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I. INTRODUCTION

A. WELCOME

We welcome you to the Radiologic Technology Program. You are entering a career program that is highly technological, diversified, and demanding. This program is designed to help you develop the knowledge and skills required to perform radiographic procedures. Many qualities besides basic competency skills are required to complete the program successfully. An important personal quality that will be evaluated throughout your training is the ability to relate with patients and to provide both physical and emotional support to the patient. Another quality or trait to be evaluated is your ability to work as part of a team, interacting successfully with department and hospital personnel. Deficiencies identified in any area of performance are expected to be resolved promptly. Counseling and/or remediation will be arranged if problems interfere with performance.

The RT faculty wishes you success in the program. We are here to aid in pursuing your chosen profession.

B. PURPOSE OF HANDBOOK

This handbook is designed to serve as an informational guide and to assist in the orientation of students to the R.T. Program. It serves to clarify policies and procedures governing your actions and practices while enrolled as a student in the Radiologic Technology program. This handbook is designed to be used in conjunction with the Cabrillo College Catalog, student Rights and Responsibilities Handbook and the Clinical Competency Handbook. The Radiologic Technology student is expected to be familiar with the information contained in this Handbook. Take your time to read and understand the policies and procedures in this handbook. Then, you are required to sign the last page in the presence of the Program Director. This signed form is due by the end of the second week of the first Fall term.

C. CABRILLO COLLEGE PHILOSOPHY

A democratic society functions best when its members are educated and active participants. To encourage this participation, Cabrillo College provides educational opportunity for all who qualify and can benefit. This education involves having a respect for and awareness of all cultures, as well as respecting the dignity and worth of all individuals.

Cabrillo College is dedicated to the pursuit of excellence. Leadership and educational services provided by the College community reflect and enhance the cultural, economic, and social life of the community while responding to its changing needs and interests. Recognizing that learning is a lifelong process, the College provides preparation for a complex and changing society while maintaining high academic standards. The College also fosters individual learning and critical thinking to enhance awareness of the inter-relationship and inter-dependence of all persons.
MISSION

Cabrillo College will implement its philosophy by providing the following services:

1. Quality post-secondary education for all who can benefit, including degree programs, occupational programs, college transfer program, and continuing education.

2. Comprehensive programs which integrate communication, math, science, social science, humanities, inter-personal skills, and reasoning.

3. Intellectual stimulation - encouraging students to develop an inquiring and critical attitude in preparation for a complex and changing society.

4. Remedial programs for students to develop literacy and learning skills needed to enter and succeed in various programs of instruction.

5. Curricular offerings involved with the service, communications, and information industries, as well as provision of necessary information processing tools for faculty, staff and students.

6. Educational programs related to the economic and employment realities of the area served and to enhance career adaptability.

7. Regular program reviews to better serve the student needs, recognizing that the student is the heart of the College and the reason for its services.

8. On-going student advisement including orientation, assessment, and counseling to assure that satisfactory educational progress is made in a timely manner.

9. Appropriate courses and support services which identify and meet students’ unique needs in attaining their educational goal.

10. Accessible educational programs through varied formats, full and part-time schedules, and geographic locations.

11. Improved cooperation and articulation between local high schools, Cabrillo College, and various segments of post-secondary education.

12. Expanded organizational and staff development to create and maintain an environment which emphasizes teaching and learning and encourages free discussion of ideas, interests, and issues.

13. A cultural base for the community by providing classes, lectures, forums, dramas, recreation exhibits and other activities.
14. Coordinated planning as an on-going process.

15. Quality facilities through maintenance and equipment up-grading.

In order to succeed and benefit from these services, we expect that Cabrillo College students should demonstrate the following: maturity, responsibility, self-discipline, competency, perseverance, and a willingness to pursue high scholastic standards.

**D. RADIOLOGIC TECHNOLOGY PROGRAM PHILOSOPHY**

The faculty of the Radiologic Technology Program at Cabrillo College helps to prepare a graduate of the RT program to work in the regional community, the State of California and throughout the United States.

It is the belief of the faculty that everyone has the right to safe and competent care and that we as faculty have a responsibility to educate students who meet the criteria set forth through the program selection process.

We believe that Radiologic Technology includes those skills necessary for performing radiographic procedures to a level of competence.

We believe that Radiologic Technology education is based on scientific principles and that periodic review and revisions of the educational process should occur in order to allow for consideration of advances in technology, changing social needs and changes within Radiological Technology education.

We believe that concurrent classroom theory, laboratory practice and clinical practicum provide for an effective education process.

We further believe that learning is facilitated when the student is ready to learn and is self-motivated.

We believe that evaluation is an essential part of the learning process. It is the responsibility of the faculty to employ accurate, meaningful and comprehensive evaluations in didactic, laboratory and clinical environments.

We believe that the Radiologic Technology curriculum should foster a personal commitment toward continued pursuit of knowledge and improvement of the students’ performance of radiologic technology skills.

We believe that the graduate of this program will be amply prepared for the National Registry and State Certification examinations and able to serve as a competent Radiologic Technologist in Diagnostic Radiography.
E. **RADIOLOGIC TECHNOLOGIC PROGRAM MISSION STATEMENT**

The Radiologic Technology Program at Cabrillo College prepares a graduate:

- To be clinically competent to work in the regional community, the State of California or elsewhere in the United States.
- To develop skills necessary to produce diagnostic radiographic examinations for the maintenance and/or restoration of good health to the patient.
- To perform quality radiographic procedures based on scientific principles, allowing for advances in medical and Radiologic Technology, as well as changes in social needs.
- To be effective through concurrent and progressive learning by classroom theory, laboratory and clinical practicum.
- To provide compassionate care while using therapeutic communication skills, mindful of the patients’ dignity and worth and within guidelines set by professional standards.
- To respect the individuality of the patients’ diverse cultural, ethnic and religious backgrounds.

**PROGRAM GOALS**

- Students will demonstrate good patient communication.
- Students will be clinically competent.
- Students will participate in professional development/growth.
- Students will demonstrate problem solving and critical thinking skills
- Graduates will be employed and effective in the community.

F. **STATEMENT OF READINESS**

**KEY TO INCREASED STUDENT SUCCESS IN THE RADIOLOGIC TECHNOLOGY PROGRAM**

The Radiologic Technology program prepares the student for entry into the practice of a professional registered radiologic technologist. Following successful completion of the program pre-requisites and acceptance into the Radiologic Technology program, the
student is eligible to enter the two-year program. At completion, the student will earn both a certificate of proficiency and associate of science degree.

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

1. Ability to speak, read, write and be tested in the English language. Communicate fluently and proficiently at a college level. Successful completion of English 1A is a required pre-requisite. If English is not your first language, we suggest course work and study classes offered by the ESL department and related occupational or academic courses prior to entry into the program to insure success. A test demonstrating English proficiency may be required.

2. Taking guidance classes on note taking, study skills and test taking skills prior to entry into the program.

3. Forming and working in study groups. Be prepared to spend approximately 2 hours of reading and study for each 1 unit of class.

4. Good organization and prioritization skills.

5. Having reliable transportation for class and clinical assignments. A reliable car or car pool with a contingency backup plan.

6. Having dependable childcare and backup or sick childcare arranged for class and clinical days.

7. Planning to attend clinical hours as assigned in the program.

8. Applying for available financial aid:

   Scholarships: Apply through Cabrillo College Foundation (see Student Resources)

   Financial Aid: Contact Financial Aid Office (see Student Resources)

   E.O.P.S.: Extended Opportunity Program and Services (see Student Resources)

9. Exploring and utilizing campus support services available including: Career Center, Study and tutorial skills, Accessibility Support Center, Tutorial Center/Early Alert, Learning Center, Library, Health Services, and Financial Aid.

10. Carefully plan outside work schedules that do not interfere with RT classroom clinical attendance schedules AND SCHEDULED STUDY TIME!
11. Being 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 (See Essential Standards and Functions, Appendix C).

12. Good self care, stress management and relaxation skills.

G. STUDENT LEARNING OBJECTIVES

The Radiologic Technology Program faculty believes that the philosophy of the program can be fulfilled through program objectives. Since diagnostic imaging, ultrasound, mammography and magnetic resonance imaging are practice disciplines, the objectives reflect what the graduate radiographer’s qualification will be as stated by the “Standards” of the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Radiologic Technology Minimum Standards as mandated by the State of California.

Before a student is allowed to graduate from the program, he/she is expected to satisfy a set of criteria, which include the minimum competencies for clinical and didactic education for their respective discipline.

To insure that clinical competencies are met, the student is expected to satisfy the following criteria as terminal objectives before completion of the RT program or optional “Certificates of Proficiency”. These terminal objectives are incorporated throughout the program by means of quizzes, midterm and final examinations, competency skills tests, image critique presentation, research and oral reports.

The minimum parameters to insure competency in the didactic instruction of the program are established by the requirement that each student pass all the courses within the program curriculum and “Certificate of Proficiency” curriculum with a minimum grade of “C”.

The graduate shall be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Perform basic mathematical functions.
5. Operate imaging equipment and accessory devices.
6. Position the patient and imaging system to perform diagnostic examinations and procedures.

7. Modify standard procedures to accommodate for patient condition and other variables.

8. Determine imaging factors to obtain diagnostic quality images and for radiographs, minimum radiation exposure.

9. Adapt imaging factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate image quality.

10. Practice appropriate radiation protection for the patient, self and others.

11. Recognize emergency patient conditions and initiate first aid and basic life-support procedures; these could include external cardiac resuscitation, lung ventilation, and the administration of oxygen according to the standards maintained by the hospitals.

12. Evaluate images for appropriate positioning and image quality.

13. Evaluate the performance of imaging systems; know the safe limits of equipment operation, and report malfunctions to the proper authority.

14. Demonstrate knowledge and skills relating to quality assurance.

15. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

16. Given any patient who may require an injection, have a contagious disease, or be undergoing an operative procedure, the student will maintain asepsis and follow Standard Precautions in all such cases to the standard maintained by the regional hospitals.

17. Given any patient, the student will instruct the patient by whatever method can best be understood--including interpreter, sign language demonstrations--what the examination requires of him/her person which would cause an artifact or obscure possible pathology, to obtain a diagnostic image to the standards of the supervising radiologists.

18. Given an ambulatory patient, a wheelchair patient, or a gurney patient the student will physically assist moving the patient into each of the required positions for all diagnostic examinations by using the accepted standard of body mechanics method without injuring himself/herself or the patient.
19. Given a standard image processing system, the student will store, handle, and process any or all images using either manual or automatic processing, without artifacts, to the departmental standards of the regional hospitals.

20. Given any patient, the student will obtain and prepare the patient information for billing and patient image identification or diagnostic images to the standard of the regional hospitals.

21. Perform terminal competencies as mandated in the clinical course curriculum and evaluated by faculty or their designee.

H. PROGRAM DESCRIPTION

The Radiologic Technology Program lasts approximately 22.5 calendar months, with an A.S. Degree granted after the successful completion of core program courses and general education requirements. After sequential completion of both the program core courses and A.S. Degree requirements, the student is awarded a Certificate of Completion from the Cabrillo College Radiologic Technology Program. In order for a candidate to be eligible for the State and National Registry Examination, he/she must have successfully completed all required clinical education along with completion of the program's didactic and laboratory courses. Upon the completion and subsequent passing of National and State examinations, the candidate becomes a Radiologic Technologist, (ARRT) (R), as well as, Certified Radiologic Technologist (CRT).

Clinical and didactic education takes place in an integrated and sequenced manner throughout the length of the program.

During the first semester of the program, the student will receive didactic instruction that includes basic knowledge in patient care skills, the field of radiology, medical terminology, patient positioning, and fundamentals of radiographic equipment and radiation protection. Clinical education/instruction begins at the start of the first semester (approximately 16 hours per week). The number of clinical hours in the first two semesters is less than those of subsequent semesters/terms.

In the second semester the student will be assigned to clinical education centers (approximately 16 hours a week). During this semester, and throughout the rest of the program students, under the direct supervision of a qualified radiologic technologist, will position patients, make exposures, and perform all other duties in a radiology department based on competency and measured performance outcomes.

Students rotate through both clinic affiliate education centers and hospital affiliate clinical education centers. Rotations will be assigned by the clinical coordinator with approval of the program director. Clinical education rotations are directly related to didactic instruction which may include all or some of the following: positioning skills, radiographic principles, radiation physics, radiation protection, special procedures, image
processing and office procedures. Printed objectives, activities, evaluation criteria, and handbooks are available to each student, clinical instructor, and staff member. The clinical coordinator is responsible for the supervision of students’ activities in clinical education centers with the assistance of the clinical instructors.

The majority of all educational activities related to the program in the first year of study are conducted Monday through Friday. Exceptions to this occur based upon educational need. The program reserves the right to adjust a student’s schedule based upon educationally sound principles. All semester breaks and holidays will be observed as published in the College calendar.

The major didactic courses in the first semester are: RT 50, RT50L, RT51, RT 51L, and RT 52. Courses cover routine radiographic positioning, positioning laboratory, medical terminology, patient care, radiation protection, anatomy, and related pathology.

During the laboratory/demonstration sessions, some of which may be located off campus, students do mock positioning, phantom exposures, and radiographic exposure experiments. Labs are integrated as closely as possible with the lecture information. They are structured with specific activities and objectives for each period. The emphasis in laboratories is on application of knowledge (e.g., performing simulation of radiographic examinations, patient care procedures, and imaging processes with subsequent skills competency testing).

Cognitive, psychomotor, and affective domain development is emphasized as the student progresses through the program. Students are closely evaluated by on-going observations and skills testing in the lab and clinical environments. Those students not achieving satisfactory progress will be advised, counseled and remediated. The student’s interaction with the patient and hospital staff is under direct supervision for the safety of both student and patient.

By the end of the second Fall semester, the clinical education phase of the program requires independent decision making skills by the student. Students are required to meet competency goals and perform routine radiography with indirect supervision. Additional levels of clinical competencies are outlined in the Student Clinical Education Handbook.

During the second year, students attend lectures on Advanced Special Procedures and Imaging Modalities. All students are required to complete a research project in written form with a subsequent oral presentation to the class.

At this point, students will be assisted in their preparation for the State and National Registry examinations. The customary date of graduation is Spring of the second year, approximately two years after admission. Students take the California State Fluoroscopy Permit exam and the National Registry exam as scheduled by the ARRT and CDPH-RHB.
I. CLINICAL EDUCATION CENTERS

The Radiologic Technology Program is affiliated with the following clinical education centers. The affiliates are subject to change at the discretion of the program.

Cabrillo College Radiologic Technology Program
Clinical Affiliates and Education Centers

SANTA CRUZ LOCATIONS
DOMINICAN SANTA CRUZ HOSPITAL
1555 Soquel Drive
Santa Cruz, CA 95065
INSTRUCTORS: Sundee Haut and Diane Beaty
Email: Sundee.Haut@DignityHealth.org Diane.Beaty@DignityHealth.org
DIRECTOR OF IMAGING SERVICES: Casey Carlson
PHONE: 462-7716 FAX: 462-7763

RADIOLOGY MEDICAL GROUP
1661 Soquel Drive Bldg. G
Santa Cruz, CA 95065
INSTRUCTOR: Sabrina Luis
SUPERVISOR: Carolyn Parks
PHONE: 476-7711 FAX: 476-3479
Mammo Fax: 476-6720

PALO ALTO MEDICAL FOUNDATION SANTA CRUZ
2025 Soquel Avenue
Santa Cruz CA 95060
INSTRUCTOR: Elizabeth (Betsy) Dunn
Email: dunnbs@sutterhealth.org
DIRECTOR OF RADIOLOGY: Percy Williams
PHONE: 458-5522 FAX: 423-0716

SUTTER MATERNITY AND SURGERY CENTER
2900 Chanticleer Ave.
Santa Cruz, CA 95065
INSTRUCTOR: Donna Gritton
Email: grittod@sutterhealth.org
DIRECTOR OF RADIOLOGY: Percy Williams
PHONE: 477-2237 or –2235 FAX: 477-2238
MONTEREY LOCATION
COMMUNITY HOSPITAL OF MONTEREY PENINSULA
BOX H-H Radiology Department
Monterey, CA 93940
INSTRUCTORS: Margarita Lopez (CHOMP), Nicole Hiser (HPC), Frances Mendoza-Arce (CIC)
Email: margarita.lopez@chomp.org
DIRECTOR OF RADIOLOGY: Eric Lomono
PHONE: 625-4830  FAX: 625-4784

SALINAS LOCATIONS
NATIVIDAD MEDICAL CENTER
1441 Constitution Boulevard
Salinas, CA 93912
INSTRUCTOR: Alfonso Alvarez Rodriguez
Email: alfonso.alvarez61@yahoo.com
MANAGER OF DIAGNOSTIC IMAGING: Heidi Riggenbach
PHONE: 755-4370  FAX: 755-4269

SALINAS VALLEY MEMORIAL HOSPITAL
450 E. Romie Lane
Salinas, CA 93901
INSTRUCTOR: Jorge Sanchez
Email: JOSHANCHE@svmh.com
MANAGER: Gina Ramirez
PHONE: 759-1895  FAX: 753-6270

SALINAS VALLEY RADIOLOGISTS
559 Abbott Street
Salinas, CA 93901
INSTRUCTOR: unassigned
796-3767 ext. 206
PRACTICE MANAGER: Valarie Camacho
PRACTICE ADMINISTRATOR: Charles (Chuck) Bruffey
PHONE: 424-8041  FAX: 424-1559

WATSONVILLE LOCATION
WATSONVILLE COMMUNITY HOSPITAL
75 Nielson Street
Watsonville, CA 95076
INSTRUCTOR: Doug Nakatani
Email: douglas_nakatani@chs.net
DIRECTOR OF RADIOLOGY: Fred Elliott
PHONE: 763-6413  FAX: 763-6057
GILROY LOCATIONS
ST. LOUISE REGIONAL HOSPITAL
9400 No Name Uno
Gilroy, CA 95020
INSTRUCTOR: Shelley Cole-Atkinson
Email: shelleycole-atkinson@dochs.org
MANAGER: Alma Vandenraadt
PHONE: (408) 842-3196
FAX: (408) 848-8619  PGR: (408) 692-8529

KAISER PERMANENTE, GILROY
7520 Arroyo Circle
Gilroy, CA 95020
INSTRUCTOR: Susan Wade
Email: Susan.Wade@kp.org
DIRECTOR DIAGNOSTIC IMAGING: Jerry Siebenaller
ASSISTANT DIRECTOR DIAGNOSTIC IMAGING: Gayle Knudson
PHONE: (408) 848-4672
FAX: (408) 848-4629
II. ACCREDITATION

A. CABRILLO COLLEGE

Cabrillo College is governed and accredited respectively by the Chancellor of the California Community Colleges and Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

B. RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology Program, which leads to eligibility to take the examination by the American Registry of Radiologic Technologists (A.R.R.T.), is accredited by the Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.). The program operates in compliance with JRCERT Standards and violation of Standards may be reported to the: JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

Follow the due process policy and procedure on page 21 of this handbook to address complaints.

Program Effectiveness Data may be accessed through the accreditation agency web site at: www.jrcert.org.

Completion of the Program also leads to eligibility to take the California State Certification Examination and when passed, become a Certified Radiologic Technologist (C.R.T.). The certificate is issued under the authority of the State of California, Department of Public Health – Radiation Health Branch, pursuant to the Radiologic Technology Act.
III. ATTENDANCE, GRADES AND GRADUATION

A. ATTENDANCE

Regular attendance and consistent study are two primary factors which contribute to success in college and the health care professions.

As per the Cabrillo College Catalog, a student is expected to be in attendance at all times in classes and laboratories. A student who has been absent because of illness should make a personal contact with the instructor. An absence due to illness does not relieve the student from the responsibility of making up any work missed. It is the responsibility of the student to obtain information concerning missed work and to see that it is completed and turned in.

Arrangements must be made with the instructor for any lecture/lab classes missed or the Clinical Instructor and Clinical Coordinator for any clinical education missed. The student must notify the Instructor of absence prior to the class or clinical scheduled time. (For specific clinical policies see “Clinical Hours”).

A student may be dropped from the program for excess absenteeism. Excess absence is a total of one hour more than the class meets per week. If a student is dropped from any program class, they will be dropped from the program.

All jury duty time forcing absence in clinical education must be made up. Permission to make up classroom assignments is at the discretion of the instructor. It is the responsibility of the student to make-up all work missed.

Habitual tardiness will not be tolerated and will be cause for program dismissal.

Attendance may be required for special field trips, observations, or seminars and as specified in the course description. Any hours of absence in this circumstance will be treated as hours missed from the class requiring the attendance.

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

Students with dependents are advised to have contingency arrangements in case of illness or other unforeseen circumstances.

B. HOLIDAYS/VACATION

During the four semesters and sessions of enrollment in the Radiologic Technology Program, students follow the published Cabrillo College Calendar regarding holidays, semester breaks and spring vacations. Exceptions occur during the summer session in
which students attend clinic as scheduled for an eight-week period between June and August.

C. **GRADE COMPUTATION**

Students must maintain a “C” or above grade in each Radiologic Technology course in order to progress in the program. Core program courses must be taken in program sequence. A grade of credit/no credit is not an option within the program. The percentage value of the alphabetical grading in all Radiologic Technology courses will be assigned as follows.

<table>
<thead>
<tr>
<th>Grade Scale</th>
<th>Percentage Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% - 100%</td>
<td>=A</td>
</tr>
<tr>
<td>85% - 93%</td>
<td>=B</td>
</tr>
<tr>
<td>75% - 84%</td>
<td>=C</td>
</tr>
<tr>
<td>Below 75%</td>
<td>=D</td>
</tr>
</tbody>
</table>

**Lecture Course** - Instructors may evaluate or weigh the components of her/his course. A student will be placed on probation if they receive a cumulative grade of “D” or lower at the midterm evaluation. A remediation plan will be initiated by the instructor. Areas of concern as well as the expected outcomes will be identified (see probation). If a student receives a course grade of “D” or lower in any academic course within the program, the student will be dismissed from the program.

**Clinical Course** - Clinical grades are derived by utilizing the Clinical Grade Evaluation Process defined in the Clinical Education Handbook. This evaluation assesses clinical performance and uses weighted factors. These weighted factors are based on clinical competencies, image critique and analyses, and clinical performance evaluations. Clinical performance evaluations are completed by the Clinical Instructor and/or Clinical Coordinator. The Clinical Coordinator is the instructor of record.

If a student receives a “D” in any category of clinical performance at mid-term, the student will be placed on probation for the remainder of the semester. If a student receives a “D” in any category of clinical performance at the end of term without receiving a “D” grade in that category at mid-term, the student will be placed on probation for the following semester (see probation policy). Failure to show satisfactory improvement and/or comply with any remediation term(s) of the probationary contract will result in dismissal from the program.

Students who do not respond to notification of clinical compliance deadlines will receive a “D” in the area of “Job Performance” and be placed on probation. The second occurrence of non-response to a clinical compliance deadline shall be reason for program dismissal.
D.  **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 up to 75% of course completion of a regular semester (13th week) will receive a letter grade (not a “W”). A student who drops a class after 75% of the course is completed in a regular semester cannot receive a “W” and will receive a letter grade.

Fee refunds will be in accordance with college policy.

The student is advised to consult the college catalog and/or personnel in the office of Admissions and Records for restrictions regarding incomplete grades, withdrawals, and class drop deadlines.

E.  **INCOMPLETE GRADES (“I”)**

A grade of Incomplete may be granted only for unforeseeable emergency and justified reasons at the end of the term at the discretion of the instructor. AND only when the student has maintained satisfactory performance and attendance of 75% or more of the course prior to the request for the “I”. Refer to the College Catalog for further information regarding incomplete work.

F.  **UNSATISFACTORY PROGRESS** (see “Flow Chart” p. 19)

A meeting with the student, clinical instructor and clinical coordinator and/or program director will be held for failure to transfer classroom knowledge to clinical training; for failure to adhere to hospital, college or program policy; or for failure to follow generally accepted rules of personal cleanliness, professional ethics and conduct; or for failure to demonstrate knowledge, skill, and judgment at the expected level. The purpose of the meeting is to discuss and clarify the areas of concern and, if the situation warrants, outline a plan for remediation. Following the discussion and documentation of the situation with a plan for remediation, a schedule will be set for follow-up meetings to assess the student’s progression toward improvement.

In the case of failure to comply or failure to progress there will be a meeting with the student, RT program director and college staff. A remediation plan will be drawn up for discussing/documenting the cause of the student being placed on R.T. Academic Probation, the terms of the probation and the length of time identified for improvement
and re-evaluation. The student will receive the original copy and a copy will be placed in her/his student file. The final decision for student dismissal will be made by the R.T. Program Director after consultation with the Dean of the HAWK division.

G. SUSPENSION

A situation could arise that may require immediate suspension where serious infractions have occurred. The student will be suspended from the clinical, classroom, and/or laboratory setting pending a full investigation of the situation. Examples of actions that may lead to immediate suspension and subsequent dismissal include but not limited to the following:

1. Being under the influence of drugs or alcohol while on duty
2. Physical or verbal abuse to a patient, visitor or other personnel
3. Petty theft
4. Sexual misconduct
5. Intentional negligence toward patients
6. Unsafe clinical practice

H. NON-ACADEMIC COUNSELING

For non-academic problems the student will be referred to the appropriate services on or off campus for assistance. Referrals are confidential.

I. RE-ADMISSION

Any student who withdraws or who is dropped from the R.T. program must request re-entry status in writing to the program director. The request must include permission to move the student file, including transcripts, to the next program sequence. The request will be dated upon receipt. The decision for re-admission will be made by the RT Program Director. Re-admission is also contingent on clinical space-available. If re-admission is granted, any subsequent withdrawals or drops will render a student ineligible for re-admission to the Radiologic Technology Program.

Students dropped from the program for any reason other than academic, or due to documented and unsafe clinical practice, dishonesty or conduct will NOT be re-admitted.

J. TRANSFER CREDIT AND ADVANCED PLACEMENT POLICY

The Cabrillo College Radiologic Technology Program accepts qualified transfer students from other JRCERT accredited RT programs and has challenge options for individuals with related education and/or experience.
The applicant must fulfill the program pre-requisites including G.P.A. requirements at the time of application (see current RT program brochure), prior to enrollment. All A.S. degree courses must be completed prior to completion of the program and at least 12 units must be completed at Cabrillo.

Applicants will be admitted on a space available basis.

An applicant’s request for transfer credit or advanced placement will be evaluated by the RT department which will recommend further action, plan for student promotion, and/or appropriate placement in the RT program. All potential transfer or advanced placement students must have a preliminary planning meeting with the designated RT counselor and the RT program director.

Course equivalency will be determined on the basis of college catalog descriptions, course outlines, course content and unit distribution, clinical competency documentation and clinical hour’s distribution. A student clinical assessment will be administered by the Clinical Coordinator and Clinical Instructor prior to clinical placement.

Foreign transcripts will need to be evaluated by an evaluation service. The following website may be useful resource:

http://www.cabrillo.edu/services/counseling/manual/1.17.1.foreigntranscriptevaluation.html

**PROCEDURE**

Forward the following information to the program director:

1. Letter of application requesting evaluation for advanced placement/transfer into the Radiologic Technology Program. Include name, address, phone number and e-mail address (if possible) on all correspondence.

2. Copies of clinical competency records, clinical time sheets and dosimetry reports.

3. Course descriptions and syllabi for all RT courses being considered for transfer.

4. Official transcripts from all colleges attended.

5. Official high school transcripts.

6. Documentation of CPR and OSHA Bloodborne Pathogen Certification.

**K. GRADUATION AND CERTIFICATION**

The associate in Science Degree is awarded by the Board of Trustees of the Cabrillo College District to a student who has satisfactorily completed the General Education requirements, the R.T. core requirements. These requirements are consistent with those
prescribed by the Board of Governors of California Community College and the Board of Trustees of the Cabrillo College District.

A Certificate of Completion will be awarded at the traditional program pinning ceremony to all students who have completed the program. The planning of the pinning ceremony is the responsibility of each class. A faculty member will be appointed to assist with the preparations. However the Program Director must approve all final arrangements. Any off campus activities in conjunction with graduation and/or certification are not sanctioned or sponsored by Cabrillo College.

L.  **JOB PLACEMENTS**

Completion of the program does not guarantee job placement. Whenever possible, job opportunities are posted on the student bulletin board in the RT classroom and/or forwarded to students via email.

M.  **STATE AND NATIONAL EXAMINATIONS**

The Program Director will assist students with application for State Certification and for ARRT National Board Examinations. Students must have completed all program and A.S. degree requirements to be eligible to take the certification examinations.
Radiologic Technology Program
Academic Probation Procedure Flow Chart

- Warning Letter (academic)
  - Meeting with Instructor
    - Academic Program Probation Contract
      - Early Alert Contract/Plan
        - Assessment Meeting
          - Progress Letter
            - Remediation Successful
              - Probation Ended for Term
            - Remediation Unsuccessful
              - Recommend Another Program of Study
      - Problem Resolved
        - Able to Continue in Program
    - Problem Unresolved
      - Recommendation Another Program of Study
  - Immediate Academic Probation
    - Meeting with Instructor
      - Early Alert
        - Assessment Meeting
          - Progress Letter
            - Remediation Successful
              - Probation Ended for Term
            - Remediation Unsuccessful
              - Recommend Another Program of Study
      - Problem Resolved
        - Able to Continue in Program
  - Unsatisfactory Situation
    - Meeting with Instructor
      - Early Alert
        - Assessment Meeting
          - Progress Letter
            - Remediation Successful
              - Probation Ended for Term
            - Remediation Unsuccessful
              - Recommend Another Program of Study
      - Problem Resolved
        - Able to Continue in Program
    - Problem Unresolved
      - Recommendation Another Program of Study
IV. FAIRNESS AND GRIEVANCE PROCEDURES

Cabrillo College District is committed to the protection of the individual rights of all students. Pursuant to VI of the Civil Rights Act, 1964 the protection of these rights is guaranteed without regard to sex, race, color, national origin, religion, age, handicap, or sexual orientation.

Should the situation arise in which Cabrillo College student suspects that rights have been violated in the application of district policies or local, state or federal law, students will be given the opportunity to seek resolution of the complaint through an established procedure.

Legal Reference: Education Code Section 76120; and California Administrative Code, Title 5, 32050, 32051, and 32052.

Adopted: June 6, 1988
Revised: January 2012

A. INTRODUCTION

This procedure is intended to ensure that any alleged violation of students’ rights under District policy or local, state or federal law will be reviewed and appropriate action will be taken.

Established departmental grievance procedures that are in place shall be used whenever feasible to seek and gain clarification and resolution of any grievance or concern prior to the use of procedures outlined in this policy. Issues involving court processes or other standard paths of adjudication are not appropriate for these procedures. In the event that it becomes necessary to resolve a concern or grievance under this policy, every effort shall be made to maintain confidentiality at each level of the procedures, and to gain an equitable and fair resolution of the problem or concern. However, the burden of proof lies with the complainant.

The time limits prescribed in this policy are maximum time limits. In the event any required act is not taken within the prescribed time period, any further action is barred. However, time limits prescribed in this policy may be extended by mutual consent of the complainant and the party against whom the grievance is directed.

B. GRIEVANCE PROCEDURE

The primary purpose of this procedure is to investigate a student’s complaint in a timely manner. Experience has shown that most concerns which students have regarding
support services and instructional matters are relatively easy to resolve through discussion. The following steps are necessary:

1. The student will discuss the problem directly with the person involved for a possible solution. This will be done in a reasonable period of time, not to exceed five (5) working days from the date the student became aware of the problem.

2. If the problem cannot be resolved at the first step, then the student shall discuss and provide written documentation of the problem with the Program Director and/or Clinical Coordinator within 10 working days.

3. The Program Director, Clinical Coordinator, and/or Clinical Instructor shall make every effort to resolve the problem with the student and the person(s) involved. Upon receipt of the written complaint from the student, the Program Director, Clinical Coordinator, and/or Clinical Instructor will respond in writing within two weeks outlining a plan of action.

4. If the problem cannot be resolved at the third step, then the student will discuss the grievance with the division Dean of HAWK.

C. COLLEGE GRIEVANCE PROCEDURE

The formal college grievance procedure is to be used by the student who is unable to resolve his/her concerns at the RT department level. Procedural due process and substantive due process will be followed with all grievance procedures. Each grievance will be adjudicated in accordance with the procedures for student rights and responsibilities, which are available in the office of the Vice-President of Student Services. The Cabrillo College “Student Rights and Responsibilities Handbook” is distributed at program orientation in hard copy and/or students may access the current handbook on the College web site at: www.cabrillo.edu/services/student_affairs

D. PROGRAM PROBATION PROCEDURE

A student experiencing difficulties in the program including the clinical setting is encouraged to seek assistance from an instructor, clinical instructor, clinical coordinator and/or the program director in order to remedy the problem and to insure satisfying, effective program progress. A problem identified by an instructor, clinical instructor, clinical coordinator and/or program director will be addressed by due process.

The required sequence of steps in the process is as follows:

1. Early Alert Warning: Instructor(s) will discuss the problem and counsel with the student and other pertinent parties within 10 working days. This action may suffice in resolving the problem.
2. **Meeting**: If the problem continues, a meeting will be held with the student, clinical instructor, clinical coordinator, instructor and/or program director as appropriate. During this time the problem will be clearly defined, and expected outcomes will be stated. A meeting report will be submitted to the program director within one week. A follow up meeting with the student, clinical instructor, clinical coordinator, instructor and/or program director as appropriate will occur at midterm if the meeting occurs in the first half of the term or at the end of the term if the meeting occurs in the last half of the term.

3. **Academic Program Probation**: The student will be counseled and advised as to specific remedial actions of probation that need to be implemented in order to improve performance, the likelihood of student success and avoid subsequent dismissal from the program. A student success plan with clear performance expectations will be developed collaboratively between student and instructor(s). An assessment meeting will be scheduled. After the assessment meeting with student and instructor(s), a student failing to meet the objectives of the plan will be dismissed from the program. When the student success plan is successful (objectives met), probation is rescinded.

*A student may not be placed on probation twice for the same problem. The second occurrence of probation involving the same problem will result in dismissal from the program.*

Examples of clinical problems that may lead to probation and/or dismissal from the program may be, but are not limited to the following:

* Unsafe/negligent clinical practice
* Unsatisfactory clinical performance
* Habitual tardiness
* Insubordination
* Unprofessional/ inappropriate conduct
* Abandoning a clinical assignment
* Abuse of attendance procedures
* Misconduct/ Dishonesty/ Falsification of Records
* Failure to comply with department policy/guidelines.
* Failure to comply with clinical education policy/guidelines
* Failure to remediate

4. **Program Removal**: A situation may arise that requires immediate and effective discipline where extremely serious infractions of the rules occur which jeopardize the care and safety of patients, fellow students, staff or self. The student will be immediately removed from the clinical setting, laboratory or classroom pending a full investigation of the situation. The student will be referred to the Cabrillo College conduct process. An example of actions that may lead to immediate program removal include but are not limited to:
Under the influence of drugs or alcohol while on duty
Physical abuse to a patient, visitor, or other personnel
Unprofessional verbal conduct
Stealing
Sexual misconduct
Intentional negligence toward patients
Failure to follow department policies
Dishonest action, such as but not limited to cheating, fraudulent record keeping, actions of omission, etc.

E. ACADEMIC PROBATION

An instructor will place a student on probation if the student’s performance is less than a “C”. The probationary period will be specified in the probationary contract. This action puts the student on notice that his/her performance is below acceptable standards. The student should make certain that he/she understands the problem and that the problem is clearly defined. Academic probation must be remedied by the end of the term. Failure to remediate will result in program dismissal.

F. PROGRAM DISMISSAL/WITHDRAWAL

A student may elect to withdraw from the program for various reasons, such as but not limited to: personal problems, finances, health, career redirection, lack of motivation or academic difficulty. Discuss your plan with the program director. A letter stating why you are leaving or filling out the form at the back of this Handbook is required. This letter (or form) is placed in your file. Should you be dismissed, and you consider it unfair after following the grievance procedure, you may appeal the decision through the Vice-President of Student Services.

G. RIGHTS

Student rights are defined in the Cabrillo College Catalog under “Student Rights and Responsibilities”. The current “Student Rights and Responsibilities Handbook” may be accessed on the Cabrillo College College web site at:  www.cabrillo.edu/services/student affairs
V. RECORDS

A. STUDENT RECORDS

A master file will be started when the student applies for admission and will contain the application, standardized test scores, transcripts and other data required for evaluation for admission, clinical placement requirements and program progress.

Cabrillo College maintains student transcripts in the Admissions and Records Office. Radiation exposure records are kept indefinitely. Individual cumulative radiation exposure records will be provided by the program when they are made available by RDC, Inc., shortly following the end of the program. Monthly radiation exposure records are made available to each student.

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. Data such as grades, Registry and State Board Examination scores, health records and performance evaluations may not be disclosed without the student’s consent. Only personnel authorized by the Program Director will have access to student evaluation and records within the program.

B. PATIENT RECORDS

Patient records may be used only for the purpose of providing patient care. They may not be removed from the department. Information acquired from patient records is confidential. For classroom purposes, discarded or copied radiographs must have all patient identification removed. Students are responsible for abiding by HIPPA regulations that specifically prohibit the transfer of any patient information including electronic information.

C. RADIATION EXPOSURE RECORDS

Each student’s radiation exposure will be monitored on a monthly basis during the length of the program and will be maintained by the College as part of a student’s permanent file. Each student is informed of dosage information. Any excess in exposure as mandated by the California Department of Public Health will be followed-up in order to determine safe practice of radiation protection principles.
VI. FINANCIAL EXPENDITURES
Legal residents of the State of California are required to pay registration fees. These fees are accurate as of the print date of this handbook. In addition, students may expect other fees and expenses during the length of the program. A list of estimated costs and fees is provided below:

APPORXIMATE PROGRAM COSTS AND FEES†

<table>
<thead>
<tr>
<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT / ARRT Exam Fees and Application Fees</td>
<td>$500.00</td>
</tr>
<tr>
<td>Anatomic Radiographic Markers</td>
<td>$65.00</td>
</tr>
<tr>
<td>Name Badge Photos</td>
<td>$10.00</td>
</tr>
<tr>
<td>Liability/Malpractice Insurance ($29/yr.) [optional]</td>
<td>$58.00</td>
</tr>
<tr>
<td>Textbooks, Handbooks and Syllabi</td>
<td>$1300.00</td>
</tr>
<tr>
<td>Uniforms and Shoes</td>
<td>$800.00</td>
</tr>
<tr>
<td>C.P.R††</td>
<td>$35.00</td>
</tr>
<tr>
<td>Background Check</td>
<td>$60.00</td>
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<tr>
<td>Total Medical Expenses / Cabrillo College Health Services:</td>
<td>approx.</td>
</tr>
<tr>
<td>Immunizations &amp; titers (blood test for immunity)</td>
<td>$400.00</td>
</tr>
<tr>
<td>According to ALH Health Requirements Document</td>
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</tr>
<tr>
<td>Health Screening Compliance Coordinator Fee</td>
<td></td>
</tr>
<tr>
<td>Student Clinical Compliance Tracking Account (Documentation</td>
<td></td>
</tr>
<tr>
<td>CE requirements)</td>
<td></td>
</tr>
<tr>
<td>Annual: TB test, Seasonal Flu Shot, Drug test</td>
<td></td>
</tr>
<tr>
<td>Enrollment Fee*</td>
<td></td>
</tr>
<tr>
<td>$46.00 per unit</td>
<td>$2,933.00</td>
</tr>
<tr>
<td>Program Units = 63.75</td>
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</tr>
<tr>
<td>Student Health Services Fee($17/semester, $14/summer)</td>
<td>$95.00</td>
</tr>
<tr>
<td>Student Representation &amp; Activity Card</td>
<td>$36.00</td>
</tr>
<tr>
<td>Transportation fee** hospital/clinic parking fee ($50/semester)</td>
<td>$410.00</td>
</tr>
<tr>
<td>Student Center Fee ($5/semester)</td>
<td>$20.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$7129.00</td>
</tr>
</tbody>
</table>

† All fees are accurate as of the revision date indicated below and may change without notice.
†† Fee listed is for a one-half unit Cabrillo course. Off-campus provider course is also available, usually at a higher fee.
* Rate for CA resident students. Non-resident students should consult the Cabrillo College Schedule of Classes for out-of-state fees.
** Transportation fee is not required, but pays for a parking permit.

Expect other fees and expenses during the length of the program.
VII. GENERAL POLICIES

A. NONDISCRIMINATION

Cabrillo Community College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college’s programs and activities, including vocational education. To find more information about equal opportunity policies and the filing of grievances, contact:

Victoria Lewis, ADA Coordinator 479-6406
Michelle Donohue, Title IX Coordinator 479-6525
Joe Napolitano, Section 504 Officer 479-6395

All of the above can be reached at 6500 Soquel Drive, Aptos, CA 95003.

The college recognizes its obligation to provide overall program accessibility for students with disabilities. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college’s compliance with these provisions may also be directed to:

Office for Civil Rights, San Francisco Office
U.S. Department of Education
Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102
(415) 556-4275
ocr_sanfrancisco@ed.gov

B. SEXUAL HARASSMENT

It is the policy of the Cabrillo Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.
C. **ACADEMIC DISHONESTY**

If the instructor has evidence or reason to believe that a student has committed an act of lying, cheating or plagiarism which is documented, the student will be counseled and a corrective action taken. If the incident involves cheating on an exam or paper, no credit will be given.

D. **CHANGES IN PERSONAL DATA**

It is vital to notify the Radiologic Technology office, Program Director and the Admissions and Records Office if there is a change of your name, address, telephone number, family doctor, or change of person(s) to notify in case of an emergency.

E. **CONDUCT**

Students should conduct themselves in a professional and ethical manner at all times. No profanity in the patient care areas or the classroom/laboratory is tolerated. The use of profanity interferes with the learning process. Insubordination to program officials, faculty or clinical education center staff, or dishonesty, is grounds for immediate dismissal from the program.

F. **CPR REQUIREMENT**

Current CPR certification is required before beginning the clinical experience training, according to the timeline distributed at program orientation. Students are responsible for keeping their CPR updated for the duration of the program. Regardless of prior certification, CPR is part of the program curriculum and students are responsible for keeping their CPR certification current. CPR certification must be for **Health Care Providers** and must be done through the **American Heart Association** (Basic Life Support (BLS) for Healthcare Providers). We **cannot** accept American Red Cross CPR certification. Certification is good for two years. For current CPR training programs in our community please go to the Clinical Compliance section of the Allied Health home page.

G. **EMPLOYMENT**

Due to the concentrated and intensified nature of the R.T. program, full-time employment is not recommended. If a student must accept employment, the currently enrolled student will:

1. Never function under the job description of a Radiologic Technologist without proper license.
2. Not use the abbreviation “S.R.T.” (Student Radiologic Technologist) after their name for any purpose.

3. Not accept employment hours that conflict with class/clinical time. No work hours can be counted as clinical experience.

H. HEALTH AND HEALTH SERVICES

Current health screening requirements are posted on the Cabrillo College Allied Health web site:  [http://www.cabrillo.edu/academics/alliedhealth/requirements.html](http://www.cabrillo.edu/academics/alliedhealth/requirements.html)

Students will be required to provide proof of an annual TB skin test and if positive, a chest X-ray. Immunizations must be current and valid for your protection as well as the protection of patients (Hepatitis B, Measles, Rubella, etc.). Students are required to provide all program required medical assessment, immunization records, T.B. test results, drug test results, C.P.R. certification and keep documentation in a Professional Records Folder. It is the responsibility of the student to keep this folder secure and confidential in a location accessible within 30 minutes.

All students may use the Health Services department available on campus. During the closure hours, students in an emergency, may get assistance from the Campus Police (479-6313).

I. ESSENTIAL STANDARDS AND/OR FUNCTIONS – Minimum Physical and Non-Physical Standards

POLICY

In order to ensure student and patient safety and welfare, the Radiologic Technology student must meet the criteria defined as “Essential Standards and/or Functions for Radiologic Technology Students”. Students entering the program are required submit the “Healthcare Provider Authorization Form”* which verifies compliance with these standards.

See Section XVIII Appendices for definition and form. This information is also posted on the RT web site at:  [http://www.cabrillo.edu/academics/radtech/documents/RT](http://www.cabrillo.edu/academics/radtech/documents/RT)

NON-COMPLIANCE WITH ESSENTIAL STANDARDS AND/OR FUNCTIONS PROCEDURE

If at any time during the course of the program, a student is unable to comply with the essential standards—for reasons such as but not limited to, surgery, injury or allergy—the following procedure is required for continuation in the program:
1. Arrange a meeting to discuss the situation with a program official (i.e., Director or Clinical Coordinator).

2. Agree to outcome resolution determined during the meeting.

A student may be temporarily put on limited Clinical Assignment depending upon situation. Student may return to full assignment only after physician examination and program receipt of another signed “healthcare Provider Authorization Form”.

J. **LIBRARY REFERENCES**

Students are encouraged to utilize the books, professional journals and pamphlets located in the Campus Library.

The library staff is available for aid in locating information and materials. Interlibrary loan service is available through the Reference Librarian.

K. **REQUEST FOR LEAVE OF ABSENCE**

Students requesting a leave of absence must present a written request to the Program Director at least two weeks in advance of the leave.

Leaves for up to two weeks and other than for documented medical reasons, are granted on the basis of educationally sound principles and with the understanding that all work or clinical hours are to be made up. Permission for any leave of absence is subject to the approval of the Program Director.

L. **BEREAVEMENT LEAVE POLICY**

**POLICY**

The program policy is to allow a student time away from the program following the death of a family member.

**PROCEDURE**

Students may request a maximum of three days off from clinical and didactic assignments following the death of a family member. The clinical coordinator and program director must be notified immediately.

Family members are defined as: spouse, parents, legal guardian, grandparents, children, siblings, mother or father-in-law, son or daughter-in-law, sister or brother-in-law, domestic partner, and/or grandchildren.
M. **PATIENT CONFIDENTIALITY**

All students must hold medical information in confidence. Patient identification, case studies, or other medical information may not be discussed. Students must be particularly careful not to disclose confidential information in public areas, such as the cafeteria, hallways or staff lounge. Any violation of the confidentiality of medical information is in violation of the law and may result in program dismissal. Copies of patient reports or diagnostic images used for educational purposes must not contain patient identification. Students are to comply with HIPPA regulations. **Student Patient Logs are to remain at the clinical education center.**

N. **TRANSPORTATION**

Students are responsible for their own transportation to and from school and the clinical education centers. Students may park only in designated areas at both the College and clinical sites. Refer to the Campus Parking Regulations outlined in the College Catalog. Travel time will not count as clinical or classroom time.

O. **USE OF DRUGS OR ALCOHOL**

Students will abide by the following policies and guidelines:

1. Any drugs used should be with physician guidance as prescribed. Clinical sites may disallow students from clinical practice even if drugs are prescribed.

2. Drugs and/or supplies may not be taken from the clinical areas.

3. Proof of misuse of drugs or alcohol is grounds for immediate and definitive dismissal from the program.

4. No narcotics will be allowed on campus, in laboratory settings, or in clinical settings.

P. **VISITORS**

The student will not entertain visitors, including children and/or pets, in the Radiologic Technology Program classroom, laboratory, or office at any time without specific permission of the Program Director or program faculty respectively.
VIII. INSURANCE, ACCIDENTS AND INCIDENTS

A. MALPRACTICE INSURANCE

Students are not required to carry malpractice liability insurance; it is highly recommended. Students will be informed of optional providers at program orientation should they wish to enroll.

B. ACCIDENT INSURANCE

All Radiologic Technology students are covered under the College Worker’s Compensation Benefit Insurance policy. For the process and procedures please refer to the updated handout distributed at orientation, or go to: http://www.cabrillo.edu/academics/alliedhealth/requirements.html

Students not registered/enrolled in clinical education courses will not be permitted in the clinical education centers. Students MUST be registered in the clinical course BEFORE attendance at the clinical education center.

Note: Any attendance at the clinical education centers outside of those hours assigned and not pre-authorized by program faculty is not permitted.

C. POLICY & PROCEDURE FOR REPORTING OF ACCIDENT/INCIDENT(S) IN CLINICAL OR CLASSROOM SETTINGS

Incident reports will be completed by the student within twenty-four hours of the occurrence and reviewed for cause and action. High risk incidents such as possible transmission of blood and body fluids with bloodbourne pathogen must be treated within 2 hours of exposure and then reported. The student and Clinical Instructor must sign the report. A copy of the incident report must be forwarded to the Radiologic Technology Program Director. The report to the Program Director is mandatory even if the clinical education center does not require an official report.

If the student observed an injury for which hospital staff was accountable, the student may sign an accident /incident report as a witness only.

Some examples of actions that require accident/incident reporting are:
- Bloodborne pathogen exposure
- Physical injury to patient or student
- Damage to imaging equipment
- Medication errors
- Procedure errors affecting patient care
- Disruptive behavior
Step 1: Inform your clinical instructor, clinical coordinator or program director and Health Services (479-6435) IMMEDIATELY (within 1 hour of possible bloodborne pathogen exposure) after the accident/incident.

In the case of a possible bloodborne pathogen exposure, go to the nearest ER or the provider listed for Work Related Injuries/Illnesses (the CI and program officials have that list) and it is posted on the Cabrillo College home page at: www.cabrillo.edu/academics. Select Allied Health, then Allied Health Worker's Compensation Forms. The form: Employer Designated Provider Listing, lists providers for immediate treatment. **If treatment by one of these providers cannot be obtained within one hour of exposure, the student is to go to the nearest ER.** Cabrillo College Health Services does not provide treatment for bloodborne pathogen exposure.

Step 2: Request from your CI, the "Health Services Incident Report." Complete it and give this report to your CI and the Health Services clerk. Further instructions may be given to you. 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 3: Follow through with Health Services recommended treatment of the injury. A referral to a medical facility may be determined by the Cabrillo College Health Services personnel.

Step 4: Follow-up with the clinical coordinator and program director.

The clinical instructor (CI) is responsible to assure the accident/incident is documented if it occurs during clinical education.

The CI is responsible to deliver a copy of the accident/incident report to the program director.

The CI and Clinical Coordinator(s) will review the incident and make recommendations for procedure change if necessary.

The CI and CC will counsel the student involved to assure there is a clear understanding of the accident/incident.

**If the student requires transportation home or to Health Services and is determined unable to drive, the CI or CC will arrange for safe transportation at the expense of the student.**

CI meetings will provide for periodic review of the Accident/Incident Policy and procedure as well as individual case review as appropriate.

**ACT SAFELY - STAY HEALTHY**
D. **UNUSUAL EVENT/OCURRENCE**

Occasionally students will observe or be a participant in an occurrence of an unusual event. Often these occurrences are unusual and do not fit into a category for which there is a formal procedure. The student just knows there is something unsettling about the occurrence. The program provides a form, Unexpected/Unusual Occurrence, for the student to fill out for this purpose (see Appendices, p.72). The form guides the student to focus on key aspects of the occurrence to facilitate critical assessment and conclusions. Although not required, students are strongly urged to submit completed unusual occurrence forms to a program official (clinical coordinator or program director). This form is a tool to be used as part of our program’s risk management process.
IX. CLINICAL ASSIGNMENTS

A. POLICY

By application and acceptance into this program the student has agreed to accept clinical assignments to any clinical education center she/he is assigned. Before direct patient contact, students must have the following:

1. Complete OSHA guidelines for “Bloodborne Pathogens”. This is obtained in RT50 class.

2. Current CPR Certification. How to obtain CPR certification is presented at Program Orientation and posted on the Cabrillo College Allied Health web site.

3. Completed Clinical Compliance requirements—including documentation of required immunizations, titers, and TB test results—completed and uploaded in the student data tracking system. This is presented during orientation.

4. Healthcare Provider Authorization Form—relating to the Essential Standards Policy—signed by a physician and uploaded onto the student data tracking system. This is presented during orientation.

5. Completed Background Check and Drug Testing (See ALH Policy/Procedure).

B. PROCEDURE

The Clinical Coordinator, with the approval of the Program Director, is responsible for arranging the general diagnostic and specialty clinical education rotations. Clinical assignments are subject to change at the discretion of the Program Director.

Educationally sound criteria are used to determine placement of students for opportunity in achieving clinical competency objectives. Examples of, but not limited to the following are:

1. Exposure to ALL mandatory competency radiologic procedures
2. Experience in trauma, pediatric, portable and surgical examinations
3. Participation in Quality Assurance procedures
4. Re-assignment in accordance with a remediation plan

Statistical reports and other data are considered when assigning students to clinical education centers. Examples of such data, but not limited to the following are:

1. Student Progress Report - Clinical Hours
2. Student Progress Report - Exams
3. Distribution of Radiographic Exams by Anatomical Regions
4. Program Academic Probation Status/Remedial Action
C. CHANGE OF CLINICAL ASSIGNMENT

Students are not permitted to switch clinical education assignments. Students may petition to change assignments. Students must submit a written request to the Clinical Coordinator for review and subsequent approval of the Program Director.

D. REQUEST FOR SPECIAL ROTATION OR ASSIGNMENT

Students who have successfully completed the required competencies for their level in the program may request special rotation assignments in an advanced imaging modality. These requests are reviewed by program faculty and subject to approval of the Clinical Coordinator and Clinical Instructor. This effort is intended to encourage advanced students by providing an opportunity to explore other career ladder options within medical imaging.
X. CLINICAL EXPERIENCE OBJECTIVES

Students must maintain a “C” grade or better in each category of clinical experience. A “D” grade in any one category of the clinical performance evaluation, either on the Midterm Evaluation or the Final Evaluation, results in program academic probation (see Grade Computation, Program Academic Probation, and Program Dismissal). Clinical performance of students is subject to evaluation by program faculty at any time.

The categories of clinical performance evaluation include the following:

A. RADIATION PROTECTION

Given a requisition for a radiographic study, the student will demonstrate accuracy in practicing radiation protection for the patient, personnel, and guests by:

1. Closing doors during procedures and exposures.
2. Always shielding patients.
3. Consideration of patient’s pregnancy status: follows department protocol; not performing examinations on pregnant patients unless an R.T. is physically present.
4. Collimating at least to film size, and/or part size.
5. Protecting himself/herself and others from irradiation by wearing aprons, gloves, and film badge.
6. Keeping repeats to a minimum. All repeat images must be assisted by an R.T.
7. Demonstrates basic knowledge of biological effects of radiation.

B. EQUIPMENT

During a radiographic study, the student will demonstrate knowledge, understanding, and dexterity in the proper use of equipment to the satisfaction of evaluation guidelines. The following functions will be observed:

1. Competency and proficiency with equipment including new equipment by using previous education and experience.
2. Safety precautions including keeping room furnishings and accessories properly placed and safely positioned.
3. Effective manipulation of control panel.
4. Consideration of tube rating charts and heat units.
C. **PUNCTUALITY AND DEPENDABILITY**

Upon assignment to a given hospital, the student will attend their clinical education location, which varies each semester, and observe the following:

1. Punctuality in reporting to and preparing the room for patient at the start of shift.
2. Minimize time lost due to absence.
3. Consideration of others by taking proper length of time for coffee and lunch breaks according to Department policy.
4. Demonstrates flexibility in taking breaks and lunches.
5. Communicates whereabouts appropriately (Clinical instructor and/or supervising technologist).
6. Properly notifying the Department in the event of absence or tardiness.

D. **CO-WORKER/HOSPITAL RELATIONSHIPS**

During the hospital assignment, the student will demonstrate positive relationships in dealing with co-workers, the public, and other hospital staff. Areas of special importance include:

1. Tact and courtesy with staff and others
2. Takes initiative and helps other staff members
3. Cooperation with staff technologist, demonstrates team approach
4. Acceptance of constructive criticism
5. Accepts instructions and direction good willingly
6. Personal appearance is neat and clean—adheres to dress code
7. Projects professionalism under job stress
8. Personal problems do not affect job performance
9. Demonstrates enthusiasm and interest in his/her job
10. Contributes to a pleasant working environment
11. Communicates clearly as a message sender and receiver
12. Communicates whereabouts appropriately

E. **CLINICAL PERFORMANCE**

During the hospital assignment, a student’s clinical performance will be observed and satisfactory ratings must be achieved in each of the following areas:

1. Marks all radiographs
2. Plans and organizes work efficiently - has foresight, makes sure all supplies needed for exam are in supply in room

3. Work pattern during exam is organized and efficient

4. Preserves and follows through on exams - releases patient when procedure is completed - doesn't leave an exam in progress except with the technologist’s permission

5. Alert and interested in what is happening in room - asks pertinent questions

6. Willing to start exams on own - demonstrates self-confidence

7. Reads and understands the requisition

8. Judges new or changing situations and makes reasonable decisions – doesn’t move a patient with a possible C-spine fracture - sits or lays a patient down who is weak or faint, etc.

9. Maintains a neat, clean, well-stocked room (e.g., changes pillow cases, cleans table and chest unit frequently, and stocks supplies in cabinets.)

1. Able to follow instructions and is effective, dependable and reliable

11. Demonstrates flexibility: Able to recognize and compensate for multiple variables (e.g., changes in patient position, distance, tube angle, technical factors, anticipates radiologist’s needs)

12. Aware of own weakness and strives to improve

13. Makes effective use of free time

14. Demonstrates adequate speed to keep up with patient flow for training level

15. Demonstrates versatility of skills and ability to handle a wide variety of situations

16. Never repeats a radiograph without the assistance of qualified radiologic technologists

17. Obtains clinical observation forms in a timely manner (once per week)

F. TECHNICAL FACTORS

During radiographic procedures, the student will be observed in the selection of proper technical factors for routine examinations of the average as well as the unusual patient. This includes:
1. Setting the control panel accurately for an exposure, setting proper kV and mAs per technique chart - select correct tube, bucky, and focal spot size.

2. Evaluating patients for determining exposure factors - ability to deviate from an average technique to compensate for a larger or smaller person, body habitus and pathology.

3. Checking control panel before exposing.

4. Identifying technical error - grid (lines/cut-off), under/over exposure, motion (gross/slight), artifacts, buttons, hair clips, etc.; is part completely on film (no cut bases, etc.) - body rotation, (is part completely AP/PA, Lat, etc.)

5. Ability to convert phototiming to manual technique.

6. Understanding how various Ma, kV, time, distance, heel effect, and FS size affect the radiographic image.

7. Correcting technical error once identified.

8. Converting a technique - case of patient motion, can reduce time and go up in kV to produce a good radiograph, etc. - go from a par to fast screen, or rare earth system (using conversion rules).


10. Keeping repeats to minimum.

11. Demonstrating knowledge of phototiming.

12. Instructing patient in short and concise language that they can understand.

13. Assuring the patient understands instructions.

G. POSITIONING

During radiographic procedures, the student will be observed in the selection of proper positioning for routine examinations of the average as well as the unusual patient. Student must demonstrate that he/she:

1. Knows department routines.

2. Knows specific centering for each part radiographed - including angulation of the X-ray tube and body parts.

3. Positions the patient carefully and accurately, uses proper immobilization.
4. Identifies basic anatomy, can critique films, for positioning and pathology; can correct positioning errors.

5. Progresses toward minimal supervision and greater independence and confidence in positioning and shows pride in work – doesn’t have to be supervised constantly; doesn’t always ask, “Can you check this?” unless appropriate.

6. Works at efficient pace; keeps up with patient flow appropriate to level of training.

7. Takes initiative to improvise in a given situation to obtain desired results.

8. Gently eases patient into position; Uses concise instructions while positioning.

H. PATIENT CARE AND NURSING PROCEDURES

During a radiographic study, the student will demonstrate knowledge and understanding of various nursing procedures, and basic patient care. Areas of importance are:

1. Identifying patient properly and using his/her name during the procedure.


3. Being empathetic towards patients.

4. Recognizing the patient truly as a person, offering emotional support.

5. Explaining the exam clearly and concisely to the patient.

6. Using a safe approach in transfer of patients.

7. Taking vital signs in conjunction with radiographic procedure.

8. Handling IV’s and catheters properly.

9. Assisting the physician during an emergency and non-emergency situation.

10. Applying surgical and medical asepsis when drawing up syringes, working around a sterile set-up, etc.

11. Knowing when and how to apply various isolation techniques and always practicing “Universal Precautions”.

12. Discarding hazardous materials properly, according to Department protocol. The student must pass, with 75% or better, a standard written quiz and a practical skills test on nursing procedures.
XI. SECONDARY NURSING PROCEDURE OBJECTIVES:

A. PART ONE

For the written test the student will be able to describe:

1. What is considered a normal adult blood pressure.
2. The definition of systolic and diastolic blood pressure.
3. The range of normal respiration rate
4. The range of normal adult pulse rate
5. The location of the: Crash cart
   O₂ tank
   Suction machine
6. The protocol for initiating each of the following codes:
   Cardiac Arrest
   Fire
   Bomb threat
7. The correct placement of the patient’s urinary drainage bag and an explanation of the reason for placement.
8. The correct height of an IV bottle and an explanation of the reason of the placement.
9. Where you would find information related to patient blood borne pathogen/infection control procedures in the radiology department and on portables.
10. What department procedures are in place to carry out Universal Precautions protocol.

B. PART TWO

For the skills test the student will be able to:

1. Take a blood pressure.
2. Take a pulse.
3. Take a respiration.
4. Set up O₂ for administration to a patient.
5. Set up suction machine for use.
6. Follow a strict isolation procedure while positioning for a chest exam.
XII. ALTERNATE CLINICAL EDUCATION OPPORTUNITIES

A. POLICY FOR EVENING/ WEEKEND CLINICAL ASSIGNMENTS

1. All students may be assigned a minimum of two calendar weeks to evening or weekend clinical rotation. Evening shift assignments are determined by the clinical instructor, clinical coordinator, and program director based on educationally sound reasons.

NO STUDENT IS TO BE LEFT ALONE IN THE DIAGNOSTIC IMAGING DEPARTMENT UNDER ANY CIRCUMSTANCES

2. Evening shifts are defined as between the hours of 12:30 p.m. and 9:00 p.m. Evening shifts shall be no later than 9:00 p.m. An exception to this ruling is if the student, clinical coordinator, and the clinical instructor agree otherwise.

3. If elected, students will be assigned a minimum of 2 calendar weeks.

4. Students assigned to the p.m. shift are required to obtain a weekly observation form, participate in the weekly student conferences, and have both mid and final evaluations.

B. OBJECTIVES FOR EVENING AND WEEKEND ASSIGNMENTS

1. To gain experience not provided during regular daytime hours.
   - Personalized instruction
   - More volume of exams per individual student
   - Higher frequency of trauma cases
   - Difficulty level of patient care

2. Demonstrate independence and self-motivation in the clinical setting.

3. Practice good judgment and problem-solving strategies when obtaining radiographs in unusual circumstances.

4. Obtain experience in trauma procedures and varying situations.

5. Demonstrate increased understanding of the “overall picture” in the radiology department and especially the need for teamwork, flexibility, and “cross-over” of duties.

6. Experience clerical and other ancillary duties associated with a radiology department.

NOTE: Students will remain under the guidelines of direct and indirect (general) supervision as specified in Section XVII Student Supervision.
A. **POLICY**

The following dress and personal grooming standards are expected of all students in the R.T. program. A three piece scrub uniform is to be worn for all program activities including clinical education, laboratory courses, lecture classes and any program event. Specific information regarding the purchase of scrub uniforms is distributed at program orientation.

For classroom and laboratory courses, students are reminded they must be able to fully participate in all course objectives and must wear clothing which allows them to do so.

**Grooming:**

- **a.** Good personal hygiene and professional appearance is mandatory.
- **b.** Students and their clothing must be clean and free of odor or strong fragrances including cigarette smoke.
- **c.** Small, post-type earrings may worn by students. No dangle type earrings due to close proximity to equipment.
- **d.** Hair must be clean, neatly groomed and controlled. Long hair must be pulled back and secured.
- **e.** Mustaches, beards and sideburns must comply with the regulations of the clinical affiliate’s dress code.
- **f.** Fingernails must be short length and clean. No artificial nails of any kind.
- **g.** Make up should be conservative.
- **h.** No chewing gum.
- **i.** Smoking is not permitted on campus. When in attendance at clinical education facilities, students must follow the policies of the site where they are assigned. There is no smoking allowed in patient areas.
- **j.** Tattoos must be covered.
B. **PROCEDURE**

1. Students are responsible and accountable to observe the dress and grooming standards as set by the Radiologic Technology Program.

2. Students are to wear the designated scrub uniform for their class for all program activities (lecture, laboratory and clinical education courses and program events).

3. Inappropriate dress and/or grooming will be discussed with the student by a faculty member, Clinical Instructor, the Program Director and/or the Clinical Coordinator. An Office Meeting form will be filled out and the student given a copy with a remediation plan.

4. Students not wearing their dosimetry monitoring device may be sent home to get it, then required to make up lost clinical or laboratory time.

5. Students who are absent from an assigned clinical experience as a result of inappropriate dress and/or grooming are to make up this time prior to the end of the semester/session.

6. Appropriate protective clothing/equipment must be worn when working with hazardous chemicals, medical waste, body fluids, etc. Students must observe the safety standards set forth in their work areas.
XIV. STUDENT ORIENTATION TO CLINICAL FACILITIES

A. POLICY

All students must be oriented to the affiliate where clinical experience is provided and to specialized areas such as Computed Tomography, Ultrasound, Nuclear Medicine, Magnetic Resonance Imaging, Operating Room, Emergency Room, Nursery, ICU and CCU. It is the responsibility of the Clinical Instructor to provide this orientation either personally or in part by arrangement with other staff members.

B. PROCEDURE

Orientation will include:

1. Parking regulations (included both daytime and evening rules)

2. Cafeteria procedure:
   a. Times and duration of meals and coffee breaks
   b. Provisions for students carrying lunches

3. Washroom facilities (both male and female)

4. Locker facilities and/or proper location for books, outer clothing, purses and valuables

NOTE: Cabrillo College and Clinical Affiliates are not responsible for loss of valuables.

5. Safety and Emergency Procedures:
   a. Hazard regulations (fire electrical, chemical)
   b. Codes (Blue, Red, Yellow, and etc.)
   c. Security guard and incidents
   d. Reporting accidents and incidents
   e. Emergency preparedness
   f. Infection control guidelines: Hepatitis B, tuberculosis, OSHA standards, standard precautions
   g. HIPPA

6. Absences from or tardiness to in the clinical facility:
   a. When to notify
   b. Where to notify
   c. How to notify

7. Location of Student Assignment:
a. Where posted:
   Clinical objectives
   Room assignments
   Hourly schedule

b. Expectations from the student:
   Weekly observation forms
   Competency Handbook (review required semester competencies)
   Daily tally/log for exams

8. Learning Resource Materials:
   a. Department resources
   b. Library: rules and privileges

9. Orientation to Department:
   a. Review of routine views for procedures
   b. Patient transportation procedures to and from department
   c. Operation of equipment

10. Fluoroscopic and Radiographic equipment
    a. Room locations
    b. Type of exam performed

11. Image Acquisition System and/or Darkroom equipment

12. Mobile units: C-arm and portables

13. Location of equipment and supplies:
    a. Cassettes and grids
    b. Contrast media
    c. Immobilization aides
    d. Lead protective devices
    e. Lead markers
    f. Emergency cart/supplies
    g. Linens

14. Other accessory items: needles, syringes, tourniquets, IV tubing, emesis basins, bandaging materials, etc.

15. Operation of Special Equipment:
    a. Monitors, IV’s, Oxygen, etc.
    b. Defibrillators

16. Introduction to Key Personnel:
    a. Radiologist(s)
b. Chief Technologist  
c. Clinical Instructor  
d. Staff Radiologic Technologists  
e. Key Ancillary Staff  
f. Department Manager

17. Conference Facilities:  
a. Location of rooms  
b. Special regulations (need for quiet, etc.)  
c. Time and place for weekly student conference sessions

18. Communications during Clinical Assignment:  
a. Contact in case of emergency  
b. Making outside phone calls  
c. Visiting patients  
d. Contacting other students

19. Information about Hospital  
a. History  
b. Bed capacity  
c. Administrative personnel  
d. Volunteer Services
XV. CLINICAL EXPERIENCE

A. DUTIES OF A STUDENT RADIOLOGIC TECHNOLOGIST

During the time the student is assigned to clinical training she/he may be expected to participate not only in radiographic procedures, but diagnostic image archiving, darkroom, patient transport and other office procedures as long as their assignments are educationally sound and clinical education is not being compromised.

B. CLINICAL ROTATIONS

The Clinical Coordinator, with the approval of 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.

C. CLINICAL SCHEDULING

1. Clinical scheduling - Student schedules are up to the discretion of the Clinical Instructor of the assigned clinical education center and are approved by the Clinical Coordinator. Assignments shall comply with R.T. Program policy.

Students are not allowed to be on-call.

Any unassigned clinical hours are not acceptable.

2. Classroom/Laboratory/Clinical Education attendance - Students shall attend classes, laboratories, clinical education and program events at the College as designated in the Schedule of Classes and Program Planning Calendar.

3. Ancillary Rotations - Students will be rotated through the following special rotations/modalities as availability, student interest, and student competencies allow: angiography, cardiac catheterization lab, radiation therapy, computerized tomography, MRI, mammography, ultrasound and student/education. The duration of each ancillary rotation is generally two weeks, but upon mutual agreement of Clinical Instructor, Clinical Coordinator and student, may be extended if all required clinical competencies have been attained. CT rotations may be scheduled starting fall semester of the second year.

D. CLINICAL HOURS

Students shall not be compensated for clinical hours.
A specified number of clinical hours are required for each semester as indicated in the Clinical Competency Handbook. Clinical hours are cumulative.

Students are required to keep a record of clinical hours that are to be logged on the time sheet on a daily basis. This time sheet must be validated by the clinical instructor or his/her designee on a daily basis. These time sheets must be made accessible to the clinical instructor and clinical coordinator on a daily basis.

E. **OVERTIME CLINICAL HOURS**

Special circumstance(s) may arise which cause students to work over an eight-hour period. If a student works in excess of their scheduled time, the time must be documented on the time sheet, verified by the Clinical Instructor and the Clinical coordinator notified. Students shall NEVER be regularly scheduled for more than 40 hours per week (classroom and clinical total).

F. **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. This is an opportunity for the student to provide an evaluation of her/his clinical experiences. Through confidential evaluations, the faculty can identify the strengths and weaknesses of a particular clinical affiliate and utilize this information for continuing program evaluation. This information is also useful in matching students’ clinical performance areas that need strengthening with affiliates that can provide specialized training.

G. **BREAKS AND LUNCH PERIODS**

Generally, there will be morning, lunch, and afternoon breaks. Observe the departmental policy regarding breaks and lunch periods, and do not take excess advantage of the coffee break. Lunch breaks are not to be counted as hours towards clinical experience and are not included in the total hours worked per day. Lunch breaks must be recorded on a daily basis on the time sheet.

H. **PERSONAL PHONE CALLS**

No personal phone calls should be received while in the clinical facility except for emergencies. Departmental telephones may not be used for personal calls. Locate the public telephone for your use.
I. GUIDELINES FOR WEEKLY STUDENT CONFERENCE

Student Conferences incorporate required image critiques, along with a student meeting. The student conference is held once per week for one hour for each student group (first and second year). Activities that take place during the student conference include:

- Weekly department updates
- Review of timesheets, weekly observations and clinical competencies
- Case presentations, repeat film reviews and student film critiques appropriate to the program curriculum
- Documentation (weekly image critique attendance records and student observation forms)
- Time management, goal setting, troubleshooting and team building

Criteria for Development of Image Critique/Review:

Knowledge of Examination

1. Patient prep required for examination.
2. How is this study scheduled within the typical hospital?
3. Cost of the examination (approximate).
5. Difficulty for the R.T. in performing the exam.
6. Difficulty for the patient to tolerate the exam.
7. Is there any special equipment used in the exam? Demonstrate devices used.

Knowledge of Contrast Medium Used

1. If contrast is not used, could it ever be used? If so, when?
2. Contrast medium used by this hospital.
3. How much contrast is used?
4. Indications and contraindications for contrast medium to be used.
5. Drugs used to treat adverse reactions - usual dose required.
6. Differences between exams done with and without contrast medium.

Collimation

1. Discuss methods of beam restriction.
2. Were extension cones, diaphragms, flared cones used?
3. Was collimation adequate on this image?

Technical Factors and Accessories

1. Discuss mA, kV, time, and their influence on the film quality.
2. Discuss photo timing to achieve the same exposure results.
3. If photo timing (AEC) was used, discuss the standard technical factors.

4. Discuss the necessary technique change required if one were to change from bucky to tabletop or vice versa.

5. Discuss necessary change in grid ratio, etc., if imaging were to be done portably (or vice versa, if original image was done portable).

6. What was the grid ratio used in the table, stationary grid, etc.?

7. What type of image receptor was used for this exam?

8. If a wedge filter was used, what effect does it have on the radiograph?

9. Discuss the proper phase of respiration and the resultant effect on the technical factors chosen - effect in patient dose.

10. Are there any artifacts present? (Motion, static, grid lines, grid cut-off, etc.)

11. Is a marker present? Has it been used and placed properly?

12. “Troubleshoot” the image. What should be done to make it perfect?

13. Can any special techniques be used to enhance the outcome of this exam? Air gap? Reduced SID to increase magnification selectively? Breathing technique? Small focal spot? Anode heel affect or grid ratios?

**Positioning**

1. Discuss routine projections done for this examination.

2. Ask students to demonstrate anatomy best seen on each position.

3. Give alternative views that are done for each examination and discuss why they may be necessary.

4. Locate the anatomy best seen on each projection.

5. Discuss the “tricks of the trade” used to make the exam easier.

6. Is the centering correct?
Why is the Image Taken?

1. Review the radiologist’s report and compare it with the clinical chart information (if available) to establish how the radiograph enters into the total patient care.

2. Stress patient care and other related information that might make results different.

3. Discuss any isolation or sterile techniques that might be considered due to the patient's condition.

Radiation Protection Practice

1. Discuss the rules regarding beam limitation.

2. Discuss the use of gonadal shielding as it relates to the exam.

3. Discuss the necessity to request from the patient whether she may be pregnant. What is the procedure to follow of the patient answers “yes” or is unsure?

4. Discuss the minimum legal distance from the anode to the patient’s skin for the examination.

5. What is the radiation dose administered to the patient during this exam?

6. What is the effect of optimum kV techniques versus low kV or variable kV techniques?
XVI. CLINICAL/LABORATORY RADIATION PROTECTION RULES

A. POLICY AND PROCEDURE

The following safety rules have been established for the protection of the patient, other personnel, and you from ionizing radiation during your radiology clinical/laboratory education. These rules are a combination of State and Federal regulations and/or laws and additional guidelines condensed from sciences’ 100+ year experience with ionizing radiation. Compliance is mandatory, and any incidence of non-compliance must be reported to the Radiation Safety Officer (Clinical Coordinator) and Program Director within 48 hours of the occurrence.

1. Regarding dosimetry monitoring devices:
   a. A dosimetry device, properly placed, must be worn at ALL times during clinical education and in the on-campus Radiologic Technology Laboratory (Room 2106).
   b. When protective aprons are used, the dosimetry device must be placed outside the apron, at the collar level.
   c. Dosimetry devices must be turned in to the Program Specialist by the 10th of each month. NO EXCEPTIONS

2. When an X-ray exposure is about to be made, you MUST:
   a. Leave the room, or
   b. Get behind the lead shield, or
   c. Be otherwise suitably protected for surgery, portable, or fluoroscopic work.

3. Specifically, you MUST NOT hold or support a patient during exposure.

4. You may not observe the patient during exposures from an adjacent room or hall unless through a lead-glass protective window. You must NOT “peek” around a door or through a crack between door and wall.

5. When sitting down to rest in the hall, do not sit in direct line with the tube or radiographic table even if it is not in use at the time.

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

7. Under no circumstances will you permit yourself or any other human being to serve as “patients” for test exposures or experimentation.
8. When the on-campus energized rooms are in Fluoroscopy (Digital Camera) mode, all individuals who are in the room must wear a lead apron and dosimetry device.

9. If, during fluoroscopic procedures, you remain in the radiographic room, the following is required:
   a. 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.
   b. The dosimetry device must be worn outside the lead apron.
   c. You must stand as far from the patient and tube as possible, consistent with the best practice standard for the examination.
   d. When practical, stand behind the radiologist.
   e. You must wear lead gloves and thyroid shield if you are in proximity to the patient (less than six feet).

10. Prior to achieving competency, limitations are:
   a. You may assist by helping patients onto tables, etc., but only under direct supervision of a staff technologist.
   b. You are not permitted to make an exposure without direct supervision, until you have achieved competency for the procedure being performed.
   c. When you have achieved competency to make exposures on patients under indirect supervision, you shall secure the assistance (advice and observation) of a staff technologist if you are told to re-take an unsatisfactory radiograph(s) and perform the repeat under direct supervision.

11. With permission of the qualified staff technologist 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.

12. When observing radiographic procedures, surgery and bedside portables:
   a. A lead apron must be worn.
   b. A dosimetry device must be worn outside of the lead apron.
   c. Stand as far from the patient and tube as practical while observing the patient.
d. Stand so that the central ray is pointing away from your body.

e. Observe all regulations that apply to work in surgery, such as preserving sterile fields, wearing surgical garments, etc. The staff technologist will provide details.

f. In addition when observing, you must step outside the room if you cannot stand at least 10 feet from the patient or stand behind the staff technologist during the exposure.

13. 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.
XVII. STUDENT SUPERVISION

A. SUPERVISION OF RADIOLOGIC TECHNOLOGY STUDENTS

Students must have adequate and proper supervision during all clinical assignments. Supervision must be of a direct or indirect (general) nature.

DIRECT SUPERVISION
The following conditions constitute direct supervision:

1. A qualified registered radiologic technologist reviews the request for the radiographic examination (1) to determine the capability of the student to perform the examination with reasonable success; or (2) to determine if the condition of the patient contraindicates performance of the examination by the student.

2. The radiologic technologist shall be present in the radiographic room at the time x-rays are being administered to the patient.

3. The qualified registered radiologic technologist checks and approves the radiographs prior to the dismissal of the patient. Department policy may supersede this provision.

Direct supervision occurs until a student achieves and documents competency in any given procedure.

4. Students will be under direct supervision when making a repeat radiograph during their clinical education training.

5. Student will be under direct supervision when working in Fluoroscopy, Mobile Radiography, Angiographic Facilities, and CT during their clinical training.

INDIRECT SUPERVISION

1. After demonstrating competency in individual procedures, students may be permitted to perform those procedures with indirect or general supervision. Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of level of achievement. “Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

2. Students shall not assume the responsibility of, or take the place of qualified staff.
B. **POLICY ON FLUOROSCOPY BY RADIOLOGIC TECHNOLOGY STUDENTS**

1. Students must adhere to the regulations established by the California Department of Public Health – Radiation Health Branch (sec. 30450, Title 17, Chapter. 5 Subchapter. 4.5) concerning the use of fluoroscopy equipment.

2. The use of fluoroscopy equipment by students for any reason must be performed with direct supervision.

3. The Radiologic Technology Program is also certified by the State of California as a Fluoroscopy Permit Program. Graduates of the R.T. program qualify to sit for the California State Fluoroscopy Permit examination.
A. DEFINITIONS

1. Medical Director/Advisor

A radiologist certified by the American Board of Radiology who works with the Program Director in developing the goals and objectives of the Program and in implementing the standards of achievement.

2. Program Director/Department Head/ Program Chair

The program director is responsible for maintaining overall program effectiveness, ongoing program assessment, course scheduling for the department, community relationships including advisory committee meetings and coordination of program activities and events. The responsibilities of the program director are further delineated as follows:

- Assures effective program operations,
- Oversees ongoing program assessment,
- Participates in budget planning,
- Maintains current knowledge of the professional discipline and educational methodologies through continuing professional development, and
- Assumes the leadership role in the continued development of the program.

The director works under supervision of the Dean of Health, Athletics, Wellness and Kinesiology.

2. Clinical Coordinator/Instructor

The clinical coordinator’s responsibilities are delineated as follows:

- Correlates clinical education with didactic education,
- Evaluates students,
- Participates in didactic and/or clinical instruction,
- Supports the program director to help assure effective program operation,
- Coordinates clinical education and evaluates its effectiveness,
- Participates in the assessment process,
- Cooperates with the program director in periodic review and revision of clinical course materials,
- Maintains current knowledge of the discipline and educational methodologies through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.
4. **Chief Technologist/Manager/Director**

Registered and licensed Radiologic Technologist employed by a hospital to oversee the entire operation of a Radiology Department.

5. **Clinical Instructor**

A Registered and licensed Radiologic Technologist appointed in each clinical affiliate department who is directly responsible for the students assigned to their department: assigns students to work areas, completes evaluation reports on each R.T. student and communicates directly to the Clinical Coordinator. The Clinical Instructor position is further delineated as follows:

- Is knowledgeable of program goals,
- Understands the clinical objectives and clinical evaluation system,
- Understands the sequencing of didactic instruction and clinical education,
- Provides students with clinical instruction and supervision,
- Evaluates students’ clinical competence,
- Maintains competency in the professional discipline and instructional and evaluative techniques through continuing professional development, and
- Maintains current knowledge of program policies, procedures, and student progress.

6. **First Year RT Student** - First Fall and Spring semesters, and Summer session

7. **Second Year RT Student** - Second Fall and Spring semesters
B. RESOURCES FOR RADIOLOGIC TECHNOLOGY STUDENTS

There is a resource system available to anyone requiring assistance in carrying out the many details that need attention as a student in the Radiologic Technology Program. Throughout your two years in the program, you will find the need to use a variety of services available on campus ranging from financial aid to student health services, or counseling. To make the use of these facilities as effective and easy as possible, acquaint yourself with the department location and appropriate staff as soon as possible.

During the course of your training, you may run into some difficulty in solving a problem in a given service area. If you are unable to settle the matter easily on your own, fee free to contact the resource person in that area directly. Identify yourself as a Radiologic Technology student and ask for his/her assistance with the problem.

Certain times of the year are very hectic on campus, and each service area may become overloaded with student problems. At these times, the resource person you have contacted may not be able to quickly resolve your problem. If you still are having difficulty after enlisting the help of the liaison, the Radiologic Technology faculty members have been assigned as additional resource persons to intervene for you.

CABRILLO COLLEGE ADMINISTRATORS
Use the prefix 479, when dialing from off campus

President/Superintendent
Laurel Jones
ext. 6302

President/Assistant Superintendent
Business Services
Victoria Lewis
ext. 6406

Vice President/Assistant Superintendent
Instruction
Kathie Welch
ext. 6451

Dean of Health and Wellness
Ian Haslam
ext. 6389

Director of Allied Health and Stroke Center
Cynthia Fitzgerald
ext. 6455

COLLEGE RESOURCE PERSONNEL

The following is a list of service areas and the respective liaisons. A program orientation will be conducted to discuss these support services.

Radiologic Technology 479-6461
Ann Smeltzer .........................479-5056
Program Director

Connie Luna.........................479-6122
Clinical Coordinator

Courtney Hewitt, Program Specialist
Admissions & Records
Tama Bolton .........................479-6201

Bookstore
Information .................................479-6209

Sheriff's Office/Cabrillo Division
Sargent Michael MacDonald .479-6313

Counseling
Barbara Schultz-Perez............479-6262

Student Services
Dennis Bailey-Fougner...........479-6317

Student Affairs
Michelle Donohue ...............479-6378

Financial Aid/Scholarship Office
Tootie Tzimbal.......................479-6548

Library Services
Georg Romero .......................479-6552

Scholarship/International Students
Salvetoria Lopez-Scherman...6200

Call for hours of availability or check handout distributed at orientation.
ACCREDITATION ORGANIZATIONS

JRCERT - Joint Review Committee on Education in Radiologic Technology

CDPH-RHB - State of California, Department of Public Health, Radiation Health Branch

LICENSING ORGANIZATIONS

ARRT - American Registry of Radiologic Technologists (National Registry Exam)

CRT - State of California, Department of Public Health, Radiation Health Branch, Certification (State Certification Exam)

PROFESSIONAL ORGANIZATIONS

ASRT - American Society of Radiologic Technologists

CSRT - California Society of Radiologic Technologists

C. SPECIAL POLICIES

COMPLIANCE POLICY FOR CLINICAL PLACEMENT

To comply with program policies and state and local regulations for healthcare providers, and in the interest of your own personal safety, the safety of patients, and the potential liability to both the college and clinical agency, there are significant compliance requirements that must be met in order to enter the clinical area.

These policies may be expanded due to additional requirements which may come from hospital/clinical facilities at any time. Students may be denied access to clinical facilities based on health screening results, drug screening results, background check results, or results which appear on a student’s LiveScan fingerprinting. The student will be responsible for obtaining documents demonstrating that they have met all compliance requirements. If this is not possible, the student will be unable to attend the clinical portion of the program. If a student cannot complete the clinical training during the time it appears in the curriculum, a student will not be able to complete the program requirements. The school is not obligated to make special accommodations and may not find an alternative clinical site if there is a problem with a student’s clinical compliance requirements.

All students are expected to provide documentation of all clinical compliance requirements to the current online compliance tracking system contracted by the College and meet all deadlines associated with compliance requirements or risk being removed from the clinical site.
The following clinical requirements must be met or students will be prevented from entering the clinical area. This applies to all RT students.

- **Pay Clinical Compliance Fee to Cabrillo College** Students are required to pay a non-refundable Clinical Compliance Fee for each semester of attendance in their program.
- **Pay Fees to Online Compliance Tracking Service**
- **Submit Required Documentation to Online Compliance Tracking Service** Students must submit all requirements to the current online compliance tracking service by required deadlines including required renewals or updates (CPR, drug screen, TB, etc.).
- **Complete All Requirements** Within one month of being due complete, immunizations, serial immunizations, titers, and renewal of all annual clinical compliance requirements. Due dates are determined by the start date of the initial phase of each series or the renewal or expiration date specified on certificates. Allied Health Program students may be required to undergo the following screening procedures in order to meet clinical compliance requirements:

**Background Checks:**
In order to be eligible to participate in placements at clinical facilities Allied Health students must use the approved vendor to complete criminal background checks. The background check is not a requirement for acceptance to the program. The background check will be required as part of screening for clinical placement and registration for the clinical courses. The background check will not be reviewed by Cabrillo staff or faculty without written permission from the student. Students must be prepared to provide printed background report results to their clinical site at any time during the program. Background investigations will minimally include the following:

- Social Security Number Verification
- Criminal History Search (3 counties, 7 years or up to five background searches)
- Sex Offender and Predator Registry Search
- Office of Inspector General (Health and Human Services) Sanction List Search
- General Services Administration Excluded Search
- Address Verification
- Two Name Searches (current legal and one other name)

**Health Screening:**
There are significant health screening requirements that must be met before entering the clinical area. Each student is required to meet vaccination, titer, physical exam, and drug testing requirements and provide documentation. The student may elect to have these requirements performed at Cabrillo’s Student Health Services, at your own medical provider’s office, or at a clinic. In any case, all documentation regarding health screening MUST be provided to the current online compliance tracking system. Students must be prepared to provide copies of printed clinical compliance requirements to clinical sites at any time during the program.
For specific health screening requirements please refer to the current: Health Requirements for Cabrillo College Allied Health Students which may be accessed through ALH program web pages.

**LiveScan Finger Printing:**
Students *may* be required to complete Live Scan (inkless electronic fingerprinting) if the clinical site to which the student is assigned requires said procedure. LiveScan fingerprints are electronically transmitted to the Department of Justice (DOJ), and in some cases to the Federal Bureau of Investigation (FBI) for completion of a criminal record check. LiveScan finger printing can be completed at the Santa Cruz County Sherriff Sub-station on the Cabrillo College campus.

**Other Program Requirements**
Students must be compliant with all program required documentation which may include, but are not limited to, current CPR certification, Release of Records documentation, Handbook Verification Forms, online training module completion certificates, or other documents required by your program of study.

Public health concerns as well as time constraints imposed by screening sequences will be taken into consideration. The program may exercise discretion for late entry students when evaluating health screening requirements.

**RELEASE OF RECORDS AND INFORMATION POLICY**
Consistent with California Education Code, section 76242:

“A community college district may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The recipient must be notified that the transmission of the information to others without the written consent of the student is prohibited. The consent notice shall be permanently kept with the record file.”

In order for students to participate in the program and so the program may allow the student access to certain support services, students complete a “Release of Records and Information” form, which is kept permanently in student records.
DECLARED PREGNANT STUDENT POLICY

Pregnant students shall observe the pregnancy policy as adopted by Cabrillo College in accordance with the regulations of the Nuclear Regulatory Commission (NRC), REGULATORY GUIDE 8.29, 10 CFR, Part 20 and California State regulations, CALIFORNIA STATE SYLLABUS ON RADIATION PROTECTION, Appendix No. 5, p. 75-76

All students are advised that the risk of exposure to radiation is always present during training while students are in the vicinity of x-rays.

- The first three months of pregnancy are the most important as the embryo/fetus is most sensitive to radiation at this time.

- In most cases of occupational exposure, the actual dose received by the embryo/fetus is less than the dose received by the mother because some of the dose is absorbed by the mother’s body.

- At the present occupational dose equivalent limits, the risk to the unborn baby is considered to be small, but experts disagree on the exact amount of risk.

- There is no need for women to be concerned about sterility or loss of ability to bear children.

- The 0.5rem (500 mrems) dose equivalent limit applies to the full nine months of pregnancy.

- Once pregnancy becomes known, radiation dose of the embryo/fetus shall be no greater than 0.05rem (50 mrems) in any month.

The following are essential elements of the Radiologic Technology Program Declared Pregnancy Policy:

- The female student may provide written notice of voluntary declaration of pregnancy
- The student may continue in the program without modification
- The student may withdraw written declaration

Declaration of pregnancy by a female student is voluntary and notice must be done in writing.
Declaration of pregnancy can be withdrawn for any reason, for example, if the student believes her benefits from receiving the occupational exposure would outweigh the risk to her embryo/fetus from the radiation exposure.

Any didactic instruction, laboratory or clinical experience that is missed because of pregnancy must be completed prior to the completion of the program. The program faculty will make every effort to assist the student in attaining program completion.

The available options are:

- To continue the educational program without modification. No Clinical Affiliate Agreement (p. 3-4) pertaining to supervision of the pregnant student or Student Agreement (p. 5 – 7) is required.

- Delay having children as long as one works around radiation

- If pregnant, leave the program (if this is a realistic option, it should be done immediately – the embryo/fetus is most sensitive to radiation at the onset of pregnancy and continues to be radiosensitive throughout the gestation period).

- Temporary reassignment to tasks which involve less risk of being exposed to radiation.

- Use protective apron (full-size, half-size, wrap-around, or any other protective clothing appropriate to the situation) while actually exposing patients.

- Not perform portable x-ray procedures.

- Not assist or perform special procedures or fluoroscopic procedures.

- Use two personnel monitoring devices such as a pocket chamber worn at the abdomen and film or TLD badge worn at the collar.

- Stay out of the x-ray room and behind protective barriers while the x-ray beam is activated.
POLICY REGARDING THE SUPERVISION OF PREGNANT STUDENTS WHO VOLUNTARILY DECLARE PREGNANCY AND AGREE TO PROGRAM MODIFICATION IN THE CLINICAL SETTING

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

The following procedures and agreement uphold this policy.
CLINICAL AFFILIATE AGREEMENT
FOR DECLARED PREGNANT STUDENT
WITH PROGRAM MODIFICATION:

Name  (Student Declaring Pregnancy WITH Program modification)

Whereas, it is understood that the supervision of the pregnant student in the clinical setting requires special provisions, the purpose of this instrument is to recognize those provisions for the affiliate representatives routinely involved in the daily supervision of said student.

As an affiliate representative responsible for the clinical supervision of this Radiologic Technology student, I recognize, understand, agree, and will enforce the following provisions:

1. Pregnant students **SHALL NOT:**
   a. Be present inside any examination room when any radiation exposure is made.
   b. Hold patients during radiographic exposures.
   c. Perform surgical or portable x-ray or C-arm procedures.
   d. Assist in special procedures or fluoroscopic procedures.

2. In the controlled area pregnant students **SHALL:**
   a. Use protective aprons (full-size, or any other protective clothing appropriate to the situation) while actually exposing patients and be utilized in such manner as to protect both anterior and posterior surfaces of the body.
   b. Use a minimum of two radiation detection devices, one inside the apron but in front of the abdomen and the other at the level of the collar outside of the apron.

3. Regarding Radiation Dosimetry Measurements:
   a. It is understood by all parties that the maximum permissible dose to the fetus from occupational exposure of the mother should not exceed 0.5 Rem during the entire gestation period or 0.050 Rem per month. Once a
pregnancy is identified the actual approximate dose will be reviewed. In the event that this limit should be met or exceeded, it is understood that the student shall be immediately removed from the clinical setting and reassigned to an area or duty in which radiation hazards or exposure are not a factor. Subsequent reassignments are at the discretion of the R.T. Program Officials.

b. The College, as the sponsoring institution, shall provide the radiation detection devices to be worn by the student at all times during assigned clinical hours. The affiliate representative agrees to institute and implement a program involving careful daily monitoring of the student assignment and monthly review of the dosimetry reports with the R.T. Program Official. In the event that any time during the gestation period the dosimetry readings show evidence of increased radiation activity beyond that as indicated above, the Program Director or Clinical Coordinator shall immediately notify the student.

4. This agreement made in good faith is binding and will endure for the entire gestation period of the student named previously.

________________________________
Chief Radiologist (Print Name)

Signature ____________________ Date ____________

________________________________
Chief Technologist (Print Name)

Signature ____________________ Date ____________

________________________________
Program Medical Director (Print Name)

Signature ____________________ Date ____________

________________________________
Program Director (Print Name)

Signature ____________________ Date ____________

________________________________
Radiation Safety Officer, Clinical Coordinator (Print Name)

________________________________

Rev 6-15
A. Smeltzer
VOLUNTARY DECLARED PREGNANT STUDENT AGREEMENT TO PROGRAM MODIFICATION:

I, ________________________________, state that I am a student in the Radiologic Technology Program at Cabrillo College. I have advised my Program Director that I am pregnant. My signature affixed below is in recognition of the fact that I have been counseled regarding the radiation hazards confronting a gravid female and that I have read, agree with, and understand the stipulations set forth below.

1. Stipulation Regarding Didactic Training:
   
a. While enrolled in the program, I agree to attend and complete all classes in which I have registered and complete all class assignments in a manner consistent with my peers within the guidelines set forth by the individual instructor(s) and Cabrillo College.

b. Regarding my participation during experiments utilizing the lab on campus or any experiment requiring an ionizing radiation source, I understand, agree with, and shall adhere to provision set forth in Section 2.

2. Stipulation Regarding Clinical Training:
   
a. I have read the following publications:
      
      • NRCP Report No. 48 - Radiation Protection for Medical and Allied Health Personnel
      
      • NRCP Report No. 53 - Review of NRCP Radiation Dose Limit For Embryo and Fetus in Occupationally Exposed Women
NRCP Report No. 54 - Medical Radiation Exposure of Pregnant Women

California Radiation Control Regulations as stated in the Syllabus of Radiation Protection

b. I understand that during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 0.5 Rem.

In effect, this implies that a pregnant student should be placed only in situations where the annual dose accumulation is unlikely to exceed this limit (.5 Rem) and is acquired at a more or less steady rate. Once the pregnancy is known, the actual approximate dose will be reviewed to see if clinical can be continued within the framework of the limit set above.

In the event that this limit should be exceeded, it is understood that I will be immediately removed from that particular clinical setting and reassigned to an area, or duty, in which radiation hazards and/or exposure is not a factor. Should this limit be exceeded, the Program Director or Clinical Coordinator will immediately notify the student. Subsequent reassignment is the responsibility of the Program Director.

c. Regarding my status in the clinical setting or any area where I may be exposed to ionizing radiation, I understand, agree, and shall comply with the following:

I SHALL NOT be present inside the examination room when any radiation exposure is made.

I SHALL NOT hold patients during any radiographic exposures.

I SHALL NOT perform surgical and portable radiographic procedures including C-arm.

I SHALL NOT assist in Special Procedures or fluoroscopic procedures (overhead radiographs are not considered fluoroscopic per se).

I SHALL use as a minimum two personal radiation monitoring devices that must be worn at the abdomen level inside the protective apron and at collar level outside of the protective apron.
In recognition of the fact that after reviewing the materials outlined in this document, I have opted to retain my status as a student and by declaring pregnancy am subject to the provisions set forth in Section 2.

Furthermore, in regard to this decision, I have been given the opportunity to ask questions regarding my situation and acknowledge the fact that written and oral instructions have been received. I understand that I have the options to postpone a year of training, may at any time opt for written withdrawal of this declaration and may continue in the program without modification.

__________________________________________  ___________
Student                                                  Date

__________________________________________  ___________
Program Director                                        Date

__________________________________________  ___________
Radiation Safety Officer, Clinical Coordinator         Date

__________________________________________  ___________
Program Medical Director                                Date

__________________________________________  ___________
Chief Technologist                                       Date

__________________________________________  ___________
Chief Radiologist                                        Date
CABRILLO COLLEGE
Radiologic Technology Program

UNEXPECTED / UNUSUAL OCCURRENCE FORM

Student Name ____________________________________________________________

Hospital/Clinic/Classroom where incident occurred (specific location) ___________

________________________________________________________________________

Date ___________________________ Time ___________________________

Who was there? (name and position) _________________________________________

________________________________________________________________________

Please concisely summarize what happened: __________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature ___________________________ Date _________________________

Program Director ___________________________ Date _________________________
Radiologic Technology Program

Radiologic Technology Student Position Analysis and Minimum Physical and Non-Physical Standards

In accordance with the Americans with Disabilities Act (ADA) Public Law 101-336, the Cabrillo College Radiologic Technology Program makes every effort to make reasonable accommodation to any qualified individual with disability. The program will not discriminate against any individual because of age, gender, ethnic background, sexual orientation, political affiliation, or disability.

POSITION SUMMARY: The Radiologic Technology student learns how to accurately demonstrate body structures by determining proper exposure factors, manipulating medical imaging equipment, evaluating the radiographic image quality; and providing for patient protection, safety, and comfort during radiographic procedures. The Radiologic Technology student also assists the physician team member in specialized procedures which often require the administration of contrast media for the purpose of dynamic viewing of the anatomy and physiology of human body systems.

ESSENTIAL STANDARDS AND/OR FUNCTIONS FOR RADIOLOGIC TECHNOLOGY STUDENTS

In order to ensure student and patient safety and welfare, the Radiologic Technology student must be able to:

PHYSICAL DEMANDS

1. Stand and/or walk in an erect posture for up to 8 hours per day;
2. Lift a minimum of 35 pounds from floor level to waist level, and lift a minimum of 10 pounds from waist level to shoulder level;
3. Carry a minimum of 20 pounds directly on the arms or hands while walking a distance of 100 feet;
4. Bend or flex the upper trunk forward up to 45 degrees, and flex the lower torso into a squatting position;
5. Rotate the upper trunk up to 30 degrees to the right or the left from a neutral position while standing or sitting;
6. Reach a maximum of 72” above floor level and/or a full arm’s reach;
7. Push and/or pull objects and equipment weighing up to 250 pounds;
8. Manipulate radiographic and medical equipment and accessories utilizing fingering and/or reaching, pulling, extending;
NON-PHYSICAL DEMANDS

1. Respond quickly and appropriately to emergency situations using the English language;
2. Communicate with patients and staff at all times using the English language;
3. Exhibit good listening skills
4. Tolerate strong, unpleasant odors sight of blood and traumatic injury.
5. Handle stressful situations related to technical and procedural standards and patient care situations;
6. Concentrate on fine-detailed items and follow predetermined protocol, both written and verbal.
7. Provide physical and emotional support with compassion and empathy to patients during radiographic procedures.

SPECIFIC PHYSICAL NEEDS

The Radiologic Technology student must possess the following capabilities:

1. Self-mobility with the capability of propelling wheelchairs, gurneys, and portable x-ray equipment, alone or with assistance as available. The student must be ambulatory and able to maintain a center of gravity when met with opposing forces when lifting, supporting, and transporting a patient. The student must be able to transport patients within the department and in the clinical education center at large.

2. Visual acuity that allows the student to:
   A. Distinguish whether the x-ray beam is perpendicular, horizontal, or angled through the anatomical structures that are being examined.
   B. Perform the required radiography procedures that involve the preparation of contrast agents for administration to the patient, such as syringes or IV bottles.
   C. Determine the correct dosage of contrast agents according to product labels.
   D. Identify the correct patient by reading patient identification armbands and/or charts.
   E. Correctly set the x-ray generator controls to obtain optimum diagnostic quality radiographs.
   F. Perform entry data tasks using digital and computer terminals.
   G. View and evaluate the recorded images for the purpose of identifying proper patient identification, positioning, radiographic technique, and radiographic quality.
3. Hearing acutely and/or lip reading that is sufficient to communicate with the patients and the health care team. The student must be able to hear and respond to patient questions and directions from department and hospital staff.

4. Manual dexterity that allows the student to grasp and manipulate small objects required to perform radiographic procedures and operate radiographic equipment such as locks, beam limiting devices, radiation protection devices, vials, syringes, intravenous systems, catheters, dressings, and sterile trays. The student must also be able to properly handle and process radiographic images using automatic processors and digital readers.

Orally communicate in a voice that is clear and loud enough to be understood by a person in the radiology department, in surgery, in the clinical education at large, or on the telephone.
Healthcare Provider Authorization Form

I verify that _______________________ (RT student name) is able to perform the attached essential standards and functions for Radiologic Technology Students described in the above document.

__________________________________________________________________________
Healthcare Provider Signature ................................................................. Date
(Physician, Physician Assistant, Nurse Practitioner)

__________________________________________________________________________
Print Name

__________________________________________________________________________
Office/Agency Name

__________________________________________________________________________
Address

__________________________________________________________________________
Telephone Number
RELEASE OF INFORMATION AND RECORDS

This is to certify that I, ____________________________________________ (print name), a Cabrillo College RT Program student, am requesting a release of my program required records. This release is to cover all records related to program participation and success as a student. This release includes all records:

- pertaining to clinical placement, including but not limited to all health screening documentation, background check, drug test results, social security number, and date of birth.
- of attendance, progress, grades, performance, and current program status.

Records may be provided by Cabrillo College faculty and staff to all clinical education centers and program affiliates, the California Department of Public Health - Radiologic Health Branch, JRCERT, ARRT, PIC, GAIN, Department of Vocational Rehabilitation, providers of scholarships and grants, and other appropriate agencies.

I understand that I may revoke this authorization at any time by notifying the providing organization in writing, but if I do, it will not have any effect on any actions they took before they received the revocation.

I understand that the recipient of such information may not release such information to any third party without my further consent.

I understand this authorization will expire on __/__/__ (graduation date)

_________________________________________    __________
Signature                                     Date

Name (printed): _______________________________

Address                                      __________
__________________________________________

Phone    (___)__________

Birth date:   __/__/

Cabrillo Student ID #: ____________________________

Witness: ___________________________    Date: __/__/__
STUDENT WITHDRAWAL REPORT

NAME OF STUDENT: ____________________________ DATE __________

ADDRESS: ______________________________________

CITY: ____________ STATE: __________________________

ZIP CODE: ______________

SOCIAL SECURITY NUMBER: __________________________

PHONE NUMBER: (____) _____________________________

CLASS OF: ____________

Check the reason(s) for withdrawal from the Radiologic Technology Program.

1. Poor scholarship during a semester __________
2. Failure (“D” or “F” grade) in one or more of the Radiologic Technology course(s) __________
3. Career uncertainty or change __________
4. Financial difficulties __________
5. Personal problems __________
6. Result of a disciplinary action __________
7. Other reasons (must specify) __________
RT STUDENT HANDBOOK AGREEMENT

I, the undersigned, have read and understand the policies, procedures, and regulations as outlined in the Cabrillo College Radiologic Technology Student Handbook.

I will comply with those policies, procedures, and regulations during my didactic, laboratory and clinical education of the Radiologic Technology Program.

SIGNATURE:__________________________________________________________

NAME (print) _______________________________________________________

ADDRESS:___________________________________________________________

CITY: _______________________ STATE: ___________ ZIP: _____________

PHONE NUMBER W/AREA CODE: ________________________________

WITNESSED BY: _____________________________________________________

PROGRAM DIRECTOR:_______________________________________________
RT STUDENT PROFESSIONAL DOCUMENTS STUDENT CONTRACT

I, ________________________________, the undersigned, have compiled a Professional Documents Folder (hardcopy or electronic, for ex: flash drive or disk) that contains:

- Health assessment documents (immunizations, titers, TB test)
- CPR certification card
- Drug test results
- Background check results
- Clinical orientation certificate

I will keep the contents of this folder secure and confidential in a location accessible within 30 minutes.

SIGNATURE: _______________________________________________

NAME (print): _______________________________________________