CAÑADA COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM HANDBOOK 2019 – 2021

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INTRODUCTION

WELCOME!

To you, the Student,

Congratulations! You have been accepted into the Radiologic Technology Program and are about to begin a two-year period of discovery and challenges. We are excited you are here and wish you every success in your educational process.

We have found that students have many questions regarding the program and the college. This manual is provided in the hope that the majority of your questions will be answered. Program policies, rules, regulations and helpful information are contained and explained herein. You will also find forms and an explanation of records that you are required to maintain during the entire program. This is an official document and should be reviewed throughout your training period.

Welcome to Cañada College and our affiliated clinical education facilities. If we can be of help to you in any way, please do not hesitate to call on us.

YOU and YOUR TRAINING

The clinical education on which you are about to embark is your experience and yours alone! This program is designed to give you the opportunity to gain experience in the field of Radiologic Technology and prepare you for the 21st Century workforce. What you do with this opportunity is up to you.

Radiology departments are working departments. You are a guest that has been given the privilege of gaining required clinical education. Your supervising technologists' primary function is to perform examinations on patients (the consumers) as quickly, courteously, and with as little discomfort as possible, obtain high quality diagnostic radiographs, process the images, and have them read, disperse official reports, and maintain images and reports in an easily accessible manner.

There are multiple steps to produce high quality diagnostic images and each one of the steps is as important as any of the others. As a student, you will become involved with all of them. Do not approach your training with the attitude that you are here only to learn how to take x-rays. Anyone of reasonable intelligence can handle that. Your purpose is to gain valuable experience in the whole process of patient care and Radiologic procedures just as if you were employed by the hospital to which you will be assigned.

The supervising technologists are not trained instructors, but each of them has something to give. Teaching technologists have the ability to incorporate your learning within the context of most patient examinations. Ask questions at appropriate times. Take care in your conversation if it is within the patient's and/or family hearing, and most of all *DO NOT ASK QUESTIONS OR CRITICIZE ANY PATIENT OR STAFF PERSON IN THE PRESENCE OF OTHERS.*
Technologists have a primary responsibility to serve their patients and will always put the patient's needs before yours. Be cognizant of this situation and refrain from interfering with the examination while learning. Remember that the patient is there to receive a very important service. All persons (including you!) have an obligation to make the patient's stay as comfortable as possible.

SOME TIPS FOR MAXIMIZING YOUR LEARNING EXPERIENCE

1- Listen with your heart as well as your mind
2- Put yourself in the position of the patient
3- Respect the technologist's judgment
4- Pay close attention to the patient
5- Value all aspects of caring for people
6- Keep your perspective and understand expectations
7- Know your limitations and ask for assistance
8- Remember that your success is important
9- Develop and maintain a personal support system
10- Leave your personal issues at home
11- Maintain a sense of humor

ABOUT THE COLLEGE

Cañada College is one of three community colleges comprising the San Mateo County Community College District. The District is governed by a five-member board of trustees elected at large and superintended by a chancellor hired by the board. Each college is administered by a president, with administrative organization under the president varying slightly according to the needs of each college. Cañada College is organized into three instructional divisions; each headed by a dean. The Radiologic Technology Program is a component of the Science and Technology Division. The program coordinator reports directly to the dean on matters concerning curriculum planning, class scheduling, and policy changes and participates in budget preparation.

Prospective students submit an application to the program as well as to the college. Procedures pertaining to the application process are in accordance with college policies, which are delineated in a college catalog.

Cañada College grants the Associate in Science degree to graduates who complete the Radiologic Technology curriculum that includes standard general education requirements, didactic (academic) courses and clinical education in affiliated clinical education centers. Graduates also receive a certificate.

ACCREDITATION

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Cañada College Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The standards for program organization and conduct are contained in the document titled "Standards for An Accredited Educational Program in Radiologic Science, January 2014". The program is also approved by the California Department of Public Health, Radiologic Health Branch (RHB). Regulations governing the use of ionizing radiation on human beings as well as requirements or training programs are found in California Radiation Control Regulations, California Administrative Code, Title 17.

JRCERT Accreditation Standards

Standard One: Integrity
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The program's curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The program's policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/Programmatic Data
The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

For a complete description of the standards please follow this link.
https://www.jrcert.org/programs-faculty/jrcert-standards/

FOR ALLEGATIONS OF NON-COMPLIANCE WITH THE STANDARDS

https://www.jrcert.org/students/process-for-reporting-allegations/

JRCERT Contact Information

Tel. 312-704-5300
Fax 312-7045304

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182

MISSION STATEMENT AND PROGRAM LEARNING OUTCOMES

Mission Statement

The mission of the Radiologic Technology Program at Canada College is to provide a high quality vocational education to members of our diverse community who seek a career in the Radiologic Technology profession.

The Radiologic Technology program enables students to develop the skills necessary for gainful employment through clinical training, fosters students' academic success through lectures and laboratory exercises, and provides a professional labor pool to match the needs of our community.

Program Learning Outcomes

GOAL 1: Students will be clinically competent.

SLOs

Students will apply positioning skills.
Students will select appropriate technical factors.
Students will practice radiation protection.

GOAL 2: Students will communicate effectively.

SLOs

Students will use effective oral communication skills with clinical staff.
Students will use effective oral communication skills with patients.
Students will practice written communication skills.

GOAL 3: Students will demonstrate critical thinking and problem solving skills.

SLOs

Students will manipulate technical factors for non-routine examinations.
Students will adapt positioning for trauma patients.

GOAL 4: Students will evaluate importance of professional growth and development.

SLOs

Students will determine the importance of continued professional development.
Students will summarize the importance of attendance at professional meetings.

GOAL 5: The program will graduate entry-level technologists.

SLOs

Students will pass the ARRT on the first attempt.
Students will be gainfully employed within six months of graduation.
Students will complete the program within twenty-five months
Students will be satisfied with their education.
Employers will be satisfied with the graduates' performance.

CURRICULUM

The structured 25-month program curriculum requires a minimum of 76.5 units in core and selective courses. General Education coursework and electives are also required to meet the minimum units for the Associate in Science Degree**.** Students who have previously obtained credit toward an Associate or higher degree may transfer their general education units for credit as appropriate.

Four semesters and three summer intercessions are required for students to complete the number of hours necessary for certification with the State of California. This schedule also allows the students to take the American Registry of Radiological Technologists (ARRT) certification and registration examination as soon as the program is completed. Students are encouraged to apply for certification by the California Department of Health, Radiologic Health Branch (RHB).

Certain courses are transferable to four-year colleges providing the graduate with opportunities beyond entry-level technology. The program staff encourages students and graduates to investigate the possibilities of continuing their education beyond the Associate in Science Degree level obtained at Cañada College.

COURSE SEQUENCE

SUMMER INTERCESSION		**UNITS**
RADT 400	Orientation	**2.0**
SEMESTER I FALL		
RADT 408	Perspectives in Radiology	**1.5**
RADT 410	Radiographic Positioning I	**4.0**
PHYS 405	Applied Radiographic Physics	**3.0**
RADT 418	Clinical Education I	**4.5**
SEMESTER II SPRING		
RADT 415	Radiation Protection & Biology	**3.0**
RADT 420	Radiographic Positioning II	**4.0**
RADT 428	Clinical Education II	**6.5**
RADT 430	Principles of Radiation Exposure	**3.5**
SUMMER INTERCESSION		
RADT 438	Clinical Education III	**4.5**
SEMESTER III FALL		
RADT 435	Imaging Equipment & Quality Control	**1.5**
RADT 440	Advanced Imaging	**4.0**
RADT 441	Sectional Anatomy	**1.5**
RADT 448	Clinical Education IV	**9.5**
SEMESTER IV SPRING		
RADT 442	Radiographic Pathology	**1.5**
RADT 450	Registry Review	**1.5**
RADT 458	Clinical Education V	**9.0**
RADT 471	Venipuncture	**1.0**
SUMMER INTERCESSION		
RADT 468	Clinical Education	**5.0**

A grade of **C** (75%) or better is necessary for progression in the sequence. Students are required to have a minimum overall **GPA** of **3.0** to graduate. (Refer to Program Policies and Procedures **F. Grading and Evaluation**, pages 28 - 30).

Students must obtain current certification in **CPR** for Health Care Providers (**Basic Life Support**) and immunizations as required for affiliated clinical facilities. During the course of the program **BLS** certification and immunizations must remain current.

NOTE*: General Education courses are required for an A.S. degree. Students are advised to meet with their counselors on a regular basis in order to insure that A.S. requirements are met.*

CURRICULUM DELIVERY

FIRST YEAR

In the summer intersession, Orientation to Radiologic Technology (RADT 400), students begin academic (also called "didactic") education which focuses on orienting the students to the profession, informing students about basic concepts in radiation protection, and informing them about California Law governing the profession.

The Fall Semester includes Applied Radiographic Physics (PHYS 405) and the first of the two-semester sequence, Radiographic Positioning I (RADT 410). Clinical Education I (RADT 418), at an assigned clinical education facility, follows an introductory to clinical education 4-week course, Perspectives in Radiology (RADT 408). RADT 418 begins with the ancillary areas of the radiology department for learning how the department operates, how patients are routed through the department, and generally, what comprises the clinical environment. Clinical education activities also include observation of technologists performing examinations on patients. Technologists directly supervise students while they demonstrate their abilities to perform basic positioning as taught in class and through observation at the clinical education site.

Courses in the Spring Semester are designed to utilize knowledge in the first semester. Radiation Protection and Biology (RADT 415) is dependent on knowledge gained in the prerequisite course in anatomy and physiology as well as in physics. Principles of Radiation Exposure (RADT 430) also builds on material learned in the physics course and the second half of Radiographic Positioning II (RADT 420) is taught. Clinical Education II (RADT 428) also builds on the previous semester of clinical education. Students are expected to become competent in positioning patients for a number of required examinations as outlined in the Clinical Education Manual.

During the Summer Intersession Clinical Education III (RADT 438) continues with emphasis on completing required competencies. Students remain under direct supervision since they have not achieved competency in setting technical factors for imaging. It is the students' responsibility to complete and maintain appropriate documentation of the achieved and maintained patient care and positioning competencies in order to successfully complete each semester of clinical education.

SECOND YEAR

The Fall Semester includes courses in Advanced Imaging (RADT 440), Sectional Anatomy (RADT 441), and Imaging Equipment and Quality Control (RADT 435), which are the focuses for didactic education at this time. Advanced imaging covers specialized procedures; i.e.: Angiography, CT, MR, and sub-special procedures such as myelography and other procedures requiring the use of contrast media and/or sterile technique. Clinical Education IV (RADT 448) begins the "Second Rotation" in a new clinical facility. Students follow the same pattern but with less intense orientation than the first rotation. Direct supervision is required until students can demonstrate competency in the new facility. Clinical competency requirements are more complex and require the student being able to set technical factors appropriate for the procedure.

The Spring Semester offers courses in Radiographic Pathology (RADT 442) and preparation for the licensing examination and the ARRT examination, Registry Review (RADT 450). Clinical Education IV (RADT 458) requires students to demonstrate additional specific competencies in a variety of more complex procedures. Once all competencies are met, students apply for intense training in a single modality area. Students apply in much the same way as they

would for employment. Resumes are prepared and interviews conducted in the various affiliate hospitals and clinics. Students are also taught venipuncture for radiographers in RADT 471.

In the Summer Intersession, Clinical Education VI (RADT 468), students are assigned to a single modality area in which they were interviewed during RADT 458. Once accepted by the facility, students participate in advanced training forty-hours per week for a four week period. Each of the affiliates has somewhat different types of procedures in which they offer advanced, intense training. The second part of the summer intersession is devoted to honing clinical skills in preparation for employment. The last two to three weeks of clinical education is also on a forty (40) hour per week schedule. The program requirements are completed at the end of the summer intersession, which is marked by an awards ceremony luncheon or dinner.

CLINICAL EDUCATION SCHEDULES

As described, clinical education is divided into two segments or rotations that extend over several semesters in order to provide students with continuity and adequate time to meet set objectives. During one of the two segments, students will be assigned to a clinic and/or a children's facility for a "short" rotation with specific objectives and competencies. Each semester has a different course number and the student is required to meet specific objectives as outlined in the course syllabus. Failure to meet course objectives and successfully complete a course will delay or prevent progression to the next level.

The first rotation begins in September upon successful completion of RADT 408. This rotation requires sixteen (16) clinical hours per week, eight (8) hours each day on Tuesday and Thursday during the hours of 7:30am to 5:30pm. In addition, there are four to five 40 hours per week during the first year. Four weeks of the Summer Intersession are also forty hours per week. Lectures are held on Monday, Wednesday and Friday.

The second rotation begins in August and requires twenty-four (24) clinical hours per week, eight (8) hours each day on Monday, Wednesday and Friday during the hours of 7:30am to 5:30pm. In addition, there are four 40 hours per week during the Fall and Spring Semesters. The entire six week Summer Intersession requires forty hours per week.

Lectures are held on Tuesday and Thursday. The second rotation is more intensive and requires the student to assume more responsibility for patients' care, positioning, as well as imaging quality. The level of independent work depends on demonstration of competence. By the end of the second year, students must have attained a level of competence consistent with that of an "entry level" technologist as demonstrated by successful completion and maintenance of clinical education competencies.

All courses must be completed in sequence in order to meet requirements for the A.S. Degree and eligibility for the California State Certification Examination and ARRT Certification and Registration Examination.

SCHOOL HOLIDAYS AND BREAKS

FIRST YEAR
Rotation #1 September – July

Didactic Courses: Monday, Wednesday and Friday
Clinical Education Courses: Tuesday and Thursday

Labor Day
Veteran's Day
Thanksgiving Recess (Thursday and Friday)
Winter Recess (two weeks)
Martin Luther King Day
Lincoln's Birthday
Spring Recess (one week)
Washington's Birthday
Memorial Day
Fourth of July
Scheduled Vacation end of RADT 438

SECOND YEAR
Rotation #2 August - July

Didactic Courses: Tuesday and Thursday
Clinical Education Courses: Monday, Wednesday and Friday

Labor Day
Veteran's Day
Thanksgiving Recess (Thursday and Friday)
Winter Recess (two weeks)
Martin Luther King Day
Lincoln's Birthday
Spring Recess (one week)
Washington's Birthday
Memorial Day

Specialty Rotation: June/July
(Clinical Education: Monday through Friday)

Fourth of July

PROGRAM POLICIES

AND

PROCEDURES

A. CODE OF ETHICS

The following "Code of Ethics for the Profession of Radiologic Technology" was developed by the American Registry of Radiologic Technologists and serves as a guide by which "Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues and other members of the medical care team". All who participate in the program at Cañada College are expected to observe the tenets of this code.

ARRT Standards of Ethics

Last Revised: September 1, 2015
Published: September 1, 2015
https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf accessed 08172016

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of appropriate professional values.

The *Standards of Ethics* provides proactive guidance on w h at it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support the ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with therequirements.

A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics.* The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs,and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the professionto provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment ofthe patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or thecommunity.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

B. CLINICAL EDUCATION FACILITY REQUIREMENTS

CLINICAL AFFILIATE REQUIREMENTS

Students are required to meet the on-boarding requirements of each clinical facility to which they are assigned. To streamline procedures, program requirements have been aligned to the policies of the facilities. However, facilities may have additional requirements and their requirements may change. The on-boarding process takes approximately 6 weeks and students must meet all deadlines.

Student must complete a Background Check, 10-Panel Drug Screening, Physical Examination and Immunization documentation prior to July 25 of the year they were accepted into the program. Students will receive specific instructions for this requirement upon acceptance into the program. The student pays for all costs associated with these requirements.

BACKGROUND CHECK

Students are required to submit to a criminal background check prior to July 15 of the year they are accepted into the program. Students who have been convicted of a misdemeanor or felony must have indicated such on their application to the Program and established eligibility for certification with the American Registry of Radiologic Technology. Failure to establish eligibility may result in dismissal from the program. The report and any related documents will be placed in the student's permanent file.

DRUG TESTING

The San Mateo County Community College District, Canada College and all clinical affiliates maintain a drug-free policy. Students are required to clear a 10-panel drug screening prior to July 15 of the year they are accepted into the program. Diluted or adulterated samples may be repeated one time only. Failure to pass the drug screening will result in dismissal from the program. The report and any related documents will be placed in the student's permanent file.

PHYSICAL EXAMINATION AND IMMUNIZATION DOCUMENTATION

Student entering the Radiologic Technology program are required to present evidence of certain immunizations and tests confirming their general state of health. The requirements meet our clinical education facilities requirements and the CDC recommendations for health care workers. The report and documents will be placed in the student's permanent file. With written permission from the student, this report will be released to the various clinical education facilities where the student is assigned for clinical education and competency testing.

C. CONFIDENTIALITY OF PATIENT AND EMPLOYEE INFORMATION

Professional conduct for Radiologic Technologists requires the privacy of all patients. Confidentiality is specifically defined in the Health Insurance Portability and Accountability Act (HIPAA). Detailed information may be found on the U.S. Department of Health & Human Services website http://www.hhs.gov/ocr/privacy/hipaa/understanding/

Students are required to follow the specific confidentiality agreement of the clinical education facility to which they are assigned and the Cañada College Radiologic Technology Program. Students may see or hear confidential information in oral, written or electronic form regarding the patients and/or families. All of this information is strictly confidential even though the student has received no direct request to hold the confidence.

The following list of appropriate behaviors identifies the minimum requirements expected of students in the Radiologic Technology Program:

1. Do not discuss the patient or what is seen on images with the patient, family members or others. The physician is the only person qualified to interpret the images.
2. When required to ask a patient about his/her illness, confine your questions to those that are necessary to perform the examination.
3. If it is necessary to remain with a patient for safety or other reasons, be cordial and friendly in conversation, but refrain from sharing what is discussed with anyone else.
4. If information about a patient is being discussed by others, do not participate in the discussion. Be polite.
5. Students may not access electronic equipment and/or records unless given permission by the clinical instructor or department manager.
6. Copies of radiographs or reports of radiographs require prior approval from the clinical instructor.
7. Images and reports used to prepare for image analysis or case studies, such as copies or CDs, may not include any patient identification.
8. In the event information is required from a case performed in a previous rotation, contact the clinical instructor for the information.
9. Daily Logs may not be removed from the facility or photocopied.
10. Copies of software may not be made.
11. Students may not use personal electronic devices to capture, store or transmit confidential information.
12. Personal electronic devices are not permitted during clinical education
13. Respect decisions of co-workers and other hospital personnel and under no circumstances discuss this information with the patient or his/her family.

Any breach or misuse of confidentiality, regardless of how insignificant a violation, will be subject to disciplinary action.

D. PROFESSIONAL APPEARANCE

Standard for professional appearance and safety in the work setting can best be met by establishing a dress code. The specifics of these standards are set out in the following statements. Certain of these standards also guarantee the safety of students when dealing with very ill or incompetent patients. Students not in compliance with the professional appearance policy of the program and hospital will be removed from clinical education until compliance is met and maintained.

1. Hair must be clean and neat. If longer than shoulder length, it must be tied back to avoid getting it caught in machinery and touching patient when performing procedures.
2. Daily bathing and deodorant are required to prevent body odor.
3. No scented deodorants, aftershave, lotions, etc.
4. Students are required to wear white standard uniform pants or skirts. Uniform tops must be in the designated class color.
5. Colored uniform top: The color of the uniform top is designated by the program. Class members may choose different styles in the designated color.
6. T-shirts worn under uniform tops must be white or uniform top color.
7. Uniform long sleeve jackets must be uniform top color with a sewn on patch.
8. The following items are required by the State of California:
    a. Student patch shall be sewn on the left sleeve of the uniform top approximately 3 inches below the shoulder seam.
    b. Student nametag shall be worn on the left side of uniform top, above the waist where is clearly visible.
    c. Radiation Monitoring Device shall be worn on the uniform collar and must be correctly placed to avoid inaccurate exposure readings.
9. Students may **NOT** wear white laboratory coats or jackets.
10. Surgical scrubs may be worn only when assigned to surgery. School identification must be visible to identify you as a student radiographer.
11. **White shoes only.** Shoes should be clean and in good repair. Well-constructed athletic shoes are acceptable provided they have the oxford type (no "high-tops"). Any shoe selected should have a non-skid sole, be comfortable and enclosed front and back.
12. Digital watches or an analog watch with a sweep second hand is required.
13. Clothes are to be clean, neat and ironed at all times. Fabrics must be washable and washed after each wear.
14. Beards or mustaches on male students are permitted if they are short, neatly trimmed and clean.

The following items are ***strictly prohibited*** in the clinical setting because they are often objectionable to patients and they may interfere with patient care:

1. Nail polish other than clear,
2. Artificial nails,

3. Nails longer than the tip of fingers,
4. Jewelry other than a wedding band and watch,
5. Any item that detracts from the professional look of the uniform as determined by the clinical instructor, clinical coordinator, or the program director, or
6. Perfumes, colognes or scented after-shave lotions.

E. ATTENDANCE

California Law (Title 17, Health) stipulates that Radiologic Technology be a minimum of 1850 hours of direct clinical education, 150 laboratory hours (which may be applied to the clinical), and 650 hours of classroom activity. National accreditation standards require that the program be 24 months on length (minimum). Cañada College has structured its program so that both of these requirements are met. For this reason, attendance in classes and in clinical education is mandatory. Any absence from clinical education must be made up so that the student achieves the required number of hours within our program's 25-month time. Failure to comply with this requirement results in an extension of the training program, postponement of certification examinations, and therefore employment.

Students are scheduled to eight hours of clinical education with the possibility of an additional two-hour period if make-up time is required. This additional time must have prior approval by clinical coordinator and clinical instructor. Students may not exceed a total of forty hours per week of combined didactic and clinical education.

Cañada College, General Requirements: (see current school policy) Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of his/her registration. When a student fails to attend class, he/she misses the content of the session, and course continuity is threatened. When failure to attend class places a student's success in jeopardy, the instructor may drop the student from the class.

Total hours of absence which exceed twice the number of hours a class meets in a week define "excessive absence." Many instructors use this definition to drop students for nonattendance. Instructors may, however, utilize stricter attendance requirements.

Absence due to participation in college-sponsored activities may be considered excused when the student informs and receives permission from the instructor in advance of the absence and makes up all work that was missed.

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five College calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may, with the permission of the instructor, remain in class while their appeal is being reviewed. A recommendation regarding the appeal will be forwarded to the instructor whose decision is final.

Radiologic Technology Program Policies

A verbal and then written warning will be issued if the student is approaching the maximum allowable absences. If the maximum number of absences is reached or exceeded, the student is in danger of being suspended from the class or clinical facility. This action will result in interruption of training, extension of the program and consequent postponement of certification examinations and, therefore, employment.

1. Students must report by phone their absence at least one (1) hour before start of shift to both facility designee and full-time clinical coordinator.
2. Absences in excess of three (3) consecutive days (didactic and/or clinical) for health reasons require documentation by a physician that the student was under a physician's care and when that student will be able to return to regular activities.

3. All clinical time missed is to be made up within the month of absence. The student is required to complete a "Change in Assignment Form" for any alteration to the contracted schedule as a result of absence.
4. In cases of extended absence, serious injury or pregnancy, each situation will be handled on a case by case basis and must be documented in the student's personal file.
5. Under unusual circumstances when a student does not continue course work and/or must take a leave of absence, the student may be reinstated into the program at the beginning of the semester they were in at the time of their leave. Reinstatement is at the discretion of the director, will be dependent on availability of space in the program and documentation of circumstances may be required.
6. The leave of absence shall not last more than one year. If the student does not resume the program within one year, he/she will be required to restart the program.
7. Students are not allowed to take time-off from clinical education to study for didactic courses. Absences during "finals week" require a physician's excuse.

Chronic Tardiness

Tardiness is treated as an indication of poor work habits. Tardiness is defined as being more than 5 minutes late at the beginning of the clinical day or when returning from a break or lunch. In the clinical setting, three (3) incidents of tardiness is equivalent to one full day of absence and will require a full day of make-up (i.e.: 8 hours).

Clinical Education Make-up Time

1. All hours missed in clinical education must be made up in order to satisfy the clinical hour requirements of California Law and Program requirements.
2. All absences, including scheduled appointments, must have a "**Change in Assignment**" form properly completed and turned in to the full-time clinical coordinator or program coordinator. Students are strongly urged to take care of personal appointments during non-educational time.
3. Make-up time is to be completed in increments of **one** hour or more.
4. Didactic and clinical education may total no more than **40** hours per week.
5. Clinical education may not exceed **10** hours per day.
6. All make-up time must be scheduled **one week** in advance with the clinical instructor, as soon as possible following the day(s) missed. Upon approval by the clinical instructor, the full-time clinical coordinator will review and approve if appropriate.
7. Approval in writing by both the clinical instructor and full-time clinical coordinator must be obtained at least **one week prior** to make-up date requested. Each facility makes available a schedule of acceptable times that students may use as make-up hours.
8. Make-up time must be completed by the end of the semester in which the absence occurred unless special arrangements are made with the clinical instructor and full-time clinical coordinator.
9. Make-ups must be completed at the facility where the absence occurred.
10. First year students **cannot** make up hours on weekends and/or after **1800** on weekdays.
11. Second year students may make up hours on weekends and until **2100** if there are sufficient numbers of technologists on duty and the availability of examinations is consistent with course objectives and must be approved by the full-time clinical coordinator.

12. Students may arrange with the clinical instructor to stay for an additional hour (***one-hour maximum***) in the clinical setting for the purpose of observing or assisting on interesting cases. This time may not be saved or "**banked**" for future use.

Assignment to Shifts Other Than Daytime Hours

In the second year of training students may be required to participate in clinical training on the evening and/or weekend shifts. The purpose of these assignments is to provide the student extended opportunities to experience the full range of radiology workloads. For this reason, students who are holding part-time jobs should arrange in advance to accommodate the schedule. Students may be assigned in clinical during evenings until **2100** or on weekends ***ONLY*** if there are sufficient numbers of technologists on duty and the availability of examinations is consistent with course objectives and must be approved by the full-time clinical coordinator.

Lunch and Breaks During Clinical Education

Students must receive a lunch break no later than five (5) hours from the beginning of their shift. It is the student's responsibility to inform the person coordinating lunch breaks of this requirement.

Students generally take breaks at the same time as their supervising technologist.

F. GRADING AND EVALUATION

Academic (didactic) coursework is evaluated by means of paper and pencil tests, demonstration/return demonstration, report writing, and level of class participation. The grading method is consistent for all didactic courses. Grades are determined based on accumulated points, scheduled quizzes and examinations, a midterm examination and a comprehensive final examination.

GRADING:	**A+**	**98-100%**
	A	**95-97.99%**
	A-	**92-94.99%**
	B+	**89-91.99%**
	B	**86-88.99%**
	B-	**83-85.99%**
	C	**75-82.99%**
	D	**72-67.99%**

Students must achieve grades of **C (75%)** or above in order to progress in the course sequence. Failure to achieve and maintain this level will result in the student having to repeat the course in order to progress in the program. Students who receive failing grades during or upon conclusion of a course will be referred to the Promotions Committee (refer to H. Promotion Committee). Courses are not offered in sequential semesters, repetition of any course will require that the student be on probation from clinical education course until the course in question is completed with a satisfactory grade. Make-up policies are provided in each course syllabus.

Clinical education coursework evaluation is competency based and letter graded. Two levels of evaluation are conducted; (a) individual procedures and (b) professional growth and development. Each rotation includes several semester length courses, and evaluations are scheduled to coincide with the midterm and final examination periods for each course.

Clinical performance evaluations are competency-based, prepared by the clinical coordinators and clinical instructors and are based on their own observations as well as those of the clinical education staff. Ancillary and radiographic competencies, image evaluation and other clinical education documentation is also a part of the grade assigned. Students are responsible for completing all assignments as outlined in the course syllabi. Students review the evaluations with the clinical instructor before the evaluation is forwarded to the program faculty. Clinical instructors and/or the student may request a conference with program faculty if there are concerns or discrepancies.

Each course in a rotation requires students to perform increasingly difficult tasks with higher levels of competency while retaining previous knowledge. Student progression is individualized and students are encouraged to compare their levels of achievement with their own previous evaluations in order to assess their own progress. The goal is to lead the student from direct supervision to indirect supervision performance by the last stages of the program.

Reasons for failure at the clinical site include, but not limited to:

- Unprofessional behavior
- Consistent inability to correctly demonstrate technical skills
- Failure to maintain completed competencies
- Unsafe practices

- Failure to follow program and/or facility policy
- Failure to follow direction of clinical supervisors
- Does not complete required hours within specified time frames
- Violation of Academic Integrity policy

Grading policies and the weight given to each component used to compute final grades are determined by course instructor. Grades are not final until accepted by the Radiologic Technology Student Promotions Committee. Following formal action of the committee, grades become part of each student's official transcript.

1. This grading policy will apply to both didactic and clinical education courses.
2. Students with a **GPA** of **2.5** or lower may be considered for dismissal.
3. Students with an overall **GPA** of **2.5–2.69** may result in placing the student on academic probation.
4. Students with an overall **GPA** of **2.7–2.99** may result in placing the student on academic warning.
5. Students are required to have a minimum overall **GPA** of **3.0** to graduate.
6. Students must make a **C** or better in all didactic courses.
7. Students are required to achieve a minimum of **B** or higher in all clinical education courses.
    a. While students are expected to achieve a grade of **B** or better in all clinical practicum courses, a grade of **C** will be accepted in no more than two clinical practicum courses. Students receiving a grade of **C** in more than two clinical practicum courses will have their clinical privileges suspended and be referred to the Radiologic Technology Student Promotions Committee for final disposition.
8. Students achieving a grade of **D**:
    a. Referred to the Radiologic Technology Student Promotions Committee for consideration of targeted remediation or dismissal.
    b. Course director directs a targeted remediation of areas of weakness.
    a. Targeted remediation is geared toward gaining points to raise the original grade to a grade of **C**. Students would only be allowed to raise the recorded grade to a C, not to a higher level, using targeted remediation.
    b. Successful targeted remediation will result in a grade of **C** being reported to the Registrar.
    c. Unsuccessful targeted remediation will result in the original grade of **D** being reported to the Registrar, and referral to the Student Promotions Committee for further disposition. Options include full remediation, repeat course in its entirety, or other actions deemed appropriate by the Student Promotions Committee.
    d. This procedure will be followed for students achieving a grade of **C** in a course that requires a grade of **B** or better. Targeted remediation will be designed to achieve a grade of **B**.
7. Students achieving a grade of **F:**
    a Referred to the Radiologic Technology Student Promotions Committee for consideration of dismissal.

b. If remediation is offered by the Radiologic Technology Student Promotions Committee, full remediation is required (not targeted).

Students will also be referred to the Radiologic Technology Student Promotions Committee for failing to meet the attendance requirements or meeting the background/drug screen requirement.

G. PROMOTIONS COMMITTEE

The Radiologic Technology Student Promotions Committee is charged with monitoring student academic and clinical performance. The Committee ensures that each student satisfactorily completes each required course in the curriculum, meets all criteria for promotion from year to year, and ultimately satisfies all the requirements for graduation. The Committee is composed of the Dean of Science and Technology, the Radiologic Technology director and clinical coordinator, at least one clinical instructor and a faculty member, at large, who participates in activities of the Radiologic Technology program.

REVIEW OF DIDACTIC PERFORMANCE – Each student's didactic performance is assessed by various methods of evaluation such as written, demonstrative, and verbal assessments of knowledge and skills. The Program Director will submit grades to the Radiologic Technology Student Promotions Committee for review and acceptance.

REVIEW OF CLINICAL PERFORMANCE – Students' clinical performance will be evaluated by the clinical faculty and preceptors with whom they work. These evaluations will be submitted to the Program Director. The Program faculty will review these evaluations, in conjunction with all other available credible information concerning the student's performance. The Program Director will submit grades to the Radiologic Technology Student Promotions Committee for their review and acceptance. The Radiologic Technology Program faculty and/or Program Director may make recommendations to the Radiologic Technology Student Promotions Committee regarding academic action(s). Any such recommendations are not final until accepted by the Radiologic Technology Student Promotions Committee, at which point they become actions of the committee.

The academic progress and professional development of each student is reviewed at regular intervals throughout each academic year. Grades, examination scores, narrative summaries and professional conduct and development are assessed to ensure the successful progress of each student. The Radiologic Technology Student Promotions Committee has the primary responsibility for the following:

1. Setting academic standards and requirements necessary for promotion and graduation;
2. Recommending qualified students for promotion;
3. Recommending awarding of the Associate's Degree after careful review of academic records;
4. Setting requirements for remedial work or revised academic course load for students whose academic work is unsatisfactory;
5. Ensuring that each student demonstrates the academic and clinical competency and personal qualities of a radiologic technologist;
6. Taking action on students whose academic work is consistently unsatisfactory or whose behavior cast grave doubts about their ability to function as a radiologic technologist;
7. Proceeding with suspension or dismissal of students;
8. Reviewing the system of evaluation of student performance (i.e., grading system and narrative summaries).

It is also the responsibility of the College to ensure that its graduates meet standards of professional conduct and responsibility. Students will be held accountable for their own actions

and assessed in part on their reliability, honesty and integrity, responsibility, and professional relationships with patients and families as well as their responsibility related to substance abuse.

The Radiologic Technology Student Promotions Committee takes formal action on any student who demonstrates a deficiency of academic or clinical performance, or where concerns arise about inappropriate, irresponsible, or unprofessional conduct. The student is notified in writing of the decision, including rationale for the decision, and action regarding recommendations or sanctions approved by the Radiologic Technology Student Promotions Committee. Sanctions may include, but are not limited to, reprimand, warning, probation, suspension, dismissal and/or requirements to repeat courses, alter course loads, re-take examinations or other actions as appropriate. Students who are required to repeat a didactic or clinical course are responsible for the same academic work and examinations as required of other students taking the course. Re-take examinations must receive a score of 85% or higher. Grading for course(s) that require a re-take examination and/or repeat of a didactic or clinical course will be no higher than a **C**.

The Radiologic Technology Student Promotions Committee employs the following guidelines:

1. Academic Warning – failure to pass final examination or final grade of **C**.
2. Academic Probation – two or more interim or final grades of **C** or final grade of **D** or **F**.

Students put on warning or probation will be informed of the status via a warning/probationary notice and conference with the Clinical Coordinator or Program Director. The warning/probationary notice should be specific as to the reasons for the warning/probation and recommendations made to the student by the instructor. The notice will also include necessary steps to remove the student from warning/probation and the circumstances which may lead to dismissal. The original warning/probationary notice will be maintained in the student's file in the Radiologic Technology office.

Clinical sites have the right to dismiss the student from their clinic site for <u>any</u> reason. In addition, the clinical sites have the right to recommend withdrawal of any student from the Radiologic Technology Program for reasons of unsatisfactory performance, violation of policies, or other misconduct. Such a recommendation shall be presented to the Radiologic Technology Student Promotions Committee for final disposition, which may include dismissal from the Program without the option of re-entry.

H. STUDENT EXPECTATIONS

The Program policies in this section are in accordance with the laws of the State of California (Title 17), California Department of Public Health Radiologic Health Branch (RHB), and Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation requirements. ARRT and ASRT Code of Ethics, and have been agreed upon by participants in the Radiologic Technology program at Cañada College and its affiliated clinical education centers. Noncompliance with Program policies may result in disciplinary action up to and including suspension from the program. ALL decisions will be based on Accepted standards of due process.

These are examples of behaviors that will lead to disciplinary action:

1. Use of alcohol or drugs, or possession of a weapon, while attending didactic and/or clinical education.
2. Sexual harassment while on campus or attending didactic and/or clinical education (refer to section below for the district's policy).
3. Failure to follow the accepted code of ethical conduct.
4. Failure to progress.
5. Failure to follow college and program policies.
6. Cheating on examinations.
7. Falsifying records.
8. Excessive absenteeism and/or tardiness.
9. Holding patients during radiographic exposures (except in extreme emergencies).
10. Exposing any person to ionizing radiation without appropriate medical authorization.

The following are examples of disciplinary measures:

1. Warning notices to student with entry in student's file.
2. Warning notice advising of possibility of suspension.
3. Academic or Clinical Probation: duration to be determined
4. Three day suspension from classes and/or clinical assignment.
5. 30 day suspension.
6. Indefinite suspension from further participation in training.

NOTE: Any instance of a student engaging in the following behaviors on campus or at the clinical site can result in the student's immediate dismissal from the class or clinical setting and dismissal from the training program:

1. Use of alcohol or drugs, or possession of weapon
2. Unsafe practices in the classroom or in the clinical setting.
3. Harassment
4. Exposing any person to infection by failing to practice appropriate infection control measures.

Excerpted from the Cañada College Catalog (pages 33-43):

POLICY ON SEXUAL HARASSMENT

Pursuant to California Code of Regulations Title 5, Section 59300 et seq., it is the policy of San Mateo County Community College District and Cañada College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violation of this policy should contact the Vice President of Student Services to file a written grievance.

ADDITIONAL REDRESS

In addition to, and concurrently with, the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal court.

POLICY ON SMOKING

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes, e-cigarettes, and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking at Cañada College will be limited to parking lots only, with the exception of Parking Lot 4.

POLICY ON DRUG-FREE CAMPUS

The San Mateo County Community College District and Cañada College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property, or at any function sponsored by the District or College. Students are expected to conduct themselves as responsible citizens and in a manner compatible with the community college function as an educational institution. Students are subject to civil authority and to all District and College rules andregulations.

Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing, or using controlled substances, as defined in California statues, on any District property will be subject to disciplinary procedures up to and including possible cancellation of registration.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs, should contact the College Health Center.

We are committed to high quality technological and academic education and recognize that unexpected circumstances may occur in student's lives. Program staff can be of help to students and are pleased to assist if needed. Communication and consultation often helps students to avoid situations that may result in disciplinary action.

I. CLINICAL EDUCATION SUPERVISION

All students, clinical instructors and clinical staff are made aware of the program policy regarding appropriate student supervision. The policy is published in several documents and is discussed several times throughout the program. In addition to the legal requirements of The California Radiation Protection Control Regulations (Title 17, Health), the program has adopted in total the parameters of direct supervision specified in the Standards for an Accredited Educational Program in Radiologic Sciences.

Clinical settings have varying methods for insuring that students receive direct supervision until a competency is achieved. Clinical education sites insure **students do not repeat radiographs without direct supervision at any time during the training period,** and that appropriate documentation and/or disciplinary action is taken if students or clinical staff disregards the policy.

The following statements are excerpted from the Standards for an Accredited Educational Program in Radiologic Sciences and constitutes Cañada College's policies regarding supervision of students during clinical education.

All completed examinations must be supervised and identified by a qualified technologist.

A. Until a student achieves and documents competency in any given procedure, ALL clinical assignments shall be carried out under the direct supervision of a qualified radiographer. The parameters of direct supervision are as follows:

   A qualified registered radiographer:
   - **reviews the request for the radiographic examination in relation to the student's achievement;**
   - **evaluates the condition of the patient in relation to the student's knowledge;**
   - **is present during the conduct of the examination;**
   - **reviews and approves radiographs**

B. Following attainment of a specific competency, first year students may perform that radiographic procedure with indirect supervision provided the supervising technologist insures appropriate techniques are utilized for each exposure and is immediately available to assist the student if the condition of the patient warrants or complications arise. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room. First year students are NOT to perform portable examinations, operating room procedures, intensive and cardiac care units procedures or pediatric examinations without direct supervision.

C. Following attainment of a specific competency, second year students may perform that radiographic procedure with indirect supervision provided the supervising technologist is immediately available to assist the student if the condition of the patient warrants or complications arise. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location were the radiation equipment is in use.

D. The supervising technologist shall be identified on all radiographs and/or requisition and clinical education records.

E. Disregard of these policies will result in disciplinary action up to and including suspension from the clinical education and dismissal from the program.

J. APPEAL PROCESS (excerpted from the Cañada College Student Handbook)

STUDENT APPEALS AND GRIEVANCES

Detailed information is provided in the Student Handbook which is available in the Student Life & Leadership Development Center. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Vice President of Student Services at (650) 306-3234. See http://canadacollege.edu/policies/grievances.php

K. RADIATION PROTECTION POLICY

The radiation protection policy is in accordance with Title 10 Code of Federal Regulations, Part 20, Subpart B, Sections 20.1101 through 20.2402, and the California Radiation Control Regulations, California Administrative Code, Title 17, Section 30253(a). The Program Director has been designated by the school as the Radiation Safety Officer. A copy of the regulations and Program Radiation Safety and Protection Program is available in the Program Director's office. An abridged version of all documents are provided to students in the Orientation Class (RADT400).

Radiation monitoring devices (dosimeters) are provided by contract with Radiation Detection Company, INC. Students pay for this service annually through a voucher system in the College Bookstore. Students may not participate in clinical education without this monitoring device.

Program policies regarding radiation protection of the student and his/her co-workers in the clinical affiliate are as follow:

1. Students are required to comply with all program policies. Students should pay particular attention to the following portions of the law:
   - Students are not permitted to hold patients during radiographic examinations except in **dire** emergencies.
   - Students are required to protect patients from unnecessary radiation exposure by using lead shields whenever possible, collimating the x-ray beam to the area of interest, and by selecting appropriate exposure factors.

2. Students are required to wear protective lead during the performance and/or observation of fluoroscopy, C-Arm, portable and any other examination using fluoroscopy.

3. Students are required to wear a radiation-monitoring device (Optically Stimulated Luminescence) on the uniform collar while participating in clinical education at the affiliate hospital. Students will return their dosimeter to the program Director every two months.

4. Reports are reviewed by the Program Director are made available to students through **Web*Access***.

5. Students' annual exposure limits:

   A. Total effective dose equivalent:
      50 mSv (5 rems) or
   B. Equivalent annual dose for tissues, organs and to the skin of the whole body or to the skin of any extremity:
      500 mSv (50 rem)
   C. To the lens of the eye:
      0.15 Sv (15 rems)
   D. Embryo – fetus exposure
      a. Total equivalent dose: 5mSv (500mrem)
      b. Equivalent dose in 1 month: 0.5 mSv (50 mrem)

6. In any event where a student receives 70% of the annual exposure limit, the event will be investigated by the Program Director and reported to the Clinical Affiliate for further

investigation. The student will be removed from any clinical experience until the reason for such exposure is resolved.

7. INDIVIDUAL EXPOSURE BEYOND EXPOSURE LIMITS

Immediate notification if an individual received:

- A total effective dose equivalent of 25 rems or more
- An eye dose equivalent of 75 rems or more
- A shallow dose equivalent to the skin or extremities exceeding 250 rads

Immediate notification means reporting by telephone (916) 327-5106 and confirmation letter to the State Department of Public Health at:

California Department of Public Health
Radiologic Health Branch
MS -7610
Post Office Box 997414
Sacramento, CA 95899-7414

Twenty-four hour notification is required if an individual has received within 24 hours:

- A total effective dose equivalent of 5 rems or more
- An eye dose equivalent of 15 rems or more
- A shallow dose equivalent to the skin or extremities exceeding 50 rems

Twenty-four hour notification means reporting by telephone (916) 327-5106 and confirmation letter to the State Department of Public Health.

L. POLICY ON PREGNANCY

It is the policy of the Radiologic technology program of Cañada College to follow the Federal guidelines for matters concerning pregnancy of female radiation workers and trainees.

The declaration of pregnancy by a student is voluntary and students are informed as such. Early on in the training students, in RADT 400, are given all information published in the national guidelines on pregnancy and exposure to radiation. The student will also be informed about the accommodation our program will provide should the student declare her pregnancy. With this information students can make an informed choice as to whether or not to declare a pregnancy if the situation arises. This declaration should be in writing and addressed to the program director

Once the student declares her pregnancy to the program director the student is given the following options:

1. Taking a leave of absence from the program until the end of the pregnancy. At the end of the pregnancy, the student will be reinstated into the program at the beginning of the semester they were in at the time of their leave. The leave of absence shall not last more than one year.
2. Be assigned to training in areas of low radiation exposures such as CT, general diagnostic radiography and not be assigned to areas of high radiation exposures such as fluoroscopy, interventional, portables, and C arm. This period of special assignment will last until the end of pregnancy and training in procedures with high radiation exposure will continue after the pregnancy.
3. Be assigned to all areas of radiography including areas of high radiation exposures.

The radiology department where the student is assigned will be asked to implement the wishes of the student. If the department chooses not to do the reassignments, the student will be transferred to an alternative department that is able to accommodate her choices.

The following documents are required:

1. A form to be signed by the student that she has been notified of the radiation risk to a pregnant person and that the declaration of pregnancy to the radiology program is voluntary.
2. A form to be signed by a student who has declared her pregnancy that she has made a choice, especially if she chooses number three and continues to train in the area of high x-ray exposures.
3. A form from the student's physician stating the medical recommendation of whether the student should continue to train in radiography during her pregnancy.

Note: Any pregnant student may withdraw her declaration of pregnancy at any time. This withdrawal must be in writing and given to the program director or full-time clinical coordinator.

M. EXPOSURE TO COMMUNICABLE DISEASE / BODY FLUIDS

The Radiologic Technology Program requires all students involved in the clinical education component of the program to comply with the following polices:

1. Maintain on file with the program coordinator-signed Report of Physical Examination from the student's physician-release of Report of Physical Examination to appropriate clinical instructors in each rotation.

2. Each affiliated hospital has a policy on Infection Control and the handling of body substances by employees. Students are required to review, understand, sign and comply with the policies of the hospital to which they are assigned.

3. Students are required to report to Clinical Instructors any incident which may cause exposure to or possible contamination by a communicable disease organism. Students who are exposed to communicable diseases are required to also report to Cañada College Radiologic Technology program officials. These procedures may require that students undergo appropriate tests to determine whether or not they have contracted the disease. Please refer to Section P, Unusual Occurrences or Significant Incidences.

4. Upon confirmation of the presence of communicable disease, the student will withdraw from clinical and didactic classes until the disease is cured, or until communicability of the disease is controlled. The student must be able to perform normal daily program activities before returning to the program.

The program director reserves the right to extend the clinical education of any student who has been required to take a leave of absence and/or who does not demonstrate standard competency levels.

N. STUDENT INSURANCE COVERAGE

Students are required to be registered for clinical education **one week** prior to attending. Students are covered by the following insurance upon completed course registration and payment of fees:

LIABILITY INSURANCE:

SMCCCD has arranged for liability coverage for all Allied Health Program students in the district. Students pay a nominal fee at the time of registration for all clinical education courses. This fee pays for $1,000,000.00 coverage to insure students against possible liability in case of an incident in a clinical affiliate.

ACCIDENT INSURANCE:

Students are covered for "on the job" injury by the SMCCC District Worker's Compensation Insurance. There is a very specific set of procedures that students must follow in order to file a claim if injury occurs or an illness is contracted in the clinical site. These procedures are necessary so that if disability results from any incident occurring during the time that a student is engaged in school related activities, coverage and/or future compensatory measures will not be delayed by the need to verify the incident or any other particulars surrounding the incident.

STUDENTS MAY NOT ATTEND CLINICAL EDUCATION WITHOUT PROOF OF REGISTRATION.

O. STRIKES AND WORK STOPPAGES

In case of strike or any other type of work stoppage, students are not to cross a picket line. Students are required to report to Canada College for an appropriate assignment by program director or clinical coordinator. Adjustment of the required clinical education hours may have to be made and will be considered on a case by case basis.

P. UNUSUAL OCCURRENCES OR SIGNIFICANT INCIDENTS *(revised 10/2015)*

An Unusual Occurrence or Significant Incident is defined as any occurrence or incident that is not within the accepted Standard of Practice, violates Program, School, Clinical Facility, Joint Review Committee on Education in Radiologic Technology (JRCERT), and/or California State Radiologic Health Branch policies.

There are two categories:

1. **Student Injury**: Any incident, situation or other event in which the student has been injured.
    a. Student is referred to the emergency room.
    b. The cost will be covered by the San Mateo County Community College District's (SMCCCD) Worker's Compensation.
    c. Students are required to complete the appropriate forms **within 24 hours** and submit to the program director.

2. **Other:** An accident, incident, situation, or other event involving:
    a. A patient or family member
    b. A clinical staff person, or other co-worker,
    c. Mismarked images, i.e. **RIGHT** marker used on the **LEFT** extremity or side of patient,
    d. Incorrect examination performed on a patient, or
    e. An incident or situation that occurs in which you need clarification as to whether or not is considered an **Unusual Occurrence** or **Significant Incident**, should be discussed with the Clinical Instructor or designee, Radiology Manager Clinical Coordinator or Program Director to determine if a report needs to be filed.
    f. Students are required to complete the appropriate forms **within 24 hours** and submit to the program director.

Q. MRI Safety

MRI Overview

MRI or Magnetic Resonance Imaging is a noninvasive exam that provides both anatomical and physiological information. The imaging of MRI is created by the used of magnetic fields and radio waves with tissues without the use of ionizing radiation. The magnet is a major component of the MRI system and must be large enough to surround the patient and any coils that may be used.

MRI Safety

MRI is generally considered safe and is often preferred over CT due to the fact the ionizing radiation.
Hazards related to MRI have been documented, objects containing ferromagnetic metals (ex iron, nickel, cobalt) may be attracted to the MRI imaging magnet. These objects can enter the magnet at such a force as to injure patients or personnel who may be between the object and the magnet. Items such as scissors, oxygen tanks, and patient gurneys are among the many items that have been drawn into the magnetic field. Metallic implants within patients or personnel may become dislodged or displaced examples of these implants include intracranial aneurysm clips, auditory implants, and metallic foreign bodies in the eye. Surgical clips, metal hardware and artificial joints do not pose problems. Electromechanical implants such as pacemakers can malfunction when exposed to a strong magnetic field, these patients should not be allowed near the magnetic field.

MRI Screening

Anyone entering the MRI room must be screened to ensure they do not possess any metallic objects that could be adversely affected by exposure to magnetic fields.
See Attachment 5 for MRI Screening Form

Anymore questions please visit https://youtu.be/CUvCdCtJAzU for a short video on MRI safety.

FORMS

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
PHYSICIAN'S REPORT OF PHYSICAL EXAMINATION
FALL 201_

TO BE COMPLETED BY STUDENT (PRINT ALL INFORMATION IN THIS SECTION)

NAME_____ **SS or G#** ---------- _____

GENDER F____ **M**_ **BIRTH DATE**_____/_____/_____

ADDRESS:_____

CITY_____**STATE**_____**ZIP**_____

TO BE COMPLETED AND SIGNED BY THE EXAMINING HEALTH CARE PROVIDER

NAME OF EXAMINEE _____

HEIGHT_____**WEIGHT**_____**BLOOD PRESSURE**_____ **PULSE** _____

HEART_____ **LUNGS**_____

HEARING: **R -**_____ **L -** _____

EYES: **R -**_____**L -**_____**CORRECTED** _____

MOUTH_____**TEETH**_____**GLANDS**_____**SKIN**_____

SPINE_____**ABDOMEN**_____**INGUINAL** _____

NEURO/MUSCULAR_____**EXTREMITIES** _____

ABLE TO CARRY 25 POUNDS_____ **ABLE TO LIFT 45 POUNDS** _____

ABLE TO BEND AND KNEEL TO COMPETENTLY PERFORM CPR _____

ALLERGIES _____

MEDICATIONS _____

The following statements identify the capabilities appropriate to persons who work in the profession of Radiologic Technology. Please read the statements and answer the question regarding the above named student.

A. The prospective Radiologic Technology student must possess sufficient strength, motor coordination and manual dexterity to be able to:

- Transport, move, lift or transport patients from wheelchair or stretcher to an x-ray table or to a patient bed and physically place patients in the proper positions for examination according to established procedure and standards of speed and accuracy.

- Move, adjust and manipulate a variety of radiographic equipment (including the physical transportation of portable x-ray machines) in order to arrange the equipment according to established standards necessary to perform diagnostic radiographic procedures. This includes the ability to manipulate radiographic equipment at and above the level of the head.
- Stand and walk for up to 8 hours per day of clinical education.
- Lift up to 45 pounds and carry up to 25 pounds.
- Maneuver physically as required in the clinical setting.
- Tolerate repeated hand hygiene (degermers, soap and water, etc.)
- Hear and react to verbal communication such as, but not limited to: audible alarms, control and call lights.
- Manipulate controls on machines required to perform procedures.

B. Additionally, the student must be able to communicate verbally in an effective manner in order to explain radiographic procedures and direct patients during those procedures and appropriately respond to directions given in the clinical setting.

C. At the end of the training program, the Radiologist Technologist must be capable of:
- Handling stressful situations related to technical and procedural standards and patient care situations.
- Providing physical and emotional support to patients during radiographic procedures requiring basic first aid and emergency care of the patient in the absence of, or until the physician arrives.
- View and evaluate the recorded images or radiographs for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure, and other pertinent technical qualities.
- Work effectively with all members of the health care.

I have examined **(PRINT STUDENT'S FULL NAME)** _____ and found that s/he **DOES NOT** have any physical disability, mental disability or other health problems that would interfere with the satisfactory performance of the tasks identified above.

_____
PRINT EXAMINER'S NAME

_____ **DATE**_____
EXAMINER'S SIGNATURE (NO STAMP)

_____
ADDRESS **CITY** **STATE** **ZIP CODE**

PHONE # _____

FAX# _____

E-MAIL ADDRESS_____

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
LAB REPORTS AND IMMUNIZATIONS

NAME (Print full name)_____ DATE_____

ATTACH DOCUMENTATION AND LAB REPORTS
INCOMPLETE FORMS WILL PREVENT STUDENT FROM PARTICIPATION IN CLINICAL EDUCATION.

	DATE	RESULTS*	COMMENTS
*WBC			
*HgB			
*Complete Urinalysis			
*VDRL			
*Tdap			Requires a dose as an adult within last 5 years (can be as close as 2 years from adolescent boosters).
*Poliomylitis			
*Rubeola (measles) Titer			
*Mumps Titer			
*RubellaTiter			
*MMR Vaccine (Mumps, Measles, Rubella)	#1		*a. Requires **positive** MMR titer.* ***b. Negative** titer requires **2 MMR** vaccinations one month* *c. Must have **2** if born after 1957*
	#2		
*Varicella Titer			*a. Requires **positive** Varicella titer.* ***b.** Negative titer requires **2** doses of varicella **1 - 2** months apart.*
*Varicella (if vaccine given as an adult)	#1		
	#2		
*PPD #1 or Quantiferon			*a. Requires 2 skin tests 1-3 weeks apart or Quantifiron* *b. Annually thereafter* *c. If positive, must have Quantiferon test and Chest x-ray (CXR)*
*PPD #2			
*PPD #3 *one year after #2*			
*PPD #4			
*Chest X-ray, If PPD+			*a. **Negative** CXR requires annual symptoms review only.* *b. **Repeat** CXR only if symptomatic or after 5 years from previous CXR*
*Annual Symptoms Review			
*Hepatitis **B** Titer			*a. Requires **positive** Hepatitis B titer.* *b. If **negative,** Hepatitis B Titer series required.*
*Hepatitis **B** Vaccine	#1		
	#2		
	#3		
Seasonal Influenza			

Date _____

Phone _____

_____
PRINT NAME OF HEALTH CARE PROVIDER SIGNATURE (no stamp)

_____
ADDRESS CITY STATE ZIP CODE

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
REPEAT TITERS

NAME (Print full name)_____ **DATE**_____

	DATE	RESULTS	COMMENTS
***Rubeola** (measles) **Titer**			*Repeat **Titer** 2 months after last vaccination*
***Mumps Titer**			*Repeat **Titer** 2 months following last vaccination*
***RubellaTiter**			*Repeat **Titer** 2 months following last vaccination*
***Hepatitis B Titer**			*Repeat **Titer** 2 months following last vaccination*
***Varicella Titer**			*Repeat **Titer** 2 months following last vaccination*

ATTACH DOCUMENTATION AND LAB REPORTS
INCOMPLETE FORMS WILL PREVENT STUDENT FROM PARTICIPATION IN CLINICAL EDUCATION.

Date _____ _____
PRINT NAME OF HEALTH CARE PROVIDER SIGNATURE (no stamp)

Phone _____ _____
ADDRESS CITY STATE ZIP CODE

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
ANNUAL IMMUNIZATIONS

NAME (Print full name)_____ **DATE**_____

	DATE	RESULTS	COMMENTS
***PPD #1 (year 1)**			*a. Requires 2 skin tests 1-3 weeks apart* *b. Annual Symptoms Free* ***c. If positive, must have Quantiferon Gold test and Chest x-ray (CXR); complete section below***
***PPD #2 (year 1)**			
***QuantiFERON Gold**			*Annual*
***Chest X-ray,** If **PPD+**			*Every 5 years*
***Symptoms Free**			*Annual*
Seasonal Influenza (year 2)			

ATTACH DOCUMENTATION AND LAB REPORTS
INCOMPLETE FORMS WILL PREVENT STUDENT FROM PARTICIPATION IN CLINICAL EDUCATION.

Date _____ _____
PRINT NAME OF HEALTH CARE PROVIDER SIGNATURE (no stamp)

Phone _____ _____
ADDRESS CITY STATE ZIP CODE

Cañada College Health Center
TB Annual Symptoms Review

NAME (PRINT) _____ G# _____

DOB _____ PHONE _____ DATE _____

PART 1: *To be completed by prior to visit*

1. When was your last **PPD** skin test? _____ Results: [ ] NEG [ ] POS
2. Have you ever had a **T.B.** vaccine? [ ] YES [ ] NO
   If YES: When? _____ Where? _____
3. If your **PPD** test was **positive**, did you receive medication? [ ] YES [ ] NO
   If YES: Name of medication(s) _____
4. If your **PPD** test was **positive**, when was your last chest x-ray? _____
5. Have you ever had active **T.B.**? [ ] YES [ ] NO
   If YES: Did you receive medication? [ ] YES [ ] NO
   Name and duration of medication(s) _____
6. Have you traveled outside the country within the past 2 years? [ ] NO If YES: Where? _____
7. Are you living with anyone exhibiting symptoms or has **T.B.**? [ ] YES [ ] NO
   If YES: Are they under the care of a physician? [ ] YES [ ] NO
8. Are you currently exhibiting any of the following symptoms?
   - [ ] YES [ ] NO Cough lasting longer than 3 weeks
   - [ ] YES [ ] NO Coughing up blood
   - [ ] YES [ ] NO Fever
   - [ ] YES [ ] NO Weight loss
   - [ ] YES [ ] NO Night sweats
9. Have you had any of the following symptoms during the past 12 months?
   - [ ] YES [ ] NO Cough lasting longer than 3 weeks
   - [ ] YES [ ] NO Coughing up blood
   - [ ] YES [ ] NO Fever
   - [ ] YES [ ] NO Weight loss
   - [ ] YES [ ] NO Night sweats

If YES to any of the above symptoms, when did the symptoms begin? _____
Have you been evaluated by a physician? [ ] YES [ ] NO

If YES, what was the recommendation? _____

_____ _____
SIGNATURE OF STUDENT DATE

PART 2: *To be completed by health care practitioner*

ASSESSMENT: _____

_____

Follow-up other than 12 month Symptoms Review _____

_____

_____ _____
DATE SIGNATURE (live signature - do not use stamp)

_____ _____
PHONE NUMBER PRINT NAME

_____ _____
FAX NUMBER ADDRESS CITY STATE ZIP CODE

Cañada College

RADIOLOGIC TECHNOLOGY PROGRAM

DISCIPLINARY ACTION RECORD page 1 of 2

STUDENT_____ FACILITY_____

*Violation of rule(s) and/or regulation(s)*_____

_____

_____

_____

I. VERBAL WARNING DATE_____

A. FACULTY COMMENTS

_____
FACULTY SIGNATURE

_____
PROGRAM COORDINATOR

B. STUDENT'S COMMENTS

_____
STUDENT'S SIGNATURE

II. WRITTEN WARNING DATE_____

A. FACULTY COMMENTS

_____
FACULTY SIGNATURE

_____
PROGRAM COORDINATOR

B. STUDENT'S COMMENTS

_____
STUDENT'S SIGNATURE

Cañada College

RADIOLOGIC TECHNOLOGY PROGRAM

DISCIPLINARY ACTION RECORD page 2 of 2

STUDENT_____ FACILITY_____

III. SECOND WRITTEN WARNING

DATE_____

A. FACULTY COMMENTS

_____
FACULTY SIGNATURE

_____
PROGRAM COORDINATOR

B. STUDENT'S COMMENTS

_____
STUDENT'S SIGNATURE

IV. DISCIPLINARY ACTION RECOMMENDED

DATE_____

A. SUSPENSION_____ DURATION_____

B. DISMISSAL _____

C. STUDENT GIVEN IN WRITING THE APPEAL PROCESS. _____

A. FACULTY COMMENTS

_____
FACULTY SIGNATURE

_____
PROGRAM COORDINATOR

B. STUDENT'S COMMENTS

_____
STUDENT SIGNATURE

Cañada College

RADIOLOGIC TECHNOLOGY PROGRAM

Absence Form or Request for Shift Change

DIRECTIONS: Refer to policy on attendance in your handbook. This form is to be used for ***ALL*** changes in scheduled clinical education. Make-up date(s) and time(s) must be approved ***one week*** in advance. The clinical instructor must first approve and sign prior to requesting the full-time clinical coordinator's approval.

1. Complete form
2. Obtain clinical instructor's signature
3. Obtain full-time clinical coordinator's signature
4. Staple this completed form behind the timesheet when make-up is completed.

Absences that ***DO NOT*** have this form completed prior to make-up are considered unexcused.

NAME (print)_____ FACILITY_____

Absence date(s)_____ Total hours absent _____

Make-up date(s)_____ Time In_____Time Out _____

Make-up date(s)_____ Time In_____Time Out _____

Make-up date(s)_____ Time In_____Time Out _____

Make-up date(s)_____ Time In_____Time Out _____

Total hours made-up _____

Type of absence (circle one) **SICK** **DR/DDS**

FAMILY EMERGENCY **OTHER**

If OTHER, reason for request _____

_____

_____

Are you under a doctor's care? (circle one) **YES NO** If **YES**, attach release form to return to duty.

Name of physician_____ Phone Number _____

Your Signature_____Date_____

Approved CLINICAL INSTRUCTOR_____Date_____

Approved CLINICAL COORDINATOR_____Date _____

Cañada College

RADIOLOGIC TECHNOLOGY PROGRAM
DECLARATION OF PREGNANCY
All information on this form will be kept confidential

I_____in accordance with the State of California Code of Regulations, Title 17 and the U.S. Nuclear Regulatory Commission (NRC) at 10 CFR 20.1003 and 20.1208, "Dose to an Embryo/Fetus," I am voluntarily declaring that I am pregnant. I estimate that the date of conception to be on_____(only month and year need to be provided) and the estimated date of delivery is_____.

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert), unless that dose has already been exceeded between the time of conception and submitting this letter. In addition, information from the NRC on prenatal radiation exposure (Regulatory Guide 8.13, found at http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rg/division-8/division-8-1.html) was presented to me orally and in writing by a faculty member of the Radiologic Technology Program of Cañada College.

_____ _____
Student's name (print) G Number

_____ _____
Student's signature Date

_____ _____
Program Director Date

RADIOLOGIC TECHNOLOGY PROGRAM
PHYSICIAN'S STATEMENT REGARDING PREGNANCY

Student's Name_____Social Security# _____

Dear Physician: The onset of pregnancy in the above named student may result in the need to restrict her activities in connection with her training in Radiologic Technology. Please read the following descriptions of expectations and indicate which activities, if any, should be excluded from her training until the completion of the pregnancy.

A. The Radiologic Technology student must possess sufficient strength, motor coordination and manual dexterity to be able to:

1. Transport, move, lift, or transfer patients from a wheelchair or guerney to an x-ray table or to a patient bed and physically place patients in the proper positions for examination according to established procedure and standards of speed and accuracy.
2. Move, adjust, and manipulate a variety of radiographic equipment (including the physical transportation of portable x-ray machines) in order to arrange the equipment according to the established standards necessary to diagnostic radiographic procedures.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Provide physical and emotional support to the patient during radiographic procedures and be able to respond appropriately to situations requiring basic first aid and emergency care (including CPR) of the patient in the absence of, or until the physician arrives.

Does this student have any physical or mental condition that would interfere with the satisfactory performance of the tasks identified above?

YES___NO___. .

If "**YES**", which of the activities should be excluded?_____

_____

_____

B. The student's participation in procedures involving fluoroscopy and the use of mobile radiographic equipment has been deleted from her daily activities in order to minimize her exposure to ionizing radiation.

C. The student has been provided with an additional dosimeter to monitor radiation exposure to the area of the abdomen.

Do you have any other comments?_____

_____

_____

PHYSICIAN'SNAME_ ADDRESS ____

PHONE NUMBER _____

_____

PHYSICIAN'S SIGNATURE

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Request to the Radiologic Technology Program of Cañada College for Modification of Clinical Training During Period of Pregnancy

Due to my pregnancy, I request the following arrangement of my clinical training until the termination of my pregnancy. I wish to: *(choose one of the items below)*

[ ] Make a leave of absence from the program until the end of my pregnancy. At the end of the pregnancy, I wish to be reinstated into the programs. The leave of absence shall not last more than one year.

[ ] Be assigned to training in areas of low radiation exposures such as MRI, CT, ultrasound, general diagnostic radiography and not be assigned to areas of high radiation exposures such as fluoroscopy, interventional, cardiac cath, portables, and C-arm. This period of special assignment will last until the end of the pregnancy. Training in procedures with high radiation exposure will continue after the pregnancy.

[ ] Be assigned to all areas of radiography including areas of high radiation exposures.

The above request was made after consulting my doctor on my pregnancy as to what course of action I should take in light of the possible danger to myself and my unborn child from working in a radiation environment. I understand that I might have to be rotated to another hospital to implement the reassignment.

_____	_____
Print name of Student	Print name of Program Director
_____	_____
Signature of Student and date	Signature of Program Director and date

Cañada College

RADIOLOGIC TECHNOLOGY PROGRAM
WITHDRAWAL OF DECLARATION OF PREGNANCY
All information on this form will be kept confidential

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous restriction I had as a result of my pregnancy, and to the removal of the additional dosimeter.

Student's name (print)	G Number
Student's signature	Date
Program Director	Date

RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL EDUCATION UNUSUALOCCURRENCE

Unusual Occurrence or Significant Incident includes but is not limited to: an accident involving a patient or the student, an incident, situation, or unusual occurrence involving clinical staff, student or other co-worker that the student has concerns. Please refer to program policy N. Unusual Occurrence or Significant Incident.

An Unusual Occurrence or Significant Incident must be promptly discussed with the Clinical Instructor or designee and Clinical Coordinator. The Clinical Instructor will then notify the appropriate College official and the need for further action will be determined.

Students are required to complete this form within 24 hours and submit to the Program Director.

STUDENT (PRINT)_____

DATE_____ **TIME**_____

LOCATION_____

PERSON(S) INVOLVED _____

DESCRIPTION OF INCIDENT _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

STUDENT (SIGNATURE)_____**DATE**_____

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL EDUCATION UNUSUALOCCURRENCE

FOLLOW-UP _____

_____

_____

_____

_____

_____

CLINICAL INSTRUCTOR (SIGNATURE)_____**DATE**_____

FOLLOW-UP _____

_____

_____

_____

_____

_____

CLINICAL COORDINATOR (SIGNATURE)_____**DATE**_____

FOLLOW-UP _____

_____

_____

_____

_____

PROGRAM DIRECTOR (SIGNATURE)_____**DATE**_____

RESOLUTION _____

_____

_____

_____

_____

_____

_____

SIGNATURE_____**DATE**_____

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
AUTHORIZATION FOR RELEASE OF INFORMATION TO ASSIGNED CLINICAL EDUCATION FACILITY
Class of 201_

_____
PRINT FULL NAME

During the twenty-five months of my clinical education, I will be assigned to a minimum of four of the facilities listed below:

- Veteran's Health Care System, Palo Alto
- Lucile Salter Packard Children's Hospital at Stanford
- Kaiser Hospital, South San Francisco
- Kaiser Hospital, Redwood City
- Kaiser Satellite Clinics: Milpitas, Campbell and/or Union City
- Seton Medical Center
- Sequoia Health Services
- San Mateo Medical Center

A physical examination, laboratory results, evidence of immunizations, background check and drug screening are required for my entrance into the Radiologic Technology Program at Cañada College.

I understand that my records maybe requested and maintained by the clinical education facility that I am assigned for the purpose of Clinical Education, in accordance to the individual facility's policy. The courses which constitute Clinical Education include RADT 418, RADT 428, RADT 438, RADT 448, RADT 458 and RADT 468.

I understand that I am required to meet the requirements of the facility to which I am assigned. The facility may include, but is not limited to, an additional background check and facility orientation.

I have read and understand the above information.

I, **(PRINT FULL NAME)**_____, authorize the release of the following information to the clinical education center to which I am assigned:

- Record of CPR for Health Care Providers AHA approved
- Physical examination
- Laboratory results
- Immunizations
- California Driver's License
- Background Check
- Drug Screening

_____ _____ _____
STUDENT'S SIGNATURE **G#** **DATE**

4200 Farm Hill Blvd, Redwood City, CA 94061-1099

RADIOLOGIC TECHNOLOGY PROGRAM

NAME _____
G# _____

Background Check was performed by **Corporate Screening** on_____is **cleared** and on file in the Radiologic Technology office (18-210).

10-Panel Drug Screening was performed by **Corporate Screening** on_____is **cleared** and on file in the Radiologic Technology office (18-210).
I certify that I have validated the above information indicated.

_____ _____
Jennifer Bringhurst, RT(R)(N) **DATE**
Clinical Coordinator/Instructor
OFFICE: 650.306.3163
FAX: 650.306.3281
bringhurstj@smccd.edu

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
PERSONAL AND EMERGENCY INFORMATION
C O N F I D E N T I A L

This information is for the use of the Radiologic Technologist Program and will not be released without written permission.

Please print all information legibly using blue or black ball point pen.

FULL NAME _____
LAST FIRST MIDDLE INITIAL

PHYSICAL ADDRESS _____
STREET

_____
CITY ZIP

MAILING ADDRESS _____
STREET

_____
CITY STATE ZIP

STUDENT G # _____

SOCIAL SECURITY # _____

CDL #_____**EXP. DATE**_____

DAYTIME PHONE: _____

EVENING PHONE: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

Do you have daily internet access? **YES** **NO**

EMERGENCY CONTACT INFORMATION

_____ _____
PRINT FULL NAME **PHONE**

_____
PRINT RELATIONSHIP

SIGNATURE_____**DATE** _____

UPDATE ANNUALLY:

FALL **20**___ _____ FALL **20**___ _____ FALL **20**___ _____
YEAR INITIAL YEAR INITIAL YEAR INITIAL

CAÑADA COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT ACKNOWLEDGEMENT AND AGREEMENT
CLASS OF 201_

I, (**PRINT FULL NAME**)_____have read and agree to the policies and procedures as outlined in the College Handbook and Student Handbook.

The policies and procedures below have been reviewed with me by the program director and/or full-time clinical coordinator/instructor:

_____ (initial) A. Code of Conduct

_____ (initial) B. Clinical Education Facility Requirements

_____ (initial) C. Confidentiality of Patient and Employee Information

_____ (initial) D. Professional Appearance

_____ (initial) E. Attendance

_____ (initial) F. Grading

_____ (initial) G. Promotions Committee

_____ (initial) H. Student Expectations

_____ (initial) I. Clinical Education Supervision

_____ (initial) J. Appeal Process

_____ (initial) K. Radiation Protection

_____ (initial) L. Pregnancy

_____ (initial) M. Communicable Disease

_____ (initial) N. Insurance

_____ (initial) O. Strikes and Work Stoppages

_____ (initial) P. Unusual Occurrences

I understand that I am responsible for all information, policy and procedures included in the Clinical Education Manual for each semester and summer sessions of the program.

I understand that violation of any policy, procedure, rule or regulation will result in disciplinary action as outlined in the Student Handbook.

_____ _____
STUDENT SIGNATURE DATE

_____ _____
PROGRAM DIRECTOR SIGNATURE DATE

_____ _____
CLINICAL COORDINATOR SIGNATURE DATE

MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM FOR CANADA COLLEGE STUDENTS*

The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

***NOTE: If you are a patient preparing to undergo an MR examination, you are required to fill out a different form.**

Date_____/_____/_____ Name _____ Age __
month day year Last Name First Name Middle Initial

Address _____ Telephone (home) (_____)_____-_____

City _____ Telephone (work) (_____)_____-_____

State _____ Zip Code _____

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? □ No □ Yes
   If yes, please indicate date and type of surgery: Date____/____/____
   Type of surgery_____
2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)?

   □ No □ Yes If yes, please describe _____
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?

   □ No □ Yes
   If yes, please describe _____
4. Are you pregnant or suspect that you are pregnant?
   □ No □ Yes

WARNING: Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following:

❒ Yes □ No Aneurysm clip(s)
❒ Yes □ No Cardiac pacemaker
❒ Yes □ No Implanted cardioverter defibrillator (ICD)
❒ Yes □ No Electronic implant or device
❒ Yes □ No Magnetically-activated implant or device
❒ Yes □ No Neurostimulation system
❒ Yes □ No Spinal cord stimulator
❒ Yes □ No Cochlear implant or implanted hearing aid
❒ Yes □ No Insulin or infusion pump
❒ Yes □ No Implanted drug infusion device
❒ Yes □ No Any type of prosthesis or implant
❒ Yes □ No Artificial or prosthetic limb
❒ Yes □ No Any metallic fragment or foreign body
❒ Yes □ No Any external or internal metallic object
❒ Yes □ No Hearing aid
❒ Yes □ No Other implant_____
❒ Yes □ No Other device_____

IMPORTANT INSTRUCTIONS

Remove all metallic objects before entering the MR environment or MR system room including hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment.

Please consult the MRI Technologist or Radiologis if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Signature of Person Completing Form:_____Date_____/_____/_____

Form Information Reviewed By: _____ _____ _____ _____

Print name Signature

☐ MRI Technologist ☐ Radiologist ☐ Other _____