

PIMA MEDICAL INSTITUTE
RADIOGRAPHY PROGRAM APPLICANT HANDBOOK
ADDENDUM TO THE PIMA MEDICAL INSTITUTE ACADEMIC CATALOGUE

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Suite 101
Chula Vista, CA 91910

TABLE OF CONTENTS

| | |
|---|----|
| PURPOSE, MISSION STATEMENTS AND PROGRAM GOALS | 3 |
| CONTACT PEOPLE | 4 |
| STUDENT HOLIDAYS AND VACATIONS | 5 |
| SEMESTER SCHEDULE | 6 |
| PROGRAM OUTLINE | 7 |
| TUITION AND FEES | 8 |
| CALIFORNIA REFUND POLICY | 8 |
| TUITION AND FEE TABLE | 9 |
| GRIEVANCE/APPEAL PROCEDURE | 10 |
| RADIOGRAPHY PROGRAM POLICIES | 11 |
| ATTENDANCE SEM 1 -2 | 11 |
| ATTENDANCE SEM 3-6 | 11 |
| DRUG SCREEN AND BACKGROUND CHECK | 12 |
| DRESS CODE –CAMPUS/CLINICAL | 13 |
| LEAVE OF ABSENCE | 14 |
| CALLS CONCERNING ABSENCE | 14 |
| TESTING | 15 |
| HOMEWORK | 15 |
| SATISFACTORY PROGRESS | 16 |
| TRANSFER CREDIT | 17 |
| RADIATION MONITORING AND EXCESSIVE DOSAGES | 18 |
| ALARA PROGRAM FOR STUDENT EXPOSURE LIMITS | 19 |
| PREGNANCY POLICY AWARENESS | 20 |
| PREGNANCY POLICY | 21 |
| VOLUNTARY DISCLOSURE OF PREGNANCY | 23 |
| STUDENT CLINICAL EXTERNSHIP REQUIREMENTS | 25 |
| GRADUATION REQUIRMENTS | 27 |
| CERTIFICATION FEES | 28 |
| PROGRAM EXAM/PASS RATES | 29 |

PURPOSE AND MISSION STATEMENTS

The purpose of this handbook is to define the mission of the Radiography program and to explain the policies and procedures of the program. This handbook, in conjunction with the Pima Medical Institute Academic Catalogue, should make the transition to becoming a student rewarding. The information listed in this Handbook provides a comprehensive review of the admissions proceedings, transfer credit, tuition, fees, program refund policy, academic calendar, graduation requirements and general program academic policies.

Pima Medical Institute Mission Statement:

“To improve the quality of people’s lives by providing the best value in Medical Vocational Education.”

Radiography Program Mission Statement:

It is the mission of our program to graduate students with the entry-level employment skills required of a Radiologic Technologist. Students will graduate to be successful radiographers who can safely and competently perform radiographic exams as specified by American Registry of Radiologic Technologist guidelines.

Fulfillment of this mission requires our commitment to the following goals:

Radiography Program Goals

1. Provide an educational environment and experiences that promote student success.
2. Provide the medical community with graduates committed to patient care and safety in the performance of radiographic procedures.
3. To promote lifelong learning designed for achievement of professional excellence.

The policies described in this handbook have been adapted so that the education process is equitable and that each student has the opportunity to learn in a safe and congenial environment.

CONTACT PEOPLE

These are key people to see if any questions or problems arise. You may make an appointment to see them or phone them. They may all be reached at 619- 425-3200.

Radiography Program Director – Dr. Lisa Schmidt

Radiography Clinical Coordinator- Jed Miles

Radiography Faculty Member – Richard Angulo

Campus Director – James Volpe

Associate Campus Director – Kathy Hoersch

Student Services Coordinator – Angie Dolfo

Director of Financial Aid – Janna Shdeed

Financial Aid Officers - Sev Magbuhat, Donna Paige, Diana Flores

Admissions Representatives – Marie DeFede, Michelle Sandoval, Deborah Mendoza

STUDENT HOLIDAYS AND VACATIONS

The students at PMI have been assigned vacation time by the school. This vacation time is scheduled so that students can receive breaks from their training at times that are most beneficial to the students and the school. The students receive a one-week break between each semester.

The students at PMI have off all holidays recognized by PMI, as stated in the Academic Catalog.

The following are the holidays observed:

MEMORIAL DAY – Last Monday in May

INDEPENDENCE DAY – July 4th

LABOR DAY – First Monday in September

THANKSGIVING DAY – 4th Thursday in November

VETERANS DAY – 4th Friday in November

CHRISTMAS AND NEW YEAR'S VACATION – dates will be announced

MARTIN LUTHER KING DAY – 3rd Monday in January



PIMA MEDICAL INSTITUTE RADIOGRAPHY PROGRAM
CHULA VISTA, CALIFORNIA

SEMESTER SCHEDULE

2008 SEMESTERS 1, 3 & 5

Semester begins: August 11, 2008
Finals week: November 24 - 28, 2008
Semester break: Dec 1-5, 2008

2009 SEMESTERS 2, 4 & 6

Semester begins: December 8, 2008
Finals week: April 6-10, 2009
Semester break: April 13 - 17, 2009

2009 SEMESTERS 1, 3 & 5

Semester begins: April 20, 2009
Finals week: August 3-7, 2009
Semester break: August 10 - 14, 2009

2009 SEMESTERS 2, 4 & 6

Semester begins: August 17, 2009
Finals week: Dec. 7-11, 2009
Semester break: December 14-18, 2009

2010 SEMESTERS 1, 3 & 5

Semester begins: Jan 4, 2010
Finals week: April 19-23, 2010
Semester break: April 26-30, 2010

2010 SEMESTERS 2, 4 & 6

Semester begins: May 3, 2010
Finals week: Aug 16 - 20, 2010
Semester break: Aug. 23-27, 2010

2010 SEMESTERS 1, 3 & 5

Semester begins: Aug 30, 2010
Finals week: Dec 13 -17, 2010
Semester break: Dec 20 - 24, 2010

2011 SEMESTERS 2, 4 & 6

Semester begins: Jan 3, 2011
Finals week: April 18 - 22, 2011
Semester break: April 25 - 29, 2011

2011 SEMESTERS 1, 3 & 5

Semester begins: May 2, 2011
Finals week: Aug 15 - 19, 2011
Semester break: Aug 22 - 26, 2011

2011 SEMESTERS 2, 4 & 6

Semester begins: Aug 29, 2011
Finals week: Dec 12 - 16, 2011
Semester break: Dec 19 - 23, 2011

2012 SEMESTERS 1, 3 & 5

Semester begins: Jan 2, 2012
Finals week: April 16 - 20, 2012
Semester break: April 23 - 27, 2012

2012 SEMESTERS 2, 4 & 6

Semester begins: April 30, 2012
Finals week: Aug 13 - 17, 2012
Semester break: Aug 20 - 24, 2012

2012 SEMESTERS 1, 3 & 5

Semester begins: Aug 27, 2012
Finals week: Dec 10 - 14, 2012
Semester break: Dec 17 - 21, 2012

2013 SEMESTERS 2, 4 & 6

Semester begins: Jan 2, 2013
Finals week: April 15 - 19, 2013
Semester break: April 22 - 26, 2013

2013 SEMESTERS 1, 3 & 5

Semester begins: May 29, 2013
Finals week: Aug 12 - 16, 2013
Semester break: Aug 19 -23, 2013

2013 SEMESTERS 2, 4 & 6

Semester begins: Aug 26 - 30, 2013
Finals week: Dec 9 - 13, 2013
Semester break: Dec 17 - 20, 2013

**PROGRAM OUTLINE
CHULA VISTA RADIOGRAPHY PROGRAM**

| Semester I | Theory | Lab | Extern | Credits |
|------------------------------|---------------|------------|---------------|----------------|
| CSK 101 Study Skills | 16 | | | 1.0 |
| RA 100 Radiography I | 32 | | | 2.0 |
| CMT 105 Medical Terminology | 16 | | | 1.0 |
| MT 203 Math Applications | 48 | | | 3.0 |
| RA 102 Positioning I | 30 | 60 | | 4.0 |
| BIO 130 Anatomy & Physiology | 32 | | | 2.0 |
| CCM 110 Communications | 48 | | | 3.0 |
| Semester I Total | 222 | 60 | | 16.0 |

| Semester II | Theory | Lab | Extern | Credits |
|--------------------------------|---------------|------------|---------------|----------------|
| RA 118 Positioning II | 48 | 32 | | 4.0 |
| RA 206 Physics | 48 | | | 3.0 |
| RA 110 Principles of Exposure | 48 | | | 3.0 |
| RA 120 Methods of Patient Care | 48 | | | 3.0 |
| BIO 140 Anatomy and Physiology | 32 | | | 2.0 |
| CLE 110 Medical Law & Ethics | 16 | | | 1.0 |
| Semester II Total | 240 | 32 | | 16.0 |

| Semester III | Theory | Lab | Extern | Credits |
|------------------------------|---------------|------------|---------------|----------------|
| CCL 110 Computer Literacy | 24 | 16 | | 2.0 |
| RA 130 Radiographic Biology | 32 | | | 2.0 |
| RA 300 Clinical Externship I | | | 512 | 11.0 |
| Semester III Total | 56 | 16 | 512 | 15.0 |

| Semester IV | Theory | Lab | Extern | Credits |
|---|---------------|------------|---------------|----------------|
| RA 114 Advanced Radiographic Imaging & Special Procedures | 48 | | | 3.0 |
| RA 112 Pathology I | 16 | | | 1.0 |
| RA 301 Clinical Externship II | | | 512 | 11.0 |
| Semester IV Total | 64 | | 512 | 15.0 |

| Semester V | Theory | Lab | Extern | Credits |
|--------------------------------|---------------|------------|---------------|----------------|
| RA 201 Radiography II | 48 | | | 3.0 |
| RA 212 Pathology II | 16 | | | 1.0 |
| RA 302 Clinical Externship III | | | 512 | 11.0 |
| Semester V Total | 64 | | 512 | 15.0 |

| Semester VI | Theory | Lab | Extern | Credits |
|-------------------------------|---------------|------------|---------------|----------------|
| RA 202 Radiography III | 64 | | | 4.0 |
| RA 303 Clinical Externship IV | | | 512 | 11.0 |
| Semester VI Total | 64 | | 512 | 15.0 |

| Total Program Hours | Theory | Lab | Extern | Credits |
|----------------------------|---------------|------------|---------------|----------------|
| | 710 | 108 | 2048 | 92.0 |

Total Hours: 2866 (710 Theory, 108 Lab, 2048 Extern)

Total Weeks: 96

Definition of Credit: 1 = 15 theory hours/30 lab hours/45 extern hours

Tuition and Fees

Students are responsible for the purchase of required textbooks and manuals. The cost of textbooks is subject to change without notice. A registration fee is due with the signing of the student enrollment agreement and places the student on the roster of a future designated class.

The tuition for any program is due on the starting date, unless a payment plan has been arranged in advance. Tuition payments are expected to be made on or before the due date. Tuition and fees are subject to change, but are firm for those students already enrolled. Students who are prevented from completing a program due to circumstances beyond their control such as prolonged illness, military commitments, etc., may be granted extensions of their enrollment period at no additional tuition charge.

California Refund Policy

Student's right to cancel Contract for Educational Services

The student should have the right to cancel and agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did one of the following: attended the first class of the program of instruction that is the subject of agreement, received a copy of the notice of cancellation, or received a copy of the agreement and disclosures, whichever is later.

The student can voluntarily terminate from the school by notifying the school in writing. The effective date of termination is the date of receipt of the student's notification to the school. Refunds are calculated from the last date of attendance.

A student canceling his/her enrollment within 5 days after the start of class will receive a full refund of all monies paid as long as any equipment, books or supplies issued are returned in reasonable condition. If the student fails to return issued materials, then the student will be responsible for the cost of those materials. Uniforms may not be returned.

A student withdrawing from class after the 5 day period will receive a pro-rated refund of tuition which will be calculated as follows (a) deduct a registration fee not exceeding \$75.00 from the total tuition charge; (b) divide this figure by the number of hours in the program; (c) the quotient is the hourly charge for the program; (d) the amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction; (e) the refund would be any amount in excess of the figure derived in item d that was paid by the student; (f) the refund amount shall be adjusted for equipment, if applicable. The refund will be issued within 30 days of the receipt of the student's written notice of termination.

The student will receive a statement reporting the amount of the refund and to whom the refund was made within 10 days of the refund date. For more information of tuition, fees and refunds please see the *Pima Medical Institute General Catalog* (2008), pages 66-67.

**Pima Medical Institute
Tuition and Fees for Chula Vista Radiography Program**

| Tuition and Fees | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Tuition | \$3,500.00 | \$4,100.00 | \$4,475.00 | \$4,475.00 | \$5,225.00 | \$5,225.00 |
| Registration Fee | \$100.00 | | | | | |
| Uniform | \$165.00 | | | | | |
| Textbooks | \$855.00 | \$321.00 | \$154.00 | \$64.00 | | \$91.00 |
| Insurance | \$35.00 | | | | | |
| Period Totals | \$4,655.00 | \$4,421.00 | \$4,674.00 | \$4,539.00 | \$5,225.00 | \$5,316.00 |

Total Cost of Education \$28,830.00

GRIEVANCE AND/OR APPEAL PROCEDURE

Students who believe they may have a grievance, an additional right to appeal, or any other concern relative to the institution, department, program, instructional staff, clinical externship site, clinical instructors and/or staff at the externship site, or with any other students must utilize the following procedure:

1. If the student has a concern of any kind, other than the appeal of a disciplinary action, it should first be discussed with the Instructor. If the student is not satisfied with the results of the discussion with the instructor, or does not feel comfortable approaching the instructor, the concern should be presented to the department Program Director and/or the Student Services Coordinator/Campus Associate Director within (5) five working days *from the date* of the incident/concern.
2. If the problem concerns the clinical portion of the training and the student has already discussed this with the designated Clinical Instructor without satisfactory results then address the issue with the Clinical Director. If no resolution is reached, then discuss the issue with the Program Director and/or Campus Associate Director. Again this must be reported within (5) five working days *from the date* of the incident/concern.
3. If the problem has not been resolved by this step and within the appropriate timeline, then the student should submit a written statement of grievance within (5) five working days that requires a written response. All grievance statements will be kept on file and copies will be forwarded to the student's instructor (if appropriate), the Program Director and the Campus Director.
4. As appropriate, the Instructor, Program Director, Clinical Director, or Associate Campus Director will present a written response within (5) five working days. A copy of the response will be forwarded to the Campus Director.
5. The student may appeal the response with the Campus Director. The Campus Director will have (5) five working days to provide a written response to the student.
6. If the grievance is still unresolved after meeting with the Campus Director, the student may telephone or contact via mail the CEO/Vice President, Richard Luebke, Jr. at (502) 326-1600 or 40 N. Swan R., Tucson, Arizona 85711. The CEO/Vice President has (7) working days to provide a written response to the student.
7. If the complaint cannot be resolved after exhausting the grievance and/or appeal procedure, the student may file a complaint with the appropriate agency. The student should contact the appropriate agency for further details:

For complaints regarding the campus/institution, the student can contact the:

Bureau for Private Postsecondary and Vocational Education
400 R Street, Suite 5000
Sacramento, CA 95814-3517
(916) 445-3427

For complaints and allegations regarding the JRCERT *Standards for an Accredited Educational Program in Radiological Sciences* (2001) the student can contact the:

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

RADIOGRAPHY POLICIES

ATTENDANCE - SEMESTER 1 AND 2

Students are required to maintain a standard for attendance where the policy states that the maximum allowable absences are fifteen percent (15%) of the scheduled class hours. An absence is when the student does not attend class or clinical education on a given day. While students are in the didactic portion of the program, (the first two semesters), 3 absences per semester or 5%, results in a verbal warning, 6 absences per semester or 10% can result in probationary action. Nine absences per semester are 15%, where the 10th absence may result in termination from the program.

ATTENDANCE - SEMESTER 3 THROUGH 6

While the student is in the third through sixth semester, for these semesters, which include clinical externship, the policy remains at 15%, or 12 (3 classroom, 9 clinical) total absences, however, while students might miss time, they must complete a specific amount of required clinical hours prior to graduation from the program, this is defined below. During semesters 3 through 6 the program and attendance assessment will be divided into classroom portion and clinical portion, and is defined:

1. **CLASSROOM** – There are sixteen class periods scheduled each semester. The maximum allowable number of absences is three days, or 15%. The student may be terminated with the fourth absence.
2. **CLINICAL** – While in clinical education, students are required to complete up to 512 hours of clinical education time per semester. In addition to the Program policy, the Radiography Program must also comply with the *State of California Radiologic Health Branch (RHB)* regulations concerning training programs for Radiography. The RHB dictates that students must complete 2000 total mandated *physical* hours for the entire 4 semesters of clinical time, or 500 hours per semester. Based on the RHB and PMI regulations, students are required to *make up all absences*. **Students must complete the 2048 hours in order to graduate from the Program and are required to make up missed clinical time prior to advancing on to the next semester.**
3. Make up time arrangements shall be made with the Clinical Instructor, Clinical Coordinator and/or Program Director through use of the *REQUEST FOR CLINICAL SCHEDULE CHANGE OR MAKE-UP HOURS* form that must be submitted prior to scheduling make up time (located in the *Clinical Plan of Education*).
4. Students will not be permitted to make up missed clinical time during PMI recognized holidays (found on page 16 of the *Radiography Program Clinical Plan*, and page 50 of the *PMI Catalog*) based on the lack of availability of Program and clinical staff. There will be no exceptions to this Policy.
5. The student may not change clinical hours without prior approval by Program/Clinical officials. In accordance with **JRCERT Standard 7.8**, there is to be no “stock piling” of clinical hours. For example, a student may not put in extra clinical hours in one week in order to take days off the following week.

DRUG SCREEN AND CRIMINAL BACKGROUND CHECK

Changes are taking place on a national level that directly affect allied health programs offered at Pima Medical Institute. As of September 2004, healthcare facilities nationwide now require employees who provide direct patient care to complete a background check and drug screen. As a result, healthcare facilities also require any student who provides direct patient care to meet the same established standards.

To initiate your background clearance, go to the website listed below.

<http://www.pmibackgroundcheck.com>

Follow the process indicated on the website. The profile information you input will be sent directly to the Radiography Program Director upon completion.

The following searches are required for students attending facilities for clinical externship training through the Pima Medical Institute Radiography program:

1. Criminal History Record Search
2. Social Security Number Trace
3. Residency History
4. Nationwide Sex Offender Registry
5. OIG (Office of Inspector General)
6. GSA (General Services Administration)
7. 10 – Panel Drug Screen
 - Please note, drug screening collections are only conducted at certain designated sites as listed on the website, PMI will not cover additional costs if you use an outside facility. The cost out of pocket per student is \$65.00.
 - http://www.pmibackgroundcheck.com/drug_screen.asp
 - The background check/drug screen must be completed two months prior to the end of the second semester in order to qualify for clinical externship rotations.

DRESS CODE – CAMPUS/CLINICAL EDUCATION

Campus dress code (adapted from OSHA regulations):

1. Facial piercing to include tongue piercing should not be visible and artificial or exceedingly long fingernails are not allowed.
2. Hair color must resemble natural color, fluorescent hair color including blue, pink, or green is not acceptable.
3. Students must wear *white* tennis shoes or nursing shoes with socks.
4. For semesters one – two students must wear the Pima issued scrubs. Scrubs should be kept neat and clean and long sleeved shirts are to be worn *under the* scrubs.
5. For semesters 3 through 6 students may wear hospital issued scrubs or individually purchased matching scrubs. The scrubs must be neat and clean with long sleeved shirts to be worn *under the* scrubs, accompanied by the pertinent forms of ID. On Fridays students *must* wear PMI issued scrubs.
6. Hats of any sort are not allowed while on campus, this includes *classroom break times*.
7. Name tags and film badges must *be worn at all times, there are no exceptions. Failure to wear a name tag and film badge will result in a PPS score reduction of 15 points for the first offense.*
8. As per OSHA regulations, students can only wear post type earrings, any other large earrings are not acceptable. At the most, one earring per side should be worn.

Clinical Externship Dress Code (adapted from medical facility dress codes to include Sharp, Scripps and Kaiser):

1. Appearance and grooming should always be at a professional level. The school ID, film badge and medical facility identification badge must be worn at all times. These items will identify you as a student and are for your protection. If you are not wearing the radiation film badge, you will be sent home by the Clinical Instructor and expected to make up the time missed.
2. For semesters 3 through 6 students may wear hospital issued scrubs or individually purchased matching scrubs. The scrubs must be neat and clean, accompanied by the pertinent forms of ID. On Fridays students must wear PMI issued scrubs.
3. Students must wear white tennis shoes or nursing shoes with socks.
4. As per OSHA regulations, students can only wear post type earrings, any other large earrings are not acceptable. At the most, one earring per side should be worn.
9. Facial piercing should not be visible, and artificial or exceedingly long fingernails are not allowed
10. Hair color must resemble natural color, fluorescent hair color including blue, pink, or green is not acceptable.

LEAVE OF ABSENCE

Leaves-of-absence for up to 90 days may be granted, and upon submission of written request extended in 30 day increments up to a maximum of 180 days in a 12 month period. Students may request more than one leave-of-absence during a 12 month period provided the total time granted does not exceed 180 days. Time spent during an approved leave-of-absence is not considered accrued time for a course or program.

Student status is not changed from active to leave-of-absence unless the request procedure and associated forms are completed. To request a leave-of-absence:

1. Submit a written request stating the reason and the amount of time needed for the leave-of-absence to the Program Director.
2. Upon approval, complete and sign all required forms.

Students who do not complete the forms and are not in attendance will be marked absent and may be terminated if the number of absences exceeds ten days.

See page 63 of the PMI General Academic Catalog for more information.

CALLS CONCERNING ABSENCE/LATE ARRIVALS

Students are required to call and inform program officials that they will be absent from class, or arrive late. If a student is going to be absent or late from clinical externship, the student is required to call and inform the program faculty and the clinical instructor at the health care facility before the required start time. *Should the student elect to not call the facility and program officials, they will be considered a no call/no show and can be subjected to termination from the program.*

TESTING

All quizzes and tests shall be taken at their scheduled time in accordance with the following:

Semesters 1 – 2 (Monday – Thursday)

If a student is absent on the day a quiz is given, the student must make up the quiz on the first day of returning back to class (e.g. absent on Monday, return on Tuesday). The student will make up the quiz at a time when it is convenient for the instructor to proctor it. If the quiz is not taken on the day of the student's return, the student will automatically receive a zero for the quiz. The earned score on the make-up quizzes will be reduced by 10% (percent). With proper documentation, students who are absent due to jury duty, military obligation, death of immediate family member, or childbirth, may have the score reduction waived.

Semesters 3 – 6 (Fridays)

If a student is absent on a Friday and a quiz is given, the student must make up the quiz on Monday prior to starting the clinical rotation (any missed clinical hours must be made up by the student). The student must schedule the quiz for that Monday with the Program Director or a faculty member. If the quiz is not taken on that scheduled day the student will automatically receive a zero for the quiz. The earned score on the make-up quizzes will be reduced by 10% (percent).

There will be no make up tests given for midterms, final examinations and timed exams (RA 202, semester 6). If the student does not take a midterm, final examination or timed exam at the scheduled time, he/she will automatically receive a zero for the exam. Exceptions will be made only under extenuating circumstances and upon approval by the Program Director.

The student has the option to retake one failed quiz per course, but the highest grade the student can receive for the retake quiz is a 77%.

The weighting of examination scores is described on the first page of the syllabus for each course.

HOMEWORK

Homework and assignments outside of class time constitute an important part of the grade per class. In particular, homework and assignments are linked to the lecture or are designed to allow for additional critical thinking and are a major component to learning and comprehension of course material. Therefore, homework and assignments must be completed and turned in on time according to the established deadline.

However, it is recognized that, at times, this is not always possible, based on viable reasons (for example, illness, family emergencies, etc). If homework is to be turned in late, it is to be turned in during the next class period for a reduction in points/grade by 50 percent. Should the homework/assignments not be turned in at all by the established deadline, then a grade of “zero” will be awarded. Unfortunately, grades of “zero” lower the overall grade average per course; therefore it is highly recommended that all homework and assignments be turned in on time.

Students will be required to sign the Program *Homework Policy* – a copy will be kept in each student file in the Radiography Program office.

SATISFACTORY PROGRESS

There are two types of courses for the Radiography program, RAD courses and general education courses (non RAD general education courses). If a student fails a general education course, he/she will be allowed to progress to the next semester, but must retake and pass the general education course with a 77% before graduation from the program.

The general education courses are:

1. Medical Terminology (CMT 105)
2. Medical Ethics (CLE 110)
3. Study Skills (CSK 101)
4. Communications (CCM 110)
5. Computer Literacy (CCL 110)

If the student does not earn a passing grade when repeating the general education courses, the student will be terminated from the program.

The RAD program is a competency-based program, indicating that if the student does not demonstrate proficiency in each RAD course they cannot advance on to the next RAD course, as each course builds upon the prior course. Therefore, if the student fails a RAD course, the student must repeat the course and earn at least a 77% when retaking the course before progressing any further in the program. If a student does not receive a passing grade upon repeating the RAD course, the student will be terminated. If a student fails a first or second semester course, other than Positioning, the student must also audit the Positioning class for that semester. This is for the student's benefit, to keep the didactic material fresh in his/her memory.

The RAD Courses that require a passing score of 77% for academic progress are:

1. Radiography I (RA 100)
2. Positioning I (RA 102)
3. Anatomy and Physiology (BIO 130, 140)*
4. Math Applications (MT 203)**
5. Positioning II (RA 118)
6. Physics (RA 206)
7. Principles of Exposure (RA 110)
8. Radiography Biology (RA 130)
9. Methods of Patient Care (RA 120)
10. Advanced Radiographic Positioning & Imaging Procedures (RA 114)
11. Radiographic Pathology I (RA 112)
12. Radiographic Pathology II (RA 212)
13. Radiography II (RA 201)
14. Radiography III (RA 202)
15. Clinical Externship (I – IV) (RA 300 -303)

Should a student fall below the 77% passing score during the mid point of the semester, and in accordance with Title IV Financial Aid funding, they can be subjected to withholding of financial aid stipends until satisfactory progress has been met.

*Foundation for RA 102, RA 118, RA 120, RA 130, RA 114, RA 112, RA 212, RA 202 and RA 300 – 303.

**Foundation for RA 206, RA 110, RA 114, RA 201, RA 202 and RA 300 – 303.

**PIMA MEDICAL INSTITUTE
RADIOGRAPHY PROGRAM
TRANSFER CREDIT FOR PREVIOUS EDUCATION**

Pima Medical Institute's policy regarding awarding credit for previous education and training requires the submission of official transcripts, course descriptions, and other supporting documentation. When evaluating a student's transcript, credit will be awarded only for courses successfully completed with a grade of "C" or better, and when no more than 5 years has elapsed since completion. The course must be similar in character and objectives to a Pima Medical Institute course. Credit for prior education is determined by the Program Director and may require additional testing with a proficiency score of 77% or higher. **The deadline for submission of transcripts is within the second week of the start of the first semester.**

The total amount of transferable credits may not exceed nine (9) and no more than three (3) per semester. **Only credit for general education courses can transfer and credit will not be awarded for previous Radiography courses.** For additional information on transfer credit, please see the *PMI Academic Catalog* 2009, pages 62-63.

Credit granted for previous education is academic and financial. Financially, a student that has been granted credit for previous education will be provided with a \$200.00 credit per course successfully transferred. A \$50.00 processing fee per course is required. In the case of multiple courses transferred upon enrollment, a one-time \$150.00 processing fee is required. Processing fees are due upon request for transfer of credit and are non-refundable. Financial credit can only be applied to forthcoming Pima Medical Institute tuition.

Credit granted for life experience is academic only. For all other students, no more than 25% of the total number of credits for a particular program may be accepted. Pima Medical Institute does not guarantee the transfer of credits from or to any other institution.

Transfer credit is awarded based on transcript evaluation conducted by the Radiography Program Director, where, upon review, the decision for transfer of courses is final and not negotiable.

RADIATION MONITORING

Personnel Radiation Dosimeters for radiation monitoring are furnished for Radiography students and are considered to be part of the uniform. The film badge is to be worn during exposure activities and at all times during clinical externship. For the first two semesters of didactic training, quarterly dosimeter reports will be on file in the office and students may check their exposure levels. For semesters three through six of clinical externship training, the exposure reports will be posted on the bulletin board located in the classroom and students must review the report and initial, stating they have read and acknowledge their exposure dose. Social Security numbers and birth dates are removed from the reports.

EXCESSIVE RADIATION DOSAGES

All students' dosimeter reports will be monitored by the program faculty for excessive radiation doses, and if a student exceeds the limits, the faculty will investigate the causes for the excessive dose level. The investigation can include interviews with the student, the student's clinical instructor, the clinical education facility supervisor, the clinical coordinator and/or other relevant individuals. Previous reading for the student and for the clinical facility will be evaluated. The objective of the investigation will be to learn why the student received the excessive dose. A report of the information obtained from the interviews and other sources with subsequent recommendations and corrective action will be placed in the student's file for future reference.

ALARA PROGRAM FOR STUDENT EXPOSURE LIMITS

The following levels of exposure for the ALARA program have been established. Level I, if exceeded in a calendar quarter by an individual, will result in a verbal advising of that individual of his/her exposure by the Radiation Safety Officer.

Level II, if exceeded in a calendar quarter by any individual, will warrant a written review with the results of that inquiry used to reduce or prevent such future exposures of that level.

| <u>Region</u> | <u>Level I</u> (mRem) | <u>Level II</u> (mRem) |
|---|--------------------------|---------------------------|
| 1. Whole body (quarter) monitored via TLD | 125 | 375 |
| 2. Pregnancy monitor (month) monitored via TLD | 50 | 100 |

PREGNANCY POLICY AWARENESS

Female students enrolling in the Radiography Program are not required to report their pregnancy to any PMI school official. Any student may seek additional information regarding the health of a pregnant student or of the baby, as it relates to the demands of the course of study, by contacting their personal physician, the Radiography Program Director, an Instructor, the Student Services Coordinator, Associate Campus Director, or the Campus Director.

The student's signature below indicates that they are aware that the Program pregnancy policies exist. The availability of additional information and reading materials and or forms may be requested from the Radiography Program Director at any time from any interested party.

Signature of Enrolled Student

Signature of School Official

Date: _____

PREGNANCY POLICY

The student, whose name and signature appears below, was informed previously during the admission process that disclosure of pregnancy to PMI was voluntary and that the following information was available upon request:

1. You must read this "Pregnancy Policy" and, once fully understood, sign the form on the following page.
2. The declared-pregnant students has the option to:
 - A. (**Listed as Option 1**) waive liability, choose not to voluntarily withdraw from the program, and opt to not be assigned to participate in fluoroscopy procedures.
 - B. (**Listed as Option 2**) waive liability, choose not to voluntarily withdraw from the program, and opt to participate in all procedures, including fluoroscopy.
 - C. (**Listed as Option 3**) Temporarily withdraw from the program if and when the pregnancy interferes with her education.
3. If you choose to withdraw at any point in the program that is partway through a semester, you will not receive credit for those classes and will have to re-enroll the next time the classes are offered. If the withdrawal occurs at the completion of a semester, you may enroll for the subsequent semester the next time classes are offered. You are advised to meet with the financial aid officers to determine the effect a withdrawal will have on your financial aid status.
 - a. Returning to or reentry into the externship portion of training, for those students who do withdraw or request and receive a leave of absence, may be dependent on available clinical space or the successful attainment of a capacity waiver from the JRCERT for the time period it takes the student to complete the externship and/or academic program.
 - b. The PMI radiography Clinical Coordinator will make every effort to place the student at an available clinical site.
 - c. In order to qualify for graduation, the student must satisfactorily complete all classroom and externship credits necessary to fulfill the program requirements.

4. The following prescribed radiation safety procedures must be followed:
- a. Continue to wear your first monitoring film badge on the outside of your collar.
 - b. Wear a second monitoring film badge (fetal badge), on the outside at waist level.
 - c. If you are wearing a lead apron, the waist-level badge (fetal badge) should be worn inside and under the apron.
 - d. If performing fluoroscopy, OR, portable, wear a wrap around apron; If this type of apron is not available, wear a full apron as usual and a half-apron posterior.
 - d. Maintain the maximum distance possible between yourself, the x-ray tube and patient.
 - e. Turn in the fetal monitoring badge (TLD) in on time each month.
 - f. Review the monthly fetal dose with PMI faculty.

Acknowledge by signing **Option One, Two or Three** (on the next pages):

VOLUNTARY DISCLOSURE OF PREGNANCY

Acknowledgment of Radiation Risk during Pregnancy

OPTION #1:

I acknowledge on _____ that I have received counseling from the Program Director and/or Faculty at Pima Medical Institute regarding my responsibilities during my declared pregnancy. I have voluntarily declared my pregnancy and have chosen to proceed in the program. I understand I will be provided with a second radiation monitor that needs to be changed monthly and want to be *assigned* to low exposure areas.

The reading material listed below has been made available to me:

1. The US Department of Agriculture “Technical Bulletin: Radiation Safety Considerations for the Declared Pregnant Woman.”
2. *Pregnant Technologist/Radiologist*, pages 625-628, from Bushong, S., Radiologic Science for Technologists, Physics, Biology and Protection (2008).

Signature: Student

Date

Print Student Name

Date

Signature: Program Director

Date

Print Program Director Name

Date

OPTION #2:

I acknowledge on _____ that I have received counseling from the Program Director and/or Faculty at Pima Medical Institute regarding my responsibilities during my declared pregnancy. I have voluntarily declared my pregnancy and have chosen to proceed in the program. I understand I will be provided with a second radiation monitor that needs to be changed monthly and I have *chosen not* to be assigned to low exposure areas.

The reading material listed below has been made available to me.

1. The US Department of Agriculture “Technical Bulletin: Radiation Safety Considerations for the Declared Pregnant Woman.”
2. *Pregnant Technologist/Radiologist*, pages 625-628, from Bushong, S., Radiologic Science for Technologists, Physics, Biology and Protection (2008).

Signature: Student

Date

Print Student Name

Date

Signature: Program Director

Date

Print Program Director Name

Date

STUDENT CLINICAL EXTERNSHIP REQUIREMENTS

As part of the Radiography program at Pima Medical Institute, and for the purpose of providing practical experience, students will be assigned to an out-patient facility or hospital for a specified period of time. These assignments are called “externships,” and students will be given specific information about the externship from the Clinical Coordinator and/or Program Director of Radiography Program and also from the clinical instructor during orientation. In order to participate in this portion of the program, the student grade average must be a minimum of 77 percent or above.

1. Externships are a proving ground and will be the only opportunity to demonstrate the didactic material. No externship site is 100 percent ideal and students should not expect them to be. There may be some points learned in class that will not be performed during the externship. Every externship site is different in policies, procedures, equipment, patient caseload and management, and this must be kept in perspective.
2. Most externship sites expect all students, prior to attending clinical, to undergo a background check and drug screen. Students are expected to pay out of pocket \$65.00 dollars for the background check/drug screening, and will be informed well in advance of all details regarding background checks/drug screening. Students will be issued the proper paperwork/contact information on obtaining the background check/drug screen.
3. Appearance and grooming should always be at a professional level. The institution ID, radiation film badge and medical facility identification badge must be worn at all times. These items will identify the student status and are for the student’s protection. If the student is not wearing the radiation film badge, the student will be sent home by the Clinical Instructor and expected to make up the time missed. Students are to follow the proper dress code at all times, indicating that matching scrubs must be worn with appropriate undergarments, socks and white tennis shoes/nursing shoes. In accordance with OSHA regulations, students cannot have on excessive jewelry, and have long, painted finger nails. Post type earrings must be limited to one pair. Body piercing cannot be visible.
4. Students will be given timesheets to record the externship hours. It is the responsibility of the student to keep these timesheets accurate and up to date. They must be initialed and signed on a weekly basis by the facility Clinical Instructor or Department Supervisor. Students are required to bring the timesheets to class every Friday, or fax the timesheet in on Thursday prior to leaving the clinical externship site. Should an absence occur during class that Friday, the student must fax in the timesheet by Thursday. Program officials must receive a hard copy of the timesheet no later than the Monday of the next week. This is MANDATORY and students are expected to abide by this policy, there are no exceptions. Without the proper and timely reference to attendance, students can be subjected to disciplinary action.
5. In the event that a student is going to be absent from the clinical externship site (for any reason), the student is expected to notify the Clinical Instructor and the school as early as possible. The student is responsible for making up the time missed and all externship absences are to be recorded on the timesheet. Unreported absences in excess can result in termination from the program. Students who do not call in to the externship site and the

school are considered a “no-call, no show” to the site (also called “patient abandonment”) and will be subject to disciplinary action.

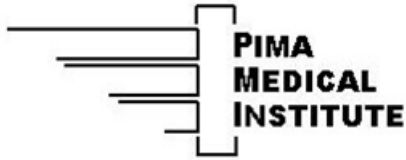
6. If a student is injured at the externship site they must contact the PMI Radiography faculty immediately. The student will be informed to go to a particular medical facility to receive treatment. An accident/injury incident report must be completed within 24 hours of the accident/injury. If the injury is life threatening, the student should seek assistance at the nearest emergency facility. If any aspect of this procedure is not followed, the expenses incurred from the accident/injury will not be covered by the institution’s (PMI) medical insurance. Students are insured for a maximum of \$500 per accident/injury.
7. Students are to remain in the area to which they are assigned. If, for the first few days, only observation or “menial” tasks are performed, it is part of the on-the-job training. Attitude should be positive at all times. Be helpful, cooperative and exhibit empathy. Students should perform to the best of their ability and show interest. Keep in perspective that the staff technologists play a role in the evaluation process and may also be a valuable reference for employment.
8. In the event that a student is asked to leave an externship site by the appointed facility staff, the student will be placed in a second facility. If the student is asked to leave the second facility, then the student will be responsible for finding their own externship site within one week, subject to the approval of Program officials. If a student is requested to leave the third site, the student will be terminated from the program.

GRADUATION REQUIREMENTS

In order to complete the program, an exit interview is mandatory with financial aid. Students are required to set an appointment for the exit interview within a week prior to the last day of clinical externship training or this could delay graduation from the program.

Graduation exercises are held four times each year, with the dates to be announced. In order to graduate a student must have:

1. Completed all depicted clinical externship hours (as outlined in the Program outline/*Clinical Plan of Education*)
2. Maintained a minimum grade average of 77% for all radiography courses.
3. Completed CPR training.
4. Completed all competency examinations as required by the American Registry of Radiologic Technologists and as depicted by Program guidelines.
5. Completed all other necessary program requirements.
6. Submitted the program issued radiation film badge.
7. Participated in an exit interview with financial aid officials/representatives at least one week before graduation from the program.



CHULA VISTA - CALIFORNIA

RADIOLOGIC TECHNOLOGY

**RADIOLOGIC TECHNOLOGIST CERTIFICATION FEES
CURRENT AS OF MARCH 2009**

NATIONAL CERTIFICATION

American Registry of Radiologic Technologists (ARRT) exam and certification \$150.00

CALIFORNIA STATE CERTIFICATION

Radiologic Health Branch (CRT)
California Certification license fee \$75.00
Fluoroscopy Certification license fee \$75.00
Fluoroscopy Examination fee – paid \$100.00
directly to the ARRT (effective 1/1/08)

Total cost out of pocket for Graduate: \$400.00

Please note: Exam fees are subject to change

****To determine your eligibility for additional Financial Aid (Title IV) awards to help fund these out of pocket expenses, please contact Janna Shdeed at (619) 425-3200, extension 117 or jshdeed@pmi.edu for further assistance.**

| GRADUATION DATE | NUMBER OF GRADUATES | PERCENT OF GRADUATES PASSING ARRT ON 1ST ATTEMPT | ARRT SCALED SCORE | NUMBER OF GRADUATES EMPLOYED IN SIX MONTHS | PERCENT OF GRADUATES EMPLOYED IN SIX MONTHS |
|-----------------|---------------------|--|-------------------|--|---|
| 10/31/2003 | 15 | 60% | 77.90% | 11 | 73% |
| 7/16/2004 | 13 | 100% | 83.50% | 12 | 92% |
| 3/18/2005 | 14 | 100% | 86.00% | 14 | 100% |
| 11/11/2005 | 21 | 100% | 86.80% | 21 | 100% |
| 7/21/2006 | 13 | 100% | 89.90% | 12 | 92% |
| 3/31/2007 | 25 | 100% | 88.60 | 24 | 96% |
| 11/21/2007 | 20 | 100% | 89.00 | 19 | 95% |
| 8/10/2008 | 19 | 100% | 87.6 | 15 | 83% |

**ACKNOWLEDGEMENT AND AGREEMENT
OF STUDENT HANDBOOK**

I, _____, acknowledge and comprehend all stated rules and regulations included in the *Student Handbook*, and agree to abide by the policies stated in the *Handbook* as so designated by Pima Medical Institute and the Radiography Program.

Signature of Student

Date

Witness

Date