z). Examples of long available mammographic modalities are screen-film mammography and xeromammography. An example of a relatively new mammographic modality is full field digital mammography (FFDM). Personnel whose training pertained solely to screen-film mammography would be required to obtain 8 hours of training in FFDM, if they are to begin providing services or interpretations using this modality after April 28, 1999. However, if those personnel gained their experience using investigational FFDM units (units that were used for research purposes before being approved by FDA for commercial distribution), they are considered to have met the 8-hour requirement. New mammographic modality training can be in many forms, including, but not limited to, professional training, special training courses, continuing medical education, and training provided by the manufacturer.



[https://www.accessdata.fda.gov/cdrh\\_docs/presentations/pghs/Radiologic\\_Technologist\\_Mammography\\_Specific\\_Training.htm](https://www.accessdata.fda.gov/cdrh_docs/presentations/pghs/Radiologic_Technologist_Mammography_Specific_Training.htm)

## Clinical Education Requirements and Eligibility

The college has clinical-affiliation agreements with the following institutions:

*Once you are placed at a clinical site, you will remain within that system for the duration of the program. This list is subject to change/update at any time. Please contact the department for the most up-to-date information.*

- Dignity Health YRMC-Prescott Valley & Prescott
- Northern Arizona Healthcare-Cottonwood & Sedona
- SimonMed - Prescott Valley, Prescott, Flagstaff, Anthem
- Northern Arizona Radiology -Flagstaff

### [American Registry of Radiologic Technologists \(ARRT\) Competency Requirements for Mammography](#)

**The candidate must perform mammographic imaging (screening and/or diagnostic) on 75 patients addressing the tasks set forth by the ARRT (linked above). These are in addition to the 25 mammograms that are required by the initial MQSA requirements. All mammograms must be performed on patients, not phantoms or simulations. The initial 25 mammograms must be supervised and documented.** (this will also account for 12.5 hours of initial training towards the 40-hour requirement.)

## Clinical Attendance

Students must complete a minimum of 240 hours of clinical education. The requirement of clinical education is considered necessary to complete the competencies for eligibility to take the American Registry of Radiologic Technologists Post-Primary Certification Examination.

## No-Call/No-Show

A no-call/no-show occurs when a student fails to attend a scheduled lecture and does not notify the instructor within a reasonable time frame (not to exceed 1 hour after the scheduled start time). The same applies to a scheduled clinical time: The student must notify the instructor and the clinical site not more than 1 hour after the scheduled start time. The first incident of no call/no show will result in disciplinary action and a reduction of one full grade level in the courses missed. The



second incident will result in action that may lead to a mandatory withdrawal from the program.

Grade Reduction:

First no-call/no-show

Withdrawal from Program:

Second no-call/no-show

### **Clinical Make-Up Time**

Absences must be made up before the end of the semester in which they occur. Make-up time is scheduled at the discretion of the clinical preceptor with permission of the clinical coordinator so as not to exceed 40 hours per week unless such scheduling is voluntary on the student's part.

### **Weekly Hour Limit**

Students may not exceed a combined clinical and didactic schedule of 40 hours per week unless such scheduling is voluntary on the student's part.

### **Clinical Placement**

In the clinical setting, students will have an opportunity to apply theory to practice under supervision. Clinical placements can be in locations throughout the state and *only at those clinical facilities with whom Yavapai College has clinical-affiliation agreements. Students will remain at the facility they are assigned for the duration of their clinical experience.* Yavapai College provides clinical assignments to all students with approval from the facility. Clinical assignments are scheduled during the weekday between 5 a.m. and 7 p.m.

The Radiology Technology Program including the Women's Health Imaging Certificate sponsored by Yavapai College has revised its policy, effective 11/1/2023, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. Under the revised policy students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

### **Injury or Illness in the Clinical Setting**

Program and clinical personnel must be notified immediately in the event of a student's illness or injury requiring medical attention. The College and clinical-education settings



are not responsible for the student's medical expenses. This includes any activity that results in adverse consequences to patients or the student. Additionally, the student must comply with the incident-protocol procedures of the clinical-education setting. Students who have been exposed to a communicable disease in the clinical setting must report the exposure immediately to their clinical instructor and YC Clinical Coordinator.

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

Students who sustain an injury or have an accident while in clinical are to notify their clinical preceptor and the YC Clinical Coordinator immediately. Students must complete the accident/injury report for the facility where the incident occurred and the Yavapai College Accident/Incident form (<https://www.yc.edu/v5content/human-resources/docs/forms/accident-incident-report-02-19-2013f.pdf>). The completed form is to be submitted to the Radiology Department Instructional Support Specialist within 24 hours.

Students who are ill or have an emergency and are unable to report for a clinical assignment must personally notify both the clinical instructor and program faculty (i.e., clinical coordinator) prior to the start of the scheduled shift. Absences must be made up before the end of the semester in which they occur. Make-up time is scheduled at the discretion of the clinical instructor with permission of the clinical coordinator.

In the professional environment **punctuality is mandatory**; students should be present and ready to work at their assigned start time; failure to be engaged at the start time will count as a tardy—no exceptions. Chronic absenteeism and tardiness will result in disciplinary action and a lowering of the clinical semester grade.

If a student has excessive absences and late occurrences (tardiness) from clinical assignments, it will affect the clinical grade. Students are allowed two (2) late occurrences/absences per semester, regardless of the reason, before it affects their clinical grade. More than two absences or late occurrences will result in a 5-percentage-point drop in the clinical grade for each occurrence in that semester.

### **Clinical-Education Site Orientation**

All students shall attend/complete a clinical education site-specific orientation. Additionally, students will receive an individual department- specific orientation from



their recognized clinical preceptor or a designated staff technologist. Safety guidelines pertaining to staff and patients are included in these orientations.

### **Clinical-Education Tracking**

Clinical hours are documented using a paper time sheet that is uploaded weekly into the course. Repetitions are logged within the ARRT dashboard and will be required to upload to the clinical education course. Student evaluations will be provided to the preceptor via Microsoft Forms and uploaded to the course for students to review. It is mandatory for all students to log their clock-in and to clock-out times each day of their clinical rotation without exception.

- Time Sheets – documented daily and uploaded weekly into course
- Daily Procedure Logs – documented daily ARRT.org and uploaded weekly into course
- Affective Evaluations

### **Health**

The student must be mentally alert and physically able to meet the course requirements.

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

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

### **Immunizations**

The student must provide documentation of current immunizations per CDC guidelines before participating in clinical assignments. This is a requirement of our agency partners prior to the start of clinical education rotations.

### **Basic Life Support**

The student must provide documentation of current **Basic Life Support** for the Health Care Provider (CPR) card before participating in clinical assignments.

On-line classes and certifications will not be accepted.

### **Insurance**

Students are covered by a Yavapai College liability policy; however, this policy is for unforeseen circumstances and does not cover injury due to standard job-related risks. Students are required to carry their own health insurance coverage for the duration of the participation within the program.

### **Screening for Use of Alcohol and Drugs**

Imaging Continuing Education students that participate in internships or a clinical experience are tested for illegal drug use. Students with positive drug screens are not permitted to take any course in the Radiology sciences for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in a clinical experience per the agency partner policy.

### **Medical Marijuana Statement**

Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law,



Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)

## **Safety**

### **Dosimetry Monitors**

Dosimetry monitoring devices must always be worn by students in clinical-education settings, especially when the student is performing a procedure utilizing ionizing radiation. Failure to comply with this policy will result in a student being removed from the radiation area.

Dosimetry monitoring is considered part of the responsibility of the clinical-education site where the student is presently issued a radiation badge as an employee. If you are not an employee of the agency you will be provided a badge by the program.



### **Holding Patients**

Students are restricted from holding patients and equipment during radiation exposures. Individuals (i.e., qualified practitioners, family members assisting with the procedure) holding patients or equipment for procedures should be provided with adequate shielding and should be positioned so that no parts of their bodies are exposed to the primary radiation beam. To assist in reducing exposure, the student shall restrict the beam with close collimation to the area of interest. Pregnant women or women trying to become pregnant should not hold. Persons under the age of 18 years of age should not hold.

### **MRI Safety Screens**

Students may assist technologists with the transport of patients to various areas of the imaging department to include MRI. Students will receive an MRI safety screen at their initial orientation at their place of employment. Students who do not meet the screening safety criteria for MRI exams will not be permitted in the MRI department.

### **Infectious Disease**

Students are at risk of contracting infectious pathogens due to occupational exposure to blood or other potentially infectious materials. Prior to scheduled clinical experiences, all students will receive instruction on universal precautions and risk-reduction methods for exposure to substances with the potential for creating a hazard in the healthcare setting. Universal precautions are infection-control guidelines developed by the Center for Disease Control that are designed to protect healthcare workers and prevent skin and mucous membrane exposure during contact with patients' blood and body fluids. Students must strictly adhere to universal precautions including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.



## **Student Supervision**

### **Direct Supervision**

Students must be directly supervised by a qualified practitioner who: (1) reviews the procedure in relation to the student's achievement; (2) evaluates the condition of the patient in relation to the student's knowledge; (3) is present during the procedure; and (4) reviews and approves the examination. Also, the practitioner remains physically present during the procedure and approves the exam and/or any images produced. Portable examinations and procedures in surgery must be performed under direct supervision.

### **Repeat Exams**

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

### **Indirect Supervision**

Indirect supervision is provided by a qualified practitioner who is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where the procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Students may **not** assume the responsibilities or take the place of professional staff.

### **Pregnancy Policy**

In compliance with the NRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure," if a student becomes pregnant it is her right to declare or not to declare her pregnancy. Declaration of pregnancy is completely voluntary. If a student decides to declare pregnancy, she is encouraged to inform the Program Director of the pregnancy as soon as possible. In the absence of any voluntary disclosure of pregnancy, students are not considered to be pregnant. If the student elects to inform the program director, she must do so in writing. The program is committed to maintaining a high quality of academic and clinical integrity for the pregnant student. The pregnant student will not be placed at an academic or clinical disadvantage due to pregnancy, and the student is given the option to continue the program without modification. The student may withdraw the declaration at any time in writing.

A written declaration should include:



- Student's name
- Student's signature
- Month and year of conception
- Estimated delivery date

The pregnant student will be issued a fetal badge that must be worn at the waist with or without an apron. The pregnant student will receive counseling regarding fetal radiation-protection practices and be provided a copy of the NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure." The student will be monitored at the prescribed lower-dose limit until giving birth and/or withdrawing her declaration.

The Program Director will monitor the student's fetal radiation dosage on a monthly basis. The lower dose limit for a declared pregnancy will remain in effect until the student gives birth or provides written notification to withdraw her pregnancy declaration.

If a student has healthcare limitations related to her pregnancy, the student must provide her clinical instructor a physician's written directive regarding her status. If class/clinical hours are missed, the student must coordinate with the Clinical Coordinator and/or Program Director regarding absences.

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

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

### **Nuclear Regulatory Commission (NRC) Guidelines for Pregnancy**

The NRC regulations on radiation protection are specified in Title 10, Part 20 of the Code of Federal Regulations, "Standards for Protection Against Radiation," and Section 20.1208, "Dose Equivalent to an Embryo/Fetus," which requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5.0 mSv)."

A declared pregnant woman is defined in Title 10, Part 20 of the Code of Federal Regulations, 20.1003, as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.



NRC Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure” (Draft was issued as DG-8014), Revision 3, June 1999:

<http://www.nrc.gov/docs/ML0037/ML003739505.pdf>

Section 20.1208, "Dose Equivalent to an Embryo/Fetus”

<https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

## **Professionalism Standards**

### **American Registry of Radiologic Technologists (ARRT)**

Imaging Continuing Education (ICE) students are advised that the practice of radiologic technology in the state of Arizona is regulated by the provisions of the Arizona Department of Health Services (AZDHS) statutes and rules.

In addition to the Yavapai College Student Code of Conduct, Women’s Health Imaging Certificate program students are expected to adhere to the standards of professional conduct as outlined by the American Registry of Radiologic Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT).

### **Personal Conversation**

- Students should avoid personal conversations with clinical staff and fellow students in the presence of patients.
- Students must not use profanity or profane gestures anywhere while on the grounds of the clinical-education setting.
- Students should not engage in or listen to negativity or gossip. Listening without acting to stop it is the same as participating.
  - Students should not make negative comments about clinical staff or fellow students
  - Student should not engage in any discussion regarding criticism of a physician, perceived workplace difficulties, or job dissatisfaction among clinical-education setting personnel.



- Students should show respect by not interrupting or having “side” conversations when someone is speaking.
- Students should not discuss results of exams with patients.
- Students should keep the lines of communication open and not react defensively.
- Students are representatives of the Yavapai College Radiologic Technology Program and are expected to cultivate a relationship of mutual respect with the employees in a clinical education setting.

### **Cell Phones and Texting**

Yavapai College is committed to providing a quality learning environment. All cell phones must be placed in a non-audible mode while in classrooms, clinical assignments, computer labs, the library, the Learning Center, and testing areas. Cell phones must be used outside these facilities.

## **Appearance**

### **Dress Code**

The Yavapai College Imaging Continuing Education certificate programs promote a uniform dress code established to maintain a level of professionalism, hygiene, and identification. Students are expected to dress and groom in a manner acceptable and appropriate to the professional environment of both the school and clinical-education setting.

### **Clinical-Education Dress Code**

Students are required to meet the appropriate dress codes of the clinical-education site. Students are encouraged to appear conservative in dress without excessive jewelry or makeup, and to pull long hair back so that it does not fall onto patients while working on them. Student name badges must be worn with clips attaching the name badge to the collar. Lanyards are not allowed as they may swing forward and interfere with patient care.

### **Personal Hygiene**

Bathing and use of unscented deodorant before arriving at clinical-education sites is



required. Perfume, after-shave, and other fragrant products may not be worn in clinical settings. They are potentially harmful to people with respiratory disease, allergies, nausea, and other health problems. Hair must be well-groomed, clean and controlled, and off the collar. Moustaches and beards must be clean, well-groomed, and trimmed short. No artificial nails are permitted. Fingernails must be kept short and well-manicured. Pale and neutral nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery area.

### **Name Badges**

Name badges are an essential part of a student's uniform. Students who damage or lose their name badges should notify their employer for a replacement

## **Circumstances That May Lead to Immediate Dismissal of a Student**

### **Classroom and Clinical Education**

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

1. Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for patient, significant others, peers, clinical staff, and instructors.
2. Dishonesty, including but not limited to stealing from the College or a clinical agency; plagiarism of papers; cheating on exams; unauthorized possession of examinations; signing or clocking in or out for another student, etc.
3. Failure to meet clinical performance expectations.
4. Failure to complete required clinical competencies.
5. Failure to maintain appropriate conduct with clinical staff, fellow students, and instructors.
6. Failure to maintain clinical competency already demonstrated or learned, while incorporating new skills and theory.
7. Failure to improve unsatisfactory clinical performance after counseling.
8. Gross negligence in performance of duty that may cause physical or emotional jeopardy to a patient.
9. Failure to immediately report a patient-care error to the clinical preceptor and/or



responsible staff nursing personnel.

10. Absences accrued, in accordance with program attendance policy.
11. Being under the influence of alcoholic beverages, drugs that impair judgment, or illegal drugs while in the clinical setting (see Appendix).
12. Fraudulent or untruthful charting in a medical record.
13. Unauthorized release of privileged information.
14. Inappropriately using the internet in the laboratory, classroom, or clinical setting.
15. Clocking in to be paid by your employer while in clinicals as a student.
16. The clinical site/system has relinquished student privileges, i.e. student is unwelcome to return to facility for future rotations.
17. Radiating self, patient, or anyone without a written physician's order.
18. Radiating self, patient, or anyone *unnecessarily* to obtain practice or a competency.
19. Failure to perform safely.
20. Failure to park in designated student/employee parking.
21. Failure to follow the [Standards of Ethics](#) for the profession.
22. Failure to follow the [Practice Standards](#) of the profession.

### **Process for Dismissal**

- Student is informed of dismissal by the appropriate instructor(s).
- Student signs instructor's written report of the significant events, attaching a statement if desired.
- Student may request a meeting with the clinical coordinator **and** program director.
- Student may appeal the grade, following the policies outlined by Yavapai College.  
<https://www.yc.edu/v6/instructional-support/complaints.html>

### **Zero-Tolerance Guidelines**

Yavapai College has a Zero Tolerance for Threats and Disruptive Behavior policy (YC Policy 2.26).

Any Imaging Continuing Education certificate program student engaging in the following behaviors is subject to immediate dismissal from classes and disciplinary action:

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.



2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e., distribution, personal use) on the campus or at a clinical site.
4. Any misconduct covered by the Yavapai College *Student Code of Conduct* (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>).

### **Students' Rights and Responsibilities**

The student is responsible to attend and participate in all class activities and meet the course learning outcomes. The student is also responsible for maintaining standards of care in the clinical agencies. Additional Rights and Responsibilities are addressed in the Yavapai College General Catalog at <http://www.yc.academics>.

### **Student Course Evaluations**

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical instructors, and clinical-education sites. The results are summarized by the program director and, if statistically valid, are shared with various communities of interest in the college and clinical education settings. Results can be discussed at advisory board or faculty meetings. Finally, feedback is gathered and assessed to assist with program improvements.

### **Affirmative Action/Equal Employment Opportunity**

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

### **Library Services**

Library Services are available at the Prescott Campus and the Verde Campus Libraries. Both libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at



member libraries. Online access available to all students for databases, articles, eBooks, magazines, and more.

## **Student Services**

Yavapai College offers student services in and outside of the classroom and campus. Personal support offered in mental health counseling; crisis support; YC care team; Strong Foundations basic needs support; food pantry; drug and alcohol support; and wellness resources. Academic support offered in academic advising; SSS/TRIP support services; financial aid; testing centers; learning centers; tutoring support; disability resources; veteran services; and YC Pipeline. <http://www.yc.edu/student-services>

## **Disabilities**

All students must meet the requirements for passing theoretical examinations, performing required skills, and providing safe care to clients. A student who has a physical or learning disability is encouraged to discuss their situation with the instructor. If accommodation is requested for a documented disability, the student must contact the College Disabilities Coordinator and Learning Specialist. The course instructor or Counseling Office can assist in helping the student make this contact.

In some cases, such as, pregnancy or a temporary health problem, the instructor may request a statement from a health care provider (MD, DO, nurse practitioner, nurse midwife, or physician's assistant) regarding the student's condition and any limitation in the clinical area. A student returning from time off for a health issue may be required to present a provider's statement of the student's physical ability to return to the clinical area.

## **Readmission to the Program**

Students who are unable to complete the semester or fail to successfully complete a course will be dismissed from the program but may apply for readmission. Students will be denied readmission if the cause for withdrawal or failure was due to safety concerns of any nature, breach of patient confidentiality, behavioral issues, or code-of-ethics violations.

## **Grading**



A minimum of **75.0%** is required for each assignment group within each course to move forward in the program progression. All courses within the program are graded “A” through “F” with an “S” or “U” option. Grades are not rounded or curved.

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

### **Incomplete Grades**

A grade of “I” may be requested by a student and will be posted to the student’s permanent record only at the end of a semester in which the student has done the following:

1. Completed a significant majority of the work required for the course while maintaining a 75% average for work submitted and capable of completing the remainder of the required work for this course.
2. Experienced extenuating circumstances which prevent completion of the course requirements.

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor, the maximum of which can be 30 days. The instructor will then initiate a Change of Grade form. If the instructor is no longer available, the student should contact the supervising instructional division dean. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.



## Steps to Apply for Admission

**Important:** Students must apply and be admitted to Yavapai College prior to applying to the Women's Health Imaging certificate program.

- **New YC students:** Go to [www.yc.edu](http://www.yc.edu) to apply for admission to the college.
- **Former YC students:** Sign in to your YC account to verify and update your information, including your program of study.

Application is a fillable dynamic form.

**The deadline is 2 months prior to the semester you wish to begin if you want to perform clinical education in the same semester as your didactic course. \*Courses may be taken separately to ensure successful completion\***

- Mammography is offered:
  - 8 week sessions for didactic
  - 11-16 week sessions for clinical education
    - **Spring** (January start)
    - **Summer** accelerated clinicals (May start)
    - **Fall** (August start)

### **ALL Applications for admission must include the following:**

1. Completed **Application for Admission**
2. Copy of current **ARRT** verified credentials in radiography.
3. Copy of your valid **AZDHS Radiography License**.
4. Copy of **photo ID** (driver's license).

### **Applications for admission requiring **Clinical Coordination** must also include:**

5. Preliminary Clinical Rotation Schedule to accomplish a minimum of 240 hours within the semester.
6. Copy of your valid **AZDHS Temporary (student) Certification for Mammography** emailed to [radiology@yc.edu](mailto:radiology@yc.edu)
  - a. This may be completed while clinical compliance requirements are being met after acceptance into the program



**After application review the following may need to be submitted to CastleBranch:**

**\*\*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. **Current negative 2-Step TB skin test (2 separate tests & readings given within 3 weeks of each other) or chest X-ray diagnostic report stating that no tuberculosis is present.**
2. **Copy of valid Basic Life Support (BLS) for Healthcare Providers**
3. **Copy of your Health Insurance coverage**
4. **Immunizations see required immunizations**



- **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 dynamic forms.**

## **Credit for Prior Learning**

Students who attend a Yavapai College Radiologic Technology Imaging Continuing Education certificate program may be eligible to receive credit for prior learning with the following qualifications:

1. Completed the didactic course through Yavapai College with a final course grade of 75% or higher.
2. Received on-the-job training to satisfy the American Registry of Radiologic Technologist's (ARRT) required clinical education component.
3. Successfully passed the ARRT post-primary examination in the specified discipline and has verified credentials listed on the ARRT website. <https://www.arrt.org/pages/verify-credentials>

A student has up to 24 months from the time their documentation is initiated on ARRT's website, as specified by ARRT, to complete all didactic and clinical education requirements, pass the post-primary examination, and submit their verified ARRT credentials to the Director of Radiology. Once these steps are completed, the student will be eligible to receive a certificate from the Yavapai College Registrar's office.

Students must continue to monitor their Yavapai College email accounts to look for graduation announcements. You must file a graduation application by the official deadline. [www.yc.edu/graduation](http://www.yc.edu/graduation)



## Estimated Program Costs

### Clinical coordination

(Based upon Arizona Resident Student Status)

<b>Tuition for Program Courses:</b> \$113.00 (7 credits)	\$791.00
<b>My Clinical Exchange:</b> For clinical site compliance <b>**see note**</b>	\$40.00
<b>Textbooks [required]</b> (approximate costs) *choice of e-book or hard copy* <ul style="list-style-type: none"> <li>E-Book Bundle <a href="#">Mammography Educators E-book Bundle</a></li> <li>Hard Copy <a href="#">Mammography Educators Hard copy Bundle</a></li> </ul>	\$80.00 \$150.00
<b>CastleBranch Background Check, Immunization Tracker &amp; Drug Screening</b> <b>**See Note**</b>	\$150.49

\*\*Note: Some agencies will waive the drug test and background check for current employees. Contact the department for more information: [radiology@yc.edu](mailto:radiology@yc.edu). Former students are able to submit updated documents to their previous CastleBranch account. Subject to change.\*\*

\*\*Note: MyClinicalExchange is only required for major hospital systems regardless of employment status. Subject to change.\*\*

## Estimated Program Costs

### On the job training

<b>Tuition for Program Courses:</b> \$113.00 per credit (4 credits)	\$452.00
<b>Textbooks [required]</b> (approximate costs) *choice of e-book or hard copy* <ul style="list-style-type: none"> <li>E-Book Bundle <a href="#">Mammography Educators E-book Bundle</a></li> <li>Hard Copy <a href="#">Mammography Educators Hard copy Bundle</a></li> </ul>	\$80.00 \$150.00

### 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/>



## 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) immunization within the past 10 years. Attach a copy of proof of a Tdap vaccination to the Immunization and Documentation Cover Sheet.

### 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. 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.

## Background Check

Students who are **not employed** where they are completing the clinical component are required to obtain a background check (part of the CastleBranch package). 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 Radiology program director on a case-by-case basis to determine admission or continuation in the program.

## Drug Testing

Students who are **not employed** where they are completing the clinical component are required to obtain a drug test at the student’s expense (part of the CastleBranch package). Random drug testing is a standard procedure throughout the Imaging Continuing Education programs.



**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.





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.**

## Alumni Scholarship Opportunity



The Alumni Scholarship for Continuing Education in honor of Marybeth Western, RT (R) is focused on helping YC's former Radiologic Technology Students return for career advancement.

This scholarship will be disbursed every spring and fall semester in \$100 increments to returning students registered in our \*ICE certificates. The award covers the required cost of textbooks and hospital compliance fees.

**How to apply:** <https://www.yc.edu/v6/financial-aid/scholarship-resources.html>

1. Are you a graduate of YC's Radiology Technology Program? If Yes move on to step 2.
2. Fill out your FASFA (although eligibility is not determined by this it is a financial aid requirement)
1. Fill out the Yavapai College Scholarship Application and email [tracy.rogers@yc.edu](mailto:tracy.rogers@yc.edu) when complete.

# Application Forms





## Preliminary Clinical Schedule

This schedule fulfills 240 hours within the semester as outlined by the academic calendar.

Facility:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If accepted, I agree to abide by this clinical schedule and understand that if I don't complete the minimum requirement my grade will be affected, and I may not complete all the ARRT clinical education requirements before the end of the semester. I agree to contact the clinical coordinator regarding planned and unplanned absences.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)



## On the Job Training Agreement

All unconditionally accepted students in the Yavapai College Women's Health Imaging program are expected to have this form signed by their department manager or director stating that their employer is assuming responsibility for the clinical experience component of the post-primary training.

### Agreement

In consideration of granting admission to Yavapai College's Women's Health Imaging program, I the undersigned, understand the following:

- (healthcare facility): \_\_\_\_\_ is assuming responsibility for the student's actions during their clinical experience component as an employee participating in on the job training.
- Once the didactic course is completed at Yavapai College the ARRT allows up to 2 years to complete all necessary clinical requirements. Any requirement outside of this is an agreement between the student and their employer.
- The student needs a minimum of 240 hours to successfully accomplish all clinical requirements.
- If the employer cannot offer on the job training at any point the student will need to contact the Yavapai College Radiology Program Director to get a special allowance to register for the clinical course. This could potentially have the student in clinical rotations outside of their current employer's facilities and is an additional cost to the student.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Signature of Department Manager, Lead or Director

\_\_\_\_\_  
Date



## Application Checklist for

- Completed Application for admission.
- Copy of your verified ARRT credentials in Radiography.
- Copy of your valid AZDHS CRT License.
  - **ALL STUDENTS:** Remember to apply for your AZDHS Temporary license for Mammography.
  - **Submit your AZDHS Temporary license for Mammography via email [radiology@yc.edu](mailto:radiology@yc.edu)**
    - (clinical coordination/education cannot start before you have this license with the state)
- Copy of Photo ID (driver's license: front and back)
- Clinical Education Students MUST include:** Preliminary clinical schedule to complete 240 hours within the semester as outlined by the academic calendar.

### **\*\*On the job training\*\***

It is recommended that you have your employer sign the On the Job Training Agreement to ensure they're committed to your success in a timely manner. Please submit via email at [radiology@yc.edu](mailto:radiology@yc.edu) if you acquire a signature. See page 35 of this packet.



## CastleBranch

### 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.
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](http://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 YA91ice. The cost is \$150.49**

Students must purchase the package online at [www.castlebranch.com](http://www.castlebranch.com). All required documentation must be uploaded to your account and 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](http://www.castlebranch.com)

CastleBranch Support Desk: 888-723-4263