



## New Classified Hiring/Position Justification

**Hiring Division/Department:** Science and Technology – Radiologic Technology Program  
**Position Title:** Radiologic Technology Office Assistant II

### Classification

Position type: Permanent X Full Time \_\_\_\_\_ # of months \_\_\_\_\_  
Part Time X % of Full Time 48 # of months 12

Position: General Funds \_\_\_\_\_  
Allocation: External Funds\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Budget Information

Grade \_\_\_\_\_ Step \_\_\_\_\_ Annual Salary \_\_\_\_\_

### Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

**1. Describe the specific needs for the position requested and the duties of this position in a brief statement.**

This position will support the program faculty and students by providing the following:

- a) Assist in maintaining student clinical education master schedules.
- b) Submission and record keeping of clinical facilities on-boarding requirements.
  1. Placement request
  2. Immunization records (including annual requirements)
  3. Physical examination
  4. Background criminal check
  5. Drug testing
  6. Facility (hospital) specific Core Review Learning Objective (*8 different requirements*)
- c) Coordinate on-site hospitals' orientation for assigned students
- d) Maintain confidential student documents required for clinical education
- e) Assist in the development and maintenance of a program master calendar that meets State of California Department of Public Health, Radiation Health Branch (RHB) and Joint Review Committee on Education in Radiologic Technology (JRCERT) reporting requirements.

- f) Maintain documents and records related to program meetings (Advisory Committee, Clinical Instructors' Committee, clinical and didactic staff meetings, JRCERT Assessment Plan Committee, Promotions Committee):
  - 1. Prepare agenda in conjunction with program staff,
  - 2. Notify committee members, and
  - 3. Maintain and distribute minutes and other documents.
- g) Assist with documentation in the various assessment requirements (i.e. JRCERT assessment plan)
- h) Outreach to high schools and other areas to recruit students.
- i) Establish and maintain lines of communication with prospective students, in order to attract a larger pool of qualified applicants. This communication includes phone, email, and regular mail.
- j) Organize application packets for review.
- k) Maintain communication with former students for required data collection.
- l) Assist in management of program website.
- m) Order and maintain inventory of educational and office supplies.

Currently the work is completed by the program coordinator and clinical coordinator/instructor. Adjunct staff is unable to assist.

- A. It is been extremely difficult to establish healthy working relationships with faculties' staff for student placement. Delay in completing facilities' on-boarding requirements and follow-up has caused a delay in students' rotation. It is required that the students' rotations are equitable.
- B. Extensions are regularly requested for required reports to accreditation agencies and have been incomplete.

**2. Explain how this position aligns with and supports the mission and strategic goals of the college.**

During the past eight (8) years there has been a substantial increase in accreditation documentation and facilities on-boarding requirements. In order to maintain the program's high level of success, all new requirements must be met.

This position will help to ensure the continuation of the success of the program, such as: one hundred percent (100%) pass rate on the American Registry of Radiologic Technologist (ARRT) examination, one hundred percent (100%) pass rate on the RHB Fluoroscopy examination, and a job placement rate six months after graduation of eighty-six point one eight percent (86.18%).

The demands on the program required from the affiliated hospitals, college, RHB and accreditation agencies has made it extremely difficult on staff to keep up with required information. Program staff will benefit from this position by being able to improve the environment of learning by allowing instructors to spend more time on curriculum development, program review and assessment, researching additional student support tools, and student and adjunct staff mentoring.

There has been a decline in our attrition rate for the past couple of years. With the addition of this position, faculty will be able to provide more individualized support required for successful completion of the program.

Additionally, Joint Review Committee on Education in Radiologic Technology (JRCERT) in their Report of Findings, January 22, 2014, stated that the program is not in compliance with Standard Two – Resources, Objective 2.4 (Provides clerical support services, as needed, to meet all educational, program and administrative requirements). And specified, “Increased demands on program personnel and maintenance of student confidentiality necessitate additional clerical support services.”

Failure to address non-compliance with Objective 2.4 will jeopardize our accreditation.

**3. Explain how adding this position will strengthen the department or division.**

This position will strengthen the mission and goals of both the school and the program by allowing the program faculty to be more effective to attend the needs of the current and prospective students and increase participation in school activities and government.

It will help by allowing faculty be able to spend more time creating stronger partnerships with our affiliated hospitals. For example, faculty will develop educational programs for staff technologists in order for them to be better equipped to help Cañada College students in the clinical environment, where they receive sixty (60%) percent of their education.

In addition, program staff will have the time to pursue new partnerships. For example, since the early part of 2013, we have been unable to complete a partnership with the new Kaiser facilities in San Mateo, Union City and the Veterans Health Care Clinic in San Jose. Even though, the management group of this facility is ready to start the partnership. We have two (2) additional potential partnerships that require faculty time to complete the process of affiliation.

At this time the program recruitment efforts with local high schools has decreased. Program faculty would like to be able to spend more time re-establishing relationships that would help mentor local underrepresented students. This effort will increase the student diversity of the program, the college and future health care workers.

**4. Explain how this work will be accomplished if the position is not filled.**

There are no viable alternatives to appropriate staffing.

The program faculty feels that the fulfillment of the mission of Cañada College and the Radiologic Technology Program to create an environment that cultivates learning at a level for successful completion and job readiness is difficult to accomplish. In addition, the program may not be able to establish new partnerships or reach out to our local population of potential students. Another possible result is the attribution rate may not improve in a timely manner which effects program effectiveness which is part JRCERT assessment.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

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**Dean / Director / Hiring Supervisor**

\_\_\_\_\_  
**Date**