

RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK AND

PROGRAM POLICIES

8/6/2022, 5/17/23, 4/2024, 6/2024, 7/2025

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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 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 a 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.
* Communicate effectively and professionally with patients, hospital staff, instructors, and peers.
* Exercise critical thinking and problem-solving skills by adapting radiologic procedures to individual patient needs and conditions.
* Function as an effective health care team member by providing services in a manner that complements those performed by other team members.
* Demonstrate a commitment to professional development.
* 75% of students will:
  + Complete the Program.
  + Be satisfied with their Program education.
  + Pass the ARRT exam on the first attempt.
  + Be gainfully employed as a Radiologic Technologist within 12 months of graduation.

### Radiologic Technology Program Learning Outcomes

Upon completion of the Program, students will demonstrate:

* Critical thinking and problem-solving skills.
* Clinical competency of an entry-level Radiologic Technologist.
* Appropriate workplace and patient communication skills.
* Professionalism and ethics within the clinical setting.

# PROGRAM POLICIES

### Academic Integrity

* Cheating, plagiarism (including plagiarism in a student publication), or engaging in any other academic dishonesty as defined by District policies and procedures are considered ["good cause" for discipline](https://go.boarddocs.com/ca/yccd/Board.nsf/files/BHN28D00ED6B/$file/Student%20Code%20of%20Conduct%20(Rev.%202019-11-05).pdf).
* A student found cheating on their exams or plagiarizing in course assignments will:
  + - Relinquish all documents in their immediate possession. (Refusal to relinquish documents will be considered the same as cheating, resulting in the same consequences.)
    - Students found violating testing policies will be dismissed from the program without the ability for readmission or reapplication.
    - Incidents of academic dishonesty will be reported to the Vice President of Student Services.

### Accreditation

* Accreditation by the State of California, Department of Health Services Radiologic Health Branch (RHB), pursuant to the Radiologic Technology Act. The school identification number is 1024.
* Accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The school identification number is 0428.

### ARRT Standard of Ethics

* Students enrolled in the Program are bound by the ARRT code of ethics, as provided in this link: [ARRT](https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/bbb73119-fa02-429c-be17-1f6896047106/2023%20ARRT%20Standards%20of%20Ethics.pdf) [Code of Ethics](https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/bbb73119-fa02-429c-be17-1f6896047106/2023%20ARRT%20Standards%20of%20Ethics.pdf)
* You may also visit the ARRT website: [ETHIC REQUIRMENTS](https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements)

### Changes in Personal Data

Students must notify the Program Director and the Admissions and Records office if there is a change of name, address, telephone number, or change of emergency contact person(s).

Change in Physical/Mental Health

###### Health

A high level of wellness is necessary to meet the demands of the Radiologic Technology curriculum and standards set by our clinical partners and Program Standards. Physical or emotional illness that interferes with the student’s ability to meet course or clinical requirements or jeopardizes the health and safety of self or others will be referred to Disabled Students Program and Services for evaluation and support. This could include mental or physical illness, driving restriction, use of certain types of medications, surgical procedures, or substance abuse problems. Any student illness or injury which does not allow the student to meet the physical requirements set forth by any one of the clinical partners used by the program or Program requirements will be evaluated for functional ability by the Program Director and/or Dean before continuing in the program. Students must notify the Radiology Director as soon as a problem arises if they have received any diagnosis/injury/illness/medication that may interfere with the student’s ability to meet all course requirements.

Any student with a documented disability must contact the faculty Program Director as soon as possible. Discussion regarding reasonable and appropriate academic and/or clinical accommodations necessary to ensure full participation and educational opportunity will be held, with referral and collaboration with the [Disabled Student Program](http://yc.yccd.edu/dsps/) located on campus.

NOTE: While accommodation will be address as possible no accommodation shall interfere with any other Program student. Student clinical rotations are developed to address all JRCERT and RHB requirements and are established by the Clinical Coordinator with these established requirements.

###### Injury/Illness

Injury or illness that may interfere with patient or student safety are required to see a licensed advanced practice (Doctor, Nurse Practitioner, Physician Assistant) to obtain a medical release without limitations. If the student cannot be released without limitations, they must depart from the program.

To protect patients, peers, and others, you must not report to class or the clinical area if any sign of infectious illness is present. In addition, if the student receives an injury or develops an illness or condition that may endanger the student, the staff or patients, it will be necessary for the student to obtain medical clearance before they will be allowed in classes and/or the clinical area.

###### Mental Disability

If the evaluation indicates a mental disability problem, the student will be required to have an evaluation and treatment plan developed by a mental health professional, chosen by the student, licensed to practice in California. The student, working with the Psychiatrist or Psychologist, agrees to adhere to all recommended treatment, including the use of psychotropic medications, if prescribed, and agrees to random drug testing to monitor compliance, if indicated.

NOTE: Failure to update any changes in personal data or health concerns, may be cause for Program dismissal.

### College Graduation and Program Certifications

The Associate in 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 also be awarded.

* + Students must meet all clinical days/hours, all course and Program goals, objectives, and student learning outcomes.
  + A venipuncture certificate will be earned after all venipuncture requirements have been met and provided at Program completion.
  + All college fees must be paid in full; ID badges and dosimeters must be returned to the Program before a degree will be awarded, or release of name for ARRT examination.

## Communication

* Sign up for the [Mobile Alert System](https://yc.yccd.edu/campus/safety/)- sign up to receive emergency notification texts from Yuba College.
* Email- only use your @go.yccd.edu email account or Canvas inbox for school-related communication
* Professionalism- you must communicate with your peers, clinical staff, and faculty professionally. Contacting clinical facilities is strictly prohibited without instructor authorization and will result in immediate dismissal from the program.

### Compliance Requirements

* + Students must remain current on all compliance requirements.
  + Students are responsible for all costs and fees associated with this compliance.
  + CPR – American Heart Association – BLS for Healthcare Providers (Updated every two years)
  + Background check
  + Drug screens (minimum of 2 while in the Program, to be done within 5 days of Program request) Students must have an approved clear drug screening to participate in placement(s) in clinical facilities. Applicants and students are solely responsible for all costs associated with the drug screening. Applicants will receive directions to complete the drug screening prior to enrollment.
  + Physical examination- Physical Examination: Must be completed within three (3) months of Program start date. The form in Complio is the only accepted form. Information on any physical limitation must be provided to the Program Director for review prior to gaining entry to clinical facilities.
  + FIT Test (provided first week of class and as required by clinical facilities)
  + Immunizations ([See Attachment A](#_bookmark61))
    - Two-step initial TB skin test (single annual to follow), Interferon Gamma Release Assay or IGRA, or radiograph.
    - Hep B or declination
    - Measles
    - Mumps
    - Rubella
    - Varicella
    - TDAP
    - Flu or declination
    - COVID (\*Subject to change per CDC/clinical site requirements) or school-approved declination.

The Program has many clinical facilities. One facility may have different requirements than another. The Program promotes equality. The most restrictive policy will be accepted by the Program and followed by all students. Example: Some facilities allow visible tattoos, others do not. The Program therefore will not allow visible tattoos at any facility.

In accordance with the clinical agencies authorized by the Program and supported by Yuba Community College District, a student will be excluded from participating in clinical rotations and therefore unable to enroll in the Program with the following background check results:

Convictions in which there is no contest or found guilty including, but not limited to:

* Any felony within the past 7 years
* Any misdemeanor conviction within the past 3 years
* Crimes against persons and/or property
* Crimes involving drugs
* Driving Under the Influence (DUI or Wet and Reckless) drugs or alcohol (in accordance with above time frames for felony or misdemeanor)
* Medicare/Medicaid fraud
* Any crime resulting in the requirement to register as a sex offender

### Computer Network Policy

The Program follows the Yuba College policies. Please visit: [AP 3720; Computer and Network Usage](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

* + - The user is personally responsible for their actions in accessing and utilizing the college’s computer resources. The Internet in classrooms and labs is expressly used for instruction and learning.
    - People may not use computers unless they are enrolled in a Yuba College course or are faculty/staff.
    - Problems should be reported promptly to the faculty, so a work order may be completed.
    - Work can be saved in the students' OneDrive account or on a memory stick, not to the computer's hard drive.
    - Student users may not:
      * eat or drink around computers
      * install, copy, and/or download software
      * attempt to physically move or disconnect any equipment
      * view or post obscene, indecent, lewd or lascivious material, engage in profane language or can be construed as bigoted, inflammatory or harassing in nature
      * engaging in cyber-attacks: bullying, intimidating, threatening or harassing entries

### Disabled Student Program and Services (DSPS)

The programs follow the Yuba College policies. Please visit: [AP 5140 DSPS (Services for Students with](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80) [Disabilities)](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

Health and Medical Career Programs and Nursing collaborate with Disabled Students Programs and Services (DSPS) to ensure that our students with disabilities are provided equal access and opportunity while attending college. One resource available through DSPS is test-taking facilitation, which can include arrangement, proctoring, and modification of tests/exams/quizzes, and may include:

* Extended time.
* The use of noise-cancelling headphones or earplugs (provided by DSPS).
* Taking the exam in a distraction-reduced environment.
* Taking the exam in a private room to allow the student to utilize assistive technology or to read questions aloud without disturbing others; and/or
* Any combination of services and accommodations to reduce visual or audible stimulation or allow a student to verbalize without causing a distraction to other students.

The extended time allowance essentially gives a student with a disability the option to have extra time while taking a quiz and/or exam. The amount of time is based upon each student’s disability but is usually 1.5 X or 2.0 X the time that other students are given to complete the task. Students who want to utilize the accommodation will take their quizzes and/or exams in the DSPS Testing Center, as our nursing faculty aren’t able to oversee the extended time sessions due to other commitments/scheduling conflicts. A student who chooses to stay in the classroom for tests/exams/quizzes will forfeit their extended time and will be expected to complete their work within the standard time allotted to the general students. The program cannot ensure testing accommodations can be met when students choose to stay in the classroom for tests/exams/quizzes.

Participation in Disabled Student Programs and Services (DSPS) is entirely voluntary.

Students who choose to use DSPS services and accommodations must first be enrolled in the DSPS program and are required to submit a request to DSPS each semester to set up test facilitation for each specific course.

As the semester progresses, students should contact DSPS in advance to schedule their exams. This ensures that adequate arrangements can be made to meet individual needs.

Students are expected to take quizzes and exams during their scheduled DSPS testing times unless alternate arrangements have been arranged through collaboration with the instructor and DSPS.

In clinical settings, students with approved accommodations must still be able to meet the essential technical standards of the program, including appropriate and timely care to clients/patients, with or without reasonable accommodations.

In clinical settings, students with approved accommodations must still be able to meet the essential technical standards of the program, including appropriate and timely care to clients/patients, with or without reasonable accommodations.

For more information about DSPS, please call 530-741-6795, email [dspsinfo@yccd.edu](mailto:dspsinfo@yccd.edu), [ZOOM](https://cccconfer.zoom.us/j/95474575687), come by the DSPS Office in Building 1800, or visit the [DSPS Website](https://yc.yccd.edu/student/dsps/).

### Employment

* + Students are not allowed to work in the position of a “Radiologic Technologist” while enrolled in the

Program.

* Students who happen to intern at the same facility they are currently employed in are not allowed to perform duties for such employment during the assigned internship hours.

### Examination Applications (ARRT and/or California RHB)

Students will be provided with all necessary information and an application for the ARRT examination and application instructions for the California Radiologic 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).](https://dictionary.cambridge.org/us/dictionary/english/contain) It is suggested this be done as early as possible. Waiting may delay the scheduling of the exam. Also, in some rare cases, the student may not be eligible to sit before the exam.

## Facilities Guidelines

The following guidelines are developed for maintaining safety for students, staff, and faculty while using the facilities. These safety guidelines shall be adhered to by all concerned.

* Failure to adhere to these general guidelines may result in disciplinary action.
* Individuals will not enter the clinical or classroom setting when they have an impairment or illness that could be harmful or infectious to others.
* All facilities are locked always, unless occupied by faculty, staff, and/or students during class or scheduled practice.
* Facilities are reserved for enrolled nursing students only. Students who are not enrolled in a Yuba College course are prohibited from using these facilities without the express permission of the program director.

Financial Assistance

* As students at Yuba College, nursing students may apply for any Yuba College financial assistance program. Those needing financial assistance are encouraged to explore their eligibility status with the [Financial Aid Office](https://yc.yccd.edu/student/financial-aid/).
* Our program works closely with [The Work Force Investment Act](https://yc.yccd.edu/student/wia/) (WIOA). This is a federally funded program that offers financial assistance to individuals who wish to obtain vocational training and have unmet needs after applying for the tuition fee waiver and financial aid.

### Fraternization

* Students are not to develop close personal relationships with the staff at the clinical setting during their internship.
* Do NOT seek, take, or exchange telephone numbers or addresses with staff and patients at the clinical facility for which you are assigned. Preceptors are excluded from this rule only as necessary as required to perform internship duties.
* Failure to comply with these policies may result in the need for a student remediation/success plan.

### Impairment

Yuba college is a drug-free campus. [AP3550 Drug Free Environment and Drug Prevention](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

If the student’s behavior indicates impairment, the faculty or preceptor, in consultation with the College Administration, will take the following steps:

* + Require blood and/or urine testing in an approved lab immediately at student expense.
  + Program dismissal if student refuses to provide drug screen results, complete documentation, meet with College Administration, or tests positive for drugs or alcohol.

The approved 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’s expense) to an

approved lab.

The following steps may include:

* + Health and Medical Career Programs staff or faculty will notify the student’s emergency contact person to take the student home after blood and/or urine testing has been completed.
  + Informing the student, prior to leaving the facility, that they may not return to classes or clinicals until they have met with the College Administration.
  + If deemed necessary, informing the student they may not participate in Program classes, until an evaluation and treatment plan developed by a mental health professional is obtained.
  + Student is provided with the opportunity to offer further explanation and additional relevant information.
  + Review of results of student drug screen (student must provide this).
  + Review with the student the impairment policy and potential academic/clinical consequences.
  + Program dismissal will occur if student refuses to follow any of the above listed actions.

### 

### Insurance

Health Insurance

* Students are always required to carry their own health insurance while enrolled in the program. This documentation is required before any clinical rotation.
* If a student’s health insurance lapses at any point, they must report this to the program director and they will not be able to continue in the Program.
* Students will provide proof of insurance within 2 hours of a request by Program or clinical facility. Failure to provide proof of insurance may result in the need for a student remediation/success plan and possible Program dismissal.

Liability Insurance

* By enrollment in the clinical course, students are covered by liability insurance.

Worker’s Compensation Insurance

* Students are covered by Yuba College Worker’s Compensation insurance. See Trajecsys for required

documentation and processes or reach out to the program director/clinical coordinator.

### Internet Access/Computers

Students will need access to the internet and computer with **Google Chrome** to complete assignments and take exams. If you need a computer, please contact the library

### Nondiscrimination Statement

The Program follows the Yuba College polices. Please see: [AP3410 Nondiscrimination](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

### Sexual Harassment/Harassment

See Yuba College [AP3433 Prohibition of Sexual Harassment under Title IX](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

[AP3434 Responding to Harassment Based on Sex under Title IX](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

[AP3435 Discrimination and Harassment Complaints and Investigations](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

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.
  + If the clinical facility asked for the student to be withdrawn from the site, the student will immediately be dismissed from the clinical course and therefore the Program.
  + If the clinical facility wished to retain the student, a student remediation/success plan will be implemented as well as a requirement of student completion of sexual harassment/harassment training.
* In the didactic environment will be withdrawn from the classroom until the allegations have been investigated.
  + If allegations are found to be unwarranted, the student can return to the classroom.
  + If the allegations are confirmed, the student will immediately be dismissed from the course and therefore the Program without the opportunity to re-enroll.

### 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.

* Refrain from posting, publishing, or discussing any clinical experience, including images and material that is either inappropriate or harmful to Yuba College, the Program, clinical sites, coworkers, or peers.
* Understand that while 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.
* Failure to comply with the above listed policies will result in a placement of a student remediation/success plan and possible Program dismissal.

### Standard (Universal) Precautions

The standard universal precautions are always to be utilized. Please see [the Center for Disease Control](https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html) [(CDC](https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html)).

Bloodborne Pathogen Exposure: Immediately after a needle stick or exposure

The Bloodborne Pathogens Standard applies to individuals who have occupational exposure to blood or other potentially infectious materials.

The three most common bloodborne pathogens are the human immunodeficiency virus, hepatitis B virus, and hepatitis C virus.

* Wash the area with soap and water for at least 3 minutes.
* Splashes to the nose, mouth, or skin should be washed with water for 5 minutes.
* Eyes should be irrigated with clean water or saline.
* Immediately report the incident to your faculty if on campus, if in a clinical site, report to the liaison (nurse, supervisor, person supervising you) and your faculty. Prompt reporting is essential. In some cases, post-exposure treatment may be recommended, and it should be started as soon as possible, preferably 1-2 hours. After applying first aid, if you have not already done so, report this immediately to your clinical faculty, who will provide directions for your care and complete the required paperwork.

### Student Code of Conduct

Students are representatives of their chosen Health and Medical Career Program (HMCPN). Students are obligated to function within the framework of professional and ethical standards and applicable Rules and Regulations governing professional practice. Students are required to comply with the policies/procedures/content/expectations in this Student Handbook as well as the [Yuba College Catalog](https://yc.yccd.edu/academics/catalog/), [Yuba College Harassment Policy](https://yc.yccd.edu/about/consumer-information/), [Student Code of Conduct](https://www.yccd.edu/district-services/education-and-planning/codeofconduct/), all of which can be found on the [College Website](https://yc.yccd.edu/).

Students are always expected to demonstrate safe, professional behavior. Clinical agencies and healthcare consumers expect the students to be well prepared and conduct themselves with professionalism and integrity. Students who exhibit unacceptable behaviors will meet with their faculty, identifying actions that must be completed to remediate behavior and if the actions necessitate dismissal, student will be dismissed from the program. If unprofessional conduct causes a clinical facility to request the removal or reassignment of a student, that student will immediately be dismissed from the program.

The Program follows the Yuba Community College District Board policy. Please visit: [AP5500 Standards of](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80) [Student Conduct](https://go.boarddocs.com/ca/yccd/Board.nsf/goto?open&id=8VXQVB6B1F80)

## Student disclosure

Students are required to disclose any significant changes in health, medications, drug abuse, mental disability, or inappropriate use of alcohol while enrolled in the program. Students must provide documentation of prescribed medications and a letter of clearance from their provider to continue in the program.

Students are expected to provide full disclosure of health and medications on the physical evaluation form before enrolling in the program to ensure safe care of the patients we serve. Medications including but not limited to antianxiety, opioids, antiepileptic/anticonvulsants, and antidepressants will be reviewed by their respective director or program coordinator/ Additionally, the use or possession of alcohol or narcotics, on campus or at clinical sites under the influence of alcohol or narcotics violates the rules of student conduct for Yuba College students.

The students will have a conference with their program director to develop a plan of action.

### Student Expenses

Students are financially responsible for all Program costs. Please visit the Program [website](https://yc.yccd.edu/radtech/program/program-expenses/) for a current list of all expenses.

### Student Grievance Procedure

These procedures are designed to provide the student with a specific avenue of grievance regarding the decisions or actions of the Program officials and serve to address any problem of concern that the student believes needs addressed and/or reviewed.

The following represents the process for formal grievance communication:

* First, attempt to resolve the problem with the instructor.
* If this is a problem with the preceptor, the student should attempt resolution first before contacting the Clinical Coordinator, if possible.
* Second, the level of communication is to be with the Program Director.
* Third, the level of communication is with the appropriate Vice President.
* Fourth, if unable to resolve your concern with the Vice President: Fill out [a Contact Us form. Be sure to click on the “Complaint” button](https://coreapps.yccd.edu/Contactus/Index?campus=YC)

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 (See Attachment B):

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](mailto:mail@jrcert.org)

### Student Program Records

* 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. Please see [FERPA.](https://www.cde.ca.gov/ds/ed/dataprivacyferpa.asp)
  + The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records, including the right to inspect their records, request an amendment of the documents that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosures without consent. FERPA protects students' privacy; therefore, we cannot discuss other students' progress or information without written permission.
* All student records are confidential and information from them will be given only to authorized persons.
* 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.
* Student records are maintained on a secure drive at Yuba College for five (5) years. They are destroyed after that point in time.

### Student Remediation/Success Plan

* Student remediation/success plans will be customized to accommodate the unique circumstance or incident of each student and will be tailored to align with the objectives of ensuring both the student’s and the Program’s success. While the typical steps for remediation/success plans are outlined below, they may not always mirror the precise sequence for every individual remediation/success plan. Students who are struggling academically or clinically will meet with the instructor of record and complete a remediation/student success plan ([See Attachment C](#_bookmark63)).
* Students who require more than one student remediation/success plan throughout the Program are subject to dismissal from the Program.

Academic:

* + Step one: Verbal discussion and suggestions for improvement.
  + Step two: Written remediation/success plan agreed upon by the faculty and student.
  + Step three: Review of the plan and revisions to improve student success.
  + Step four: If no improvement, removal from the Program

Clinical:

* + Unsafe clinical practices will result in immediate dismissal from the Program.
  + Step one: Verbal discussion and suggestions for improvement.
  + Step two: Written remediation/success plan agreed upon by the faculty and student.
  + Step three: Removal from the clinical site and dismissal from the Program.

Tardy

Students must be ready to participate at the designated start time. If a student is not prepared to participate by the designated start time, it is considered tardy.

* 1st absence- warning
* 2nd absence- contract
* 3rd absence- dismissed

Technology Requirements and Resources

Health and Medical Career programs demand a high degree of technological knowledge necessary to practice, and therefore, so does any health and medical education. Courses, coursework, and testing require computer use. Students need basic keyboarding and computer literacy. Computers are available on campus for student use. Some clinical settings use an Electronic Medical Record system (EMR), which requires mastery of the technology.

Office 365 is an online office suite of applications by Microsoft, and it works across all your devices seamlessly. At YCCD, you will have access to the following online services: Outlook (email), Calendars, People (contacts), Word, Excel, PowerPoint, OneNote, OneDrive, and much more. Nursing Students are encouraged to utilize these free resources.

Students are encouraged to use electronic resources just as they would books and notepads. E-books are allowed for use in these programs.

Outside electronic devices of any kind cannot be used during tests/quizzes for any reason.

Testing

Students will complete rigorous tests and quizzes throughout their programs to ensure they have the knowledge and skills to provide safe, effective care.

Students found violating testing policies will be dismissed from the program without the ability for readmission or reapplication.

For more details on program-specific testing policies, please refer to the testing section in the program section of your handbook.

* All proctored exams and quizzes take place on campus.
* Personal Items
  + All belongings must be stored away from the testing area, including, but not limited to, water bottles, coats, jackets, hats, sunglasses, phones and smart watches, with discretionary allowances for religious apparel.
  + No personal electronic devices/blue tooth devices of any kind are allowed during testing, including, but not limited to, cell phones, smart watches, headphones, and personal calculators.
  + Food and drink are now allowed in the exam room.
* Students are only allowed proctor-provided scratch paper and a writing utensil, and this scratch paper must be turned in after the exam is completed.
* Students can only use district-provided computers to complete computerized tests.
* Any testing violation is considered academic dishonesty, and students will be immediately dismissed without the ability to reapply or readmit.
* Students testing at DSPS must check in to DSPS during their scheduled DSPS testing time. A DSPS proctor must oversee the students' testing at the testing center.
* Any technical difficulties during testing must be addressed during the exam. Effective communication during technical difficulties is key.
  + - * In-person exams students must inform the proctor immediately.
      * Online exams, it is imperative to communicate immediately, contact the faculty. Once you have made contact, they will inform you what your next steps are.
      * If there is a failure to communicate technical difficulties during testing, a grade/score change or retesting will not be considered.

[Title IX Harassment or Discrimination Complaint](https://www.yccd.edu/district-services/hr/title-ix/)

* + - Student reports unfair treatment/discrimination/retaliation
      * Immediately report the suspected violation to the District's Title IX officer, Devin Crosby, via email AND [complaint form](https://app.frevvo.com/frevvo/web/tn/yccd.edu/u/c957132e-9140-434c-9edb-dd09c9c3db41/app/_gkkvABtyEe6Sgd18XvMUeg/formtype/_uBrJwHfqEe6irPfE3_cVHw/popupform?_formTz=America%252FLos_Angeles)
      * Student provided with [confidential resources](https://www.yccd.edu/wp-content/uploads/2023/11/Title-IX-External-Resources.pdf)
      * Director and Dean will be notified

Transfer Students

Currently, Yuba Community College District does not have a process in place to transfer students into the Program.

### College Credit for Prior Learning

Refer to the [credit for prior knowledge](https://yc.yccd.edu/student/counseling/assessment-center/college-credit-for-prior-learning/) page on the Yuba College website for more information on receiving credit for Advanced Placement Tests or College Board (CLEP) and Prometric (DSST). Students requesting credit by examination petitions will work directly with the [counseling department](https://yc.yccd.edu/student/counseling/) to submit a petition.

### 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.
* If a student has any mental or physical condition that might affect their ability to drive or arrange transportation to and from the college or assigned clinical facilities, they are required to inform Program faculty before or at the start of Program. Please note that students are required to attend the clinical sites in which they are assigned and the inability to do so will result in Program dismissal. While we do attempt to work with students, there are many students in the Program and not all requests can be met.
* Students are not covered by insurance from the Yuba Community College District while they are commuting to and from the school and/or clinical facilities.
* Students are not covered by insurance from the Yuba Community College District while they are commuting to and from the school and/or clinical facilities.

### Venipuncture

* Needles provided for practice of IV’s are to be 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 “sharps” disposal containers

provided.

* All needles are to be secured when not in use for the student learning experience.
* Needles and syringes are not to be used on yourself or others.
* Using Program needles for personal use or allowing needles to leave the classroom are grounds for immediate Program dismissal.

### Program Separation

It is the responsibility of the student to comply with the policies of the Program and Yuba Community College District. 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. Students are to complete a Program separation form when exiting the Program [(See](#_bookmark64) [Attachment D](#_bookmark64)).

###### Following are specific but not all-inclusive examples that could result in a student remediation/success contract implementation:

* + Inability to meet course objectives, goals, or outcomes of the Program.
  + Demonstration of practices that are below the expected level of competency and/or requiring continuous one-on-one supervision or direction from the instructor beyond average for a student at his/her excepted level of education and competency.
  + Disruptive or abusive behavior at any time.
  + Radiographing patients without the correct direct/indirect supervision.
  + Inappropriate behavior or disrespect of faculty, patients and/or hospital staff.
  + 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.
  + Failure to notify appropriate personnel of absences or changes in shift.
  + 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.

###### Following are specific but not all-inclusive examples that could result in immediate program separation:

* + Non-achievement of a grade of at least “C” or “Passing” in all didactic and clinical courses in the

Program.

* + Failure to correct deficit behavior that has been identified in the student remediation/success plan.
  + Unsafe operation of radiation equipment at Yuba College or in the clinical environment.
  + Jeopardizing the patient’s or hospital’s confidentiality and HIPAA regulations.
  + A clinical facility requests the student be removed from the facility.
  + Reporting for assignment or class while impaired.
  + 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.
  + Failure to complete onboarding process at Program designated times for start of internship at clinical facility.
  + Failure to maintain compliance with Program requirements such as vaccinations, drug screens, background checks, etc.
  + Sexual harassment with the student’s removal from a clinical site or class.
  + Refusal to maintain compliance with Program and/or clinical facility.

Students discharged from the Program due to unsafe clinical practices will not be eligible for re- admittance.

### Program Re-admittance

* If the student is in good standing when withdrawing from the Program, the student may petition to re-enter the Program. This must be completed within 72 hours of withdrawal ([See Attachment E](#_bookmark65)).
* If there is space available with the next cohort, the student may be considered.
* All prior didactic and clinical classes must be repeated per ARRT regulations.
* If no space is available, the student may reapply, and if the student meets Program requirements, may qualify for the lottery drawing for cohort placement.

### **Reasons a Student May Not Be Readmitted**

* Not in good standing at time of withdrawal
* Missed the 72-hour re-entry request window
* No space available in the next cohort
* More than **one year** has passed since withdrawal
* Failure to follow re-entry procedures

Re-Entry Ranking (if multiple students apply)

**Students may be ranked based on:**

* Grades and clinical performance
* Professionalism
* Reason for withdrawal
* Timeliness of request
* Participation in a re-entry meeting (if required)

# DIDACTIC AND LAB EDUCATION

### Attendance

Students

* Are expected to attend all didactic and lab classes.
* Must bring their dosimeter to all lab classes.
* Are to notify instructor in advance of the class period of any absence or expected tardiness.
* Excessive absences (including arriving late and leaving early) prevent the student from meeting objectives of the course and the Program. If a student is absent more than ten (10) percent of the class time and/or clinical hours, they can be removed from the course, and ultimately, the Program.
* Extenuating circumstances can be discussed with Program faculty. This information must be reported to the Program Director by the faculty.
* Absence in no way relieves the student’s responsibility for missed work.
* Arrangements must be made with the instructor for any lecture/lab classes missed for “make- up” assignments.

### Recording Lectures

* No recording of lectures is allowed unless granted in writing by the 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 the student will be counseled and at risk for dismissal from the Program.

### Cell Phone Usage - Classroom

* Cell phones are not to be utilized in the classroom unless specifically directed so by the instructor.
* If the student is using a digital textbook and is accessing this via cell phone, the student must notify the instructor in writing before the class and use the phone ONLY for that purpose.
* Cell phones are to be silenced while in class.
* For use in clinical setting see [below.](#_bookmark43)

### 

### Grade Computation

The percentage value of the alphabetical grading in ALL Program courses will be assigned as follows:

90-100% = A

80-89% = B

75-79% = C

65-74% = D

64 % or below = F

* + Evidence of cheating on any assignment or exam will result in dismissal from the program.
  + Late assignments will not be accepted without prior approval from the faculty. All late assignments are subject to penalties. Assignments not formatted and submitted according to the course specifications will be ungraded and considered late if the student chooses to resubmit.
  + Students failing to meet the minimum standard of a “C” (75%) or P (Passing) in any Program course may not continue in the Program.
  + Only the final overall course grade can be rounded- for example, a 74.5% rounds up to a 75%
  + No extra credit for courses will be available
  + Students are responsible for all didactic content taught in prior semesters and may be tested on this content as well as any new content.
  + Classes that combine a lab and lecture require passing both parts of the class to receive a passing grade in that class.
  + Students must meet all clinical objectives and assignments to be considered for a passing grade in the course. Specifics are outlined in the course syllabus.
  + Test, test keys, and/or completed scantrons may not leave the classroom either during the test or the review. If a student has been found accessing, trying to access, or copying computer or paper exams/quizzes after completion, the student will receive a grade of “0” for that assignment and risk Program dismissal.
  + Quizzes may be given unannounced and may not be made up.
  + Taking exams on non-scheduled days/times will result in lowered grades as follows:
    - 5% reduction for taking an exam before the scheduled time.
    - 10% reduction for taking an exam after the scheduled time.
    - Any exception to the original test date/time is based on prior approval from the course faculty.
    - In the event of taking the exam early, discussion of the questions with other students will be considered cheating.
  + Questions regarding the scoring of an exam must be addressed in writing within seven (7) days of the exam. This is to include the specific questions, the correct answer, and where the correct answer can be found. After that date, no changes or adjustments will be considered.
  + Students will be given three (3) opportunities to pass a mock exam.

If the student cannot pass by the third attempt, they will receive a failing grade in the class.

* + Students are permitted to fail one final exam throughout the Program. Students that fail more than one final exam may be subject to Program dismissal.
  + Students who do not pass the final exam and have an overall course grade below the required seventy-five (75) percent will not be eligible for remediation and will be removed from the Program for not meeting Program objectives.
  + An incomplete (I) in any course must be removed prior to beginning the next course. If not removed, such a grade becomes a grade of F or the alternate grade assigned by the faculty.

### Lab Rules

Students are to follow all rules for safe operation of equipment in the energized and non-energized lab ([See Attachment F](#_bookmark66)).

# CLINICAL EDUCATION

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 (125 mile each way radius). Students also agree to intern for any shift assigned. The clinical internship is scheduled anywhere between the hours of 5:00AM and 11:59 PM, Monday through Saturday, semester dependent. Each clinical day is a ten (10) hour shift.

Participation in clinical rotation includes possible exposure to and illness from infectious diseases including but not limited to:

* Methicillin-Resistant Staphylococcus Aureus (MRSA)
* Influenza
* Clostridium Difficile (C Diff)
* Hepatitis
* COVID-19

### Attendance

* Hours and number of days posted in the syllabus must be met to pass that class.
* A schedule of clinical days will be provided to the student at the beginning of each semester.
* Students’ clinical schedules will include more days each semester than required, to allow students to make up days missed.
* Students cannot attend a clinical rotation on any non-scheduled day, holiday, or outside of the course dates.
* The student must maintain an accurate log of clinical hours attended and missed (recorded in Trajecsys within twenty-four (24) hours).
* Students are to contact the clinical facility (and/or preceptor as determined by clinical policy) and Clinical Coordinator/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.
* A Change of Schedule form is to be completed in Trajecsys by the student to document any/all schedule changes. This must then be approved by the clinical site preceptor and the Clinical Coordinator before the student attends clinical. Attending any un-approved day/time/shift will result in a student remediation/success plan.
* Students are prohibited from rescheduling more than 2 clinical shifts for any given course. Rescheduling more than 2 clinical shifts for any given course will result in program dismissal.

### Covid Policy

* Please visit the [YCCD Covid-19](https://www.yccd.edu/district-services/coronavirus-covid-19/) website and the Yuba Community College District [Canvas page](https://yccd.instructure.com/courses/25015) for the latest information and policies regarding Covid-19.
* Clinical site Covid-19 policies may vary. Details will be communicated between the student, clinical site, and Program faculty as necessary.
* Any questions regarding Covid-19 may be addressed to the Yuba Community College District Covid team at [covidresponsecenter@yccd.edu](mailto:covidresponsecenter@yccd.edu)

### Breaks and Lunch

Students are required to take a lunch break after five (5) hours and no later than six (6) hours. Skipping a lunch break to leave the clinical site early is not allowed. Students must intern a minimum of five (5) hours to count as a half day shift. Anything less than this will not be eligible for record in Trajecsys.

### 

### Cell Phone Usage – Clinical

* Cell phones may be used in the clinical setting only for recording clinical time, Program usage, and/or emergencies.
* Cell phones must be silenced.

### Clinical Assignment

* Clinical assignments for students will not exceed more than ten (10) hours per day and the total didactic and clinical involvement is not more than forty (40) hours per week.
* A list of clinical facilities, addresses, and preceptor information are provided online for students in Trajecsys.
* Students are responsible for upholding the validity of their driver’s license and ensuring their legal

authorization to operate a vehicle.

* Students are responsible for their transportation to and from the clinical site, covering any associated expenses such as gas, vehicle insurance, parking fees, etc.
* Students may be moved from one clinical site to another at any time during the Program as seen fit by the Program faculty.
* Students will:
  + Rotate through a minimum of three (3) clinical facilities and up to five (5).
  + Adhere to all requirements of the onboarding processes of the college and facilities.
  + Submit current documentation of all compliance items.
    - Failure to remain in compliance or meet onboarding requirements may result in Program dismissal.

### 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 in Trajecsys daily, within twenty-four (24) hours, and will be verified by the preceptor and faculty.
* Students are required to submit the proper evaluation forms for new clinical sites, as listed in Trajecsys, within the first two (2) weeks of internship at a new facility. Students may not attempt any competencies until all the required forms are submitted.
* Students are required to record any attempted competency in Trajecsys the day of the attempt.
* To attempt a competency, a student must:
  + Pass the mock competency for the exam in the lab portion of the positioning course prior to the attempt.
  + Perform at least three (3) of the exams after successful completion of the mock and prior to attempting the competency. (There may be some exceptions for rare exams, but they must be approved by the Clinical Coordinator.)
  + Have the approving technologist with them for the entire duration of the exam, from bringing the patient into the room/introductions all the way to tracking the patient out and completing necessary paperwork/any post-processing that may be needed.
* Students must enter attempted competencies into Trajecsys. They must enter the competency as

“not approved”. Only the preceptor or faculty may mark the competency as “approved”.

* Students will not register time for fluoroscopy/surgical hours until the third semester (6C) or when instructed to do so by the Program faculty.
* Students must log a total of eighty (80) surgical hours and forty (40) fluoroscopy hours upon completion of the Program. If a student anticipates being unable to fulfill the mandatory hours for

fluoroscopy and/or surgery, they are required to inform the Clinical Coordinator well in advance of the Program end to allow for potential relocation to another site, providing the opportunity to acquire the necessary hours.

* Students may not obtain more competencies than listed each semester. Should the student obtain more than the assigned number, competencies will be chosen and removed by the faculty. Once a competency is removed, the student is no longer allowed to be indirectly supervised for that exam. (See [Glossary](#_bookmark60) for Indirect Supervision)
* Students will be eligible to attempt competencies after they have passed the simulated mock exam in the classroom and have then performed three (3) of that particular exam. The exams are as follows:

###### First Semester

* + - Chest
    - Abdomen
    - Upper Extremity
    - Lower Extremity
    - Hip/Pelvis

###### Second Semester

* + - Spine
    - Ribs
    - Head

###### Third-Fifth Semester

* + - Fluoroscopy Exams
    - Surgical Exams
* The number of exams and hours to be completed each semester are subject to change, see Trajecsys for current numbers.

### Clinical Responsibilities

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. Basic responsibilities

* Voluntary hours:
  + The student may request voluntarily to be assigned additional hours to observe 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 preceptor. Additional shift requests will not be approved for students with excessive absences. If a student is absent more than four (**4)** days from the clinical site during a semester, a physician’s note must

be presented documenting illness and the student’s physical ability to complete the

Program.

* Students must be evaluated on all equipment used in the clinical setting. This must be documented by a completed equipment evaluation (located in Trajecsys) before exams on patients can be performed.
* Progress reports, competencies, logbooks, evaluations, and time logs are not final until they have been reviewed, approved, and validated by the Program. If the Program does not approve a particular item, the Program will contact the student as to why the item was disapproved and reserves the right to add additional information and re-evaluate the student.
* Students are to inform the college leadership when they become aware of a preceptor change as well as any department administration changes.
* Students will present images of any exam/competency performed when requested by an 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 and not for Program use, will be dismissed. This is a HIPAA violation. (See [HIPAA](https://www.hhs.gov/hipaa/index.html) regulations)
* Students will use approved personal annotation/positional markers (R and L). If a student does not bring their markers to the clinical facility, they are not allowed to image any patients and therefore clinical hours will not be granted for that day.
* Students must complete the Clinical Site Rotation Hours form in Trajecsys, within the first week of a clinical rotation, to confirm the day/hours of the shift assigned. Any variation in this schedule must be approved by the Clinical Coordinator and/or Program Director, as well as the facility preceptor before the change is implemented.
* If a student wants to attend clinicals at **any** time outside of their normal scheduled days/hours, they must complete an Additional Shift Request form in Trajecsys which must be approved by the preceptor and the Clinical Coordinator **prior** to the student attending on such day.
* Students must participate in all radiographic procedures and other department procedures as asked by the facility.
* Students must be ready to perform all duties at the assigned time the shift begins.
* Students must not attend clinicals with braces, splints, casts, or other orthopedic treatments that restrict range of motion of any body part.
* If an incident (See [Glossary](#_bookmark60)) occurs and a student is involved, the student must inform the site preceptor/faculty and the Clinical Coordinator as soon as possible and during the same day as the incident occurrence. The student must complete an incident form in Trajecsys, and any incident forms required by the clinical site. Failure to notify clinical faculty and/or Program faculty will result in the need for a student remediation/success plan and possible Program dismissal.

### Clocking in and out

* Students are to clock in/out of their clinical site using Trajecsys to record clinical hours.
* Students must record time from the facility radiology department or appropriate department. If found recording time in other areas such as the parking lot, they will no longer be allowed to use a cell phone for recording of time.
* If a student chooses 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, the student will not be given credit for the clinical hours during the time the geolocation service was not used and will be required to clock in/out using an onsite computer.
* Students are given clinical hour credit for the assigned number of daily hours in the syllabus. Overage of additional time (over ten (10) hours in a day) will NOT be accepted unless approved by preceptor and Program faculty. Hours worked over prescribed schedule are considered

“volunteer” hours and are not counted in required clinical hours. If you are staying late with

approval, you need to clock out as a TIME EXCEPTION and enter your comments.

Recording Surgical/Fluoroscopy Hours

* All first-year students will use the clock in/out that does NOT say fluoroscopy or surgical. During the third semester of clinicals, students will be required to start rotating through surgery and fluoroscopy and record specific hours in each area, as well as competencies.
* Example on clocking in/out for fluoroscopy and/or surgery:
  + Student arrives at clinical site and clocks IN under Mercy General (or whatever site assigned, Mercy General will be used in example).
  + Student is asked to go to surgery with a technologist. Student will then clock OUT of Mercy General, wait one minute, then clock IN to Mercy General Surgical. The student is in surgery for five (5) hours.
  + Student has finished in surgery and will now clock OUT of Mercy General Surgical, wait one minute, then clock back IN to Mercy General.
  + If a student spends an entire day in surgery or fluoroscopy, they will not be clocking into the general site, they will be clocking into just surgery or fluoroscopy for the entire duration of the day.

### Grade Computation

Clinical courses are Pass/Fail.

During each semester, the student must:

* Complete the number of hours required for each course. Students are given clinical hour credit for the assigned number of daily hours in the syllabus. You may not bank hours unless it has been approved by the Clinical Coordinator/Program faculty and the clinical site.
* Complete dosimeter readings as assigned by the Radiation Safety Officer.
* Complete all evaluations, time records, logs, and other assignments as documented in the syllabus for each class.
* Enter the appropriate number of competencies into Trajecsys and receive approval by the preceptor and Clinical Coordinator.
* Complete self-evaluations each month and enter in Trajecsys.
* Complete end of semester Clinical Facility Evaluation before that last day of the semester and enter in Trajecsys.
* Complete time log the day of the shift (including any corrections or absences). Should there be errors in the recording, contact the Clinical Coordinator within twenty-four (24) hours with an explanation so the error can be corrected. It is NOT the responsibility of the Clinical Coordinator to seek explanation.
* Review every progress report (from site/preceptor) to identify areas that may need improvement to ensure completion of the necessary exams.

### Mandatory Reporting

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

### Onboarding

* Many of the clinical facilities require a comprehensive onboarding procedure for students. Students must adhere to and follow the given instructions, ensuring compliance with all onboarding procedures well before the clinical start date and as instructed to do so by the Clinical Coordinator/Program faculty.
* Students who fail to meet onboarding requirements within the designated timeframe provided by the Clinical Coordinator/Program faculty will face dismissal from the Program.

### 

### Patient Records/Confidentiality Policy

* HIPAA privacy rules are strictly followed! More information on HIPAA can be found here [US Dept of Health and Human Services.](https://www.hhs.gov/hipaa/index.html)
* 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.).
* Patient confidentiality is the legal right of all patients. Students who breach HIPAA patient confidentiality may be dismissed from the program but may also be civilly liable for such disclosures.
* Photographs in the clinical setting are strictly prohibited (not allowed), including outside or in the lobby.
* Indiscriminate use of mobile devices compromises the privacy of patients and/or patient records, which is grounds for dismissal.
* Sharing clinical experiences outside the clinical/educational setting with anyone (i.e., family members, other students via e-mail, hard copy, virtual copy, phone, social networking, social media, or fax) will result in a dismissal.
* The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous, and inappropriate posts will result in dismissal from the Program.
* Revealing information about a patient to another person who is not involved with the direct provision of care to the identified client is grounds for dismissal.
* Revealing events or partial information about a patient or clinical experience to another person (such as a relative or friend) who, by knowing other information, is then able to identify the client and circumstances being discussed.
* Revealing information about a patient or clinical situation to other people involved in that client’s care in an area where the discussion may be overheard by others (such as other healthcare workers, visitors, or the patient’s family members).
* Revealing privileged information about an agency’s performance, personnel, or practices.
* The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous, and inappropriate posts will result in dismissal from the Program.
* Situations involving poor judgment about the sharing of information about patients or clinical situations (e.g., people or agencies) constitute unsafe and/or unethical nursing practice.
* Students will place all patient information in the shred bin before they leave the clinical site(s). This includes all notes, brains, census, concept maps, in-clinical assignments, databases, and any other documents/notes from the clinical day related to patient care.

### Student/Staff Replacement

* Students are NOT to replace staff at any time during the Program.
* Students assigned to areas without adequate staffing must be reassigned to appropriately supervised areas.
* At any time, if a student believes this policy is being abused or ignored, the Clinical Coordinator is to be informed.

### Strike and/or Clinical 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, students are required to contact the Clinical Coordinator.
* Students may be assigned to another clinical facility, if necessary, though this is not always possible due to the limits on how many students are allowed at each clinical facility and the extensive onboarding process.

### Student Dress and Grooming

Should a clinical facility have stricter rules, they supersede these standards. Student Uniforms:

* + Must be clean, unstained, and wrinkle-free.
  + Must be modest in appearance and not “form-fitting”.
  + Undergarments (such as a bra) must be nude or white.

Program uniforms include:

* + **Navy Pants** – Not black, royal blue, or another shade of blue. You may choose any style or number of pockets, but they must be full-length, not capri length.
  + **White Scrub Top** – You may choose any style or number of pockets. The student radiographer patch must be sewn onto the left arm (not held on with Velcro, pins, etc.)
  + **White Jacket** – You may choose any style or number of pockets. It must look like a scrub jacket and not a sweater. It must zip or button up. The student radiographer patch must be sewn onto the left arm.
  + **Undershirt** – You may wear any style in solid white. These are not to be worn in lieu of a scrub top. They may be short or long sleeved.
  + **Shoes** – Must be clean, in good repair, conservative, and free of decoration. No boots, open toe, open heel, sandals, heels, crocs, or Uggs are allowed. If students purchase “nursing” shoes such as Dansko or Nurse Mates, they may have a design on them. These shoes must have approval from the Clinical Coordinator before they may be worn in the clinical site.

Jewelry

* + Watches may be worn (smart watches may be worn but all notifications must be turned off.)
  + Facial piercings and tongue studs are not permitted.
  + All jewelry must be conservative and adhere to hospital policies.
  + Up to three (3) rings may be worn and they must be flat.
  + No more than two (2) studs or small earrings are permitted in each ear.
  + A necklace may be worn if it does not “dangle”.
  + Bracelets are not permitted (medic alert ID’s and religious symbols are the exception and must be

approved by the Clinical Coordinator.

Fragrances/Odors

* + Students may not wear perfume, cologne, lotions, or any other detectable scents while at the clinical facility.
  + Students may not have any noticeable breath odors, including odors from cigarette smoke, coffee, or strong foods.

### Other Requirements

* Program 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 the student can attend a clinical rotation at any other site.
* Surgical scrubs may be worn only during days and times students are in surgery.
* Dosimeters must always be worn in the clinical area.
* Hair must be clean and neatly groomed. Long hair must be pulled back.
* Fingernails must be moderately short and clean; artificial nails are not permitted. If polish is worn it must not be chipped.
* Makeup should be conservative.
* Smoking and chewing gum or tobacco are not allowed.
* All tattoos must be covered when at clinical sites.
* Personalized R and L makers are always to be carried.

###### Yuba Community College and clinical affiliates are not responsible for loss or damage of valuables.

### Student Pregnancy

* A student who becomes pregnant while enrolled in the Program does not have to declare pregnancy.
* Pregnant student declaration forms and more information regarding student pregnancies may be found in the Radiation Protection Program (See [Attachment G](#_bookmark67)).

### Student Supervision

* + During the clinical portion of the Program, students are always to be supervised.
  + 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.

**Direct Supervision** [**(See Glossary**](#_bookmark60)**)** Required for:

* + All procedures until competency of that procedure has been met
  + Pediatric exams on children under the age of six (6) even with a competency
  + All surgical procedures
  + All fluoroscopy procedures
  + Any repeat of an image
  + All portable exams

###### Indirect Supervision [(See Glossary](#_bookmark60)):

* + Only permitted once a student has achieved an approved competency of that exam.

### Study Time

* + Students are not to study when there are exams or other departmental duties to be done.
  + Students may study at the clinical site with the approval of the preceptor or facility staff when there are no exams or departmental duties to be done.

# RADIATION PROTECTION PLAN

This Program is committed to maintaining radiation exposure levels as low as reasonably achievable (ALARA) while still allowing each student to obtain all required clinical and didactic competencies.

* Student exposures are maintained in compliance with [NCRP Report Number 105 § 20.1201.](https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html)
* Student/Faculty radiation exposures are monitored during the entirety of the Program and are

maintained by the Program as part of the students’ permanent file.

* The most current radiation monitoring report is posted online in student’s personal dosimeter account. These reports are stored indefinitely in the college One-Drive – Radiologic Technology.
* See [Attachment G](#_bookmark67) for the entirety of the Radiation Protection Plan.

# GLOSSARY

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

**Accurate:** Correct and without any mistakes.

**Clinical Coordinator (CC):** Under the direct supervision of the college administration and indirect supervision of the Program Director is responsible for maintaining clinical site visitations, directs formal classroom instruction, and demonstration.

**Preceptor:** 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 timecards, and communicates directly to the Clinical Coordinator regarding problems or suggestions. **Complete:** Containing all the parts or pieces; whole: to supply all the parts or pieces needed to make something whole: to finish doing something.

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

**First Year Student:** Student accepted and enrolled through the first 2 semesters of the Radiologic Technology Program who are performing the duties assigned in the clinical setting.

**Honest**: Telling the truth or being able to be trusted and not likely to steal, cheat, or lie.

**Imaging Supervisor**: Employed by a hospital to oversee the operations of a Radiology Department.

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

**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.

**Program Director (PD):** Responsible for the total coordination of the Program with direct responsibility to the college administration. Directs formal classroom instruction, demonstrations, and is responsible for coordination of classes for other staff members.

**Radiation Safety Officer (RSO):** The Program designates a faculty member as RSO. The RSO ensures compliance with regulatory agencies concerning radiation.

**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.

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

**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. **Student Radiographer Patch (SRP):** May be purchased in the student bookstore.

**Trajecsys:** A centralized clinical recordkeeping system for allied health education. This program is used by students and Program faculty to record and monitor clinical progress throughout the Program. Visit website [here.](https://www.trajecsys.com/)

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/ps_rad.pdf?sfvrsn=13e176d0_24)

##### [California Department of Health Radiation Health](https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB.as) [California Title 17](https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/RHB-LawsAndRegs.aspx)

##### [Joint Review Committee on Education in Radiologic Technology Standards](https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf)

## Attachment A

##### Yuba College Radiologic Technology Program Immunization Requirements

|  |  |
| --- | --- |
| Required Immunization | Requirement |
| TDAP (Tetanus, Diphtheria,  Pertussis) | Date of immunization (must be within 7 years) |
| MMR (Measles, Mumps, Rubella) | Date of positive titer.  If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer 4-6 weeks post vaccination. If titer is still negative, obtain a letter from physician stating student is a “Non-  converter”. |
| Varicella | Date of positive titer.  If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer 4-6 weeks post vaccination. If titer is still negative, obtain a letter from physician stating student is a “Non-  converter”. |
| Hepatitis B | Date of positive titer.  If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer 4-6 weeks post vaccination. If titer is still negative, obtain a letter from physician stating student is a “Non-  converter”. |
| COVID | Date of immunization and Booster |
| Influenza | Requirement TBD per CDC/Program Guidelines |
| TB | A 2-step TB test is required between June and August. A yearly TB test is required after that. If TB test is positive, a chest x-ray is  required along with a yearly TB screening. |

##### Please note: You must have obtained all vaccines to have positive titer results.

## Attachment B

*Joint Review Committee on Education in Radiologic Technology*

*20 N. Wacker Drive, Suite 2850*

*Chicago, IL 60606-3182*

*312.704.5300 ● (Fax) 312.704.5304*

[*www.jrcert.org*](https://dictionary.cambridge.org/us/dictionary/english/piece)

**Joint Review Committee on Education in Radiologic Technology (JRCERT) Process for Reporting Allegations**

###### Important Note

1.

2.

3.

###### Process

1. ​
2. ​

The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of

non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.

The investigation process may take several months.

The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

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

Ph: (312) 704-5300

Fax: (312) 704-5304

e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

1. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
2. Forms submitted without a signature, or the required supporting material will not be considered.
3. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

**Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations Reporting Form**

**Please print or type all information.**

#### Name of Complainant:

#### Address:

#### City: State: Zip Code:

#### Signature: Date:

**Institution sponsoring the program:**

#### Name:

#### City: State:

#### Type of Program (Check one):

 Radiography  Radiation Therapy  Magnetic Resonance  Medical Dosimetry

###### The following materials must be submitted:

1. Attach a copy of the program’s publication that includes the due process or grievance procedure.
2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal.
3. List the specific objective(s) from the accreditation standards (available at [www.jrcert.org/acc\_standards.html)](https://dictionary.cambridge.org/us/dictionary/english/truth) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example

Objective Allegation

4.4 direct supervision pre-competency

Students often do patient exams without supervision before they have completed a competency check-off.

## Attachment C

Yuba College Radiologic Technology Program

###### Student Remediation/Success Plan

Student Faculty

Date Course RADT

 Documentation of Verbal Notice  Written Warning  Revision of plan or Dismissal Issue/Concern: Include objective findings (include examples, objectives, handbook, policy as needed)

Action Plan: Measurable performance improvement goals

Student comments:

Follow-up date:

Student Signature

Faculty Signature 6/2021 ls

## Attachment D

Yuba College Radiologic Technology Program

###### Student Separation from Program

Student Name: ID #: Address:

Phone: Date of Separation:

The student has submitted a request in writing to be separated from the program. (Request is attached)

The student is being dismissed from the program. Attached required documentation along with a narrative.

Student has been notified by via .

Approved by:

Program Director Name

Program Director Signature

Date

College Administrator Name

College Administrator Signature

Date

6/2021 ls

## Attachment E

Yuba College Radiologic Technology Program

###### Petition for Readmission

Student Name: ID #: Address:

Phone:

Date of Withdrawal: Date of requested return: Reason for withdrawal:

Reason for readmission request:

Student Signature:

Program Director: Approve Deny

Signature:

College Administration: Approve Deny

Signature: Comments:

6/2021 ls

## Attachment F

###### LAB TIME AND ENERGIZED LAB

###### ENERGIZED LAB:

Yuba College has an energized x-ray machine. The equipment is locked when not in use, and access to the generator switch is locked. The Clinical Coordinator/Instructor and the Program Director keep the keys. A spare copy of the keys is in the Allied Health Office.

###### Students are expected to:

* Come to lab prepared.
* Refrain from eating or drinking in the x-ray room or at the operating console.
* Use fellow students to practice positioning and patient care skills (without ionizing radiation).
* Always wear dosimeter devices at collar level, while utilizing the lab.
* Use safe body mechanics moving, lifting, transferring, and positioning patients (other students) or phantoms.
* Clean and put away all equipment before leaving the lab.
* Assume responsibility for yourself and the radiographic equipment.
* Warm up the x-ray machine according to the protocol for the given equipment.
* Actively engage in performing and practicing skills and other appropriate lab assignments.

###### Safety Regulations:

* Radiographic exposures are only produced while in the presence of a qualified Program instructor.
* Children or unauthorized individuals are not allowed in the lab.
* Equipment is to be used solely for imaging the radiographic phantoms.
* 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.
* Participation in safety and alertness to mechanical problems will help ensure a safe environment in which to practice.
* Bring any safety violations or concerns you might have to the attention of the Program faculty and Program director as soon as they are observed.

Contact Personnel: Linda Wood-Ibach (Radiation Safety Officer), [lwoodiba@yccd.edu](mailto:lwoodiba@yccd.edu), (530) 741-6960

## Attachment G

YUBA COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

RADIATION PROTECTION PROGRAM FEBRUARY 2024

ORGANIZATION and ADMINISTRATION

REPORTING HIERACHY

The Clinical Coordinator (CC) functions as the Radiation Safety Officer (RSO). In the event of a radiation incident or infraction of policy, the appropriate supervising official involved (preceptor, department manager) will notify the RSO of the event. The RSO will take the appropriate action to investigate the problem, remediate the causative factors where necessary, and will notify the CDPH-RHB according to California regulations. The RSO will notify the Program Director (PD) who will notify the appropriate college official if notification to the CDPH- RHB is required.

RADIATION SAFETY OFFICER (RSO): LINDA WOOD IBACH

* + Qualifications: Active ARRT registrations and CDPH-RHB certification.

DOSIMETER PROVIDER-RADIATION DETECTION COMPANY

* + Radetec— 1-512-831-7000 (Extension 245)
  + https://myradcare.radetco.com
  + Dosimetry report review: RSO and PD

ALARA PROGRAM

ALARA Policy-The Radiologic Technology Program is committed to maintaining radiation exposure levels as low as reasonably achievable (ALARA) while still allowing each student to obtain all required clinical and didactic competencies. Student exposures are maintained in compliance with [NCRP Report Number 105 §](https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html) [20.1201.](https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html) Occupational dose limits for adults. (This Program does not accept students under the age of

eighteen.):

AN ANNUAL LIMIT, WHICH IS THE MORE LIMITING OF:

* + The total effective dose equivalent being equal to 5 rems (0.05 Sv); or
  + The sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or

tissue other than the lens of the eye being equal to 50 rems (0.5 Sv).

* + The annual limits to the lens of the eye, to the skin of the whole body, and to the skin of the extremities, which are:
  + A lens dose equivalent of 15 rems (0.15 Sv), and
  + A shallow-dose equivalent of 50 rem (0.5 Sv) to the skin of the whole body or to the skin of any

extremity.

DOSIMETRY PROGRAM

RADIATION EXPOSURE RECORDS

Radiation exposures are monitored during the entirety of the program and are maintained by the Radiologic Technology Program as part of the students' permanent file. The most current radiation monitoring report is in the college One-Drive — Radiologic Technology.

The Radiation Safety Officer (or acting RSO) reviews radiation doses quarterly. (Fetal dose reports monthly.)

A copy of the report is posted online for student review. Radetec provides immediate access for students to their dose reports a week after receiving the dosimeters. Infractions are dealt with in accordance with Radiation Monitoring devises below.

STUDENT AND STAFF RADIATION MONITORING DEVICES

A Radetec Dosimeter, radiation monitoring device, is assigned to each student before the clinical rotation each year and students are required to exchange dosimeters each quarter. (Fetal dosimeters monthly.) The dose report is available at [https://myradcare.radetco.com](https://myradcare.radetco.com/) a week after Radetec receives the dosimeters.

TO ASSURE COMPLIANCE STUDENTS ARE TO:

* Ensure they are properly protected under all circumstances (portable, fluoroscope, surgery, etc.)
* Practice ALARA.
* Always wear dosimeter at neck/collar level and OUTSIDE the apron.
* Not allow the body to be in the primary beam.
* NOT hold patients under any circumstances.
* NOT use fluoroscopy to position patients.
* Take proper precautions with dosimeters.
  + Do not leave dosimeter in the radiation area or in a hot car.
  + Do not put it into a washer and dryer.
  + When not wearing dosimeter, store in area where not exposed to electrical devices such as

phones, tv, or computers.

* Report lost or damaged dosimeters to the Radiation Safety Officer immediately.
* Complete quarterly radiation dose acknowledgement assignment (located in Canvas 6A-6E).
* Report to the Radiation Safety Officer any event involving byproduct, source, or special nuclear material used by the student that may have caused or threatens to cause any excess of exposure to student, staff, or the public.

RSO (OR ALTERNATE) RESPONSIBILITIES

* Order, cancel, and monitor the dose reports.
* Should allowable radiation exposure amounts exceed recommendations, council students within one

(1) week of monitor report review.

* Average Quarterly Dose less than 50 mrem, no action.
* Any dose above 50 mrem, discussion with student and possibly with the Preceptor.
* Should the reading continue be high after the discussion, a Remediation Plan will be

completed, and Preceptor will be contacted.

* Maintain Dosimetry **Audit Report** (located on the One Drive- Radiologic Technology).
* Report all infractions to the RSO.
* In the event of an unusual occurrence either where any student or staff member is exposed to a high dose of radiation in a single event or if the monitor reading is exceptionally high, RHB will be notified as in *Program Reporting Responsibility.*

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 subpart C-Occupational Dose Limits 20.1201.

|  |  |  |
| --- | --- | --- |
| 5 rems (0.05 Sv)/year | Whole body | Total effective dose equivalent |
| 50 rems (0.5 Sv)/year | Extremities | Shallow dose equivalent |
| 15 rems (0.15 Sv)/year | Lens of the eye | Eye dose equivalent |

RADIATION SAFETY TRAINING

While radiation protection discussion for the patient, student, and staff occurs throughout the program,

formal training is provided in the following didactic courses.

First Semester

R.T. 1 - Introduction and Patient Care (including Program Policies and Procedures)

RADT-3A - Radiographic Procedures

Second Semester

RADT-3B - Radiographic Procedures

R.T. 4 - Radiation Protection and Radiobiology

Fourth Semester

R.T. 7 - Advanced Patient Care

R.T. 8 - Pathology

RADT-3C - Radiograph Procedures

Fifth Semester

R.T. 12 - Board Review

Radiation practice always occurs during the clinical courses that are internships.

PREGNANCY PROGRAM

The choice to declare your pregnancy is voluntary. To declare pregnancy, download the Declaration of Pregnancy form from Trajecsys, complete the estimated date of conception and delivery, sign, date, and email to RSO.

The declaration may be withdrawn at any time in writing. The student/faculty will withdraw the Declaration in

writing when no longer pregnant and return the Fetal Dosimeter to the Dosimeter company.

Declared pregnancy has the advantage of lower dose limits for the embryo/fetus. If pregnancy is declared the

following procedure is to be followed:

RSO RESPONSIBILITIES

* Provide the RPP with Pregnancy policy both orally and in writing to the student/faculty member.
* Ensure that all provisions are followed.
* Review this policy with the student/faculty member.
* Order a monthly fetal monitor.
* Make provisions to notify the Preceptor of the declared pregnant student.

PREGNANT STUDENT/FACULTY MEMBER RESPONSIBILITIES

* Ask questions to clarify her responsibilities and this policy.
* Complete, Sign and submit the signed declaration — which will be maintained in the student/faculty's

file.

* Adhere to all Program and Clinical RPP policies and procedures.
* A Calendar will be submitted by the student/faculty to the RSO with the expected due date and expected

time off (dates that will be missed) and the expected dates to make up the hours.

* If the number of clinical hours is such that the student will not meet the requirement for that semester and/or the program’s required number, an alternate schedule will be developed by the PD with input from the CC.
* Student/Faculty will complete the Radiation Detection Dosimeter Payment form (from Trajecsys,) take completed form to the cashier’s office in building 100 and pay for the fetal dosimeters (monitors) required to complete the pregnancy.
* Student/faculty will wear the fetal dosimeter at waist level **in addition** to the non-fetal monitor that is

worn at collar level.

* The fetal dosimeter will be mailed directly to the student/faculty each month with a postage paid envelope for returning the dosimeter at the end the month when a new dosimeter has arrived.
* The fetal dosimeter will be worn under the lead apron when a lead apron is worn.
* Each dosimeter will have its own account/dosimeter number for the dosimeter report. (One for fetal

and one for collar dosimeter.)

* Student/faculty may be temporarily reassigned to tasks which involve less risk of being exposed to radiation. (NOTE: Any reassignment should not present additional exposure to other students or staff— nor interfere with program requirements).
* Use protective lead apron (full-size, half-size, wrap-around, or any other protective clothing appropriate

to the situation) while exposing patients.

* Whenever possible stay out of the X-ray room and behind protective barriers.
* Student/faculty to withdraw the declaration in writing to the RSO when no longer pregnant and return

the fetal dosimeter by mail to the Dosimeter company.

* Student/faculty to contact the dosimeter company to discontinue future fetal dosimeters.

IMPORTANT INFORMATION

* The first three months of pregnancy are the most important as the embryo/fetus is most sensitive to

radiation.

* In most cases of occupational exposure, the actual dose received by the embryo-fetus is less than the

dose received by the mother, because some of the dose is absorbed by the mother’s body.

* At the present occupational dose equivalent limits, the risk to the unborn baby is small, but experts

disagree on the exact amount of risk.

* There is no need for women to be concerned about sterility or loss of ability to bear children.
* The 0.5 rem (500 mrem) dose equivalent limit applies to the full nine months of pregnancy.
* Once a pregnancy becomes known, radiation dose of the embryo-fetus shall be no greater than 0.05

rem (50 mrem) in any month.

NOTE: The Yuba College Radiology RSO is substituted in place of user/supervisor for this policy.

PATIENT SAFETY POLICY

The student is responsible for positively identifying the patient prior to the radiographic exam. If the student performs an exam on an incorrect patient, or the incorrect exam on the patient, the student will notify the clinical supervisor/ preceptor immediately.

PROCEDURE

The student will positively identify the patient by using the patient's name, and additionally **at least two** of the

following:

* Patient date of birth
* Patient ID wrist band
* Medical record number
* Correlation with doctors written order/prescription.
* Interview with parent or caregiver.

After positively identifying the patient, the student will perform the ordered radiographic exam in accordance with their hospital site protocol for that examination. If the student questions the order or requires further clarification, the student will consult with the radiologist, or the ordering physician prior to proceeding with the radiographic exam. 

Failure to positively identify the patient or failure to perform the correct exam on the correct body part must

be documented by the student by:

* Immediately inform the supervising technologist.
* Contact the Clinical Coordinator and Preceptor within 24 hours.
* Document the incident by completing an Incident form found in Trajecsys.
* Submit the Incident form to Clinical Coordinator and Preceptor.
* Remediation will be conducted.

Verification of the Radiation Protection Program

THREE STEPS TO ASSURE VERIFICATION AND CLINICAL TRAINING

1. Each student is required to complete a clinical orientation at the beginning of each new clinical

rotation/facility. This form is documented in Trajecsys.

1. Clinical Instructors Orientation (documentation of training is in the One-Drive – Radiologic

Technology).

1. In addition, the Clinical Coordinator monitors the posting of the CDPH “Notice to Employees” Form Comp-RHB 2364 at each clinical site during regular visitations and is documented in Trajecsys.

EMERGENCY EXPOSURE SITUATION AND RADIATION DOSIMETERY

EXCESSIVE DOSE POLICY Per the United States Nuclear Regulatory Commission Standard 10CFR 20.2202-Notification of Incidents.

PROGRAM REPORTING RESPONSIBILITY

The Program will adhere to the following reporting protocols:

* The State Department of Public Health Radiologic Health Branch will be notified by the Program Director when a student or faculty is exposed to radiation, for other than prescribed medical purposes, more than the limits noted below.
* Notification will include a report by telephone to 916-445-0931 and a confirmation letter to the State Department of Public Health within 24 hours of the incident. In addition, the program director will investigate the conditions under which the overexposure occurred and report the findings to the RHB within 30 days of the incident.
* Immediate notification to RHB by the RSO if an individual has received:
  + A total effective dose of 25 rems (0.25 Sv) or more, or
  + Eye dose equivalent of 75 rems (0.75 Sv) or more, or
  + A shallow-dose equivalent to the skin or extremities of 250 rems (2.5 Sv) or more.
* Twenty-four (24) hours notification is required if an individual has received within 24 hours:
  + A total effective dose of 5 rems (0.05 Sv) or more, or
  + Eye dose equivalent of 15 rems (0.15 Sv) or more, or
  + A shallow-does equivalent to the skin or extremities of 50 rems (0.5 Sv) or more.

RECORD KEEPING AND REPORTING

The Radiologic Technology Program will follow the record keeping and reporting requirements as specified in 10 CFR 20. The RSO monitors radiation dosimetry records quarterly. (Fetal dosimeters monthly.)

Students are to acknowledge any quarterly dose infraction (monthly if fetal dose,) by informing RSO. An investigation would be completed if a dose received exceeds the regulatory limit. The program will retain the radiation dose records until the Nuclear Regulatory Commission terminates each pertinent license requiring this record. All Radiation Safety dosimetry reports and annual audits are maintained and kept in the One Drive

— Radiologic Technology.

INTERNAL AUDIT PROCEDURES

The RSO will maintain and review the Radiation Protection Program (RPP) content and implementation on an annual basis. The audit will be completed by December 30 of each year, respectively. Annual reviews are retained for a minimum of 5 years.

DOCUMENTATION INCLUDES:

* Effectiveness of RPP
* Suggestions for improvement
* Recording of any changes to pertinent circumstances
* Changes in Federal or State regulations

ENERGIZED LAB

Yuba College has an energized x-ray machine. The equipment is locked when not in use, and access to the generator switch and exposure button is locked. The Program Director, Clinical Coordinator, and the Instructor have the keys with a copy in the Allied Health Office.

STUDENT EXPECTATIONS

* Come to lab prepared.
* Refrain from eating or drinking in the x-ray room or at the operating console.
* Use fellow students to practice positioning and patient care skills (without ionizing radiation.)
* Always wear dosimeter devises at collar level, while utilizing the lab.
* Use safe body mechanics moving, lifting, transferring, and positioning patients (other students) or

phantoms.

* Clean and put away all equipment before leaving the lab.
* Assume responsibility for themselves and the radiographic equipment.
* Warm-up the X-ray machine according to the protocol for the given equipment.
* Actively engage in performing and practicing skills and other appropriate lab assignments.

SAFETY REGULATIONS

* Make radiographic exposures only in the presence of a qualified Program instructor.
* Children or unauthorized individuals are not allowed in the lab.
* Equipment is to be used solely for imaging the radiographic phantoms.
* The door to the radiographic room and the control panel area must be closed before making exposures.
* The x-ray beam should never be directed towards the control panel.
* All students and faculty must be physically located behind the control panel area when exposures are

made.

* The student will refer to the technique chart or laboratory manual for appropriate techniques before

making exposures.

* Participation in safety and alertness to mechanical problems will help ensure a safe environment in

which to practice.

* Bring safety violations or concerns you might have to the attention of the program faculty and program

director as soon as they are observed.

CONTACT PERSONNEL

Radiation Safety Officer-Linda Wood Ibach-Office Phone: 530-741-6960, [lwoodiba@yccd.edu](mailto:lwoodiba@yccd.edu)

Program Director-Jaclyn Bumanglag-Office Phone: 530-741-6964, [jbumangl@yccd.edu](mailto:jbumangl@yccd.edu)

REPORTS AND FORMS

* Quarterly dose reports and monthly fetal reports are available to students in their online account with Radetec Dosimeter company and are found in college One Drive -Radiologic Technology.
* Dosimetry Audit Report (Saved in One Drive – Radiologic Technology.)
* Student Pregnancy Declaration Form available in Trajecsys and saved in One Drive- Radiologic

Technology.

* Student Orientation to Clinical Facility (found in Trajecsys-Evaluations)
* Incident Form (found in Trajecsys and saved One Drive – Radiologic Technology)
* Preceptor Orientation Program (acknowledgment found in One Drive – Radiologic Technology)
* Clinical Facility Checklist (found in Trajecsys)

## Attachment H

**Yuba College Radiologic Technology Program Acknowledgment & Signature Form**

##### My signature below indicates that:

##### I have read the current Student Handbook and Radiation Protection Plan and have been given an opportunity to clarify its content.

##### I agree to abide by the guidelines and procedures as stated in the Student Handbook, Radiation Protection Plan, and Yuba Community College District Policies.

##### I agree to comply with the process of grievance resolution here at Yuba Community College and the Radiologic Technology Program.

##### I acknowledge I have received a copy of JRCERT’s allegations reporting form. (See [Attachment](#_bookmark62) [B](#_bookmark62) in Student Handbook)

Student Name (Print Legibly) Student ID #

Student Signature Date