



## **STUDENT HANDBOOK**

### **PROGRAM POLICIES and PROCEDURES**

**Effective August 2026**

**For the Graduating Class of 2028**

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## WELCOME

We welcome you to the Radiologic Technology program! You are entering a paramedical career program that is interesting, diversified, and demanding. The program is designed to help you develop the knowledge and skills required to perform in a specialized area. Many affective domain qualities, besides knowledge and technical skills, are necessary to complete the program successfully. An important personal quality that will be closely evaluated throughout your training is your ability to relate with the patient and to provide both physical and emotional support to the patient. Another quality or trait is your ability to work as part of a team and to interact successfully with department and hospital personnel. We will help you identify solutions to problems in both didactic and clinical performance. In addition, psychological counseling services are available to assist you in all matters that might relate to your learning throughout your training at Santa Rosa Junior College.

The RT faculty wishes you success in the program. We are here to assist you in achieving your newly chosen career goal.

\* \* \* \*

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## II. PURPOSE OF THIS HANDBOOK

This handbook is designed to serve as an informational guide to assist in the orientation of all new students and to clarify policies and procedures governing your actions and practices while being a student in Radiologic Technology. This handbook should be used as a supplement to the Santa Rosa Junior College catalog and the Clinical Competency Handbook. We expect that the Radiologic Technology students will be familiar with the following information and policies. Take time to read this handbook, ask for clarifications, and sign its agreement pages.

## III. SANTA ROSA JUNIOR COLLEGE MISSION/VISION/VALUES

### THE MISSION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:

Santa Rosa Junior College transforms the lives of our culturally rich student body, employees, and community by cultivating a welcoming and antiracist environment, centered on social responsibility and cultural awareness. We offer exceptional teaching and learning in support of associate degree, certificate, transfer preparation, workforce preparation and community education programs, integrated with comprehensive student support services.

#### THE VISION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:

Santa Rosa Junior College commits to setting the standard in cultivating an accessible, open, barrier-free, sustainable environment for students, employees, and the community. The college envisions equitable, impactful, transformative, enriching, and holistic learning opportunities that inspire our students to thrive.

#### SONOMA COUNTY JUNIOR COLLEGE DISTRICT VALUES:

A Healthy and Resilient College grounded in kindness, innovation, collaboration, and restorative justice that identifies and removes oppressive structures;

Teaching and Learning that encompass excellence, freedom, and responsibility in academics that promote civic engagement, a love of learning, and success for all students;

Community Engagement and Relationships founded on cultural competency, trust, embrace of difference, and interconnectedness;

Wellbeing centered on the physical and mental wellness of all members of our community;

Integrity that emphasizes honesty, transparency, and ethical engagement;

Effectiveness and District Stability that support fiscally responsible planning centered on student needs; and

Our Responsibility to the Environment and Society expressed in our commitment to sustainability and social equity.

#### IV. PROGRAM MISSION STATEMENT

The Radiologic Technology Program at Santa Rosa Junior College offers exceptional teaching and learning in support of students to prepare them for workforce success as competent radiologic technologists in the healthcare community that they serve.

#### V. PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

- Goal 1: Students will be **CLINICALLY COMPETENT**
  - o Students will apply radiation safety measures
  - o Students will perform positioning skills with accuracy
  
- Goal 2: Students will demonstrate **CRITICAL THINKING**
  - o Students will analyze radiographic images
  - o Students will adapt to non-routine patients
  
- Goal 3: Students will **COMMUNICATE** effectively
  - o Students will demonstrate oral communication skills
  - o Students will practice written communication skills
  
- Goal 4: Students will demonstrate an understanding of **PROFESSIONALISM**
  - o Students will demonstrate professional ethics
  - o Students will practice professionalism in the medical environment

## VI. STATEMENT OF READINESS

The program is both academically and clinically rigorous and demanding. To ensure greater success, we suggest the following:

- Ability to speak, read, and write the English language fluently and proficiently at a college level. English 1A is required.
- Taking guidance classes on note taking, study skills and test taking skills prior to entry into the program.
- Forming and working in study groups for all problem solving and critical thinking. Be prepared to spend approximately 2 hours of reading and study weekly for each 1 unit of class.
- Good organization and priority setting skills.
- If it applies, having dependable childcare and backup arranged for class and clinical days.
- Reliable transportation to enable the student to/from school and the clinical sites. Students should expect to travel up to 100 miles one-way on any given day.
- Applying for available financial aid including: The Doyle Scholarship program, grants and loans posted in the Financial Aid Office, and SRJC Scholarship website. There are many types of aid available for qualified students, but the student needs to seek them out.
- Exploring and utilizing campus support services available including: Student Health Services, Career Center, Disability Resources Department, Veterans Affairs, Tutorial Center, Library, Student Health Services, Student Psychological Services, Occupational Education, EOPS, and Financial Aid.
- Students are strongly discouraged from working during the program due to the time-intensive nature of the curriculum, both physically (clinical experience) and mentally (highly technical field of study). If a student must work during the program, it is recommended that it be limited to a part-time basis. Past experiences have shown that the rigors of the curriculum, combined with working at outside gainful employment, may result in the student's inability to perform at the expected level. (The entering student is reminded that the lowest grade allowable is 75% in any subject.)
- Good self-care, stress management and relaxation skills.

### **Equal Opportunity Statement**

The Sonoma County Junior College District is committed to an environment in which all employees and students are treated with respect and dignity. Each employee and student has the right to work/learn in a professional atmosphere that promotes equal opportunity and is free from unlawful discriminatory practices. For guidance on specific policies and procedures related to non-discrimination (Policy 8.2.1) and access for students with disabilities (Policy 8.1.1) please refer to the Santa Rosa Junior College Board Policy Manual.

The Sonoma County Junior College District is an equal opportunity employer.

## VII. TECHNICAL STANDARDS

The Radiologic Technology curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential healthcare skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the Radiologic Technology program, these technical standards are necessary to ensure the health and safety of patients, students, faculty and other healthcare providers.

**Below is a list of some of the technical standards required in the Radiologic Technology Program. These are examples of learning activities that students will be required to participate in during the program and not meant to be an exhaustive list of all technical standards.**

*Students in the Radiologic Technology program must be able to:*

- Accurately document patient care on paper and/or in the electronic health record in a timely manner.
- Adapt to unexpected changes and stressful situations.
- Assemble and transport a wide range of equipment and supplies to and from patient rooms and other clinical care areas.
- Assist patients with mobility, which may include turning, sitting up, moving patients in and out of beds, gurneys, chairs and x-ray examination tables.
- Communicate effectively with the patient or health care team including the ability to communicate with a patient from outside the room or with the patient facing away from you during radiographic examinations.
- Communicate with patients and staff at all times using the English language.
- Communicate with patients, caregivers, family members, and other healthcare personnel in a manner that is clear, articulate, accurate, and ensures that the plan of care is understood.
- Distinguish colors.
- Empathize with the feelings and situations of others.
- Establish and maintain professional relationships with faculty, other students, staff of affiliating agencies, and members of the community.
- Exercise critical thinking and good judgment in stressful situations related to technical and procedural standards and patient care situations.
- Express feelings and ideas in a professional manner.
- Hand/finger dexterity to accomplish duties requiring repetitive motions/actions such as manipulating radiographic and medical equipment and accessories by reaching, pulling, extending, flipping switches, rotating knobs and activating buttons.
- Handle stressful situations related to technical and procedural standards and patient care situations.

- Kneel/crouch for extended periods of time.
- Maintain self-control during difficult situations.
- Move radiographic equipment and manipulate patient body parts to maximize efficiency and visibility of radiographic examinations.
- Move safely around the skills lab, patient rooms and in a variety of clinical settings.
- Participate in classroom, clinical, and laboratory discussions and learning activities.
- Participate in intellectual activities requiring critical thinking, judgment, and analysis.
- Perform emergency care in a safe and timely manner including the initiation of life saving interventions such as CPR when indicated.
- Possess adequate sense of hearing (i.e. ability to hear alarms, patients/patients' families, instructions from physicians/department staff, etc.)
- Provide and accept feedback respectfully.
- Provide physical and emotional support to the patients during radiographic procedures.
- Push/pull (i.e. wheelchairs, gurneys, medical equipment)
- Reach with both arms: up, down, side to side
- Respond quickly and appropriately to emergency situation using the English language.
- Safely work in all levels of hospital or radiology department lighting that varies from low levels of illumination to bright light levels.
- See within 20 inches or as far as 20 feet (corrective lenses acceptable).
- Sit for extended periods of time.
- Solve problems and plan care within reasonable time frames in complex environments.
- Stand for extended periods of time.
- Tolerate strong, unpleasant odors.
- Walk to and from patient areas, (assisting patients to walk, etc.)
- Wear a N-95 respirator or other approved PPE when interacting with a patient in respiratory precautions.
- Work and move safely in tight spaces already crowded with other patient care apparatus.

### **Process of Reasonable Accommodation**

The Radiologic Technology Program is committed to ensuring that otherwise qualified students with disabilities are given reasonable accommodations. Students with disabilities who wish to request these accommodations are encouraged to contact the Disability Resources Department (DRD) to determine eligibility for services prior to the start of the program. While the process can be initiated at any time, reasonable accommodations cannot be implemented until eligibility has been formally established with DRD. The Disability Resources Department can be reached at 707-527-4278. Information about the department can be found on their web page at: <https://drd.santarosa.edu/>.

If unable to perform any of these functions, notify the program director upon acceptance to the Radiologic Technology program. Since degrees of ability vary widely among individuals, the Radiologic Technology Program is committed to creating access to qualified individuals with a disability using a case-by-case analysis. The program remains flexible with regard to the types of reasonable accommodations that can be made in the college's classroom and clinical settings.

Students with disabilities are invited to offer suggestions for accommodations that have worked in the past. Accommodations made will specifically address the limitations of the disability. Our belief is that accommodation should be tailored to individual situations. The process for determining the type of reasonable accommodation in the clinical setting shall be determined by the Disability Resources Department and Radiologic Technology program director.

## VIII. PROGRAM DESCRIPTION

The Radiologic Technology program is comprised of 23 calendar months. After the completion, in sequence, of the program core courses, the student will be awarded a Certificate of Completion from the Santa Rosa Junior College Radiologic Technology program. Students may also follow the degree track, with an A.S. Degree granted after the successful completion of the general education requirements of SRJC.

### *Requirements for completion:*

In order for a candidate to be eligible for the ARRT &/or State Certification Examination, he/she must have:

- Documented completion of the competencies defined by the ARRT as minimum eligibility requirements for the radiography primary certification exam;
- Documented completion of all required clinical training hours;
- Documented a passing grade of 75% “C” or higher in all didactic courses.

Upon successful passing of the ARRT national board certifying and/or State examinations, the candidate becomes certified as a radiologic technologist.

Please note that graduates MUST have achieved an associate level degree or higher from an accredited institution as a minimum requirement to achieve certification as a radiographer in accordance with the ARRT.

### *Curriculum Sequencing:*

The integration of the clinical and didactic education takes place in a sequential manner throughout the entire program.

During the first semester the student will begin to receive didactic instruction that includes all necessary knowledge in patient care skills, introduction to the Radiology field, basic patient positioning, and fundamentals of radiographic equipment and radiation protection, as well as the practical clinical experience at the rate of 18 hours a week.

In the second semester the student will be assigned to clinical affiliates where he/she participates 18 hours a week of clinical experience in accordance to the didactic instruction. As the program progresses, the clinical education load increases with the average of 27 clinical hours per week.

Students will rotate through several clinical education settings in order to gain a large spectrum of clinical practices. The program director and lead clinical coordinator will create clinical assignment rotations. They are directly connected and related to the didactic instruction that includes the positioning skills, radiographic principles, radiation physics, and special modalities. Published objectives, activities, evaluation criteria, and handbooks will be available to each student, clinical instructor, and staff members. Clinical coordinators will supervise students' activities in the clinical facility with the assistance of the clinical instructors.

In general, all activities related to the program will be conducted during the daytime - Monday through Friday. Exceptions do apply. All semester breaks and holidays will be observed as appears on the college calendar with the exception of spring break which is authorized as optional clinical time.

## IX. POLICIES PERTAINING TO TITLE V

### *Notification*

Within 30 days, the program director or designee will report of any change in facility locations or telephone number, course offering, program official, clinical affiliation agreement, names and addresses of those discontinued students, as well as those who have graduated.

### *Certificates of Completion*

Program completion certificates will be issued by the college Admission and Records upon completion of the program didactic and clinical requirements.

Venipuncture certificate of completion will be issued upon completion of the following course: RADT 66, where the venipuncture curriculum is taught.

All didactic and clinical course grades and academic records will be kept indefinitely, while clinical education documentation will be kept for a period of five years.

### *The radiologic technology courses are:*

RADT 60 Introduction to Radiologic Technology is scheduled in the first fall semester. This course introduces equipment, digital technologies, health care practices and regulatory requirements.

RADT 61 series, consisting of 61A, B, and C. These courses are consecutive beginning in the first fall semester through the first summer. The series covers all routine radiographic positioning and procedures, medical terminology, radiation protection, image analysis, anatomy, and related pathology. These courses include lecture and lab.

RADT 63 series, consisting of 63A and 63B, is consecutive over two semesters. This series covers all curricular material related to radiation physics, radiobiology, radiation protection, digital imaging, principles of radiographic exposure and processing, and quality assurance.

RADT 64 Patient Care in the first fall semester provides students with fundamentals of patient care including the physical and psychological needs of the patient and their family, routing and emergent care, infection control and the role technologists take in outpatient education. This course includes lecture and lab.

RADT 65 Radiographic Pathology and Sectional Anatomy is scheduled during the second spring semester. All students are expected to complete a significant written research project with an accompanying oral presentation.

RADT 66 Special Modalities is scheduled in the second fall semester. Topics include special procedures, CT, and requisite knowledge to achieve CA State Certification in fluoroscopy and venipuncture.

RADT 68 Preparation for Professional Practice is scheduled in the second summer. Students will be assisted in the review for the state and national board registry examinations. Portfolio, résumé and employment skills are also presented. Approximate date of graduation is mid- July of the graduation year, 23 months after the admission date.

RADT 69 Medical Law and Professional Ethics in Radiologic Technology is scheduled in the first spring semester. Students will learn a fundamental background in medical ethics and medico-legal professional standards. The historical and philosophical basis of medical ethics, as well as the elements of ethical behavior in clinical practice, will be discussed. Legal terminology and legal implications of professional liability in healthcare will also be presented.

Closely related to the didactic coursework above are the clinical courses RADT 71 A-B-C-D-E and F. These clinical courses are designed to rotate students through clinical experiences in accordance with the didactic instruction. The intent is rotation through different clinical facilities over the different semesters. Students typically participate at their assigned clinical site for 9 hours per day.

Students may choose to participate in elective courses studying MRI and/or Mammography. These courses are elective in nature and only offered to our enrolled students during the fall or spring of their second year. Please contact the program director for these opportunities.

Cognitive, psychomotor, and affective skill developments are built on as the student progresses through the first year. Students are closely evaluated by on-going observations and skills testing. Those students who are not making satisfactory progress are counseled. The student's interaction with the patient and hospital staff is closely observed. By the second fall semester, the clinical education phase of the program becomes more critical. Students are required to be able to perform all aspects of routine radiography with supervision. Some on-campus laboratory activity will take place to reinforce any positioning covered thus far in the program. All positioning knowledge and skills thus far covered are put into practice.

## X. ACCREDITATION

### **Santa Rosa Junior College**

Santa Rosa Junior College is approved by the Chancellor of the California Community Colleges and accredited by Accrediting Commission for Community and Junior Colleges, and Western Association of Schools and Colleges.

### **The Radiologic Technology program**

The Radiologic Technology program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182 [www.jrcert.org](http://www.jrcert.org)  
(312) 704-5300 or e-mail: [mail@jcert.org](mailto:mail@jcert.org)

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry. The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards. Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography and radiation therapy), Standards for an Accredited Educational Program in Magnetic Resonance, or Standards for an Accredited Educational Program in Medical Dosimetry.

This Program meets or exceeds the “Standards for an Accredited Educational Program in Radiologic Technology” (Standards) as published by the JRCERT at <https://www.jrcert.org/jrcert-standards/>. Students have the right to report program infractions of

the Standards to the JRCERT. Inspection of all accreditation documents is available through the program director or clinical coordinator. The JRCERT is dedicated to excellence in education and to the quality and safety of patient care through educational programs in radiation and imaging sciences. The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

**Standard One: Accountability, Fair Practices, and Public Information**

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

**Standard Two: Institutional Commitment and Resources**

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

**Standard Three: Faculty and Staff**

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

**Standard Four: Curriculum and Academic Practices**

The program's curriculum and academic practices prepare students for professional practice.

**Standard Five: Health and Safety**

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

**Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

All of our affiliated clinical education centers are recognized and approved by the JRCERT and by the Department of Public Health, Radiologic Health Branch of the State of California.

The college maintains a written formal agreement with all of our clinical affiliates.

Completion of the program entitles the graduates eligibility to take the ARRT National Board Certifying exam which is then applied as eligibility for the CDPH-RHB certification as a Certified Radiologic Technologist (CRT). The certificate is issued under the authority of the State of California Department of Public Health pursuant to the Radiologic Technology Act.

## XI. ATTENDANCE AND VACATION

### *Attendance Policy*

In addition to promoting the perception of professionalism, regular attendance and consistent progress are the two factors that contribute most to success in college. Attendance in all class sessions is expected. Attendance will be expected for special field trips, observations, or seminars.

Customary punctuality and attendance practices in the field of health care mandate that employees arrive before the beginning of a shift and to sometimes stay beyond the scheduled time to maintain standards of good patient care. In addition, tardiness after lunch and after breaks is not tolerated within the clinical environment. For this reason, all SRJC Radiologic Technology students are held to the standards that will be expected of them when they are certified and employed in the field.

Students are expected to exhibit punctuality in the classroom and lab at the scheduled start time and after all scheduled breaks. The following procedure will be utilized to ensure that those students who are on time will not be distracted by those who are late: Once the classroom door is closed, no student will be admitted. The student must then wait until the next break to enter the classroom.

Habitual tardiness will not be tolerated and could be cause for dismissal. 2 tardies = 1 absence. 2 absences = counseling and possible remediation. Three absences will indicate insufficient interest in the program and may result in being dropped from the class or being placed on probation. Please note that any future coursework within the Radiologic Technology Program has prerequisites of completions from all courses during the preceding semester. Therefore, being dropped from a course will likely mean being dismissed from the program with no option to re-apply unless medical necessity is documented. (see below)

For Zoom classes: Students are expected to utilize the video component of Zoom at all times during class to demonstrate attendance and participation. Students who cannot be seen on video will be considered absent.

Any student more than 10% behind the number of total class hours in hours of attendance can be dropped from the course. The parameters are in accordance with the SRJC attendance policy. Students will be held to these established standards consistent with State and local requirements. The program will adhere to the policy on attendance as written in the District policy manual at: <http://www.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A83PZ466E31A>  
The Sonoma County Junior College District policy on attendance can be found online at: <https://catalog.santarosa.edu/catalog-2019-2020/attendance-requirements>.

Students must notify the instructor of any absence or tardiness, prior to the scheduled class time. Students must notify the clinical coordinator and the health care agency's clinical instructor

and/or lead technologist of any absence or tardiness, prior to the scheduled clinical experience. If personal business or legitimate emergencies arise, it is the student's responsibility to notify the instructor as soon as possible.

With advanced notice and appropriate documentation, members of the U.S. Military Armed Services and Reservists shall have their absences accommodated due to service obligations provided that satisfactory academic progress is being made in the course.

*PTO:*

There are two options for taking PTO.

1. Students have the option to take 9 clinical hours for Personal Time Off (PTO) each semester. The clinical hours may be separated into two 4.5-hour periods. Proper notification of the absence is required as described in the Clinical Competency Handbook, however a reason for the absence is not required. Previously banked clinical hours may be used to cover these hours or they must be made up in the semester that the absence occurred.

**OR**

2. Students have the option to take one day of absence in one didactic course for Personal Time Off (PTO) each semester. Hours may not be divided if used for a didactic course absence. Proper notification of the absence is required, as described in the course syllabus, however a reason for the absence is not required. All classwork must be made up as described in each course syllabus.

Any illness or injury requiring an excused absence from clinic and/or class will require written and signed documentation from the attending physician citing the nature of the necessity for medical care, and a physician's release to return to clinical and/or class education and must be submitted no later than 24 hours of the student returning to class or clinical site.

Excused or unexcused absence in no way relieves the student's responsibility for work missed. Arrangements must be made with the instructor for any lecture/lab classes missed or the clinical instructor for any clinical rotation time missed.

**Withdrawal for medical necessity:** In the event that the number of hours missed will prevent a student from completing the minimum number of required hours for the semester course, that student is encouraged to pro-actively file for a withdrawal "W" grade and cite the medical necessity. This will allow the student to re-enroll in a course in a subsequent semester to continue their class or clinical time. See full policy on grading:

[https://go.boarddocs.com/ca/santarosa/Board.nsf/files/BECTMZ78195F/\\$file/Grading%20Policy%203.10%20FINAL%20no%20changes.pdf](https://go.boarddocs.com/ca/santarosa/Board.nsf/files/BECTMZ78195F/$file/Grading%20Policy%203.10%20FINAL%20no%20changes.pdf)

Students are advised to schedule medical, dental, and other appointments outside of class, lab and clinical hours to avoid hour deficiency.

Students with children are advised to have contingency arrangements made for child-care in case of illness or other unforeseen circumstances.

### *Holidays/ Vacations*

Students are to follow the college holidays/vacation schedules as published in the current academic calendar. The dates published in the college catalog for the current year are used as the officially scheduled academic year.

## XII. SCHOLARSHIP, PROMOTION, AND GRADUATION

### **Grade Computation**

The percentage value of the alphabetical grading in all radiologic technology courses will be assigned as follows:

95 - 100% = A

85 - <95% = B

75 - <85% = C

70 - <75% = D

Below 70% = F

Utilizing the course outlines of record, each instructor will advise the students to how she/he evaluates or weighs the graded components of a particular course.

Students must maintain a "C" or higher grade in each radiologic technology course at end of semester in order to continue in the program.

For a student to remain in good academic standing in the radiologic technology program, a student must receive a minimum score of 75% on each test, exam, midterm, graded assignment, or final exam of every program core course. The same minimum final score of 75% must also be achieved in every clinical course. The consequence of not meeting this minimum standard is being placed on remediation status. Students who do not achieve a score of 75% or higher on a final exam may result in a final course grade of <75% in the course which will result in program dismissal.

Students in the Radiologic Technology program receive the grade they earn through their individual effort. Student learning objectives for the Didactic, Lab Skills, and Clinical components are clearly detailed in each course syllabus, and students are required to thoroughly understand their requirements for passing each course. All aspects of SRJC RT coursework conform with, and are approved by, accreditation mandates from the JRCERT and the California

Department of Public Health – Radiologic Health Branch (CDPH-RHB), therefore, individual grade negotiation is neither permitted nor granted as a matter of state directed equity policy. The program director retains final authority in the event of grading disputes.

## **Unsatisfactory Progress**

### **Radiologic Technology Program Academic Remediation Plan**

Faculty is committed to assisting students to be successful in the program. Therefore, radiologic technology students who do not meet the course objectives in the didactic, laboratory, or clinical environment will be apprised of their performance status using the progressive advisement process. This process also applies to students who do not meet the minimum score of 75% on each test, midterm, graded assignment or final exam.

#### *Lecture or Laboratory Course*

If a student earns a score of less than 75% on any test, quiz, midterm, laboratory skill within the R.T. curriculum, the student will be counseled which will result in being placed on remediation. A remediation plan will be initiated that will include identification of areas of weakness, goals for improvement and how those goals will be evaluated.

The instructor provides students with a verbal warning or written feedback as to their status. The instructor counsels students regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to remediation with faculty assistance, utilization of peer study groups, tutors, self-study instruction, and seeking assistance from counselors and instructors. Remediation plans will include a schedule for completion of recommendations. The student is expected to comply with the recommendations listed and be able to document that those recommendations have been completed on schedule. Remediation is considered a pro-active mechanism that identifies an area of deficiency, and suggests behavior that will mitigate that behavior.

#### *Clinical Course*

If a student receives a failing score in ANY of the ten grading sections of the biweekly progress report, the student will be placed on remediation status, affording them opportunity to improve. Remediation may also be initiated based on one or more grading sections of the biweekly progress report that indicate Needs Improvement. If improvement is not indicated after the student has been informed of the need, the Lead Clinical Instructor or Clinical Coordinator will initiate the remediation plan at a 3-way conference. A plan for improvement will be initiated with specific due dates.

Determination of unsatisfactory demonstration of skills in the clinical area will be based on clinical performance criteria and observations, students' performance, and the ability to follow

the college and hospital policies, based on safe and competent practice. If improvement is not made within the remediation period, the student will be placed on probationary status.

Students who receive an overall final grade that is lower than 75% on the final clinical evaluation form, or a failure in any one or more of the 10 areas on the final clinical evaluation will fail the course and subsequently be dropped from the program.

### **Radiologic Technology Program Academic Probation Plan**

Probationary status is a period during which the student must improve or be dismissed from the program. The student meets with the instructor and department chair. The faculty will complete a written probationary plan explicitly stating expectations that must be followed during the probationary period. Students will be placed on probationary status for the following:

#### *Lecture or Laboratory Course*

If a student has already been placed on remediation, and does not meet the terms of the remediation plan by failing to achieve a score of 75% or higher on any test, quiz, midterm or final exam, or if the student does not meet the terms of the remediation plan on the schedule set forth, the student will be counseled and placed on probation. The faculty will complete a written probationary plan explicitly stating expectations that must be followed during the probationary period. In the case of a lecture course, students on probation **MUST** achieve a score of 75% or higher on ALL subsequent exams, quizzes and scored material for the balance of that course. If a student is unable to comply with the terms of the probation plan, the student will receive a failing grade and will be dismissed from the program. Such performance failure will negate any successful completion of the didactic portion of the course.

#### *Clinical course*

At the discretion of the instructor and depending on the situation, a conference and/or placement on probationary status might be warranted. If the student does not comply with all terms outlined in the academic remediation plan, the student may be placed on probationary status or dismissed from the program, as applicable.

Students who receive an overall final grade that is lower than 75% on the final clinical evaluation form will fail the course and subsequently be dropped from the program. Students failing any one or more of the ten areas evaluated on the semester final clinical evaluation will automatically fail the clinical course and be dismissed from the program.

Students may not return to probationary status a second time for the same cause. A student who repeats the conditions that originally placed him/her on probation will be dropped from the program.

A second probationary period may be allowed if the problem is of a different nature. If further problems develop, the student may be dismissed from the program without another probationary period.

If a student deviates from college, program or established hospital policy, or if the student demonstrated disregard for college, program or established hospital policy, the student may be placed on probation for the balance of time they remain in the program.

If a student is placed on probationary status due to poor performance in a course, that student must achieve a 75% or higher in all subsequent exams and quizzes for that course. Students who fail to achieve a 75% or higher on any final exam are at risk of failing the course.

If a student is placed on probationary status due to poor performance in a course and is subsequently dismissed from the program, he/she will receive an "F" in that course. Students who receive a failing grade in any program core course will not be allowed to continue the program.

Students who demonstrate unsafe, unprofessional or unethical conduct will be dismissed from the program for safety, ethical or professional conduct violations at any time during the program. If dismissed under this condition, students will be permanently disqualified from program re-admission.

To remain enrolled and advance in the radiologic technology program, the student must achieve a grade of 75% "C" or higher in all radiologic technology courses.

### *Suspension*

Certain situations may require that a student be immediately placed on probation, suspension, or recommended for withdrawal from the program. Actions that may lead to immediate probation, suspension, or possible dismissal include:

- Academic dishonesty
- Violation of patient confidentiality
- Inappropriate use of social media
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes the safety of patients, faculty, college and clinical staff, or other students, based on the ARRT Code of Ethics
- Failed remediation for academic performance
- Unsatisfactory clinical performance
- Unethical or unprofessional behavior, unsafe clinical or laboratory practice
- Under the influence of alcohol or illegal substances while in clinical or on campus
- Refusal to participate with a procedure
- Behavior deemed unprofessional based on the ARRT Code of Ethics

- Any other illegal activity as described by law

Any documented violation to the rules that involves the safety of patients or others will warrant an immediate suspension from both didactic and clinical environment.

### *Incomplete Grades (“I”)*

A grade of Incomplete may be granted only for unforeseeable emergencies and justifiable reasons close to the end of the term, and only when the student has maintained a satisfactory performance prior to the request for the “I.” The Incomplete grade is not used as a mechanism to complete coursework that could have ordinarily been accomplished in the semester that it was assigned.

Regarding Independent Study courses, students will not be allowed to enroll in another RADT 98 course until they have completed any pending 98 courses in which they have registered.

### *Class Drops*

Classes dropped in a regular semester within the first three weeks will not be shown on the student’s permanent record. For classes dropped beginning with the fourth week and prior to the end of the 14th week of a regular semester or 20% of the course for summer courses, a “W” grade will be recorded on the student’s permanent record. Fee refund will be in accordance with the college practice. The student is advised to consult the college catalog and/or the office of Admissions and Records for all details of fee refunds. See full policy on grading:  
<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A9CN465E0FB4>

Students dropping or being dropped from a R.T. course will automatically withdraw from the program. If a student fails to show safe practice in a clinical or patient care skills course, the student will not be allowed to repeat the course.

### *Lapse of Practice*

If there is a lapse of 6 months between the times the skills learned in the didactic environment and the practice in clinical environment, students will have to be re-evaluated, to prove competence on all positioning skills that relate to the course that corresponds to the students’ training stage. The program director, clinical instructor and clinical coordinator will oversee this process.

### *Program Termination*

Please review the policy on remediation and probation.

### *Non-Academic Counseling*

For non-academic and/or personal problems the student will be referred to the appropriate services on or off campus for assistance.

Student Health Services and Student Psychological Services, located in the Bertolini building, 3rd Floor, West Wing are available for all students. Complete information regarding Student Health Services and Student Psychological Services can be found at: <https://shs.santarosa.edu/>.

### *Re-Admission*

Students who wish to apply for re-admission will follow the established admission protocol. Students who have been dismissed from the radiologic technology program for any reason other than grades are not eligible for re-admission.

### *College Graduation and Program Certification*

An Associate in Science degree with a major in Radiologic Technology shall be conferred by the Board of Trustees of the Santa Rosa Junior College District once a student has satisfactorily completed the General Education requirements including the specific core Radiologic Technology curriculum and are consistent with those prescribed by the Board of Governors of the California Community College and the Board of Trustees of the Santa Rosa Junior College District.

A Certificate of Completion will be awarded at the traditional Radiologic Technology Certification ceremony to all students who have successfully completed the entire program curriculum. The class representatives will plan for this ceremony. A faculty member may assist with the preparations. The faculty will attend the ceremony as guests of the graduates. In no way is the program nor the District responsible for such an off-district event.

### *ARRT and State Licensing Applications*

Students will be responsible for applying for the ARRT National Certification RT examinations and the CDPH-RHB State of CA CRT by their deadlines. Students should apply for and schedule the ARRT National Board Certifying Examination, and then after receiving verification of passing that exam, apply for the CDPH-RHB State of CA CRT certification and fluoroscopy permit.

In order to be eligible to take the licensing examinations, students must have completed all program core and graduation requirements.

The licensing applications should be completed in the following sequence:  
ARRT Licensing: in April/May in the RADT 65 class, during the second Spring semester;

State Licensing and Fluoroscopy Permit after receiving the ARRT National Board Certification

Students desiring certification in Mammography must register for RADT 102 and 102L course in Mammography and participate in 40 hours observational time while still a student in our program. However, those 40 hours are not counted as a part of the students overall clinical total. Students must find a clinical site affiliated with our program that is willing to accommodate them for this additional 40-hour commitment.

### XIII. DUE PROCESS /FAIRNESS and GRIEVANCE PROCEDURES

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

Although all staff members representing the College are concerned with the welfare and discipline of students, it is the responsibility of the Vice-President of Student Services in concert with the other campus offices to see that rules and regulations are maintained. Answers to questions regarding Student Conduct Standards and Due Process Procedures are available at: <https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A84P3W62AE40>.

Students are required to follow the format of SRJC due process for any conflict resolution. Students who feel that their needs have not been met even after the college's formal review on the matter are encouraged to review the JRCERT Standards that can be found at: <https://www.jrcert.org/jrcert-standards/> .

Contact this agency for any concern pertaining to the Standards and their applicability/non-compliance. The contact information of the Joint Review Committee of Education in Radiologic Technology is as follows: <https://www.jrcert.org/accreditation-for-students/allegations/> .

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
Phone: (312) 704-5300

SRJC Grievance Policies and Procedures:  
<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A84NYA62289B>  
<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A84P3W62AE40>

## XIV. RECORDS

### **Student Records**

A master file will be started when the student is accepted and will contain the application, transcripts, and other documents required for training purposes.

At completion of the program all official information (copy of transcripts, record of clinical performance, and record of program completion), will remain on file for five years. The Office of Admissions will maintain SRJC permanent transcripts. All other information will be destroyed after five years of program completion, with the exception of the dosimeter records.

If a student withdraws prior to graduation, a summary statement of the student's progress and reason for withdrawal will be placed in the folder. This folder will be treated as described above.

Students may inspect their master file at any time under the direct supervision of the program director or an authorized faculty member.

All student records are confidential and information from them will only be given to authorized persons. Data such as grades, registry examination scores, health records, and performance evaluations may not be revealed without student's consent. Only personnel authorized by the program director will have access to in-progress student evaluations and files.

There is a signature page in this handbook that outlines students' rights and expectations regarding FERPA.

### **Right of Privacy (HIPAA)**

**HIPAA and Electronic Medical Records** All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the Clinical Preceptor. Students are expected to maintain confidentiality in a professional manner. In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 sets the standard for protecting sensitive patient data. HIPAA Privacy and Security Rules apply to health plans, and healthcare organizations and providers who transmit health information electronically. As students in the Radiologic Technology Program, you are required to adhere to HIPAA regulations to maintain patient confidentiality and privacy.

Students must maintain the confidentiality of all patient health information encountered during clinical rotations and educational activities, including verbal, written, and electronic information. Access to patient health information is granted on a need-to-know basis, and students are only authorized to access information required for their assigned duties; unauthorized access to patient records is strictly prohibited. Students may only use patient health information for purposes related to patient care, education, or other authorized activities, and requests for information concerning a patient should be referred to the supervising technologist or the Clinical Preceptor; any other use, disclosure, or sharing of patient information is prohibited. Students must not disclose patient health information to unauthorized individuals, including friends, family members, or colleagues, and patient information should only be shared with individuals directly involved in the patient's care or education. When using electronic devices to access or transmit patient health information, students must adhere to security protocols to prevent unauthorized access or disclosure, including password protection, encryption, and secure transmission methods. Any suspected or actual security incidents involving patient health information must be reported immediately to the clinical instructor, program director, or designated HIPAA compliance officer. Violations of HIPAA regulations may result in disciplinary action, up to and including dismissal from the Radiologic Technology Program, and students are subject to the same privacy and security standards as healthcare professionals and must adhere to all applicable laws and regulations.

### **Dosimeter Reports**

Each student's radiation exposure will be monitored on a monthly basis throughout the length of the program; records will be maintained by the college as part of a student's permanent file. The current dosimeter report will be circulated through the class, initialed indicating that you have reviewed and noted your current exposure level, and then permanently filed. Students are expected to read their dosimeters monthly and to review then initial the monthly dosimetry report within 10 days or that reports availability. Any excess in exposure will be followed-up in order to determine safe practice of ALARA.

### XV. FINANCIAL EXPENDITURES - Fees (estimate)

Approximate costs associated with this program include:

1)	2 uniforms and shoes:	\$300
2)	Books: 1st year:	\$950
	2nd year:	\$350
3)	Immunization Vaccine Series, CPR certification:	Varies
4)	Registration fees check with college catalog varies:	\$46.00/unit
5)	Misc. Supplies (2 years):	\$500
6)	Gasoline and other transportation needs:	Varies

- |    |   |       |
|----|---|-------|
| 7) | ARRT and CPDH-RHB Exams Fluoroscopy Permit fees:  | \$450 |
| 8) | Misc. Graduation and other non-specific expenses: | \$150 |

## XVI. GENERAL POLICIES

The District Policy Manual is the official document which defines SRJC policies and procedures and will rule in the event of contradictions between the two documents. The District may revise the policies and procedures at any time without prior notice.

<https://go.boarddocs.com/ca/santarosa/Board.nsf/Public?open=&%252525253Bid=policies/8stuserv/8.1.5P.pdf>

### **Academic Dishonesty**

#### *SRJC Academic Integrity Statement*

Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purpose of defrauding, use of unauthorized aids or devices, falsifying attendance records, falsifying or destroying any clinical documentation, violation of testing protocol, inappropriate course assignment collaboration and any other acts that are prohibited by the instructor of record.

<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A63TMC78051C>

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be dismissed from the Program in accordance with the ASRT Code of Ethics. In case of plagiarism, the instructor could elect to implement any of the college regulations and penalties pertaining to this serious violation of college rules.

If the instructor has documented evidence that a student has committed any act of lying, cheating or plagiarism, the student could be recommended for disciplinary action from the college. If the incident involves cheating on an examination or paper, no credit will be given. Students who repeat this type of dishonesty will receive an "F" grade for the course.

### **Changes in Personal Data**

It is vital to notify the Health Sciences staff, program director, and the Admission and Records office if there is a change of your name, address, telephone number or change of person(s) to notify in case of emergency.

## **Conduct**

Student Conduct Standards & Due process:

<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A8QUHT7C30C3>

Students shall conduct themselves in a professional and ethical manner at all times. No profanity in the patient care areas is tolerated. Insubordination to faculty and clinical instructors, or lying or dishonest representation, could be a reason for immediate suspension from the program.

## **CPR Requirement**

Current CPR certification at the BLS Healthcare Provider Level/AED including adults, children and infants is required by the program and by the clinical sites. This includes cognitive AND skills evaluation. Check with the local chapters of American Heart Association or American Red Cross for CPR courses. Maintaining currency with this requirement is the student's responsibility. A two-year certification is recommended.

## **Employment During Training**

Due to the concentrated and intensified nature of the R.T. program, full-time employment is discouraged. If a student must accept employment, this implies that the student will:

Never carry out functions of a radiologic technologist without proper license.

Not accept employment hours which conflict with class/clinical time. No work hour can be counted as clinical experience. Students are advised not to work if grades warrant concern.

## **Health and Health Services**

ONCE ACCEPTED, in order to be placed in clinical assignments, students are required to complete the following:

Complete physical examination form. Must use and submit SRJC form. Physical must be completed within the year prior to entering the program and signed off by a MD, PA or NP only. This document includes general health questions as well as the medical clearance to wear an N-95 healthcare respirator.

Positive Rubella and Rubeola titer or positive antibody screen or MMR vaccine.

Second measles vaccine or MMR (minimum 4-6 weeks after initial MMR) for students born after 1957, or proof of immunity.

Proof of negative PPD (TB test) within the last year. The two-step TB test or or negative QuantiFERON (QFT) blood test will be required. After first PPD is read, you must make an appointment for a second PPD one to three weeks from the first one. NOTE: If positive PPD, documentation of a baseline chest x-ray (radiology report) taken within the last year or negative

QuantiFERON (QFT) blood test must be produced. A symptom-free form completed by an MD, PA or FNP will need to be filled out one year after the chest x-ray.

Hepatitis B vaccine series in progress - must have second vaccine by first day of school.

Tetanus documented within the last 10 years.

Evidence of immunity to varicella.

Yearly influenza vaccination (this can wait until October each year)

COVID vaccines and booster are recommended and may be required by your clinical site.

All registered students may use the Student Health Services Department (707) 527-4445 available on campus for any health-related matters. During its closure hours, students may get emergency assistance at a contracted medical service or any Emergency Room.

### **Library References**

Students are encouraged to utilize the books, professional journals, research databases and pamphlets located in the college library. The SRJC Library homepage has a search tool to access research databases of scholarly journals. Students are encouraged to approach the library staff for aid in locating information and materials. New books are constantly added to the R.T. section.

The Interlibrary Loan service is available through the Reference Librarian.

<https://libraries.santarosa.edu/>

### **Request for Time-Off**

Students requesting three or more days off must present this request to the program director at least two weeks in advance. The program director or clinical coordinator will communicate with the instructor(s) involved and to the student with a final decision. If granted, students must discuss "make-up" needs with affected instructor(s) prior to the leave.

### **Transportation**

Students are responsible for transportation to and from school and the clinical facilities. The travel time will not count as clinical or classroom time.

Students may park only in designated areas, both at the college and clinical settings. Refer to the campus parking regulations outlined in the college catalog.

<https://police.santarosa.edu/general-parking-information>

### **Use of Drugs/Alcohol/Smoking**

Students must abide by the following college policies and guidelines:

<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A7QSYW6E03DC>

Any personal medication used should be with physician guidance.  
Drugs may not be taken from the clinical areas.  
Proof of misuse of drugs or alcohol consumption while on duty or on district campus is grounds for immediate suspension or definitive dismissal from the program.  
No narcotics will be allowed on campus or in clinical setting.  
Repeated behavior under influence of alcohol is reason for immediate and definitive dismissal from the program.  
Smoking and/or tobacco use is prohibited on campus at all times and under all circumstances.  
This INCLUDES E-cigarettes.

### *Mandatory Drug Screening Requirement for Students*

Clinical agencies hold students to the same standards as they use for their employees; therefore, in order to be placed in clinical rotations, students will be required to clear a urine drug screen test. Any student with a positive result will not be allowed to participate in clinical training at contracted facilities. Since clinical is a required element of each semester in the program, any student with a positive result while enrolled will not be allowed to continue in the program.

Refusal to participate in the drug-screen portion of the requirement shall be interpreted as the student's unwillingness to complete the checklist of requirements and therefore that student will not be allowed to participate in clinical courses and will be dismissed from the program.

The drug screen will be repeated annually and as requested by clinical affiliates.

Students are responsible for costs associated with the background check/s and urine drug screen/s. Students will register and self-pay online for this service. The urine drug screen must be completed no earlier than 30 days prior to the start of the clinical experience. Students will receive information about how to complete these requirements at the pre-program orientation.

### **Sexual Harassment/ Discrimination Policy**

Sexual Harassment is Forbidden by Law

The Sonoma County Junior College District (Santa Rosa Junior College/SRJC), as your employer, must take all reasonable steps to prevent unlawful discrimination and harassment from occurring. Sexual harassment in employment violates Santa Rosa Junior College's policy and is prohibited under Title VII of the Civil Rights Act, California Education Code, Title IX of the Education Amendments, and the California Fair Employment and Housing Act.

<https://go.boarddocs.com/ca/santarosa/Board.nsf/goto?open&id=A5YP7B59CF46#>.

## XVII. INSURANCE, ACCIDENTS, AND INCIDENTS

### **Professional Liability Insurance**

Students are required to carry professional liability insurance. You will be automatically enrolled in liability insurance each year as part of class fees assigned to certain clinical courses. Students without current insurance coverage (not registered in the course) will not be permitted in the clinical area. For liability concerns, students are required to register BEFORE beginning their hours for a clinical experience course.

### **Workers' Compensation Insurance**

Student insurance coverage is provided for all students for accidents that occur on campus or at college related activities, including clinical education. All injuries sustained by students in the clinical areas or on campus must be reported to the clinical instructor, coordinator, program director, and the Health Sciences staff (707) 527-4271.

It is the responsibility of the student to file the injury report and the SRJC incident reports within 24 hours in order to be covered by workers compensation through the college. Forms can be completed and submitted through

[https://cm.maxient.com/reportingform.php?SantaRosaJC&layout\\_id=70](https://cm.maxient.com/reportingform.php?SantaRosaJC&layout_id=70)

Forms are available on the program website at the bottom of the "On-Demand Resources for CI's" page. <https://radtech.santarosa.edu/>.

Failure to report accidents and complete the required paperwork within 48 hours from the time of the injury may result in rejection of the claim by the workers' compensation insurance.

### **Reports of Incident/Significant Events**

If the incident involves injury directly to the student, the student must report to the SRJC Student Health Services or the local medical facility for medical treatment and formal release by medical personnel. A copy of the release must be placed in the student's file in the program office. All accidents or injuries involving a student in a clinical setting must be reported as soon as possible, within 24 hours, to the clinical coordinator. The supervising clinical staff in the clinical area should complete an incident report and state that the student was sent to Student Health Services for evaluation.

If the incident involves the student and a patient, a formal incident report from the clinical site must be completed by the supervising clinical staff and a copy must be submitted to the Clinical Site Department Director. This reporting procedure will be followed to report and record any significant event that might occur during clinical rotation.

A significant event is any unexpected clinical and nonclinical occurrence that results in loss of life or bodily harms, disrupts operations, or threatens any institution's assets and reputation. Significant event is any event or circumstance, which is noteworthy and relates to both good and adverse events/incident.

- Adverse reactions to contrast media
- Any invasive procedure - wrong patient, wrong side, organ, or part significant deviation from the usual process of care
- Reportable incident to the State of California Internal or external disaster
- Regulatory sanctions, unusual occurrences or Sentinel Events

## XVIII. STUDENT DRESS CODE

### **Policy**

#### DRESS CODE AND APPEARANCE

It is essential that a high level of personal hygiene and appearance reflect a commitment to professional medical imaging. The clinical education centers require that students meet the agencies' dress code and standards, be appropriately attired, identifiable and maintain a high level of personal hygiene and grooming. Therefore, guidelines regarding the type of attire to be worn have been established by the program in consultation and agreement with the clinical agency's rules and regulations regarding dress code. As students, your physical presentation and professional demeanor are a direct reflection on Santa Rosa Junior College and our Radiologic Technology Program. In establishing these guidelines, infection control, safety and professionalism have been the primary concern.

The following dress and personal grooming standards will be expected of all students in the R.T. program:

Uniforms: must be clean and well pressed. Male and female students will wear matching "scrub type" pants and tops in the approved medium gray color which are embroidered with the RT program logo. A matching gray scrub jacket that has the RT program logo may be worn over the uniform. These scrubs and jackets are to be purchased at Santa Rosa Uniform & Career Apparel, Inc.

At all times the uniform or jacket must have the SRJC RT student logo visible.

White, gray or black colored apparel that is free of decoration may be worn beneath the uniform.

Photo I.D. Name Tag: All RT student radiographers are required to wear the official SRJC RT photo ID name tag which designates their name and status while in the clinical area. Pay fee to

SRJC Accounting Department. Bring receipt to Health Sciences office where photo I.D. will be made at scheduled times. If you misplace badges, you must pay for a replacement (see Health Sciences staff for the purchase of new badges).

Personal monitoring devices: Dosimeters are supplied by Landauer and will be assigned to students prior to starting their clinical rotation. These are to be appropriately worn at all times while in the clinical affiliate or lab. Students are responsible to turn them in and exchange them every month. The cost of these devices is built in the annual lab fees. Lost dosimeters are replaced by the student with a fee that is to be paid to the dosimeter company.

Shoes: Shoes must be comfortable, clean, and in good repair. White, gray or black leather shoes or athletic shoes are allowed if they are conservative in style and free of any decoration. No garish colors and/or contrasting laces. No boots are allowed. No open-toe or open-heel, heels or sandal-type shoes are allowed because of OSHA and Worker's Compensation regulations.

Jewelry and Accessories: No jewelry except a small ring may be worn on the finger and a wristwatch with a second hand. One small pair of plain earrings in the ear lobe, but no “dangling” earrings. If visible, body jewelry should be covered or removed. Sunglasses or decorative glasses are not allowed to be worn unless approved by the clinical facility and are not allowed to be worn in class or labs.

Hats and Hair: Hair must be clean and all long hair must be pulled back. No hair should touch the shoulders or fall forward into sterile or patient care fields. Hair shall be suitable, neat in appearance, not a safety or infection control hazard, and not interfere with patient care delivery. Hair must not require frequent adjustment to conform to this policy. Hair should not block the student’s vision when bending forward and shall not fall forward into sterile fields when doing procedures. Extreme hairstyles, including hair color that is not naturally occurring (i.e. pink, blue, etc.) are not allowed in the clinical setting.

Students who have facial hair must have it neatly trimmed. If N95 masks are required, facial hair must be removed to provide the proper fit for the mask as necessary.

Hats may not be worn in class, lab nor in clinical.

If the student’s assigned clinical site has a more stringent dress-code, the student is expected to comply.

Nails and Makeup: Nails must be short, clean, and unpolished. Natural nails should be less than ¼ inch in length. Based on CDC and WHO guidelines, no acrylic, gel or artificial nails allowed. The covered nail may hide fungal infections, and chipped polish or gels that have not been backfilled may provide harboring crevices for bacteria which can be passed on to patients.

Makeup should be limited and muted, no extreme eye, brow, cheek or lip colors. To ensure effective infection control and patient safety, false eyelashes or similar products may not be worn in skills labs or clinical agencies.

Tattoos: If visible, tattoos may be requested to be covered while in class or lab. Students will follow clinical facility policy regarding tattoos.

Odors: Both on campus and in the clinical setting, students must be free of odors which may be offensive or could cause allergic reactions. These include, but are not limited to: body/unwashed hair odors, tobacco, perfume, perfumed powders and lotions, hair sprays, cologne and after-shave. Students may not smoke during breaks on campus or in the clinical setting since the odor of tobacco lingers in hair and clothing and can cause reactions in sensitive individuals. Smoking is prohibited on SRJC campus.

Students who are inappropriately dressed will be counseled, asked to leave and directed to return to in proper attire. Such leave because of violation will not be counted as an excused absence, clinical hours nor emergency leave and will result in student remediation. Any further non-compliance of the above policy will result in the student being placed on probation and could be grounds for suspension from didactic, lab or clinical education and eventual dismissal from the program.

Students will have the following items in their possession at all times when in the clinical setting, while on campus X-ray lab or the campus Nursing Skills lab:

- A set of personalized positioning markers. The program director will direct you to a source to obtain these.
- A personnel monitoring device (radiation dosimeter)
- SRJC Photo ID nametag.
- Approved SRJC Radiologic Technology scrubs uniform

The SRJC RT uniform and photo I.D. name tag should not be worn by any student outside of the clinical experience or approved RT program functions.

Santa Rosa Junior College and its clinical affiliates are not responsible for loss of valuables.

## XIX. CLINICAL EDUCATION

### **Policy**

By application and acceptance into this program the student has agreed to accept clinical assignments in whatever hospital/clinical she/he is assigned, regardless of geographical distance.

Students Will:

Have reliable transportation for class and clinical assignments, a reliable car or car pool with a backup plan.

Plan to attend clinical hours as assigned in the program.

Be clean and sober of all drugs and alcohol, having good physical and mental health, and the physical ability to work and do physical hands-on lifting and care for patients in the hospital setting.

## **Procedure**

The program director is responsible for arranging the clinical education rotations.

Criteria that are utilized to provide a student the necessary opportunity for achieving acceptable clinical competency objectives include the following:

- Exposure to a wide spectrum of radiologic procedures
- Experience in trauma, portable, surgical examinations and outpatient settings
- Re-assignment in accordance with a remediation plan

Several assessment reports are considered when selecting clinical assignments in an effort to insure a balanced clinical educational experience in terms of quantity and variety of radiographic examinations and clinical hours. These are:

- Monthly Record of Clinical Hours and total hours to date
- Clinical Evaluation Form
- Completion of Competencies

There are rare occasions when it may be in the students' best interest to reassign them to another clinical setting out of cycle. Those occasions are well documented and the student understands clearly why it is necessary. The program director will facilitate that process and it is limited to only one instance during the students' entire two-year educational program.

### *Special Rotation or Assignment*

Students who have successfully completed the required competencies may request for special rotations or assignments in any modality related to Radiology. These requests must be arranged by the student with the clinical instructors and approved by the clinical coordinator and program director. This effort is intended to assist the advanced students to have opportunity to explore other fields of expertise. Note: These hours may or may not be accepted and authorized as clinical hours.

### *Mammography Training*

Students interested in Mammography certification are encouraged to participate in a RADT 102 and 102L elective in mammography and participate in the clinical hands on positioning portion while still in a student status. The clinical hours accrued in Mammography (40 hours) are NOT COUNTED as a part of the overall clinical total hours for Radiologic Technology program

accrual. Students interested in this particular training will need to seek out their own clinical site at one of the sites currently identified as one of our clinical affiliates.

## XX. CLINICAL EXPERIENCE OBJECTIVES

- Discuss ethics and the characteristics of professional behavior.
- Apply professional communication techniques.
- List the radiography practice standards.
- Demonstrate positive values and a commitment to patient-centered, quality care for all.
- Explain the elements of procedural performance and radiation protection.
- Recognize the requirements for clinical competency.

**Clinical Performance Evaluation Criteria – See Clinical Competency Handbook for details.**

### *Clinical Evaluation Criteria*

- Patient care
- Communication skills
- Professionalism & ethics
- Equipment handling
- Positioning skills
- Critical thinking & adaptability
- Accountability
- Radiation protection
- Organization
- Sensitivity / understanding

### **Recommended Responsibilities of the Clinical Instructor**

#### Orientation:

- Have written departmental policies available for students.
- Document record of orientation using the Orientation Verification Form in *Trajecsys*. Have up-to-date routines as guidelines for all radiographic procedures, including projections for each procedure.
- Have a system of technique guides for students - orient students to type of processing, screens, tubes, Bucky grid ratios, speeds, calibrations of machines, and safety procedures (radiation and electrical).
- Encourage an environment of acceptance so that students feel like part of the department/team.
- Demonstrate equipment unfamiliar to students.
- Insure that student gets an overall experience in the department during the initial part of the rotation.
- Communicate to staff at what level students can perform, and the objectives for rotation-- those skills that they need to learn; that they have not had any clinical experience to date.

#### Instruction:

- Evaluate clinical performance of each student, in consultation with other staff. Make certain that all radiographic images taken by students are approved by a registered radiographer.
- Assign students to their daily area of activity.
- Identify weaknesses of students in terms of skill and personal interactions, counsel student accordingly, and tailor assignments to help overcome skill deficiencies.
- Conduct periodic image critiques.
- Reinforce routines and policies throughout the rotation.
- Motivate students' learning.
- Share new ideas, procedures, and articles with students.

#### Record Keeping:

- Maintain record of student assignments.
- Maintain record of student's evaluation of clinical performance according to the prescribed schedule.
- Generate and maintain record of any unusual events, such as lateness, disagreeable behavior, or negligent performance.
- Maintain record of image critiques.
- Document midterm and final clinical evaluations in *Trajecsys*.

#### Student Counseling:

- Recommend students for a three-way conference.
- Evaluate, in consultation with the department manager, if a student dismissal is warranted.
- Be aware of student problems--act as liaison between students and hospital staff.
- Relate issues to college instructors in a timely manner.
- Direct and assist students in case of accident or injury.
- Insure that students are relieved for lunches, breaks, and on-campus work.

#### Accreditation/State Inspection:

- Help college faculty complete appropriate forms.
- Act as a representative during accreditation visits.
- Become familiar with the JRCERT Standards, the Title 17, and RHB Regulations, and insure their implementation at the institution.

#### General Responsibilities:

- Attend annual clinical instructor meetings when they are offered.
- Aid and encourage in student recruitment.

## XXI. SECONDARY OBJECTIVES

Two to three weeks observational experience in CT. (2nd fall or spring) Other observational experience as warranted.

## XXII. ADDITIONAL OPPORTUNITIES FOR CLINICAL EXPERIENCE

The radiologic technology program does not authorize students to participate in clinical hours during semester breaks and school sponsored holidays when the district campus is closed. The only exception to this is spring break and Professional Development Activities (PDA) days. For further clarification on this, contact the program director.

Occasionally, students request the opportunity to spend additional hours in their assigned clinical settings to observe procedures that may not be readily available during regular hours. This process is designed to permit students to benefit from such clinical experience. JRCERT states that programs must assure that clinical involvement for students is limited to not more than ten (10) hours per day. The SRJC Rad Tech program defines regular daytime hours as 06:00 – 20:00.

## XXIII. STUDENT ORIENTATION TO CLINICAL FACILITIES

### **Policy**

All students must be oriented to the affiliate where clinical experience is provided and to specialized areas such as Computerized Tomography, Operating Room, Emergency Room, Nursery, ICU, CCU and so forth. It is the responsibility of the clinical instructor to provide this orientation either personally or by arrangement with other staff members. Students **MUST** schedule for an orientation session **PRIOR** to the clinical assignment, and submit a completed Pre-Orientation form to the clinical instructor at this orientation session. First year – first semester students are exempted from the pre-orientation form.

The orientation session is tracked when the Clinical Instructor completes the Orientation Verification Form in Trajecsys.

### **Procedure**

Orientation will, at least, include the following, as applicable:

Parking Regulations: location, permits, day/evening

Break/Lunch Procedures: time and duration of meal and breaks and provisions for students bringing lunch

Restroom Facilities: locations

Personal Storage Areas: locker facilities and/or proper location for books, coats, bags, dosimeters, and valuables  
Safety Procedures: site's radiation protection plan, fire regulations, codes, security, disaster plan, infection control guidelines, and standard precautions  
Notification Procedure: in case of absence or tardiness, reporting incidents.  
Mobile Units: C-arm and portable machines  
Ancillary Equipment and Supplies: location of grids, contrast media, immobilization devices, protective aprons/devices, lead markers, emergency cart, and linens  
Accessory Items: needles, syringes, tourniquets, I.V. tubing, emesis basins, bandaging material, gloves, etc.  
Special Equipment: operation of monitors, oxygen, I.V.s, etc.  
Introduction to Key Personnel: radiologist(s), administrative personnel, staff technologists, and ancillary staff  
Conference Facilities: location for rooms, regulations, staff meetings  
Student Assignments and Information: postings, posted student schedule, reject images for analysis, weekend /evening policy, assignments and expectations  
Resource Materials: radiographic positioning texts, teaching library  
Orientation to Department: routines, patient transportation, procedure manual, equipment operation, exam requisitions  
Radiographic and Digital Imaging Equipment: all rooms, automatic exposure control devices, and technique charts.  
Department Radiation Protection Plan: reports, violation, reporting hierarchy.  
Communications During Clinical Assignment: emergency contact, outside phone calls, use of cell phone, visiting patients, contacting other students  
Hospital Information: history, bed capacity, HIPAA program  
Hospital Tour: OR, ICU, CCU, orthopedic clinic, women's center, and other ancillary departments, etc.  
Image Archiving System/RIS: student access code and privileges  
Non-Routine Positions: shoulders, knees, spine, etc.

#### XIV. CLINICAL EXPERIENCE GUIDELINES

##### **Clinical Rotations**

The program director is responsible for arranging the diagnostic clinical education rotations. Personal vacations are to be scheduled only during times when classes are not in session.

##### **Clinical Scheduling**

Clinical scheduling- Clinical scheduling of the student is up to the discretion of either the clinical instructor and/or lead technologist of respective assigned department.

All students may be assigned to day, evening, or weekend shifts as long as proper supervision is maintained; equitable rotation schedules, in cases of multiple students, is provided and appropriate variety of radiographic examinations are observed. Students are never allowed to participate between the hours of 08:00PM and 6:00 AM.

All weekend clinical hours must be arranged with the program director.

Classroom attendance- unless otherwise notified, students shall attend class at the college as designated in your specific class schedule.

Special Rotation- Students will be rotated into CT in the second year. The CT rotation will be 6 clinical days of observational clinical experience. If CT is not available for students to observe at a clinical site, the PD will make alternate arrangements. Observational rotations in other imaging modalities may be available at the student's assigned clinical site. The clinical instructor will be responsible for arranging these special rotations.

### **Clinical Hours**

Clinical hours are a State of California requirement of the training. Any falsification of submitted hours will be considered a breach of academic integrity and a violation of ARRT/ASRT ethics. Clinical hours shall not be compensated. Students will not be in clinical assignment when the college campus is closed due to holidays. Any missing hours are expected to be made up before the semester ends.

When not busy, there will be no loitering. Use idle time for studying. Now is the time to ask those questions or explore issues that remain unclear to you.

A certain number of clinical hours are required for each semester beginning with the first semester of the first year. The total clinical time plus didactic time shall never exceed 40 hours per week nor 10 hours per day.

Students are required to use the *Trajecs* clock-in system to record their clinical hours daily. The clinical instructor or his/her designee must validate this time sheet monthly.

Students must clock in and clock out in *Trajecs* when arriving, going to lunch, returning from lunch and leaving for the day. Time sheets will be validated by the Lead CI and reviewed by faculty every month. All assigned hours must be completed each semester. Failure to complete the required number of clinical hours in a semester can result in failure of the clinical experience course.

## **Student Evaluation of Clinical Experience**

At the end of each clinical course the student is required to complete an evaluation of their respective clinical experiences. The evaluation is anonymous and is an opportunity for the student to make an assessment on her/his clinical experiences. Through candid evaluations, the faculty can identify the strengths and weaknesses of a particular clinical education setting and utilize this information for continuing program evaluation and improvement. Another area where this information is useful is in matching student's clinical experience weaknesses with those clinical education settings that can better remediate by providing clinical experiences that address a student's weaknesses.

## **Strike and Mandatory Clinical Time-Off**

In the event of work stoppage, picket of any type, or a mandatory clinical time off at the determination of the program director, students may request to be assigned to a temporary site or alternative assignment. The program director and lead clinical coordinator will coordinate these occasions. Students will be assisted in scheduling the lost clinical hours to ensure that they have the minimum number as mandated by the program.

## **Breaks and Lunch Periods**

Generally, there will be morning, lunch, and afternoon breaks. You must take these breaks, but do observe the departmental policy regarding breaks and lunch periods, and do not take excess advantage of breaks. You may not combine a break with lunch. Lunch breaks are 30 minutes and are not to be counted toward the clinical experience hours and should not be included in the daily total clinical hours. If you are at a clinical site for 6 hours or more on any given day, you must take a lunch break. You may not 'work through' lunch in order to leave 30 minutes early. You must clock out/in for lunch, leaving and returning from the department.

## **Personal Phone Calls**

No personal phone calls should be received while in the clinical area except for emergencies. Departmental telephones may not be used for personal calls. You are required to observe the policy of cell phone use at all assigned clinical sites. Texting and Internet use on your cell phone is prohibited during clinical hours. You may use your cell phone during your breaks and lunch. You may use your phone for logging exams and clocking in/out of Trajecsys if permitted by the clinical site.

## **Guidelines for Image Analysis**

In order to promote critical thinking and problem-solving skills, the following outline exercise is to be used by students and instructors when preparing an image analysis activity.

Each student will be responsible for completing image analysis on assigned topics in the radiographic positioning courses (RT 61A, 61B, 61C). Knowledge in image analysis is expected of students in both didactic and clinical areas.

Criteria for conducting an image analysis session:

- Facility's identification requirements (facility name, patient name, age or birth date, ID numbers, procedure date and time) are visualized on the image.
- Correct marker is visualized on image and demonstrates accurate placement.
- Required anatomy is present on the radiograph/image.
- Proper location of the central ray.
- The relationships between the anatomical structures are accurate for the position/projection demonstrated.
- Evidence of maximum collimation on the image.
- Evidence of radiation protection measure (gonadal shielding) on images when indicated, and good radiation protection practices are followed during the procedure. Bony cortical outlines and/or soft tissue structures are sharply defined (focal spot). Radiographic image is demonstrated without undesired distortion.
- Correct image receptor size has been used.
- Image and anatomical structures have been accurately aligned.
- Proper source to image receptor distance was used.
- Density is adequate to visualize the required body and soft tissue structures.
- Radiographic contrast adequately visualizes the bony and soft tissue structures of interest (radiographic technique).
- Exposure Index within tolerance
- No preventable artifacts are present on the image.
- The requested procedure and indications for the procedure have been fulfilled.

## XXV. RADIATION PROTECTION REGULATIONS

### **Radiation Protection Policy**

#### *General Principles*

Except as required for medical reasons, no student nor faculty shall receive radiation exposures in excess of the limits prescribed by the National Council on Radiation Protection in NCRP Report 116 Recommendations on Limits for Exposure to Ionizing Radiation. All applicable regulations of the State of California Department of Health Services and the Nuclear Regulatory Commission will be observed.

These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. Further details on the Federal and State radiation protection regulations can be obtained at these websites:

- <https://www.epa.gov/radiation>
- <https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.aspx>
- <https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/index.html>

Make it your personal responsibility to practice all appropriate radiation protection procedures for yourself, for other members of the health care team and for the patient. This includes:

Utilizing personal radiation monitoring devices

Observing rules, such as, closing doors during radiographic examinations

Specific procedures of collimation

Utilization of equipment safety devices

Protective shielding and clothing

Safety precautions with respect to radioactive materials, portable radiography, measures for protection of nonmedical assisting personnel and all other specific radiation protection measures indicated for procedures in the various specialties.

In addition to radiation protection procedures, observation of all appropriate general safety, fire regulations and institutional regulations in effect for medical asepsis should be considered part of your personal responsibility in delivering safe, competent patient care. Make it your responsibility to know and understand these regulations.

### **ALARA**

Consistent with the principles of ALARA, every effort will be made to keep radiation exposure as low as reasonably achievable by avoiding exposure to the public and to minimizing exposure of the patient consistent with good radiologic practice. The best practices of ALARA, as identified in the physics and positioning courses, should be followed conscientiously.

### **Personnel Safety Dosimeter Program**

All Radiography students will be issued 1 personal monitoring device (dosimeter) by the program director. This collar monitor is designed to approximate maximum exposure to the head and thyroid and must be worn at collar level outside of any protective apron and/or thyroid shield being worn.

This radiation badge is to be worn at all times during clinical hours and must be read on a monthly basis. The radiation dosimeter reports are reviewed monthly with each student and initialed acknowledging your awareness of the most current reading.

- Students who declare pregnancy will be issued a second dosimeter to be worn at waist level. Never wear someone else's monitoring device, or allow someone else to wear your monitoring device.
- Protective Clothing - All personnel who are in the procedure room during radiological procedures shall wear appropriate protective apparel.
- Holding Patients - Student technologists are not permitted to hold patients nor to hold image receptors during exposure. This violation can be deemed as a misdemeanor.
- Pregnancy - Pregnant students are encouraged to follow the program policy for declared pregnant students.

- Shielding - Students are required to appropriately shield all patients, regardless of age, unless shielding the patient for a particular exam would obscure the anatomical parts that are to be examined. This is required by the State of California Radiologic Health Branch.
- Collimation - All radiographic images must show evidence of proper collimation to the area of interest for the requested exam.

*Female Patients of Childbearing Age* - Student technologists must ask all women of childbearing age whether there is a possibility of pregnancy before performing any radiographic examination. If the patient is pregnant, or if there is any doubt regarding a patient's pregnancy status, the student must inform the qualified radiographer supervising them. That individual will consult a radiologist before any radiographic examination is performed, following the departmental policy.

The possibility of pregnancy in pediatric patients of childbearing age should be ascertained without the parent in the room since the patient may be reluctant to divulge possible pregnancy in the presence of a parent. The possibility that a pediatric patient is pregnant may not be divulged to the parent.

Do not irradiate a woman who may be pregnant unless this has been considered in the referral. If a radiographic examination must be performed on a woman who maybe pregnant, it must be performed under the direct supervision of a qualified radiographer

### **Radiation Protection Procedure**

The following safety rules have been established for the protection of the patient, other personnel, and you from ionizing radiation during your radiology observation and clinical education. These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. These rules are mandatory and any exception must be reported to the lead technologist and program director immediately.

All students are given access and orientation to the clinical sites' radiation protection plan/program during their orientation days.

#### *Area postings*

All students/staff utilizing the energized lab will adhere to the postings on the doors and walls of the area of the lab.

The Notice to Employees is to be prominently displayed

#### *Regarding monitoring devices:*

A monitoring device, properly placed, must be worn at ALL times during both the observation and clinical education phases.

When protective aprons are used, the monitoring device must be placed outside the apron, at the collar level.

Monitoring devices shall be read monthly or quarterly as determined by the program director. NO EXCEPTION. The dosimeter readings are distributed, initialed, and archived within 10 days of reading. They are always available in the RT program office.

Students will exchange their dosimeters during the last week of the month or quarter and a report will be distributed to all students at the beginning of the month after the dosimeters were read.

The student is expected to review and initial on the Dosimeter report that they have reviewed and acknowledged any exposure that they recorded. The program RSO or alternate RSO will counsel any student who exhibits monthly readings in excess of the following based on the accepted occupational and non-occupational dose limits:

*Dose Limits/Monitoring Requirements*

Historically, the average annual dose of a Sonoma County Junior College District radiation worker is about 10 millirem. A radiation worker is required to be monitored if he/she is likely to receive in excess of 10% of the dose limits. Those dose limits are:

Region of the Body	Occupational Dose Limit
Whole Body	5 rem (5,000 mrem) / year
Lens of Eye	15 rem (5,000 mrem) / year
Extremity and Skin	50 rem (5,000 mrem) / year
Embryo / Fetus	0.5 rem (500 mrem) / gestational period
Minor (<18 years)	0.5 rem (500 mrem) / year
General Public	0.1 rem (100 mrem) / year

Ref: NRC 10 CFR § 20.1201

*Investigational Levels*

The RSO or alternate RSO will monitor the monthly dosimetry report and counsel any student who exhibits levels in excess of the maximum permissible occupational dose as outlined above. Additionally, the program subscribes to a guideline of student exposure being one tenth of the annual occupational dose. Therefore, any student whose monthly reading exhibits 40 mrem per month or higher, shall require an investigation. The student will discuss this finding with the RSO and a plan will be defined in an effort to keep any subsequent occupational exposure within the tolerances set for the general public.

Internal reviews of all monthly dosimeter readings are made on an on-going basis to make certain that students/staff are not operating faulty dosimeters.

Dosimeter services

Provider: Landauer: <https://www.landauer.com/>

Reporting Period: Monthly

Reviewers of dosimeter records: RSO program director and alternate RSO adjunct faculty and every user.

When an X-ray exposure is about to be made, you **MUST**:

- Leave the room
- Get behind the lead shield
- Be otherwise suitably protected for surgery, portable, or fluoroscopic work
- Follow your clinical site's policy

Specifically, you **MUST NOT** hold or support a patient or an image receptor during exposure.

During an exposure or procedure do not place yourself in direct line with the central ray, even though you are wearing a lead apron.

Under no circumstances will you permit yourself or any other human being to serve as "patients" for test exposures or experimentation.

While in training, students are allowed to assist in the performance of fluoroscopic procedures (supervised by a Radiology Operator and Supervisor, and/or a certified radiologic technologist who has a Fluoroscopy Permit). During fluoroscopic procedures, if you remain in the fluoroscopic room the following will prevail:

- A lead apron must be worn at all times or you must remain behind an adequate lead protective screen and not in direct path with either tube or patient.
- The monitoring device must be worn outside the lead apron at the collar level.
- You must stand as far from the patient and tube as possible, consistent with the conduct of the examination.
- You should continue to face the source of the radiation or the scatter rather than turning away from it.
- When practical, stand behind the secondary barrier.
- You should wear lead gloves and thyroid shield if you are in proximity to the patient (less than six feet).

With permission of the clinical instructor, you may make test exposures on inanimate objects. In so doing, all radiation safety rules must be followed, as well as tube safety factors, etc.

When observing radiographic procedures in surgery and bedside portables:

- A lead apron **must** be worn during fluoroscopy. It is *recommended* that a lead apron be worn during portable radiography. Follow the guidance and policy of the clinical site.
- A monitoring device **must** be worn outside of the lead apron.
- Stand as far from the patient and tube as practical while observing the patient
- Stand so that the central ray is pointing away from your body.
- Observe all regulations which apply to work in surgery, such as preserving sterile fields, wearing surgical garments, etc. The staff technologist will provide details.
- In addition, when observing, you must step outside the room if you cannot stand at least six (6) feet from the patient or stand behind the staff technologist during the exposure.

Permission to make actual exposures on patients shall be determined by all of the following:

- The opinion of the radiologist/lead technologist/clinical instructor.
- The opinion of the program director/clinical coordinator/clinical supervisor.
- Your own feeling of security and proven competence.
- Successfully passed written exams in the didactic course for the specific procedure in the clinical environment.
- Successfully achieved competency check-off in the school laboratory setting for the specific procedure in the clinical environment.

If you are in doubt about practical procedures or practices regarding radiation protection, please contact the program director or clinical coordinator for clarification or instructions.

### **Overexposure Reporting Criteria and Procedure**

All students, staff, and faculty are expected to be familiar with the Notice to Employees – Standards for Protection against Radiation, as posted in the energized laboratory. All facilities where radiation is present are subject to the California Radiation Control Regulations.

#### **[California Code of Regulations, Title 17, Section 30255](#)**

Any excess of radiation received by humans, other than for medical purposes must be reported in the prescribed notification period, as applicable, to the California Department of Health - Radiologic Health Branch.

The following conditions are considered excess exposure that can be indicated by an overexposure of a dosimeter:

Immediate notification if an individual has received:

A total dose equivalent of 25 rems (0.25 Sv) or more

An eye dose equivalent of 75 rems (0.75 Sv) or more

A shadow-dose equivalent to the skin or extremities of 250 rads (2.5 Gy)

24-hour notification if an individual has received within 24 hours:

A total effective dose equivalent exceeding 5 rems (0.05 Sv)

An eye lens dose equivalent exceeding 15 rems (0.15 Sv)

A shadow-dose of equivalent to the skin or extremities exceeding 50 rems (0.5 Sv).

NOTE: Twenty-four-hour notification can be made to the telephone # 916-445-0931. However, a confirmation from the RHB is to be expected within 24 hours.

Overexposure Report Form, anyone can and must report any overexposure that might occur during the course of study and work at Santa Rosa Junior College.

On campus: Any concern, violation, or accidental exposure should be reported to the supervising faculty, program director who serves as the district radiation safety officer, and the supervising dean.

At clinical site: Any concern, violation, or accidental exposure should be reported to the supervising clinical instructor, clinical coordinator, department manager, program director, and the district radiation officers of the district and agency.

**Santa Rosa Junior College Radiologic Technology Program  
Overexposure Report Form**

In case of accident, incident, and/or errors related to radiation safety, all students, staff, and faculty will be notified immediately (within 24 hours) of all events. Please be specific.

In the clinical environment, immediately following the incident, provide this completed form to a clinical instructor and coordinator.

All completed forms will be forwarded to the program director within 24 hours, in order to comply with the State reporting requirements.

Date	Location	What happened	Who is involved

\_\_\_\_\_  
Name

\_\_\_\_\_  
Contact Information (phone and email)

## **Pregnancy Policy**

The sponsorship of the program adheres to the stated regulation Title 17 of the State of California and Title 22 of the U.S. Nuclear Regulatory Commission. A copy of this policy is provided to all female applicants prior to their admittance to the program.

## **Declared Pregnancy Policy**

It is the philosophy of the School of Radiologic Technology to provide all students a safe environment for clinical experience and training. Furthermore, students in the procreative age and/or diagnosed pregnant are assigned and monitored in an environment that should be within the regulations on Prenatal Radiation Exposure that are set out by the U.S. Nuclear Regulatory Commission.

In compliance with Nuclear Regulatory Commission Regulations regarding the declared pregnant student, female students have the option of whether or not to inform program officials of pregnancy. A student that chooses to declare pregnancy will submit the Pregnancy Declaration form to the program director which is available on the Radiologic Technology program website and can be found in the “Forms and Resources” section. <https://radtech.santarosa.edu/>

A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for completing the training at Santa Rosa Junior College. With notification to the program director, the student may change from one option to another at any time during the pregnancy as long as all program objectives, courses, and competencies are completed.

### **OPTIONS:**

Continuing the training without modification or interruption. This option means that the student would agree to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the instructors and Santa Rosa Junior College.

Continuing the training with modification of clinical assignments. This option means the student would have the choice to delay clinical assignments and/or competencies in areas, such as fluoroscopy, portables, and surgery. Even though every effort would be made for the student to accomplish the aforementioned clinical assignments and/or competencies during the 23 months of the program, in order to accomplish this successfully the training may need to be extended.

The student may take a three-month leave of absence from the clinical setting. The student would be expected to continue attending didactic courses. The clinical assignment would be extended to comply with completion of 1850 clinical hours, as required by the State of California Radiologic Health Branch and the program.

If there is space in the next class, the student may withdraw from the program for a one year leave of absence from class and the clinical setting and then come back into the program at the beginning of the same semester, same place where she stopped out. She would become a member of the subsequent class.

#### Stipulations/Mutual Understanding:

- Student will sign and date the declared pregnant student statement.
- Student will present a letter from the attending physician releasing the student to continue in the training.
- Student will meet with the hospital/clinic Radiation Safety Officer, program director, and clinical instructor to discuss options and radiation protection measures.
- Student will not be present inside a radiographic room when radiation exposure is made.
- Student will not hold or restrain a patient receiving ionizing radiation.
- Student will wear a minimum of two radiation monitoring devices, one at abdomen level and the other at the collar/outside of the wraparound apron. The abdomen monitoring device will indicate the abdomen dose and will be monitored monthly for the entire gestation. It is the student's responsibility to submit her monthly dosimeters in a timely fashion.
- If monitoring records demonstrate the unborn child has received 500 millirems, the student will be immediately removed from the clinical setting and reassigned to an area or duty in which radiation hazards or exposure does not present any risk.

#### **Un-Declared Pregnancy Policy**

If a student decides to reverse her pregnancy status and UN-declare pregnancy, she can provide a written statement to the program director. When tendered, the student's un-declaration of pregnancy reverts her status to the same rights and expectations as existed prior to when she declared pregnancy.

#### XXVI. STUDENT SUPERVISION

##### **Students must have adequate and proper supervision during all clinical assignments.**

Students must perform all medical imaging procedures under the direct supervision of a qualified radiologic technologist until students achieve competency.

*The following conditions constitute direct supervision:*

- A registered radiologic technologist reviews the procedure in relation to the student's knowledge and evaluates the condition of the patient in relation to the student's potential achievement.
- A registered radiologic technologist is present during the performance of the procedure.
- A registered radiologic technologist reviews and approves the completed procedure and its radiographs/images before their submission for interpretation.
- A registered radiologic technologist is present during student performance of any repeat of unsatisfactory radiograph.

Students shall not take the responsibility nor the place of qualified staff. However, after demonstrating competency, students may be permitted to perform procedures under indirect supervision.

Students may perform procedures under indirect supervision, which is defined as the supervision provided by a registered radiologic technologist immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of registered radiologic technologist adjacent

to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Students are not allowed to perform independently those exams in which they have not gained competency. They must be directly supervised until they gain competency in exams to be checked off.

**The student will always be under direct supervision at all times during their clinical training regardless of having achieved a clinical competency previously under the following conditions:**

- **During surgical and all mobile exams, including mobile fluoroscopy.**
- **When working in the Operating Room, Angiographic/IR facilities, CT, or intensive care units.**
- **When working with pediatric patients under 18 years of age, when imaging pregnant women, with traumatic spine patients in the Emergency Room,**
- **When performing repeat images.**

### **Fluoroscopy by Student Radiographers**

According to the California Health and Safety Code, section 106975, student radiographers are allowed to assist and perform fluoroscopic procedures under these conditions:

Students must adhere to the regulations established by the Department of Health Services (sec. 30423 and 30450, Title 17, Chpt. 5, Subchpt. 4.5) concerning the use of fluoroscopic equipment by radiologic technologists.

Students may not expose a patient to X-rays in the fluoroscopic mode for any reason or circumstance without direct supervision.

At all times, students will be directly supervised by Radiology and Fluoroscopy Operators and Supervisors, and certified radiologic technologists who possess fluoroscopy permits.

The approved clinical site would have in place a policy, procedure, and orientation for students' training in the category of fluoroscopy. Documentation as required by the program, student logs, and students' competency should be documented for each student's training.

Students must be under direct supervision of certified technologists, who possess fluoroscopy permits, when assisting with those fluoroscopic procedures in ER, OR, Intensive Care, pediatric cases, and other emergent situations.

## XXVII. SPECIAL POLICIES

### **Injury and Incident Reports**

#### **TRAINING RELATED INJURY/EXPOSURE TO HAZARDOUS SUBSTANCES**

Students injured on campus will report to the Health Services office in the Bertollini Building. When an injury or the condition of the student does not allow this, call Health Services (527-4445) and/or 911 if appropriate.

All clinical injuries must be handled through Kaiser Occupational Health or Emergency room. First aid may be administered by student and instructor at the clinical site before accessing the Kaiser Occupational Health Center.

During hours other than weekdays between 8:00 am and 5:00 pm, injuries and exposures will be treated at the Kaiser Medical Center Emergency Room. In the event of a life-threatening emergency or blood and/or body fluid exposure, the student will be seen on site in the clinical agency's emergency room.

In all instances of injury or exposure, the instructor is to be notified immediately even if not on site.

### Reporting of Incident(s) in Clinical or Classroom Settings

Step 1: Inform your clinical instructor, clinical coordinator or program director and Health Sciences Office (707-527-4271) IMMEDIATELY after First Aid is given.

When in doubt or in an emergency condition, follow the clinical site's protocol for the treatment of their own employees, as directed by the clinical instructors.

If the incident occurs after hours or on a weekend, the student should report as described above in early AM of the morning of the next business day.

Step 2: Within 24 hours of the incident, report to Health Sciences Office. Complete the "Santa Rosa Junior College Accident and Illness or Injury Report" which is available on the Radiologic Technology program website under "On-Demand resources for students". Give this report to Health Sciences staff member. Further instructions may be given to you.

Step 3: Within 24 hours of the incident, report to SRJC Health Services for treatment of the injury. A referral to an outside health care agency may be determined by the SRJC Health Services personnel.

Step 4: Follow-up with program faculty.

### **Standard Precautions Policy/Protocol**

Diseases Transmissible by Blood and Body Fluids e.g., AIDS and Hepatitis B

To prevent exposure to diagnosed infectious disease or unknown infectious bodily fluids, the following procedures and guidelines are to be practiced for ALL PATIENTS/PERSONS:

Hands washed before and after contact with every patient or specimen contact. Running water, soap, and about 10 seconds of friction is usually sufficient.

Gloves should be worn under the following circumstances:

- Liquid or semi-solid body substances
- Blood
- Urine or stool
- Standard (universal) precautions

Follow this rule of thumb. If it's wet and it's not yours, you should be wearing gloves.

Cover gowns should be worn when soiling of the uniform is anticipated by the above substances. (Scrub clothing is available if the uniform inadvertently becomes soiled with these substances.)

If splattering or spraying of above substances is anticipated into the eyes or mouth of the health care worker, gloves, goggles and/or face shields shall be worn. (If inadvertent splattering or spraying occurs, the areas involved shall be flooded with saline solution or water until clear.

Disposable syringes, needles, scalpel blades, and other "sharps" should be placed into puncture resistant sharps containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.

Students who have a needle stick injury must report to Student Health Services where ongoing records will be maintained and monitored.

Handle all linen soiled with blood and/or body secretions as INFECTIOUS.

Wear an approved N-95 compliant mask for TB, COVID and other respiratory organisms.

Place resuscitation equipment where respiratory arrest is predictable.

ADOPTED IN ACCORDANCE WITH POLICIES AND GUIDELINES OF THE  
C.D.C. (Center of Disease Control), AFFILIATE HOSPITALS AND CALIFORNIA NURSES  
ASSOCIATION.

### **Communicable Disease Policy Reporting Illness**

The student must report illness, communicable diseases, and any condition that might affect the health of the student, patients, and hospital staff. This should be reported to a program official or clinical instructor. Failure to report is an ethical violation and will result in probation and possible dismissal from the program.

To protect those around you and as a safeguard to patients, all students are required to meet safe health standards. Any student with an elevated temperature (100° F or more orally), symptoms of urinary infection (dysuria, urgency, or frequency), symptoms of respiratory infection, symptoms of gastrointestinal infection, or symptoms of conjunctivitis must report the condition to a program official or clinical instructor, even though the student may be under the care of a private physician. The program official or clinical instructor is responsible for reporting the condition to the Infection Control Department at the clinical site.

### **Health Status Report**

Before the student returns to the program, the student's physician must verify a clean bill of health status. The student is responsible for making up lost clinical time and missed class work during his/her absence.

## Standards of Ethics

Candidates must comply with the "Rules of Ethics" contained in the ARRT "Standards of Ethics." This includes, but is not limited to, compliance with state and federal laws. A conviction of, or a plea of guilty to, or a plea of nolo contendere to a crime, which is either a felony or is a crime of moral turpitude must be investigated by the ARRT in order to determine eligibility. Those who do not comply with the "Rules of Ethics" must supply a written explanation, including court documentation of the charges, with the application for examination. Additional information may be found in the [ARRT Standards of Ethics](#) or by contacting:

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, Minnesota 55120-1155  
Phone: 651-678-0048

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere to a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination. The individual may submit the pre-application any time after their first day of attendance in the professional phase of an accredited educational program. This process may enable the individual to avoid the delays in processing the application for examination, which is made at the time of graduation. The pre-application must be requested directly from the ARRT. Submission of a pre-application does not waive the registry's application fee, the application deadline, or any of the other application procedures.

## The ARRT Code of Ethics

1. The radiologic technologist/student conducts herself or himself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist/student acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist/student delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist/student practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist/student assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist/student acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist/student uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist/student respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist/student continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist/student refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

### **Emergency Evacuation Plan:**

In the unlikely event of a fire, earthquake or other disaster necessitating Race Building evacuation, students and faculty are encouraged to follow these guidelines:

- Determine the safest way to leave the classroom and the building. Do NOT use the elevator.
- In the Dental Clinic, Student Health Services, Dental Lab or other areas on the first floor, safe egress may be the emergency exit or door on the east and/or west side of the building or out the front door.
- In room 4044, HLRC, Nursing Skills Lab, X-ray lab or other areas on the 2<sup>nd</sup> floor safe egress may be the front stairway or the rear (east) stairway. Please proceed in an orderly fashion, panic is not useful in this situation.
- In room 4076, 4077, Health Science Office or other areas on the 3<sup>rd</sup> floor safe egress may be the rear (east) stairway or the center (west) stairway. Please proceed in an orderly fashion, panic is not useful in this situation.
- **Once outside the building, please proceed to the front of the Race Building toward Elliot Ave. and gather in the plaza identified as Evacuation Assembly Area.** Faculty are to take role and determine if all are present or accounted for. Faculty will report to the **Campus Building Safety Coordinators (BSC)** and **Area Safety Coordinators (ASC)** personnel identified by wearing yellow vests. These safety coordinators are ready to provide direction in the time of an emergency. Anyone missing from the faculty report will prompt an investigation whether someone may be trapped in the building.

## XXVIII. AGREEMENT FORMS

By signing the attached agreement forms, the student acknowledges and consents that the disclosure of student records may be given, at any time, to any of the following agencies:

American Registry of Radiologic Technologists (ARRT)  
California Department of Public Health- Radiologic Health Branch (CDPH-RHB)  
Joint Review Committee on Education in Radiologic Technology (JRCERT)  
Santa Rosa Junior College (SRJC)

### **Attached Forms:**

Grievance Resolution  
Family Education and Privacy Act (FERPA)  
Release Authorization to use Physical Likeness  
Confidentiality of Medical Information (HIPAA)  
Child Abuse and Neglect Reporting Law  
Spousal and/or Elder Abuse Reporting  
Standard and Universal Precautions  
Positioning and Patient Care Practice Laboratory  
MRI Student Screening  
Acknowledgement and Signature



**SANTA ROSA JUNIOR COLLEGE**  
**Department of Health Sciences**  
**Radiologic Technology Program**

Family Educational Rights and Privacy Act FERPA  
Signature Form

I understand that while in this Radiologic Technology Program, my telephone number and e-mail address will be given to the appropriate personnel at the clinical agency to which I am assigned for the purpose of contacting me regarding any questions. I also understand that the clinical education center will keep my information confidential and not give my access information to anyone without my permission. I understand and consent that the disclosure of my student records may be given to the following:

1. To the Health Sciences Department of Santa Rosa Junior College to release information verifying my class records, attendance, progress, financial aid and current status to the Department of Health Services, Radiologic Health Branch, JRCERT, ARRT, and other appropriate agencies (e.g., clinical education centers).
  
2. To Santa Rosa Junior College faculty and staff to release information verifying my class records, attendance, progress, and current status to the Health Sciences Department of Santa Rosa Junior College.
  
3. To other appropriate agencies, such as, California Department of Public Health Services, Radiologic Health Branch, JRCERT, ARRT, and other appropriate agencies (e.g. clinical education settings and other affiliates), to release information related to my progress, grades, status, performance, services received, and assistance needed to the Radiologic Technology Program at Santa Rosa Junior College.

I have read the statement above and understand the significance of this policy and agree to abide by it.

Student's Name: \_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Release Authorization to use Physical Likeness

I hereby give permission to Santa Rosa Junior College (SRJC) to use my name, image, voice, likeness, information, photographs, video and sound recordings (collectively "Image") for all purposes, including but not limited to: use in instruction, publications, media, advertising, or other promotional purposes by SRJC. I understand and agree that I will not receive any compensation for SRJC's use of my Image.

If I am a student, I understand this Release is voluntary and my Image may be protected under the Family Educational Rights and Privacy Act (FERPA) as a student record, for which I now authorize this release to SRJC for the uses stated above. I shall have no right to title, or interest in the materials for which my Image may be used. I release SRJC from all liability related to the use of my Image. Any Image retained by SRJC will not be sold or given to another agency or organization for their commercial purposes.

I warrant that I have no legal restrictions on my ability to authorize the release of my Image. This agreement constitutes the sole, complete, and exclusive agreement between me and SRJC, which I have read, understand, and agree to. A copy of this Release is as good as the original.

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**FULL NAME** *(please print)*

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**EVENT** *(or Class)*

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**SIGNATURE**

---

**DATE**

---

*Signature of guardian (if under 18 years of age)\**

---

**EMAIL or PHONE**

**For Internal Use:** Details re: Photographer, Project, Program, Notes, etc.

### FOR GUARDIANS OF MINORS

*\*If the person named above is a minor (anyone under 18 years of age), parental or legal guardian consent is required for participation in the event in which an Image will be retained.*

I, the above signed, as parent or legal guardian of the minor whose name appears above, consent to the foregoing conditions and warrant that I have the authority to give consent.

**SANTA ROSA JUNIOR COLLEGE**  
**Department of Health Sciences Radiologic**  
**Technology Program**

**Confidentiality of Medical Information**  
**HIPAA Signature Form**

Inherent in patient care is both a legal and ethical responsibility to protect the privacy of patients. Consequently, the indiscriminate or unauthorized review, use or disclosure of personal information, medical or otherwise, from any source regarding any patient is expressly prohibited. Except when required in the regular course of business, the discussion, use, transmission or narration, in any form, of any patient information which is obtained in the regular course of study is strictly forbidden. Under no circumstances may any part of a patient's record be duplicated. Any violation of this policy shall constitute grounds for corrective conferencing.

Program students in the Radiologic Technology Program are exposed to and/or have access to both sensitive and confidential patient information. Under the Health Insurance Portability and Accountability Act, all program students have legal, ethical and moral obligation to maintain all patient information, written and oral, in complete confidence during their care only.

I, \_\_\_\_\_, understand that I have legal, ethical and moral obligation to maintain all patient information, written and oral, in the strictest confidence. I will not discuss any patient information other than what is needed for approved educational purposes and only with appropriate persons who have direct interest in the educational process and who are also aware of the confidentiality of the information. In no time, I will disclose the identity of any patients who will be entrusted under my care, by strictly adhering to the HIPAA regulations.

I further understand that violation of the patients' right to privacy will result in disciplinary action and subject to federal and state prosecution.

I have read the statement above, understand the significance of this policy and agree to abide with it.

Student's Name: \_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SANTA ROSA JUNIOR COLLEGE**  
**Department of Health Sciences Radiologic**  
**Technology Program**

Child Abuse and Neglect Reporting Law  
**Signature Form**

Penal Code 11166 -- Reporter Responsibility

**Definitions:** The following situations are reportable conditions: physical abuse, sexual abuse, child exploitation, child pornography, child prostitution, and neglect, extreme corporal punishment resulting in injury, and willful cruelty or unjustifiable punishment.

**Who Reports:** The following individuals are legally mandated reporters: child care custodians, health practitioners, commercial film or photographic print processors in specified instances, and child protective agencies.

**When to Report:** A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge of, or has reasonable suspicion that the child has been abused. A written report, on a standard form, must be sent within 36 hours after the telephone report has been made.

**To Whom Do You Report:** You have a choice of reporting to the Police or Sheriff's Department or the Probation Department or Child Welfare Agency. Each County has preferred reporting procedure. Commercial film or photographic processors report only to law enforcement.

**Individual Responsibility:** Any individual who is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However, if the superior disagrees, the individual with the original suspicion must report.

**Anonymous Reporting:** Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

**Immunity:** Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for fees incurred in the suit will occur up to \$50,000. No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

**Liability:** Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

**Notification Regarding Abuse:** You are not legally required to notify the parents that you are making a report; however, it is often beneficial to let the parents know you are reporting for benefit of a future relationship.

I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, and am now aware of my reporting responsibilities, and am willing to comply. I have also been advised of reporting policies within this agency and understand them as well.

Student's Name: \_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SANTA ROSA JUNIOR COLLEGE**  
**Department of Health Sciences**  
**Radiologic Technology Program**

Spousal and/or Elder Abuse Reporting Signature Form

California law provides that: A person who has assumed full or intermittent responsibility for the care or custody of an elder or dependent adult, whether or not they receive compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian,<sup>3</sup> health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter.

California law mandates that certain individuals, including employees of long-term care facilities, report known or suspected instances of elder or dependent adult abuse. Failure to do so is a crime. (See Welf. & Inst. Code, § 15630, subd. (h).)

Any health practitioner employed in a health facility, clinic or physician's office is required to make a report if he or she has knowledge of or observes a patient whom he or she knows or reasonably suspects is:

- a. Suffering from any wound or other injury inflicted by his or her own act or inflicted by another where the injury is by means of a knife, firearm or other deadly weapon, and/or
- b. Suffering from any wound or other physical injury that is the result of assaultive or abusive conduct."

Assaultive or abusive conduct includes many behaviors including murder, manslaughter, torture, battery, sexual battery, incest, and assault with a deadly weapon, rape, spousal rape, abuse of spouse or co-habitant.

I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, and am now aware of my reporting responsibilities, and am willing to comply.

My signature below indicates that I have received a copy of this document.

Student's Name: \_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SANTA ROSA JUNIOR COLLEGE**  
**Health Science Department**  
**Radiologic Technology Program**

Standard and Universal Precautions Signature Form

These guidelines apply to all students in any health care environment. All agencies mandate the use of Standard (Universal) precautions for all patients as recommended by Federal OSHA, American Hospital Association and the Centers for Disease Control and Prevention.

Standard precautions must be strictly followed whenever there is the possibility of contact with blood or other body fluids/substances from any patient regardless of diagnosis. Other potentially infectious materials (OPIM) are defined as the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, anybody fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluid.

Students are expected to know, understand, and follow these stated guidelines. Failure to comply will result in disciplinary action.

**Standard Precautions**

1. Blood, body fluid/substance must be handled with personal protective equipment (PPE) to reduce the risk of occupational exposure or transmission. Students are to avoid unnecessary contact with surfaces in close contact with patient.
2. Hand hygiene is required as soon as possible after removing gloves or other personal protective equipment and before and after contact with patients and specimens. All personal protective equipment shall be removed prior to leaving the work area.
3. Gloves are required when anticipated hand exposure to blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated intact skin and touching contaminated surfaces or items may occur.
4. Personal protective equipment (PPE) such as gowns and disposable plastic aprons are required during procedures when splashing with blood, body fluid, and other potentially infectious materials is anticipated.
5. Personal protective equipment (PPE) such as masks, face shields, ventilation devices, protective eyewear are required during procedures when splashing, spraying, splatter or droplets of blood and other potentially infectious materials to the eyes, nose or mouth is anticipated.
6. Face shields, masks with attached shield or a mask and goggles are required during aerosol generating procedures.
7. Used syringes and disposable sharps are required to be disposed of immediately at point of use in puncture resistant containers.
8. Laboratory specimens or other potentially infectious materials (OPIM) are required to be processed and handled in a safe manner using biohazard symbols, secondary container or clear bags.
9. Emergency resuscitation equipment such as ambubags, mouthpieces, pocket masks, and ventilation devices are required in resuscitation situations.
10. Unprotected contact with blood or other OPIMs requires immediate and thorough washing of the affected area. Needle sticks or other contamination of mucous membranes from blood or OPIMs requires notification of clinical instructor.

My signature indicates that I have read, understood, and agree to abide by the information provided in this form.

Student's Name: \_\_\_\_\_  
(Print name legibly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SANTA ROSA JUNIOR COLLEGE**  
**Health Sciences Department**  
**Radiologic Technology Program**

Acknowledgement and Signature Form  
Positioning and Patient Care Skills Practice Laboratory

As a student in the Radiologic Technology program, I understand and agree that certain skills learned as part of the curriculum may be practiced in the laboratory student-to-student. I agree to participate in these practice activities as both the patient and the student radiographer.

I further understand and agree that no invasive skill (i.e., injection, venipuncture....etc.) will be performed without the direct supervision of the instructor, nor will it be performed outside of specific lab practice time. Venipuncture skills will be taught in the RADT 66 class.

By my signature below, I hereby release SRJC and the Radiologic Technology Program from any liability due to any potential damage or injury which may occur as a result of my participation in these classes.

Print Student's Name: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**SANTA ROSA JUNIOR COLLEGE Health Sciences Department Radiologic Technology Program**  
MRI Student Screening

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves. This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

**Pregnancy Notice:** The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

	Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No
Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device:	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Signature of Person Completing Form: \_\_\_\_\_ Date \_\_\_\_\_

- The student has not identified any contraindications to entering MR Zone III or IV.
- The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: \_\_\_\_\_  
 Print name Signature Title

**Remember: The magnet is always on!**

**SRJC Radiologic Technology Program**  
Acknowledgment & Signature Form

My signature below indicates that:

1. I have knowledge about universal body precautions/body substance isolation per CDC and OSHA guidelines and I know that I must comply with these guidelines to protect myself and patients for whom I am caring.
2. I have knowledge of the laws that require the reporting of child, spousal and elder abuse. I agree to comply with these laws.
3. I have knowledge of the importance of maintaining confidentiality. I agree to hold confidential all information that comes to me as a result of my presence in a clinical setting. I agree to discuss such information only in a clinical conference, with my clinical instructor or appropriate agency staff.
4. I have read the current Student Handbook and have been given an opportunity to clarify its content. I agree to abide by the guidelines and procedures as stated in this Student Handbook and in each course syllabus.
5. I have read the current Clinical Competency Handbook and have been given an opportunity to clarify its content. I agree to abide by the guidelines and procedures as stated in the Clinical Competency Handbook.
6. I have read and agree to abide by the Dress Code policy terms, at all times, during my enrollment in the SRJC Radiologic Technology program.
7. I have been informed that clinical experience is a State-required component of the curriculum. I will be available for clinical assignment to any assigned shift and for any of the seven days of the week between the hours of 0600 and 2000 for the entire training. I understand that my placements at clinical assignments are solely at the discretion of the program.
8. I have been informed that my contact information will be given to clinical education centers. I agree that my telephone number and email address may be given to the clinical education centers and I also agree to keep the Health Sciences office and my clinical and college instructors informed regarding my current address, telephone number and e-mail address.

Student's Name: \_\_\_\_\_  
(Print name legibly)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_