



RADIOLOGIC TECHNOLOGY

**STUDENT HANDBOOK
AND
PROGRAM POLICIES**

1/2020

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WELCOME!

Welcome to the Yuba College Radiologic Technology Program (hereafter referred to as the Program). You are entering an allied health career that is interesting, diverse, and demanding. The field of radiology is expanding at a rapid rate and the need for skilled technologists is growing. The Yuba College Program is designed to help you develop the knowledge and skills required to perform as an entry-level radiographer.

Upon successful completion of this Program, the graduate may apply for entrance to the examination delivered by the American Registry of Radiologic Technologist (ARRT). California Department of Public Health, Radiation Health Branch (RHB) issues a California Radiologic Technology Permit to those individuals who successfully pass the ARRT Board Exam (this is required to work in the state of California).

The Program faculty as well as all college and clinical staff wish you success in the Program. We are all here to assist you in pursuing your newly chosen career.

Purpose of This Handbook:

- This handbook is designed to serve as a guide to assist in the orientation of new students and to clarify policies and procedures governing performance while you are a student in the Program.
- It is expected that all Program students will be familiar with and understand the content of this handbook.
- This information is to be used throughout enrollment in the Program, including the clinical portion when students are assigned to one of the affiliate sites.
- Students are required to comply with the contents of this as well as the Yuba College Catalog, Yuba College Harassment Policy, and the Student Code of Conduct all of which can be found on the College Website.

Radiologic Technology Mission Statement

- The mission of the Radiologic Technology Program is to provide a high quality

educational environment to prepare ethical, competent, safe, and compassionate medical practitioners who function effectively as team within the healthcare environment and demonstrate a commitment to professionalism and lifelong learning.

Radiologic Technology Program Goals:

- Students will produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital/clinic work environment.
- Students will communicate effectively and professionally with patients, hospital staff, instructors, and peers.
- Students will exercise critical thinking and problem-solving skills by adapting radiologic procedures to individual patient needs and conditions.
- Students will function as an effective health care team member by providing services in a manner that complements those performed by other team members.
- Students will demonstrate a commitment to professional development.
- 75% of the students will pass the ARRT exam on the first attempt.
- 75% of the students will be gainfully employed as Radiologic Technologist within 12 months of graduation.
- 80% of the students will complete the Program.
- 80% of the graduates will be satisfied with their education.
- 80% of the employers will be satisfied with newly hired graduates.

Radiologic Technology Program Learning Outcomes:

- Upon completion of the Program, students will demonstrate critical thinking and problem-solving skills.
- Upon completion of the Program, students will demonstrate the clinical competency of an entry level Radiologic Technologist.
- Upon completion of the Program, students will demonstrate appropriate workplace and patient communication skills.

- Upon completion of the Program, students will model professionalism and ethics.

Accreditation

- **Yuba College:**
 - Accrediting Commission for Community and Junior Colleges under the Western Association of Schools and Colleges.
- **Radiologic Technology Program:**
 - Approved by the State of California, Department of Health Services Radiologic Health Branch (RHB), pursuant to the Radiology Technology Act.
 - Accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Disabled Student Program and Services (DSPS)

- Disabled Student Program and Services is designed to ensure educational opportunities for students with disabilities that impact their academic participation such as vision, hearing, psychological, mobility and learning. DSPS partners with the college to promote equity in all its educational offerings. Screening for learning disabilities is available to all currently registered Yuba College students having trouble in their classes or who have a history of special education needs. Support services for eligible students may include academic accommodations such as test proctoring, note taking, disability advising, priority registration, auxiliary aids, interpreter services and mobility aids. Specialized classes are offered each semester at Yuba College include Adapted Physical Education, Academic Strategies, Assisted Computer Technology and Reading/Writing Development.

Definitions

- **Program Director (PD)**

Responsible for the total coordination of the Program with direct responsibility to the Allied Health Director. Directs formal classroom instruction, demonstrations, and is responsible for coordination of classes for other staff members.

- **Clinical Coordinator (CC)**

Under the direct supervision of the Allied Health Director and indirect supervision of the Program Director is responsible for maintaining clinical site visitations, directs formal classroom instruction, and demonstration.

- **Radiologist**

A medical doctor that deals with the use of ionizing radiation and other medical imaging modalities for medical diagnosis, especially the use of x-rays in medical radiography or fluoroscopy.

- **Imaging Supervisor**

Employed by a hospital to oversee the operations of a Radiology Department.

- **Clinical Instructors (CI)**

Registered and licensed Radiologic Technologist appointed in each clinical affiliate department who is directly responsible for student supervision, makes assignments, completes evaluations, attests student hours on the clinical time cards, and communicates directly to the Clinical Coordinator regarding problems or suggestions.

- **First Year R.T. Student (intern)**

Student accepted and enrolled through the first 3 semesters of the Radiologic Technology Program who are performing the duties assigned in the clinical setting.

- **Second Year R.T. Student (intern)**
Students continuing enrollment in the Program until successful completion and graduation who are performing the duties assigned in the clinical setting.

- **Radiation Safety Officer (RSO)**
The Clinical Coordinator (CC) is designated as RSO. The RSO ensures compliance with regulatory agencies in regard to radiation.

- **Health Care Provider**
A provider of medical or health services – includes but not limited to physician, nurse practitioner, nurse-midwife, dentist, and chiropractor.

- **Direct Supervision**
The supervisor of students is always present in the same room with the student. This is required of ALL students before competency has been obtained, repeat exams, pediatric exams, surgery, mobile, and fluoroscopy exams.

- **Indirect Supervision**
The supervisor of students is immediately available to assist students regardless of the level of student achievement. *Immediately available* is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiology procedure is being performed

- **Sexual Harassment**
“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, where, among others, the conduct has the effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- **Complete**
Containing all the parts or pieces; whole: to supply all the parts or pieces needed to make something whole: to finish doing something.

- **Honest**
telling the truth or able to be trusted and not likely to steal, cheat, or lie.

- **Accurate**
Correct and without any mistakes

- **Timely**
Done or occurring sufficiently early; prompt, done or occurring at a favorable or useful time; opportune.

- **Titer**
Measurement of antibodies. Usually obtained with a blood test.

- **Incident**
Events or occurrences that adversely affect a patient, facility, or student learning experience.

- **Accident**
An unplanned or unforeseen event that does not involve a patient or patient care.

GENERAL POLICIES

Smoking

- Yuba College is a smoke free campus.
- Use of all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes, hookahs, and smokeless tobacco products are prohibited.
- Smokeless tobacco includes, but is not limited to, the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco.
- Electronic cigarettes (E-CIGS) are prohibited.

Recording Lectures

- No recording of lectures in any form unless granted by individual instructor prior to recording and only for the specific class requested.
- Any recording made without the instructor approval will be in violation of policy and student will be counseled and at risk of dismissal from the Program.

Nondiscrimination Statement

- Yuba College does not discriminate on the basis of race, color, national origin, sex (gender), physical and mental disability, age, sexual orientation, religion, medical condition, ancestry, or marital status in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age).

NOTE: Patient rights supersede student rights.

Student Grievance Procedure

- These procedures are designed to provide the student a specific avenue of grievance regarding the decisions or actions of the Program officials and serve to address any problem or concern that the student believes is in need of address and/or review.

- A grievance shall be defined, as any concern, complaint, or dissatisfaction with any aspects of the Program that a student believes is not resolvable by normal informal means of communications.
- In judging the action of a faculty member, a student must remember that each faculty member is responsible for the actions of her/his students, and has authority of the District in governing their conduct, whether on-campus or off-campus during an official college activity.
- The following represents the process for formal grievance:
 - First attempt to resolve the problem with the instructor.
 - If this is a problem with the Clinical Instructor, student should attempt resolution first before contacting the course-instructor if possible.
 - Second level of communication is to be with the Program Director
 - Third level of communication is with the Director of Allied Health.
 - Fourth level of communication is with the Dean of Applied Academics.
 - Further levels of communication will be provided via Dean.
- If the individual is unable to resolve the complaint with Program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304

e-mail: mail@jrcert.org

Student Program Records

- Students may inspect their Program file under the direct supervision of a faculty member. Written request is required at least twenty-four (24) hours prior to review.
- All student records are confidential and information from them will be given only to authorized persons.
- Student records are maintained on a secure drive at Yuba College.
- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Yuba College follows these policies.

Changes in Personal Data

- Notify the Program Director and the Admission & Records Office if there is a change of your name, address, telephone number, or change of person(s) to notify in case of emergency.
- **The Program Director must be notified immediately of any misdemeanor or felony charges accrued while in the Program.**
- **This may affect your ability to take the ARRT exam and finish the Program**

Cell Phone Usage - Classroom

- Cell phone are not to be utilized in the classroom unless specifically directed so by instructor.
- If student is using a digital textbook and is accessing this via cell phone, the student must notify the instructor before class and use the phone ONLY for that purpose.
- The phone is to be silenced while in class.

Patient Records/Confidentiality Policy

- **HIPPA privacy rules are strictly followed!**
- This act protects patient confidentiality, restricts access to information, and provides training for employees on privacy and confidentiality.

- Any information regarding a patient (including but not limited to condition, diagnosis, treatment, prognosis, and personal information) is confidential and must never be discussed in public (including areas such as cafeteria, elevators, waiting rooms, hallways, etc.).
- More information can be found on the following websites:
<http://www.hhs.gov/ocr/hipaa>
<http://www.jointcommission.org/> (search for HIPPA)

Attendance – Clinical Experience

- If a student is absent, the absence must be made up during that semester.
- Hours and number of days posted in the syllabus must be met to pass that class.
- The clinical internship is scheduled between the hours of 5:00 AM and 12 PM, Monday through Friday semester dependent, and occasional scheduled weekends.
- The student must maintain an accurate log of clinical hours attended and missed. Inaccuracies in documentation may result in Program dismissal.
- Time missed MAY NOT be made up on non-scheduled days or holidays.
- A schedule of clinical days will be provided to the student at the beginning of each semester.
- Students are to contact the clinical facility (and/or CI as determined by clinical policy) and Program faculty before their start time of a missed clinical day, if the student will be late, or to leave early.
- Failure to notify appropriate personnel before the start of a clinical shift will result in counseling. If this happens more than once, student will be discharged from the Program.

Attendance – Didactic Education

- Students are expected to attend all didactic classes.
- Excessive absences (including arriving late and leaving early) prevents the student from meeting the objectives of the course and the Program. If a student is absent more than 10% of the class time (determined by credit hour), counseling will occur.

- If counseling is unsuccessful, student will be discharged from the Program.
- Students are to notify instructor in advance of the class period of any absence or expected tardiness.
- Extenuating circumstances can be discussed with Program faculty.
- Absence in no way relieves the student's responsibility for work missed.
- Arrangements must be made with the instructor for any lecture/lab classes missed for "make-up" assignments.
- Students will follow the college schedule of holidays.
- Students must bring dosimeter to every class.

Grade Computation

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

90-100% = A

80-89% = B

75-79% = C

65-74% = D

64% or below = F

- Students should be aware that no rounding of decimals is done for grading.
- Students failing to meet the minimum standard of a "C" (75%) or P (passing) in any Program course may not continue in the Program.
- Students forfeit 5% for taking an exam before the scheduled time. The exam grade would be calculated on this basis. Any exception to the original test date/time is based on prior approval from the course faculty.
- Students forfeit 10% for taking an exam after the scheduled time. The exam grade would be calculated on this basis. The student must take the exam before the next scheduled class. Any exception to the original test date/time is based on prior approval from the course faculty.
- Quizzes may be given unannounced. They may not be made up.
- Evidence of cheating on test or on any written assignment will result in a grade of zero and is grounds for dismissal.

- Students are responsible for all theory content taught in prior semesters and may be tested on this content as well as any new content.
- Tests, test keys, and completed scantrons may not leave the classroom either during the test or the review. If this occurs, student will receive a grade of “0” for that assignment and will be placed on probation or dismissed from the Program.
- If a student has been found accessing, trying to access, or copying an exam/quiz after completion, they may be dismissed from the Program.
- Questions regarding the scoring of an exam must be addressed in writing within 7 days of the exam. After that date, no changes or adjustments will be considered.
- Classes, which combine a lab and lecture, require passing both parts of the class to receive a passing grade in the class.
- All clinical courses are Pass/Fail.
- Students must meet all clinical objectives and assignments to be considered for a passing grade in the course. Specifics are outlined in the syllabus.

Unsatisfactory Progress - Clinical

- A conference will be held with students who fail to meet Program or course objectives and/or goals, student learning outcomes, failure to complete required documentation accurately, honestly, completely, and/or timely.
- The instructor of record will confer with the student and discuss the reasons for, and means of, correcting the cause for the conference.
- Initial conference will be documented, but also considered a verbal warning.
- A counseling plan will be implemented to achieve the necessary objective during the second conference.
- At a date agreed upon between the faculty and student, a review of progress will occur, and plans will be re-evaluated.
- If the student has met the objectives, the plan will stay in place until the completion of the class.
- If the student has not met the objectives or improved performance, a second plan may be implemented.

- If student cannot overcome the area of deficiency, Program and/or college staff will evaluate the student for continued studies in the Radiologic Technology Program or dismissal from the Program.
- Incidents and accidents are also considered unsatisfactory progress and will be treated appropriately.

Unsatisfactory Progress - Didactic

- A conference will be held with students who fail to meet Program or course objectives and/or goals, student learning outcomes, or a cumulative course grade of less than 75% at any point during the course/Program.
- The instructor of record will confer with the student and discuss the reasons for, and means of, correcting the cause for the conference.
- A counseling plan will be implemented to achieve the necessary objective.
- At a date agreed upon between the faculty and student, a review of their progress will occur, and plans will be re-evaluated.
- If the student has met the objectives, the plan will stay in place until the completion of the class.
- If the student has not met the objectives or improved performance, a second plan may be implemented.
- If student cannot overcome the area of deficiency, Program and/or college staff will evaluate the student for continued studies in the Radiologic Technology Program or dismissal from the Program.
- Incidents and accidents are also considered unsatisfactory progress and will be treated appropriately.

Program Separation

It is the responsibility of the student to comply with the policies of the Program.

All identification supplied by the Program or clinical facilities, as well as dosimeters are not student property and are required to be surrendered to the Program immediately upon Program separation.

Following are specific but not all-inclusive examples that would result in Program separation.

- Failure to correct deficit behavior that has been identified in the unsatisfactory progress (counseling) contract.
- Non-achievement of a grade of at least “C” or “P” in all theory and clinical courses in the Program.
- Inability to meet objectives, goals, or outcomes of the Program.
- Exhibits signs of alcoholism, drug use/abuse or emotional illness.
- Misdemeanor/felony charges occurring after Program acceptance.
- Any other behavior not previously described that is determined by the Program to be of a nature to cause a significant health and/or safety concern to anyone within the clinical environment.
- Unsafe and/or unethical practice in the clinical setting or classroom environment.
- Failure to follow ALARA.
- Failure to understand verbal or written direction and/or inability to communicate effectively in the classroom or clinical setting.
- If a clinical facility requests a student to be removed from a facility, student will also be discharged from the program.
- Demonstrates practices that are below the expected level of competency and/or requires continuous one-on-one supervision or direction from the instructor beyond average for a student at this level of education and competency.
- Disruptive or abusive behavior at any time.
- Unsafe operation of radiation equipment at YC or in the clinical environment.
- Radiographing human beings in the energized laboratories at YC.
- Radiographing patients without direct or indirect supervision.
- Inappropriate behavior or disrespect of faculty, patients and/or hospital staff.
- Jeopardizing the patient’s or hospital’s confidentiality and HIPPA regulations.
- Reporting for assignment or class impaired

- Performing an examination on a patient for which the student does not have the appropriate level of competency or has not achieved a competency-based goal for that level of education.
- Falsification or omission of any required document or assignment submitted to the YC RT Program or required by the clinical affiliate.
- Failure to notify appropriate personnel of absences or changes in shift.
- Inaccurate recording of clinical time, exams performed, or competencies.
- Any violation of ARRT, ASRT, Yuba Community College District, Yuba College, and/or Yuba College Radiologic Technology Program ethics, standards, code of conduct, Radiation Protection Program, and handbook requirements.

STUDENTS DISCHARGED FROM THE RADIOLOGIC TECHNOLOGY PROGRAM DUE TO UNSAFE CLINICAL PRACTICE WILL NOT BE RE-ADMITTED.

Program Re-admittance

- If the student is in good standing when withdrawing from the Program, the student may petition to re-enter the Program.
- If there is space availability with the next cohort, the student may be considered.
- Prior clinical classes must be repeated.
- Prior didactic classes may be audited, but student is required to complete all assignments and exams.
- If no space is available, the student may reapply, and if the student meets Program requirements, and may qualify for the lottery drawing for cohort placement.
- All prior classes taken must be repeated or audited depending on the final grade received in prior semesters.
- It is the policy of the Program for students to complete a Departure form when exiting the Program.

- A student who is dismissed from the Program has the right to appeal by methods of a petition process.
- If a student chooses to petition for reentry into the Program, they must fill out the petition form and schedule an appointment with the Program Director within 72 hours of dismissal.
- Students who are dismissed from the Program for academic failure may petition to re-enroll in the Program for the next cohort.

Sexual Harassment/Harassment

- Any student accused of harassment (in any form) in the clinical environment will be withdrawn from any clinical rotation until the allegations have been investigated.
- Any student accused of harassment (in any form) in the didactic environment will be withdrawn from the classroom until the allegations have been investigated.
- If the allegations are confirmed, student will be immediately dismissed from the Program without the opportunity to re-enroll.
- If the allegations cannot be confirmed, student will be counseled, and a counseling plan will be implemented for the rest of the students' participation in the program. Failure to adhere to the counseling plan will result in immediate dismissal from the program.

College Graduation and Program Certification:

- The Associate Science Degree shall be granted to a student who has satisfactorily completed the general education and specific Radiologic Technology major requirements A Certificate of Completion will be awarded.
- Students must meet all clinical days/hours, all course and Program goals, objectives, and student learning outcomes.
- All college fees must be paid in full before a degree will be awarded, or release of name for ARRT examination.

- All ID badges and dosimeters must be returned to the Program before a degree will be awarded, or release of name for ARRT examination.

Examination Applications (A.R.R.T. and/or Calif. R.H.B.):

- Students will be provided with all necessary information and an application for the ARRT examination and application instructions for the California Radiation Health Branch in the last Spring Semester.
- Convictions or charges may preclude eligibility to take the American Registry of Radiologic Technology examination. The student must contact the A.R.R.T. to determine eligibility (www.arrt.org).

Transfer Credit & Advanced Placement:

- Currently, Yuba College does not have a process in place to accept advance placement and transfer students.

Class Representatives:

- Each cohort group will elect two representatives who shall attend scheduled advisory board meeting.
- The Representative will also communicate information to classmates regarding changes to the Program, student issues to faculty, and participate in evaluation of Program curriculum and policies.

COMPLIANCE REQUIREMENTS

- Student must remain current on all compliance requirements.
- If a student does not remain current or refuses to comply with any of these items, the student will be dismissed from the Program.
- Students are responsible for all costs and fees associated with this compliance.

CPR

- Student must always be AHA certified.
- If card does expire during the Program, student must renew before the expiration date.

TB Test

- A 2-step skin TB or a Quantiferon (blood) test is required upon entry into the Program.
- A yearly TB test is required.
- Certain clinical facilities require a TB test to be obtained before entering a clinical rotation at their facility and students must comply.
- If a student has a positive TB test, a chest x-ray is required (once every 5 years).
- A yearly questionnaire is to be completed to confirm no new TB symptoms, exposure, and other information.

Criminal Background Check

- All students are required to undergo a criminal background check and screening prior to the first day of class.
- A student with a background check that reveals criminal convictions will be reviewed and the offer of acceptance into the Program may be withdrawn. Students will be given the information needed to secure this at orientation. Student is responsible for the cost.

- If a student is arrested for a felony or misdemeanor while in the Program, this must be reported to the Program Director within 7 days.
- This incident will be reviewed with the Director of Allied Health to determine the appropriateness of the student continuing in the Program.
- Any conviction that would have prohibited a student from enrolling in the Program is a reason for Program separation.
- The background check performed for Program entrance goes back 7 years. If student has an issue not revealed by the background check, it must be reported to the Program Director before the first day of clinical assignment.
- Some clinical facilities require an entire life history on their background check.

Drug/Alcohol Screening

Initial Drug Screen

- Students need to submit a negative drug/alcohol screen before entrance into the Program.
- Students will be given the agency information who performs the screening for Yuba College.
- The student will have a 72-hour time period to take this test.
- If test is not taken during this time period, student will be separated from the Program.
- If the screen is returned as a positive or dilute test, students will not be allowed to continue in the Program.

Random Drug Screen

- Random drug/alcohol screening will occur during the Program.
- Students are responsible for payment.
- Students will have 48 hours to complete the screening.
- Failure to comply will result in immediate Program dismissal.
- A dilute drug screen is considered a positive drug/alcohol screen.
- For a random screen, students will be given the opportunity to repeat the screen within 24 hours of notification of a dilute screen.
- A second dilute screen will result in immediate dismissal.

Physical Clearance

- Students are required to submit a physical evaluation (performed by a licensed physician) completed within three months prior to the first day of class.
- Students must be physically able to perform required duties in the clinical site.
- Students unable to perform the physical duties in the clinical site will be dismissed from the program.
- Students must utilize the Program specific forms.

Immunizations

- Student must have documented proof of positive titers for the following immunizations:
 - Hepatitis B
 - Measles
 - Mumps
 - Rubella
 - Varicella
- Students must have documented proof of current TDAP (done within 7 years).
- If any titer is negative, student must repeat the immunization (medical waiver from physician stating why student cannot repeat immunizations is also accepted).
- If the titer returns negative a second time, student must obtain documentation from a physician (with proof of 2 immunizations) stating the student will not convert.

Flu

- Student are required to obtain a current flu immunization every September.
- If a student refuses, a waiver must be signed, and student will be required to wear a mask during flu season (September through April)

Respirator Fit Testing

Students are required to submit to and pass a fit testing mask procedure.

- Those students who do not pass will be required to purchase a PAPR hood.

Immunization tracking

- Students are required to submit all health requirements to the current immunization tracking program and keep these requirements current.
- It may take up to 2 weeks for a submission to be approved, so students are encouraged to not wait until last minute to submit items.
- If all immunizations are not current in any reporting system, student will be withheld from the clinical facility until this has been corrected.

Health Stream

- The Program requires the completion of Health Stream modules, with certificate provided to Program, before the student may enter a clinical site.
 - HIPPA
 - Rapid Regulatory Compliance I
 - Rapid Regulatory Compliance II

Impairment

- If the student's behavior indicates impairment, the faculty or Clinical Instructor in charge, in consultation with the Allied Health Director, will take the following steps.
 - Require blood and/or urine testing in an approved lab immediately at student expense.
 - Refusal to provide a specimen when requested will result in immediate dismissal from the Program without opportunity for readmission.
- These labs are in:
 - The Emergency Department at the assigned facility.
 - The closest approved lab (contact Allied Health office).
- In a facility without a lab on-site, the student will be sent by taxi (at student expense) to an approved lab.
- If deemed necessary inform student they may not participate in Program classes, until an evaluation and treatment plan developed by a mental health professional is obtained.
- Refusal to obtain an evaluation, as required in this policy, results in dismissal from the Program without readmission privileges.

- The Allied health office or faculty will then notify the student's emergency contact person to take the student home after blood and/or urine testing has been completed.
- Document the incident on an Unsatisfactory Biweekly Report and on a Yuba College Incident Report.
- Inform the student, prior to leaving the facility, that they may not return to classes or clinical until they have met with, the Allied Health Director as soon as possible.
- Review the incident, including the documentation of behaviors, signs and symptoms of impairment exhibited by the student necessitating action.
- Provide student with the opportunity to offer further explanation and additional relevant information.
- Review results of student drug screen (student must provide this).
- Review with student the impairment policy and potential academic/clinical consequences.
- Program dismissal will occur if student refuses to provide drug screen results, tests positive of drugs or alcohol, complete documentation, or meet with Allied Health Director

Social Media Policy

- Students should be aware of the effect their actions may have on their reputation and perception, as well as the Program's image.
- The information that students post or publish may be public information for a long time.
- Students should be aware that Program faculty and staff might observe content and information made available by Students through social media.
- Students should use their best judgment in posting material that is either inappropriate or harmful to Yuba College, the Program, Clinical Sites, coworkers, or peers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile

environment.

- Students are not to publish post or release any information that is considered confidential or test information.
- Students are not allowed to post, publish, or discuss any clinical experience (this includes photographs).

Computer Network and Internet Policy

- The College maintains an open and unfiltered system with regard to Internet access.
- The use of the College computers is a privilege, not a right, and may be revoked if abused.
- The user is personally responsible for his/her actions in accessing and utilizing the college's computer resources.
- Current enrollment in coursework within the Radiologic Technology Program is required.
- Food, drink, pets, and children are NOT permitted in the Program labs.
- No cellular telephone usage is permitted in the labs.
- Ringers must be on silent mode, so they do not cause a disturbance.
- Directions must be followed when given by any instructor or lab personnel concerning use of equipment or student conduct.
- If you encounter a problem with any of the computing equipment, notify faculty or office staff so a work order may be processed.
- Student users may not install, copy, and/or download software, alter system files – including games or any other software or disconnect any cables on computers (or any other equipment).
- Moving equipment is prohibited.
- Students may save work on either a CD-R/W or memory stick with the express permission of the faculty or staff.
- Attempts to 'break' the operating system constitutes a felony under this law.
- Student users should not use information technology resources for non-college, unsanctioned, personal or commercial activity.
- Transmit solicited or unsolicited information, which contains obscene, indecent,

lewd or lascivious material.

- Transmit solicited or unsolicited information, which contains profane language or can be construed as bigoted, inflammatory or harassing in nature.
- Use the Internet to gain unauthorized access to any computer.
- Engage in cyber-attacks: i.e. writing, bullying, intimidating, threatening or harassing entries.
- Make cyber threats (directed towards others or self) without expecting the recipients, the college, the Program and the police to consider them as real.
- Engage in inappropriate mass mailing, which includes multiple or mass mailing.
- Since the college's computer labs are public areas, students shall not access Internet sites that contain pornography, gratuitous violence, non-instructional game interaction, or any material that is deemed inappropriate by faculty, administration, and college and district personnel.
- The intent of these rules is not to limit academic freedom but to respect the sensibilities of others using these facilities.
- Students who are doing legitimate academic research on a subject that may be controversial must notify the Faculty before using the computer to access this material.
- Proper use of the network does not include using Programs for personal use or Internet surfing and usage.
- Users should not provide, assist in, or gain unauthorized access to College computing or network resources.
- Users are prohibited from attempting to circumvent or defeat computer or network security measures.
- Attempts by students to obtain, manipulate, delete or change the contents of another user's files, passwords, etc., are regarded as infractions of the January 1980 California Computer Crime Penal Code (Senate Bill No. 66).
- Students who do not comply with these terms could face discipline including formal disciplinary actions from Yuba College, liability for all damages, attorney fees, and court cost.
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Sharps

- Needles provided for practice of IV's are used only with faculty/staff present.
- Students must demonstrate safety precautions while utilizing needles.
- Used needles are never to be recapped they must be discarded in the sharp's disposal containers provided.
- Sharps must not be discarded in the trash or left out openly.
- All needles are to be secured when not in use for student learning experience.
- Needles and syringes are not used on yourself or others.
- In the event of any needle stick, the student will notify the instructor immediately.
- The instructor will assist the student in filling out an incident form.
- Using Program needles for personal use or allowing needles to leave the classroom are grounds for immediate dismissal.
- No invasive skill (i.e., injection, venipuncture, etc.) will be performed with the direct supervision of the instructor.

INSURANCE, ACCIDENTS, INJURIES

Malpractice Insurance

- All students by virtue of the Enrollment Fee are covered by malpractice insurance.

Accident Insurance:

- Yuba Community College District students are covered by an Accident Insurance Policy for accidents and injuries sustained while students are on and/or off campus participating in school related activities.
- The policy has a maximum liability amount of \$20,000.
- Coverage is subject to the terms and conditions of the policy, which is available for review in the President's office.

Worker's Compensation Insurance:

- An injury/accident in the clinical site falls under the umbrella of worker's compensation.
- Proper documentation of the accident is important to ensure insurance coverage for services needed.
- If the injury/accident is life threatening, seek medical attention first.
- If injury occurs at the clinical site or while performing clinical duties, student must immediately (within 12 hours) report this to their Clinical Instructor, Clinical Coordinator, and the Program Director.
- Student must fill out all necessary Worker's Compensation forms
- All necessary steps for proper documentation and treatment are in these forms.
- Failure to follow proper procedure could result in denial of claim.
- These forms are in Trajecsys under Documents and in the Yuba College binder at each clinical facility.

LAB TIME AND ENERGIZED LAB

- Come to lab prepared.
- Students are given 3 opportunities to pass a mock exam. If the student cannot pass by the third attempt, they will be receiving a failing grade in the class.
- Students will always wear dosimeter devices while utilizing the lab.
- Students are expected to be actively engaging in performing and practicing skills and other appropriate lab assignments.
- The materials found in the lab are to be used in the lab environment only.
- Children or unauthorized individuals are not allowed in the lab.
- Injury to unauthorized individuals will not be considered the responsibility of the District or the RT Program.
- Students are to report any misconduct occurring during the lab and may be held responsible if not reported.
- Student will use safe body mechanics moving, lifting, transferring, and positioning patients (other students) or phantoms.
- Students will keep the lab clean.
- All items are to be cleaned and put away before students may leave the lab.
- Before making any x-ray exposures in the labs, the x-ray tube must be warmed up according to the protocol for the given equipment.
- At NO time shall any individual be exposed to the useful beam.
- Equipment is to be used solely for imaging the radiographic phantoms.
- Students are forbidden to utilize the x-ray lab equipment to produce radiographs of any human subject. Failure to comply with this rule WILL result in immediate dismissal from the Program.
- At NO time shall a student make radiographic exposures without the presence of a qualified Program instructor.
- The door to the radiographic room and the control panel area must be closed before making x-ray exposures.
- The x-ray beam should never be directed toward the control panel.
- All students and faculty must be physically located behind the control panel area when exposures are made.

- Students will refer to the technique chart or laboratory manual for appropriate techniques before making exposures.
- All radiographic exposures must be part of a specific assignment and performed under the supervision of a Program faculty member.
- Exposure of a personnel monitoring device to deceptively indicate a dose delivered to an individual is prohibited and may result in dismissal from the Program.
- All accidents or equipment malfunctions occurring in the radiographic labs must be reported to the supervising faculty member and/or the Program director immediately and use of the equipment discontinued until the problem is corrected.
- Bring safety violations or concerns you might have to the attention of the Program faculty and Program director as soon as they are observed.
- Upon entering the lab, the student assumes responsibility for himself/herself and the radiographic equipment.
- Participation in safety and alertness to mechanical problems will help ensure a safe environment in which to practice.
- Students using the laboratory at times outside of scheduled labs will ensure that the lab remains clean and will properly store all equipment and supplies used.
- Do not eat or drink in the x-ray room or at the operating console.
- While positioning the phantom or a fellow classmate can be fun, do not lose sight of the fact that you are working with heavy electrical equipment and injuries can occur (i.e., hitting head on tube stand). Therefore, good conduct is required when operating the unit. Should an injury occur, please report it to the instructor at that time.
- Students have anamorphic phantoms to utilize in the lab. Students will not damage, destroy, attempt to fix, or otherwise alter the phantoms unless directed to and supervised by faculty.
- Students will use each other to practice positioning and patient care skills.

CLINICAL EXPERIENCE

Clinical Assignment

- By application and acceptance into the Program, the student has agreed to accept clinical placement in any facility assigned, regardless of geographical location or distance from Program or home location. Student also agrees to work any shift assigned. The clinical internship is scheduled between the hours of 5:00 AM and 12 PM, Monday through Sunday semester dependent.
- Clinical assignments for students will not exceed more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- The student's clinical hours spent in evening and/or weekend assignments will not exceed 25% of the total clinical clock hours. Evening hours begin after 7pm.
- A list of clinic facilities, address, and CI information are provided to students during orientation.
- Students will rotate through a minimum of 3 clinical facilities and up to 5.
- Students are required to submit current documentation of all compliance items.
- Student will adhere to all requirements of the onboarding processes of the college and clinical facilities.
 - Failure to do so will result in withdrawal from that clinical site until all onboarding is current.

Student Dress and Grooming

- Students who are absent from an assigned clinical experience as a result of inappropriate dress and/or grooming are to makeup this time prior to the end of the rotation.
- Should a Clinical Facility have stricter rules, they supersede these standards.
- Uniforms: Scrubs – white top and dark blue pants, clean and pressed. Yuba College Student Radiologic Technologist patches are to be worn on the uniform top (left side).
- Students may wear a long sleeve shirt underneath their scrub top. If student

chooses to utilize a lab coat, sweater, or warmup type jacket, it must be white and have the YC SRT sewn on it. The patch must always show.

- Shoes must be clean, in good repair, conservative, and free of decoration. No boots, open toe, open heel, sandals, heels, or crocs (shoes with “holes” in them) are allowed
- Yuba College student ID and facility ID (if required) must always be worn while in the clinical site. Facility ID must be returned to the appropriate facility before student can attend a clinical rotation at any other site.
- Dosimeters must always be worn in the clinical area.
- Hair must be clean, neatly groomed; long hair must be pulled back.
- Fingernails must be moderately short and clean; artificial nails are NOT permitted.
- Makeup should be conservative.
- No chewing gum is allowed.
- Smoking/tobacco is to comply with facility policy/rules.
- Rings may be worn but students may be required to remove them in specific areas or for certain radiographic procedures.
- No more than TWO (2) stud or small earrings are permitted in each ear.
- Necklaces may be worn if they do not “dangle” in any way.
- Watches may be worn (smart watches are not allowed).
- Bracelets are not permitted (medic alert ID’s and religious symbols are the exception and must be approved by CC or PD).
- Facial piercings are not permitted.
- Tongue studs are not permitted.
- All jewelry must be conservative and adhere to hospital policies.
- All tattoos must always be covered at all clinical sites. No exceptions.
- R and L markers are always to be carried.

Yuba College and Clinical Affiliates are not responsible for loss or damage of valuables.

Clinical Responsibilities

- Students are to participate in all radiographic procedures and other department procedures.
- Students are to be ready to work at the assigned time the shift begins.
- Students are to be on time for all shifts. Clinical experiences are unique in that they provide the arenas for progressive application of theory, refining of technical skills, confidence building, decision- making, and the development of leadership skills.
- Students will adhere to the clinical schedule each semester to assure appropriate progression of knowledge and skills and to meet the Program learning objectives and clinical competency. Failure to meet these requirements will result in Program dismissal.
- The hours of clinical assignments are between the hours of 5am and 12am 7 days a week.
- Students will report to faculty, within the first week of a clinical rotation, the day/hours of the shift assigned (form can be found in Trajecsys).
- Any variation in this schedule will be cleared with the Clinical Coordinator and/or Program Director, as well as the facility clinical instructor, before the change is implemented. This includes any “one time” change. Forms are in Trajecsys.
- Students are not permitted to attend clinical education with braces, splints, casts, or other orthopedic treatments that restrict range of motion of any body part.
- Each student must complete the required number of units/hours/days as assigned in the syllabus.
- The student must maintain a complete, accurate, honest, and timely log of clinical hours, competencies, and daily exams. All these items must be documented within 24 hours of completion.
 - a. If a student fails to enter the correct time (or does not use the appropriate method of recording time) more than 4 times a semester, counseling will occur. If this behavior continues, student will be removed from the program.
 - b. If a student fails to enter information into daily log (within 24 hours)

more than 4 times a semester, counseling will occur. If this behavior continues, student will be removed from the program.

c. Students must enter competencies within 24 hours of obtained. Students must mark competencies as “disapproved”.

- Students can use a cell phone to record time in the clinical site. Any other use of a cell phone in the clinical site is prohibited.
- If a student chose to use a cell phone for recording clinical time, geolocation services must be activated. If a student does not activate this service on their phone, remediation will occur, student will not be given credit for the clinical hours during the time the geolocation services is not used and will be required to clock in/out using an onsite computer.
- Student must record time from the facility radiology department or appropriate department (such as clinic or OR). Students found recording time in other areas (including the parking lot) will no longer be allowed to use a cell phone for recording of time. Counseling will also occur. If student fails to record their time properly at any point in the program, after counseling, student will be dismissed from the program.
- Inaccuracies in documentation may result in Program dismissal.
- Students are given clinical hour credit for the assigned number of daily hours in the syllabus.
- Overage of additional time will NOT be accepted unless approved by Clinical Instructor and Program faculty. Hours worked over prescribed schedule are considered “volunteer hours” and are not counted in required clinical hours.
- Clinical Schedule: hours may not exceed 10 hours a day nor exceed 40 hours a week. The 40 hours includes both didactic and clinical hours. Exceptions may be accepted in the event of patient emergencies or in the event of certain procedures; explanations are required from the CI and the Instructor of Record to determine acceptance.
- The student may request voluntarily to be assigned to additional hours to observe those procedures that may not be readily available during regular shifts or to make-up needed time.
- These assignments must be pre-arranged, approved, and coordinated with the

Program Director, Clinical Coordinator and the assigned clinical instructor.

- The student shall always have direct and indirect supervision.
- Biweekly evaluations, competencies, logbooks, end of semester evaluations, and time logs are not final until they have been reviewed, approved and validated by the program.
- Program faculty reserves the right to approve/disapprove competencies, time, and biweekly reports, overriding clinical instructor decisions.
- Students must document competencies honestly and fairly.
- Competencies must be marked “disapproved” by the student.
- If a student approves his or her own competency, it will be deleted, and student will be required to repeat the competency.
- Students will present images of any exam/competency performed when requested by instructor.
- Any images acquired by the student while in the Program will be property of the Program.
- Students found to be obtaining and/or retaining images acquired while in the Program will be dismissed. This is a HIPPA violation.
- Students are required to wear a dosimeter every clinical day.
- Students are required to use their own lead markers and are not allowed to use someone else’s lead markers.

Clinical Grading:

- Clinical courses are pass/fail.
- Each student must complete the required number of units/hours/days as assigned in the syllabus.
- The student must maintain a complete, accurate, honest, and timely log of clinical hours, competencies, daily exams, and dosimeter reading.
- Inaccuracies in documentation may result in Program dismissal. Students are given clinical hour credit for the assigned number of daily hours in the syllabus
- Time log documentation is due the day of the shift (including any corrections or absences) and must be accurate, complete, honest, and timely.
- Logbook recording is due within 24 hours of shift completion and must be accurate, complete, honest, and timely,

- Dosimeter reading is due the last day of every month and must be accurate, complete, honest, and timely.
- All paperwork necessary to fulfill requirement of student internships at clinical sites must be accurate, complete, honest, and timely.
- Immunizations are to be recorded accurately, completely, honestly, and timely in current immunization recording/reporting system and other required places (such as onboarding requirements).
- End of Semester Clinical Facility Evaluation must be completed before the last day of each semester.

Clinical Exams

Students are required to keep a record of all radiographic examinations that they have observed, assisted or performed.

- These records are to be compiled daily and verified by the Clinical Instructor or authorized technologist.
- This log must be accurate, honest, and complete.
- Failure to record repeat images/exams are dishonest and incomplete and can result in program dismissal.

Students are to review this report to identify areas that need concentration in order to ensure completion of the necessary exams.

- Before a student can perform a competency, they must document experience with the exam.
- First year students may only perform a competency on exams that have been performed and approved by faculty in the lab.
- The number of exams and hours to be completed each semester are:
 - 6A- 300 clinical hours and 4 competencies
 - 6B- 260 clinical hours and 10 competencies
 - 6C- 390 clinical hours and 14 competencies
 - 6D- 436 clinical hours and 14 competencies
 - 6E- 464 clinical hours and 10 competencies
- Student may not obtain more competencies than listed each semester.
- Students may achieve competencies on any exam they have passes a mock exam in lab except for

Operating Room (OR) and Fluoroscopy (fluoro) exam. A student may achieve competencies in OR and fluoro after completion of the second semester of clinical experience.

- Students must document a minimum of 40 hours in the OR and prior performance of the exam before completion of an OR competency.
- Students must document a minimum of 80 hours in fluoroscopy and prior performance of the exam before completion of a fluoroscopy competency.

Student Evaluation of Clinical Experience

- At the conclusion of each clinical rotation, the students are required to complete an evaluation of their clinical site.

Study Time

- Students are not to study when there are exams or department work to be done without permission of the CI and facility staff.

Breaks & Lunch

- For any clinical day that exceeds 6 hours, you are required to take a 30-minute lunch.
- In a scheduled 8 or 10-hour day, two 15-minute breaks should be scheduled, yet no patient should be ignored for the breaks.
- Lunches are MANDATORY for any scheduled day that exceeds 6 hours. You may not “skip” lunch and leave 30 minutes early.

Phone Use

- Cell phones can be used in the clinical setting for recording clinical time.
- Cell phones must be silenced.
- Students may not take cell phone calls or text while clocked into the clinical setting.

- Cell phones may be used on lunches and breaks.
- No photos or pictures may be taken while in (or of) the clinical site.
- Departmental telephones may not be used for personal calls.
- If there is an emergent situation occurring, student is to contact the CI and Clinical Coordinator for alternative suggestions regarding contact.

Students not to Replace Staff

- Students are NOT to replace radiographic staff at any time during the Program.
- Students assigned to areas without adequate staffing must be reassigned to appropriately supervised areas.
- At any time, you believe this policy is being abused or ignored, please let faculty know.

Standard (Universal) Precautions:

- These precautions are always to be utilized .
- If a transmission (needle stick, etc.) occurs, an accident form needs to be filled out and Work Comp procedures followed.
- Standard Precautions Guidelines:
 - Blood, body fluid/substance must be handled with personal protective equipment (PPE) to reduce the risk of occupational exposure or transmission. Students are to avoid unnecessary contact with surfaces in close contact with patient.
 - Hand hygiene is required as soon as possible after removing gloves or other personal protective equipment, before and after contact with patients and specimens. All personal protective equipment shall be removed prior to leaving the work area.
 - Gloves are required when anticipated hand exposure to blood or other potentially infectious materials, mucous membranes, non-intact skin, potentially contaminated intact skin and touching contaminated surfaces or items may occur.
 - Personal protective equipment (PPE) such as gowns and disposable plastic aprons are required during procedures when splashing with blood, body fluid, and other potentially infectious materials is

anticipated.

- Personal protective equipment (PPE) such as masks, face shields, ventilation devices, protective eyewear are required during procedures when splashing, spraying, splatter or droplets of blood and other potentially infectious materials to the eyes, nose or mouth is anticipated.
- Face shields, masks with attached shield or a mask and goggles are required during aerosol generating procedures.
- Used syringes and disposable sharps are required to be disposed of immediately at point of use in puncture resistant containers.
- Laboratory specimens or other potentially infectious materials (OPIM) are required to be processed and handled in a safe manner using biohazard symbols, secondary container or clear bags.
- Emergency resuscitation equipment such as bag valve mask, mouthpieces, pocket masks, and ventilation devices are required in resuscitation situations.
- Unprotected contact with blood or other body fluids require immediate and thorough washing of the affected area. Needle sticks or other contamination of mucous membranes from blood or body fluids requires notification of clinical instructor.

Employment

- Students are not allowed to work in the position of “Radiologic Technologist” while in the Program.
- Students are not allowed to leave their internship to work.

Fraternization

- It is suggested that students not develop close personal relationships with the staff at the clinical settings during their internship.
- Do NOT seek, take or exchange telephone numbers or address with patients at the clinical facility for which you are assigned.

Transportation

- Students are responsible for transportation to and from school and the clinical facilities.

- Students may park only in designated areas, both at the College and clinical sites.

Strike and/or Clinical Facility Inspection Policy:

- If technologists are striking at a clinical facility, or students are asked to abstain from their clinical experience due to a state or federal inspection, student are required to contact the Clinical Coordinator.
- Students are given “makeup” days at the end of the semester and missed days can be made up then. These days are recorded on the calendar of clinical days provided to students at the beginning of each semester.
- Students may have the opportunity to participate in alternative activities as prescribed by the Program to fulfill their clinical hours.
- Students may be assigned to another clinical facility if necessary.

Student Supervision

- During the clinical portion of the Program, students are always to be supervised.
- Procedures requiring Direct Supervision:
 - Until competency of a procedure has been met
 - Pediatric exams on children under the age of six (6)
 - Surgery
 - Fluoroscopy exams
 - Repeat of an image
 - Portable exams
- Indirect Supervision is permitted once a student has achieved competency
- The student is responsible for acquiring the appropriate supervision before performing the procedure.
- If a registered radiographer is unavailable to assist the student with the appropriate supervision, the student may NOT proceed with the assignment.
- If a student is found to have violated the supervision policy, counseling and/or Program dismissal will occur.
- Failure to follow and complete the counseling plan will result in dismissal from the Program.

Mandatory Reporting

- Students are to report suspected spousal/elder/child abuse to Clinical Instructor and Clinical Coordinator by the end of their clinical shift.
- Students will also document this in writing (an email to faculty will suffice).
- Students will also follow the policy of the clinical facility.

RADIATION PROTECTION RULES

- Students shall practice sound radiation protection principles for all exams.
- This shall include, but not limited to, shielding of patients, collimation, minimizing patient motion, correct positioning, and utilization of techniques which would reduce patient dose while obtaining a diagnostic image.
- Student are required to wear lead aprons or mobile shields for every portable exam, and during any procedure in which they are in the room while the x-ray beam is “on” (i.e. fluoroscopy, Operating room, special procedures, etc.).
- Students are not allowed to hold patients.
- Students must have a fluoroscopy-licensed technologist directly supervising them when utilizing any fluoroscopy equipment or exam.
- Students must be supervised (direct supervision) when working in Fluoroscopy, Operating Room, Portable exams, Pediatric Exams, and for any exam requiring a repeat exposure. Students are provided with dosimetry monitoring devices and are mandated to wear them (at collar level) for all clinical rotations and energized laboratory experiments.
- All lost or defective dosimeters are reported to the RSO immediately upon discovery, who will acquire a replacement.
- Students are responsible for the cost of additional dosimeters.

Pregnant Workers

- A pregnant worker is defined as a woman who has voluntarily informed the Program in writing of her pregnancy, estimated date of conception, and estimated due date.
- A student may withdraw their written declaration of pregnancy at any time.

- Any student who declares her pregnancy in writing to the Program, and who desires to continue in the Program, will be required to wear an additional fetal dosimetry device and continue active and direct participation in all clinical and laboratory experiences while practicing proper radiation safety.
- A student who wishes to withdraw from the Program due to pregnancy, and is in good standing, is eligible to reapply to the Program.
- Student will be given a fetal dosimeter and instructor to wear this under any lead at the level of the waist.
- Pregnant workers are also considered occupational workers.

Annual Occupational Dose Limits:

- Any dose received must not exceed the annual occupational dose equivalent limits established by the California Code of Regulations Title 17 and Nuclear Regulatory Commission regulations standard 10 CFR CFR 20. (Both regulations have the same criteria).
- Exceeding this dose will result in removal from the clinical site and energized laboratory.

Annual Limits	milliRem	milliSievert	Sievert
Total Effective Dose	5,000	50	0.05
Lens of the eye	15,000	150	0.15
Skin, extremity shallow dose	50,000	500	0.5
Fetal dose (entire pregnancy)	500	5	.005

- While the Program abides by recognized occupational dose limits, the Program reviews occupational dose monthly. If a student or faculty receives a monthly dosimeter reading of **250 mrem (2.5mSv) whole body or 25 mrem (.25mSv) fetal** an investigation will take place.
- The RSO will investigate the causes for the excessive exposure readings.
- The investigation may include interview with the student and clinical site and all relevant individuals.
- All previous exposure readings are evaluated.

- The student or faculty is counseled.
- Documentation is recorded in the Radiation Safety Program binder along with the student file.
- Students may be asked to abstain from certain areas of clinical practice (such as fluoroscopy or surgery) until the investigation is complete.
- Failure to follow recommendations or RSO or Program Director will result in student dismissal.
- Students are required to notify RSO in writing any situation that arises in which the dosimeter reading may be high and the rational for this reading (such as leaving the dosimeter on a lead apron not in use, leaving the dosimeter on the dashboard of a car, etc.).
- If a student has been found to have willfully mishandled or influenced the reading of another students' dosimeter, the student will face disciplinary action and possible dismissal from the program.

NOTICE: The contents of this handbook, Program policies and procedures are subject to change. This handbook is not inclusive of all standards. New policies and revised policies are considered part of the Program and each student must comply with them Program students will be notified in writing of any changes. The directives in this handbook are the policies of the Radiologic Technology Program.

This handbook is provided in addition to the following standards:

ASRT practice standards

https://www.asrt.org/docs/default-source/practice-standards-published/ps_rad.pdf?sfvrsn=13e176d0_18

ARRT Standard of Ethics

https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_16

Yuba College Student Handbook

<https://yc.yccd.edu/wp-content/uploads/2017/04/17-18-STUDENT-HANDBOOK-and-PLANNER.pdf>

Updated 5/2018, 12/2018, 2/2019, 1/2020