

Pasadena City College Radiologic Technology Program Information Brochure

Pasadena City College
Health Sciences Division, CEC, B-6
3035 E. Foothill Blvd.
Pasadena, CA 91107
(626) 585-3378
Application period November 1 – November 30



RADIOLOGIC TECHNOLOGY PROGRAM – HEALTH SCIENCES DIVISION

“The mission of the Pasadena City College Radiologic Technology Program is to prepare students to become qualified imaging practitioners who are committed to the highest patient care and ethical standards, and technical practices while instilling the importance of professionalism”.

PROGRAM GOALS

1. Students will be clinically competent

- a) Students will be able to perform routine radiographic images
- b) Students will possess knowledge of radiographic procedures and patient care
- c) Students will employ radiation protection to patients, themselves, and others

2. Students will effectively communicate

- a) Students will demonstrate effective communication with patients, staff, and others
- b) Students will be able to demonstrate good communication skills through class presentations

3. Students will demonstrate critical thinking and problem-solving skills

- a) Students will assess patients’ condition and make appropriate modifications to the procedures based on their conditions and age group
- b) Students will evaluate radiographic images and make appropriate changes when necessary

4. Students will demonstrate ethics and professionalism

- a) Students will evaluate career opportunities and advancement for the radiographer
- b) Students will demonstrate professionalism with patients, self, and others
- c) Students will create a professional portfolio that illustrates growth with their careers

PROGRAM LEARNING OUTCOMES

- a) Students will complete the program and courses with high success/retention rates
- b) Graduates will pass the certification and/or licensing examination
- c) Graduates will express overall satisfaction with the RT program
- d) Graduates will obtain employment in the field of radiology
- e) Employers will express overall satisfaction with the graduates’ performance

The Radiologic Technology Program will evaluate and monitor program effectiveness through the measurement of graduate success rates, job placement rates, annual program completion rates, and graduate and employer satisfaction surveys and will make available to the general public the annual results of the ARRT pass rate, job placement and program completion through the website:

www.pasadena.edu/divisions/health-sciences/radiology/

<i>Prerequisite Course Requirements (all courses must be college level)</i>
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1. Intermediate Algebra or higher Math course
2. Physics 010 or equivalent
3. Physics 010L or equivalent
4. Chemistry – General or Organic or Biochemistry, **Chemistry 022 or 001A is acceptable, Chemistry 002A is preferred.
5. Anatomy 025 or equivalent (must include a laboratory component)
6. Physiology 001, or equivalent (must include a laboratory component)
7. Medical Terminology (must be a 3-unit semester course or 4 quarter unit course)
8. All Associate Degree general education courses completed (see a counselor for detailed course information)

“In Progress” work for the prerequisites will not be considered during the selection process

Selection Criteria for Admission

All eligible applicants must have a grade of a 2.0 in the completed prerequisite courses for consideration for acceptance into the radiologic technology program. It is highly recommended that courses be taken within a 3-year period. Selection is based on random selection after completion of the prerequisite and general education courses with an Associates Degree has been verified.

All applicants must have a minimum of a grade point average of 2.0 in the completed prerequisite courses, overall, 2.0 in the completed general education courses with an Associate Degree or higher. A grade of a “D” or “F” in any of the prerequisite courses will not be accepted.

If the number of qualified applicants exceeds the number of spaces available, selections will be made by random selection. Alternates will be chosen by random selection and alternate status does not guarantee admission. The Health Sciences Division will inform applicants of the status of their application by email only. Please make sure your email is current when you apply to the program. We do not maintain a waiting list from year to year you need to re-apply for possible acceptance each year. The number of students selected for admission to the program varies from year to year and the program accepts 20-25 per class once a year for summer admission.

In Progress” work will not be considered during the selection process.

Application Requirements

1. A complete Radiologic Technology application submitted online. Faxed applications will not be accepted.
2. Official transcript of ALL U. S. colleges and universities attended including Pasadena City College and verification of the advanced degree must be uploaded with your online application. Transcripts must be scanned and saved in a pdf format.
3. Minimum age of 18 years, as mandated by the State of California Radiation Health Branch Title 17.
4. A social security number (State of California requirement). The social security number is used for background checks and radiation detection monitors.
5. Copy of DD214 if you are a veteran or spouse of a veteran. Veterans may receive special consideration for admission once requirements have been met. Spouses of veterans must provide copy of marriage certificate if applying to the program if special consideration is requested. Documentation must be scanned and saved in pdf format and uploaded with your application.
6. If you have taken courses and if you are unsure if they are transferable or equivalent to prerequisite requirements it is the applicant’s responsibility to determine course equivalency prior to applying to the program. Please contact the Counseling Office if you have questions regarding required courses. If you have taken prerequisite courses and are requesting substitution or waivers please submit a “Student Petition” or a “Student Request for Course Substitution and Waivers” form to the Office of the Vice President for Student and Learning Services, L -112 or online. Approval must be submitted with the application to the Health Sciences Division or can be submitted prior to the application period for verification. Scan the documentation and save as a pdf file to upload with your application.
7. Volunteer or Observation hours are not required at this time. We do not offer placement of individuals for observation or volunteering.

UNOFFICIAL TRANSCRIPTS ARE NOT ACCEPTABLE

NOTE: If you are not accepted to the program, you must reapply the next year and submit all information again. We do not maintain a wait list, and previous applications, and transcripts are not kept on file. A completed application packet must be submitted online & received through the Radiologic Technology website <https://pasadena.edu/academics/divisions/health-sciences/radiologic-technology/admissions> between -November 1 – November 30.

Students with foreign transcripts must have their transcripts evaluated by one of the following three agencies:

International Education Research
Foundation
(IERF)
(310) 258 – 9451
(310) 342 - 7086
www.ierf.org

Academic Credentials
Evaluation Institute
(ACEI)
(310) 275 – 3530
(310) 275 - 3528
www.acei1.com

American Education Research
Center
(AERC)
(626) 339 – 4404
(626) 339 – 9081
www.aerc-eval.com

Information After Acceptance to the Program

- Students must submit a set of official sealed transcripts to the Office of Admissions and Records.
- Students are required to submit evidence of good health documented by a recent physical with the required immunizations.
- The two-step TB test or IGRA results must be no older than one year and must be done yearly.
- Students must have and maintain a current American Heart Association CPR/Basic Life Support Card for Health Care Providers while in the program.
- Students are expected to comply with the program's uniform standards.
- Students must provide their own transportation to all on and off campus clinical sites (*note that some classes will include evening sessions*). *Clinicals are not held on weekends or holidays.*
- Students are always required to maintain vehicle liability insurance if using a vehicle to attend clinical or classes. (if applicable)
- Students are required to maintain professional liability insurance while in the program.
- Students enrolled in the Radiologic Technology Program require clinical experience in the curricula (beginning in the summer semester), must be cleared through the process of the criminal background check. If a student cannot obtain a background clearance, acceptance to the program will be forfeited.
- Students who are found to be ineligible for clinical placement by the clinical agency after admission to the program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations and objectives. Random drug testing may be required by some clinical facilities.

Other Important Information

- The Radiologic Technology program is a 2-year full time program, some evening classes are required. Students are responsible for their own transportation to and from clinical. (Second year students attend didactic courses in the evenings on various days of the week). Some courses are offered online for those students that are enrolled in the radiology program.
- The prerequisite courses may take approximately 1-2 years to complete.
- It is recommended that students work no more than 15-20 hours per week while enrolled in the program.
- Financial aid and scholarships may be available for the student.
- The Radiologic Technology program has established a "Declaration of Pregnancy Policy" that follows the Nuclear Regulatory Commission regulations & JRCERT guidelines. More information will be given to the student during the beginning of the summer courses. This will be discussed during the RDTC 100/101 courses and reviewed throughout the two years. Written documentation will be handed out at the beginning of the first session (summer).
- Students accepted into the program may be required to pay college tuition, skills pack, and health fees and any other appropriate fees.
- The cost of tuition, books, uniforms, insurance, professional membership, markers, and name tags is estimated to be at least \$6,500 .00 for two years. Non-resident and International students may pay a higher tuition fee. All fees are subject to change.
- Rules and regulations of the college as well as the program must always be adhered to.
- To enhance student success, students who have English as a second language are encouraged to enroll in college Speech classes.
- The PCC Radiologic Technology program does not accept transfer students from other radiology programs.
- Effective January 2015 an associate degree or higher was required prior to taking the ARRT exam.
- Due Process information can be found in the student handbook and on the PCC College website.
- LXMO (Limited Licensed X-ray Technicians) are required to take all pre-requisites courses in addition to having the associate degree upon admission to the program.
- Information regarding pass rates and completion rates are available on the website and the CDPH.ca.gov website and on the **pasadena.edu** website. Please refer to the "Program Effectiveness Data" on the PCC Radiology home page.
- The Program's Student Learning Outcomes are available on the website. Course SLO's are available in each syllabus for the classes throughout the program.

TECHNICAL STANDARDS

Technical Standards Radiography requires proficiency in the application of technical knowledge, operation of specialized equipment in a competent and safe manner, and the ability to provide physical care and emotional support to patients during radiographic procedures.

Therefore, to be admitted to the Program, or to be retained in the program after admission, all applicants should possess:

1. Visual acuity, such as needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment, care, and management.
2. Auditory perception to receive verbal communication from patients needing assistance and from members of the health care team.
3. Communication skills (speech, reading, writing) to interact effectively and sensitively with patients in order to elicit information; describe changes in patient's condition; assess non-verbal communications; and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team.
4. Gross and fine motor coordination- to carry out diagnostic procedures including reaching, lifting, and moving radiographic equipment. Applicants should be able to execute motor movements reasonably required to provide general and emergency care to patients.
5. Intellectual ability to be able to measure, calculate, reason, analyze and evaluate as required for direct patient care. The applicant must be able to comprehend three-dimensional and spatial relationships.
6. Emotional stability to enable use of intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to care of the patients.
7. Social attributes to allow the development of mature, effective relationships with patients, faculty, coworkers, and administrators.

The "Technical Standards for Admission" have been established as a guidance tool for use in realistically informing the student of minimum standards needed to satisfactorily function in the Program and ultimately in the radiology profession.

The assessment of an applicant's compliance to these Standards will be accomplished in the following manner:

- Faculty counseling to determine applicant's goals and expectations.
- A physical examination performed by a licensed physician.
- Program Admissions Committee meeting to identify deficiencies that may become barriers to the professional success of the student. Some deficiencies may pose a concern when being placed into the clinical environment. Ultimately, it is up to the clinical facility to accept a student with deficiencies.

Applicants who may be deficient in one or more of the areas mentioned above should contact the Program Director.

The Program Admissions Committee will seriously consider applicants who are deficient in any of these categories, providing the deficiency can be remedied with reasonable accommodations.

Essential Technical & Job Function Skills

Work hours:

1. Must be able to work at various clinical sites, including the hospital, at least 8 -10 hours per day two to five days per week.
2. Must be able to attend the radiology and other college theory classes an additional 1-3 days per week.
3. Must be able, on some days, to take theory and clinical classes on the same day (see program curriculum)

Physical demands:

1. Must be able to complete all physical demands required in the Radiologic Technology Handbook and the hospital site or facility where the clinical course is scheduled.
2. Must be able to use all physical senses, i.e., seeing, hearing, feeling, smelling in a manner that allows the technologist to be able to accurately assess the patient and clinical situation.
3. Must be able to use fine motor skills of the hands to carry out clinical procedures accurately and safely.
4. Manipulate radiologic and medical equipment and accessories, including but not limited to switches, knobs, and buttons, keyboards, utilizing fine and gross motor skills.
5. Must be able to perform such duties as, but not limited to:
 - a. Lifting patients of various sizes and weights into, onto, and out of bed, chairs, stretchers, and other surfaces.
 - b. Maneuvering, pulling, pushing, lifting, and turning of patients in awkward positions.
 - c. Performing related tasks which require the use of hands, arms, shoulders, legs, and feet.
 - d. Participating in work-related activities that require extensive bending, kneeling, crouching, stooping, standing, and critical movements.

Work Environment

1. Must be aware of potential risks in healthcare settings which require wearing of safety equipment, such as masks, head coverings, glasses, latex or non-latex gloves, shoe coverings, etc.
2. Must be able to meet hospital and college performance standards.
3. Must be able to travel to and from academic and clinical training sites. (it is the responsibility of the student to seek transportation to and from clinical sites)

Cognitive Abilities

1. Must be able to understand and work from written and verbal orders.
2. Must possess effective verbal and written communication skills in English sufficient to safely work in academic and clinical settings.
3. Must be able to understand and implement related academic and health regulations, healthcare facilities, and hospital policies and procedures.
4. Must follow all state, federal, and local hospital policies regarding confidentiality rules on patients' personal, family, and health-related information.
5. Must possess technical competency with radiographic procedures, equipment and computers in patient care and related areas.
6. Must be able to speak and communicate effectively in English to individuals and small groups in a manner that can be readily understood.
7. Must be able to conduct personal appraisals and educate patients and families.
8. Perform the assigned job responsibilities with the intellectual and emotional functions necessary to ensure patient safety and exercise independent judgment and discretion.
9. Must be able to demonstrate the ability to adapt to changing patient care and professional situations.
10. Must not have any disability that would interfere with cognitive, physical, or sensate ability to function safely in patient and nursing situations.
11. Utilize the above standards/functions to respond promptly to the patient's needs and/or emergency situations

Complaints, Grievances and Student Due Process

Pasadena City College has a procedure to provide a prompt and equitable means of resolving student grievances.

These procedures are available to any student who reasonably believes a College decision or action has adversely affected his or her status, rights, or privileges as a PCC student. In certain cases, student complaints may be classified as grievances and fall into one of three categories: 1) academic 2) non-academic or 3) discrimination. Student grievance resolution information is found at:

<https://pasadena.edu/student-services/grievances.php>

Students may print this PDF file or obtain a copy of this manual from the Vice President of Student and Learning Services Office in Room L112. The grievance forms (fill-able on-line) are attached in the document in the above link.

Issues that are not resolved at the campus level may be presented to the State of California using the state Complaint Process. Students are encouraged to follow the Pasadena City College Complaint and Grievance process before filing a complaint with the state. Use the following site to file a complaint with the State of California:

<https://www.cccco.edu/Complaint-Process-Notice>

Academic Grievances

Academic Grievances involve grade disputes. If a student files a grievance relative to a grade, he/she must prove that mistake, fraud, bad faith, or incompetency is the reason for the grade assignment. The student must follow the

Academic Grievance process as defined in the

<https://pasadena.edu/student-services/grievances.php>

Non-Academic Grievances

Grounds for non-academic grievances include but are not limited to:

- Any act or threat of intimidation, discrimination, or harassment.
- Any act or threat of physical aggression.
- Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the Education Code, Board Policy and/or Administrative Procedures.
- Violation of Title IX (discrimination based on sex).
- Violation of Section 504 (discrimination based on disability)

The full policy, definitions and procedures are available from the Equal Employment Opportunity Office, Room C204, and (626) 585-7388. Documents and forms available on-line are as follows:

<https://pasadena.edu/student-services/grievances.php>

Discrimination Complaints

Students wishing to file complaints based upon discrimination based on ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability and any other category of unlawful discrimination should contact the College's Affirmative Action Officer/504 Compliance Officer/Equal Employment Opportunity Representative located in the Office of Human Resources. To file a formal written complaint of unlawful discrimination, students must use the approved form available at the PCC Human Resource Office or at the California Community College Chancellor's Office website:

<https://www.cccco.edu/About-Us/Chancellors-Office>

Completion and Licensure

Upon successful completion of the program students are eligible to take the American Registry of Radiologic Technologist Examination. After successfully passing the American Registry of Radiologic Technologist (ARRT) Examination students are eligible for California licensure. A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better. Effective January 1, 2015 an applicant must have an Associate or higher degree for eligibility for ARRT certification. The associate degree must be posted prior to taking the ARRT National Certification Exam. Completion of the Radiologic Technology Program does not guarantee state licensure or national certification.

Contact Information

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120-1155
(651) 687-0048
www.arrt.org

Radiologic Health Branch
Department of Health Services
P. O. Box 997414
Sacramento, CA 95800-7414
(916) 327-5106
<http://www.cdph.ca.gov>

Pasadena City College
Radiologic Technology Program Director
Barbara Kissel, MBA, ARRT (R), CRT (R. F.)
bakissel@pasadena.edu, (626) 585-7271

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

RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM

Beginning Summer session Junior class: (6 wks. For RDTC 100 and 8 wks. For RDTC 101)

Department	Course #	Description	Units
RDTC	100	Basic Radiologic Technology Practices	2
RDTC	101	Medical Procedures for Radiologic Technology	3

Semester 1 (Fall) Junior class

Department	Course #	Description	Units
RDTC	102	Radiation Protection	3
RDTC	103A	Radiographic Anatomy & Positioning	3.5
RDTC	110	Ethics	2
RDTC	112A	Radiologic Physics	4
RDTC	117A	Clinical Experience	2

Semester 2 (Spring) Junior class – begins in January

Department	Course #	Description	Units
RDTC	103B	Radiographic Anatomy & Positioning	3.5
RDTC	104	Principles of Radiographic Exposure	3
RDTC	112B	Radiologic Physics	3
RDTC	117B	Clinical Experience	2

Summer session I

Department	Course #	Description	Units
RDTC	113A	Clinical Experience Junior Class	2
RDTC	113B	Clinical Experience Senior Class	6

Summer session II

Department	Course#	Description	Units
RDTC*	119	Clinical Experience Senior Class	6 ½

*This course includes 38 hours per week in clinical and a 2-hour evening class.

Semester 3 (Fall) Senior class

Department	Course #	Description	Units
RDTC*	103C	Anatomy & Positioning, Cross Sectional	3
RDTC	105	Special Radiographic Procedures	3
RDTC	111	Computerized Imaging	2
RDTC	117C	Clinical Experience	4

Semester 4 (Spring) Senior class

Department	Course #	Description	Units
RDTC	116	Perspectives in Radiologic Technology-Review	2
RDTC	118	Fluoroscopy	3
RDTC	117D	Clinical Experience	4

Electives (choose one or both) (Senior class)

Department	Course #	Description	Units
RDTC	121	Mammography	3
RDTC	123	Computed Tomography	3

PROGRAM FACULTY

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Lynn M. LeLoo, B.A., ARRT (R), CRT, (R. F.)
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ADJUNCT FACULTY

Alexander Agulian, Adjunct Faculty, Special Procedures
Jewell Lofton Evans, Adjunct Faculty, Clinical Instructor
Clody Johnson, Adjunct Faculty, Computed Tomography, Cross Sectional Anatomy
Michael Loomis, Adjunct Faculty, Clinical Instructor

CLINICAL FACILITIES

Cedars Sinai Medical Center
City of Hope National Medical Center
Adventist Health Glendale
Glendale Memorial Hospital & Health Center
Huntington Hospital
USC Verdugo Hills
White Memorial Medical Center

ACCREDITATION STATUS

The program maintains an eight-year accreditation status

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

**The program was awarded the “Gold Star” from the State of California, Chancellors Office.
April 2018**