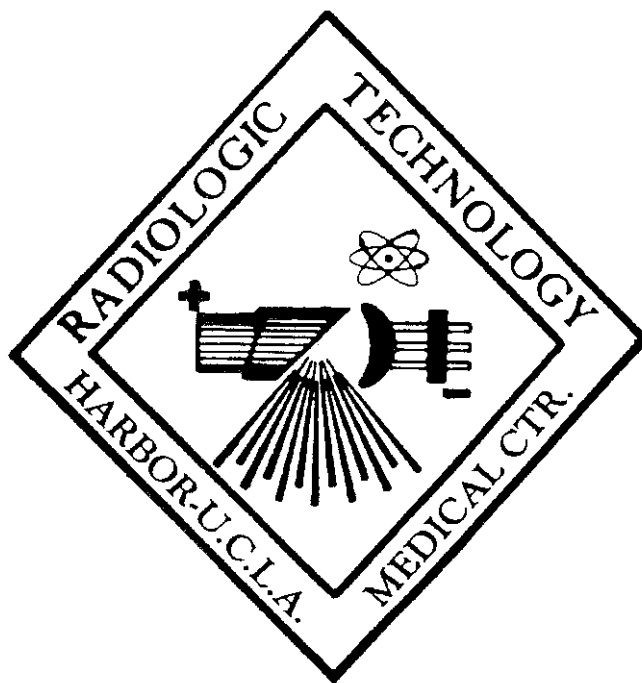


SCHOOL OF RADIOLOGIC TECHNOLOGY



LOS ANGELES COUNTY
HARBOR-UCLA MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY, BOX 27
1000 WEST CARSON STREET, BLDG N-17
TORRANCE, CA 90509-2910
<http://www.harbor-ucla.org/radiology/tech-school/>
PH: (424)306-8420

**LOS ANGELES COUNTY HARBOR-UCLA MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY**

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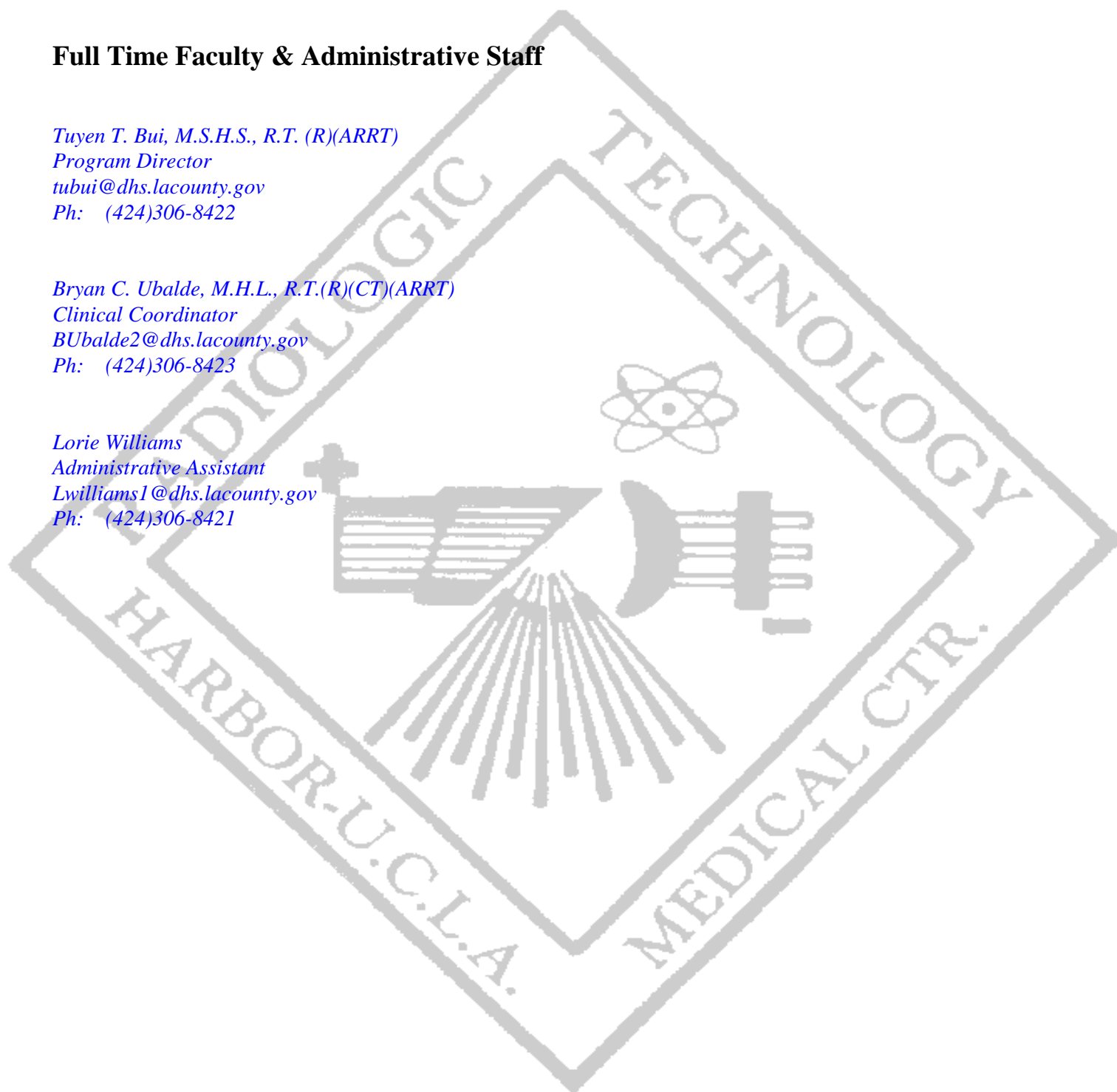
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ABOUT BEING A RADIOLOGIC TECHNOLOGIST

The radiologic technologist is a technical assistant to the radiologist. Radiology is a medical specialty that has seen great technical advancement in recent years with the advent of sophisticated computers, computerized tomography (CT), and magnetic resonance imaging (MRI). The technologist is no longer thought of as an x-ray technician but is increasingly seen as an imaging specialist. The technologist is an integral part of the medical team and plays an important role in the prevention, diagnosis and treatment of disease.

The radiologic technologist's duties include the production of images, maintenance of radiographic records, departmental quality control, radiation protection of patients and staff, direct patient care and assistance in interventional (invasive) radiographic procedures. The radiographic technologist can be found performing these duties in a hospital radiology department, outpatient medical facility, emergency room, operating room, mobile imaging service and in the hospital wards at bedside.

Technologists can find jobs in hospitals, government, military, industry, and Public Health facilities. Technologists are found in industry marketing, sales, and in supervisory and teaching positions. Technologists can pursue post-graduate studies in research, education and administration.

ABOUT HARBOR-UCLA MEDICAL CENTER

Los Angeles County Harbor-UCLA Medical Center is a 453 bed acute care trauma center located in the city of Torrance, California. The Medical Center serves the coastal region of the Los Angeles County Department of Health Services and is the southern campus of the UCLA Medical School. As a nationally known teaching and research facility, it trains more than 500 physicians, interns, residents annually. It offers almost every phase of medical training, including medical students, interns, residents, nurses, pharmacists, occupational therapists, respiratory therapists, medical technologists, radiologic technologists, nuclear medicine technologists and ultrasonographers.

The medical center is situated on a seventy-eight acre campus and includes a modern nine floor main unit with 10 operating rooms, 7 intensive care units and many outpatient clinics. In addition, the hospital complex includes a two-story medical library, numerous outlying research and clinical laboratories, a freestanding Imaging Center, professional medical building and cardiac research center. The Department of Radiology performs 170,000 diagnostic exams per year (including 4,300 nuclear medicine exams, 13,000 body CT scans, 12,000 head CT scans, 9,200 ultrasound and 5,000 MRI procedures).

ABOUT THE SCHOOL

The Los Angeles County Harbor-UCLA School of Radiologic Technology is a 24-month hospital-based program for technologists. LAC Harbor-UCLA Medical Center is the sponsoring institution. The program meets all of the requirements of the:

America Registry of Radiologic Technologists

www.arrt.org

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive

Suite 2850

Chicago, IL 60606-3182

Tel: (312) 704-5300

E-mail: mail@jrcert.org

www.jrcert.org

and

California Department of Public Health

Radiologic Health Branch

MS 7610

P.O. Box 997414

Sacramento, CA 95899-7414

www.cdph.ca.gov

The program has two concurrent phases: didactic instruction and clinical practicum. The didactic phase gives the student the required theoretical knowledge and the clinical phase enables the student to apply this knowledge in the clinical setting. All students complete approximately 2,200 clinical practicum hours prior to graduation.

The School is located adjacent to the Medical Center and contains a classroom, a mini library/conference room, teaching files and administrative offices. In addition, students have access to the Parlow Medical Library, which is located on the campus of the Medical Center. Given the nature of the hospital and its UCLA affiliation, the student learns in an environment that is geared to medical education and research.

Clinical training starts at the beginning of July each year. The program is a full-time, 38 hours per week commitment for a 24-month period. Students are on campus from 8:00 AM to 3:30 PM Monday through Friday. Students enrolled in the program are entitled to seven days vacation, four sick days, and three personal days per year.

TUITION AND FEES

There is no tuition charged by LAC Harbor-UCLA Medical Center for the training program. Housing is not provided to the student. Students are responsible for providing the required School uniform. The cost of books and miscellaneous supplies is estimated at \$700.00 for the 24-month period. Students are required to provide their own medical and malpractice insurance.

STUDENT SERVICES

Student services include clinical and academic counseling, access to employee health, school and hospital library resources, free high-speed internet access, free parking, and an on-site cafeteria. Accommodations will be made to allow students with disabilities to pursue their academic goals. The necessary accommodations will be provided for a student that has been tested and can document his or her given disability.

MINIMUM REQUIREMENTS FOR ADMISSION (Must be completed prior to the March 1st application deadline)

- a. Official high school transcripts or **G.E.D.** required (Foreign transcripts must be evaluated by an educational credential evaluation service).
- b. Applicants must have an **associates degree or higher** (copy of diploma and official transcripts required).
- c. A minimum grade of “**C**” in previously taken academic subjects
- d. Successful completion of a college level course in **human anatomy, intermediate algebra, english composition, public speaking and an additional class in either anthropology, psychology or sociology.** (Official transcripts required)
- e. Applicant must be **18 years of age by September 1st** of the year they are accepted.
- f. Valid proof of certification for First Aid, Cardio Pulmonary Resuscitation (CPR)(Adult, Child, Infant) and AED (Child, Adult).
- g. Applicant must volunteer in a diagnostic radiology department for a minimum of 40 hours (verification required).

THE ADMISSIONS PROCESS

Submit your application immediately so that we can start your file and notify you of admission activities. Acceptance to the program is on a competitive basis and we cannot guarantee admission since we have limited enrollment each year. Enrollment is limited to six students per year. It is the responsibility of the applicant to ensure that their application file is complete by the deadline.

Should you feel additional information is needed after reading the brochure, please feel free to contact us anytime between 8:00 a.m. and 3:30 p.m. Monday through Friday at (424)306-8420 or by email at Lwilliams1@dhs.lacounty.gov. We will be happy to assist you.

Applications are accepted throughout the year, but are closed on **March 1st** of each year in order to select the next class. Training will begin the following **July**.

The following items must be submitted by **March 1st** in order to be considered for admission:

1. Completed application form.
2. Sealed official transcripts from all high school and college work completed.
3. All required courses must be completed. No in progress coursework will be accepted.
4. Three (3) professional letters of recommendation on letterhead with a signature across envelope seal.
5. Personal Statement.
6. Valid proof of certification for First Aid, CPR (Adult, Child, Infant) and AED (Child, Adult).
7. Verification of 40 volunteer hours in diagnostic radiology

*** Note applicants that do not comply with items 1-7 will not qualify for admission.**

All documents must be mailed and **postmarked** no later than March 1st to (No walk-in applications accepted):

**Harbor-UCLA Medical Center
School of Radiologic Technology, Box 27
1000 West Carson Street, Bldg N-17
Torrance, CA 90509-2910**

Phone (424)306-8420

***Note: Candidates are evaluated based on their academic background, work experience, and interview.**

PROGRAM CURRICULUM -

The program is designed to incorporate the required courses with extensive clinical experience. Students gain clinical experience at Harbor-UCLA Medical Center. Students will obtain a combined total of approximately 2,200 clock hours during their 24 month diagnostic and didactic training. The School has a national reputation for providing its students with the highest quality of clinical training.

<u>COURSE</u>	<u>Credit/Clock Hours *</u>	<u>Clinical Hours</u>
<u>Junior Year</u>		
Summer/Fall 1 (July 1 – December 18)		
Orientation/Elem. Radiation Protection	1	
Medical Terminology – Radiology	1	
Clinical Practicum I	1	157
Digital Radiography & Image Processing	1	
Patient Care Procedures & Medical Ethics	2	
Principles of Radiographic Exposure	3	
Radiographic Procedures of Anatomy & Pos I (Part A)	1.5	
Clinical Practicum II & Image Evaluation I	3	471
Spring 1 (January 12 – June 15)		
Radiographic Procedures of Contrast Media	2	
Radiographic Procedures of Anatomy & Pos I (Part B)	1.5	
Clinical Practicum III & Image Evaluation II	3	471
<u>Senior Year</u>		
Summer/Fall 2 (July 1 – December 18)		
Radiation Protection	3	
Clinical Practicum IV	1	157
Special Radiographic Procedures	2	
Radiographic Procedures of Anatomy & Positioning II	3	
Senior Research Project	1	
Clinical Practicum V & Image Evaluation III	3	471
Spring 2 (January 12 – June 15)		
Radiation Physics	2	
Subspecialties in Radiography	2	
Department Admin. & Office Procedures	1	
Senior Review	1	
Clinical Practicum VI & Image Evaluation IV	3	471
Total	42	2,198

***Credit/Clock Hours:** Credit/Clock hours for didactic course work is at least 14 hours per week and equals one semester credit. Clinical practicum hours are assigned one term credit hour for 157 clock hours.

ACADEMIC CALENDAR – Didactic Winter Break: December 22 – January 12
Didactic Spring Break: March 25 – April 22
Clinical Breaks: Students may elect to schedule vacation or personal time during clinical rotations.

County Holidays: If January 1st, July 4th, November 11th, or December 25th falls upon a Saturday, the preceding Friday is a holiday.
If January 1st, July 4th, November 11th, or December 25th falls upon a Sunday, the following Monday is a holiday.

New Year's Day.....January 1
Martin Luther King Jr. Birthday.....Third Monday in January
Presidents Day.....Third Monday in February
Cesar Chavez Birthday.....Last Monday of March
Memorial Day.....Last Monday of May
Juneteenth.....June 19
Independence Day.....July 4

Labor Day.....First Monday in September
Columbus Day.....Second Monday in October
Veterans Day.....November 11
Thanksgiving Day.....Fourth Thursday in November
Day After Thanksgiving

DIDACTIC AND CLINICAL PRACTICUM HOURS – Didactic and clinical practicum hours are as follows:

1. First year students shall be scheduled as follows Monday through Friday:

Didactic classes

Monday 1:00 PM – 3:30 PM

Thursday 8:00AM – 3:30 PM

Clinical practicum

Monday 8:00 AM – 12:00 PM

Tuesday 8:00 AM – 3:30 PM

Wednesday 8:00 AM – 3:30 PM

Friday 8:00 AM – 3:30 PM

2. Second year students shall be scheduled as follows Monday through Friday:

Didactic classes

Wednesday 1:00 PM – 3:30 PM

Friday 8:00 AM - 3:30 PM

CLINICAL OBLIGATIONS – Students may be required to complete clinical practicum training during non-traditional hours. Second year student will rotate during evening and weekend shifts from September to June. The total non traditional hours estimates approximately 550 clock hours and do not exceed 25% of the total 2,200 hours of clinical time in the program.

PROGRAM REGULATIONS AND POLICIES -

REFUNDS – The School of Radiologic Technology at LAC Harbor-UCLA does not levy any tuition or fees on students therefore no refund policy is required.

PROGRAM NON-DISCRIMINATION STATEMENT – Los Angeles County Harbor-UCLA School of Radiologic Technology is an equal opportunity institution that does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, or disability. This policy is applicable to all employment practices, admission of students and educational programs and activities. Inquiries concerning this policy should be directed to Human Resources Administration, (424)306-4900.

BACKGROUND CHECKS AND PHYSICAL REQUIREMENTS – All students will be referred to the Human Resource Department for a background check (Live-Scan fingerprinting). Applicant must meet the physical requirements as described by the LAC Civil Service regulations and undergo a physical examination provided by the hospital.

PROGRAM REGULATIONS – All students enrolled in the Program receive a Student Technologist Manual, during orientation which contains all Program Regulations and Policies in written form. In addition, all enrolled students will receive hospital and departmental (Radiology) orientation within the first 30 days of their admission.

ACADEMIC STANDARDS – Continued academic standing in the program requires that the student maintains passing grades and expected clinical competency levels. Policies are in place to define these standards and to address failure to maintain them.

Students enrolled in the Program must obtain a minimum final grade of 80% in all program courses. Failure to meet this standard is grounds for immediate academic probation and/or possible dismissal from the program.

Assignments of letter grades are made according to the following:

A = 93 – 100%

A- = 90 – 92%

B+ = 88 – 89%

B = 83 – 87%

B- = 80 – 82%

C+ = 78 – 79%

C = 76 – 77%

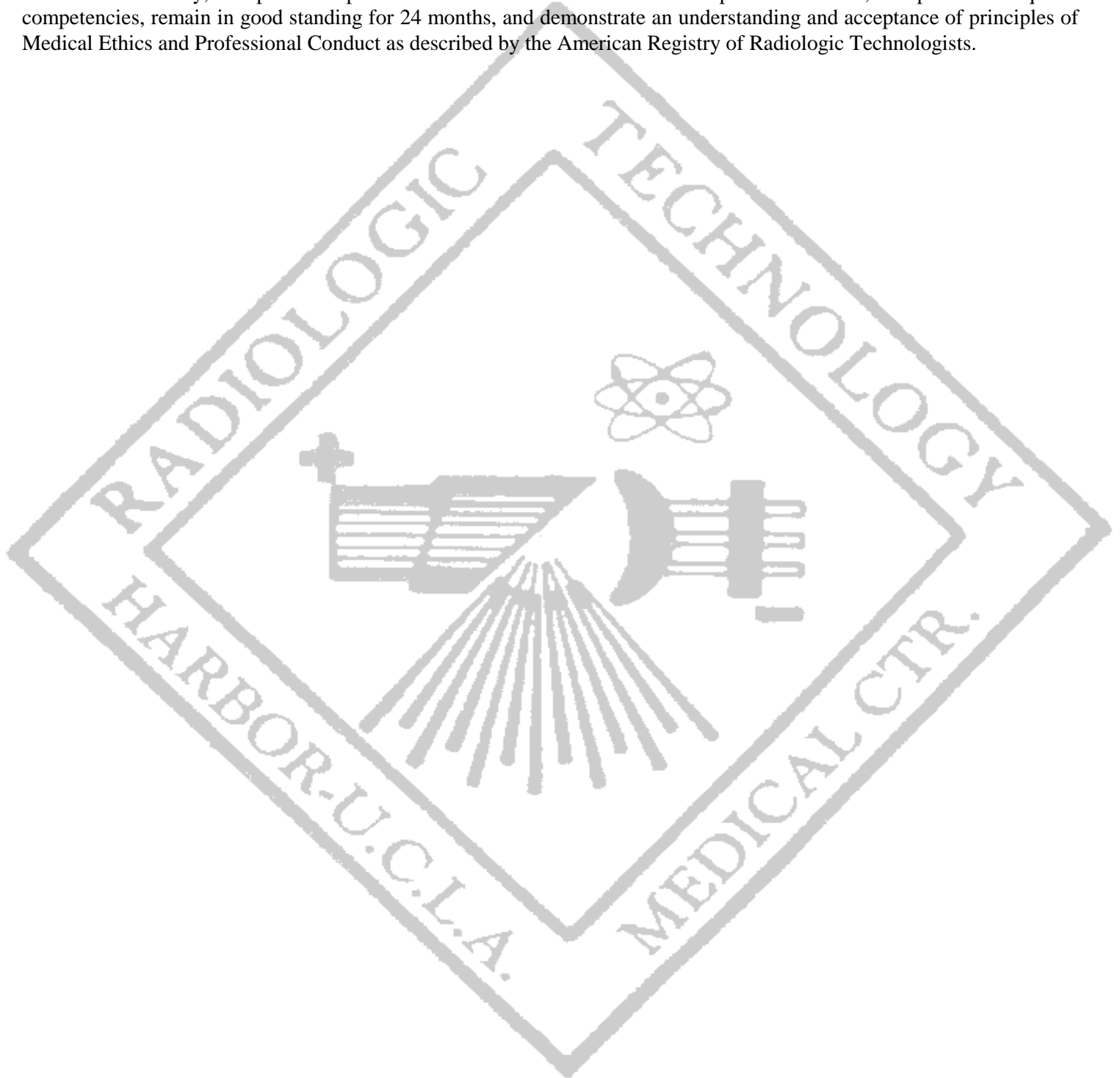
Below 76% = Failure

Grades in all academic and clinical courses are provided to the student at the completion at the end of each semester. Permanent, confidential grade records are kept for each student.

CONFIDENTIALITY - All student records are kept in locked files, and in strict confidence. The release of such records requires written permission from the student.

TRANSFER STUDENTS - Due to the inherent problems associated with the transfer of credits from one program to another, and the lack of qualified personnel needed to establish a mechanism for the thorough evaluation of such, it is the policy of this program *not to accept transfer students from other programs*.

GRADUATION REQUIREMENTS - Students graduating from the program must have completed all program related courses successfully, complete the prescribed minimum number of clinical practicum hours, complete the required competencies, remain in good standing for 24 months, and demonstrate an understanding and acceptance of principles of Medical Ethics and Professional Conduct as described by the American Registry of Radiologic Technologists.



**L.A.C. HARBOR-UCLA MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY
PH: (424)306-8420**

APPLICATION FOR ADMISSION

A. PERSONAL DATA

1. NAME: _____
Last First Middle

2. ADDRESS: _____
Number & Street

_____ City State Zip-Code
3. TELEPHONE (HOME): _____ (CELL): _____

4. E-MAIL ADDRESS: _____

5. SOC. SECURITY NO: _____

6. Have you ever been convicted of a misdemeanor? Yes ___ No ___ / Felony Yes ___ No ___

EXPLAIN: _____

7. *Federal regulations require that persons operating x-ray equipment be eighteen years of age or older.*
Will you be 18 by September 1st of your first year of training as a student radiographer? Yes ___ No ___

8. GENDER: Female: ___ Male ___ No Entry ___ Non Binary ___

9. MARITAL STATUS: Single ___ Married ___

B. EDUCATION:

1. HIGH SCHOOL: _____
Name & Location

Dates Attended: From _____ To _____

Graduate? YES NO GPA? _____

2. COLLEGE / UNIVERSITY: _____
Name & Location

Dates Attended: From _____ To _____

3. OTHER INSTITUTIONS: _____

C. SCHOOL TRANSCRIPTS:

1. All transcripts must be official and remain sealed.

D. PERSONAL CHARACTER REFERENCES:

Employers, teachers, friends (not relatives) who have **known** you at least three years are preferred.

1. COMPLETE NAME: _____

ADDRESS: _____
Number & Street City State Zip-Code

RELATIONSHIP: _____ PHONE NO: _____

2. COMPLETE NAME: _____

ADDRESS: _____
Number & Street City State Zip-Code

RELATIONSHIP: _____ PHONE NO: _____

3. COMPLETE NAME: _____

ADDRESS: _____
Number & Street City State Zip-Code

RELATIONSHIP: _____ PHONE NO: _____

E. APPLICANT'S PERSONAL STATEMENT:

1. Include a personal statement with your application as to your reason for applying to the School of Radiologic Technology.

F. EMPLOYMENT RECORD:

1. EMPLOYER: _____

Name & Address

Phone #

POSITION: _____ FROM: _____ TO: _____

PART TIME? _____ SALARY: _____ REASON FOR LEAVING: _____

2. EMPLOYER : _____

Name & Address

Phone #

POSITION: _____ FROM: _____ TO: _____

PART TIME? _____ SALARY: _____ REASON FOR LEAVING: _____

3. EMPLOYER: _____

Name & Address

Phone #

POSITION: _____ FROM: _____ TO: _____

PART TIME? _____ SALARY: _____ REASON FOR LEAVING: _____

4. EMPLOYER: _____

Name & Address

Phone #

POSITION: _____ FROM: _____ TO: _____

PART TIME? _____ SALARY: _____ REASON FOR LEAVING: _____

Is ok to contact your current employer for a reference? Yes _____ No _____

GENERAL STATEMENT: Applicants to the School must pass a physical exam and background check administered by the hospital prior to being officially accepted into the program.

H. SIGNATURE: I hereby certify that all statements above are true and complete to the best of my knowledge.

Applicants Signature (*Do not print*)

Date

TECHNICAL STANDARDS

Please read the following statements identifying **TECHNICAL STANDARDS** appropriate to radiologic technology and answer the inquiry provided below.

The Radiologic Technologist must have sufficient strength, motor coordination and manual dexterity to:

1. transport, move, lift and transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed,
2. move, adjust and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic machines.

The Radiologic Technologist must be capable of:

1. handling stressful situations related to technical and procedural standards and patient care situations, providing physical and emotional support to the patient during radiographic procedures, able to respond to situations requiring first aid and provide emergency care to the patient in the absence of, or until the physician arrives.
3. communicating verbally in an effective manner in order to direct patients during radiographic examinations,
4. reading and interpreting patient charts and requisitions for radiographic examinations.

The Radiologic Technologist must have the mental and intellectual capacity to:

1. Solve basic mathematical problems dealing with proportions, simple algebraic problems and geometry required when determining proper exposure levels and radiographic positioning requirements,
2. Apply knowledge acquired in the classroom to practical application when determining exposure factors, planning procedure sequencing and evaluating radiographic image quality.

Do you have any physical or mental disabilities that would interfere with satisfactory performance of **TECHNICAL STANDARDS** identified above?

*Note: Please submit any documents that may pertain to the physical or mental abilities above.

YES _____ NO _____

SIGNATURE (Do not print)

DATE