

EL CAMINO COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM

2024-2026

STUDENT HANDBOOK

**EVERY JOB YOU DO IS A SELF PORTRAIT
AUTOGRAPH YOUR WORK WITH EXCELLENCE**

Also Available:

Radiologic Technology Program Websites:

<http://www.elcamino.edu/academics/healthsciences/radiologictech/>

All forms, program policies, and other information are available online on Canvas

The program reserves the right to update the program handbook, policies and procedures, clinical forms and syllabi contained within this handbook as needed to best meet program and student needs. Every attempt will be made to have these completed prior to the start of each fall or spring semester. In the event that it is necessary to change or update a policy or form in the middle of a semester, all students, faculty and clinical staff will be notified and provided with the new forms. Check CANVAS for the most up-to-date information. DC/EV

EL CAMINO COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

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RADIOLOGIC TECHNOLOGY PROGRAM STUDENT HANDBOOK INTRODUCTION

The Radiologic Technology Program is a minimum of 26 months in length and will prepare the student for licensing by the California Department of Public Health, Radiologic Health Branch (DPH-RHB), and for certification by the American Registry of Radiologic Technologists (ARRT). The primary objective of the program is to prepare the student for employment as a caring, competent, practicing Radiologic Technologist.

Due to exigent circumstance (such as a pandemic situation), there may be circumstances that would delay the students' progress and may result in a program time longer than 26 months. El Camino and the Program faculty will work diligently to make this delay as short as possible. Student should be aware that some contingency plans may delay their completion of the program.

Upon completion of all requirements, the student will be awarded an Associate's in Science Degree (A.S.) and a [Certificate of Accomplishment](#) in Radiologic Technology. The student will be eligible to take all state licensing and national registration examinations.

The following hospitals are major affiliates and are used as extension campuses for clinical education courses.

- California Hospital Medical Center
- Providence Little Co. of Mary – Torrance
- Torrance Memorial Medical Center
- Marina Del Rey Hospital
- Centinela Medical Center
- Providence Little Co. of Mary – San Pedro
- Santa Monica UCLA Medical Center
- Kaiser Permanente Medical Group - South Bay

Each of our affiliates is a major medical center and as such offers a full range of radiology services.

Students are assigned to one primary clinical affiliate, with rotation to a second clinical site during the second year of the program. Clinical Assignments are made by the Program following the first six weeks of the first semester. There is no guarantee of clinical assignments. Each student has agreed upon acceptance into the program, assignment to any one of the clinical affiliate hospitals. Per 2014 JRCERT Standard 1.3: "Clinical placement must be non-discriminatory in nature and solely determined by the program."

As the pandemic may increase or decrease, the clinical sites may require a suspension of student attendance in clinic. If other clinics are available, students may be assigned to an alternate clinic without regard to normal clinical assignment or their rotation site. If there are not sufficient clinical sites to provide an equitable learning environment for all students, the clinical portion of the program may be delayed.

The Clinical Instructors (**CI**) are a vital link between the hospital affiliate and the college. **You**, (the student), have a primary responsibility to the hospital and the CI representing that hospital. The success of the clinical education of each student is dependent upon the relationship between the CI, the Student, and the Program. Your attitude and cooperation are very important in your clinical education and development.

The purpose of this **Student Handbook** is to assist you, the student, through all aspects of the radiologic technology program. This handbook will provide resource information relevant to all aspects of the program. You are expected to become aware of its contents and knowledgeable of all policies. The STUDENT HANDBOOK will complement and/or define all materials provided to you during the program. In this handbook you will find policies, forms, and information sheets necessary for successful progress through the program.

"Your success is our success – We wish you success in your journey"

Dawn N. Charman, M.Ed., R.T., Director & the Radiologic Technology Program Faculty

El Camino College -Radiologic Technology Program

A.S. Degree, Certificate of Competence and Program Completion

The Associate of Science Degree, Radiologic Technologist Program is a minimum 26 months in length, includes the academic semesters and clinical training (taken concurrently). The Radiologic Technology (medical x-ray) program is a competency-based health science specialty. The program provides a specialized educational experience which assesses progress through clinical application evaluations and academic course work. Successful completion of the program (degree and certificate) prepares students for employment as skilled medical imaging practitioners (Radiologic Technologists). As mentioned previously, there may be unavoidable delays that may result in extending the program time until requirements are complete.

Students who complete all Radiologic Technology Associate in Science degree and Certificate of Competency requirements are eligible to take the licensing examination administered by the American Registry of Radiologic Technologists (ARRT) to become a registered Radiologic Technologist (R.T.). Upon completion of the ARRT exam, students are eligible to apply for the CDPH-RHB Certified Radiologic Technologist (C.R.T.) licensure and the Fluoroscopy examination and licensure (C.R.T.), (R, F).

The Radiologic Technology Program is accredited by the California State Department of Public Health -Radiologic Health Branch (CDPH/RHB) and the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Program Effectiveness is evaluated through several measures, including student success rates on the ARRT Examination. The Program Effectiveness data is available on the RT Program Webpage:
<http://www.elcamino.edu/academics/healthsciences/radiologictech/>

Certificate & Degree Completion

Radiologic Technology Courses:

The student must complete the all A.S. Degree requirements by the end of the second year, final spring semester. Failure to successfully complete all Radiologic Technology Program courses (RTEC A, 104, 106, 107, 109, 111, 123, 124, 216, 217, 218, 220, 233, 244, 255 91, 93, and 328) by the Program Completion Date* will cause the student to be ineligible to receive any completion certificates or an application to sit for the ARRT certification exam. Extenuating circumstances could restrict student access to the clinical component of the program. Accommodations for these circumstances will be reviewed if they arise. (*Review information regarding Extended Medical Leave of Absence in the Attendance Policy). All Radiologic Technology courses must be completed in the sequence offered and with a **minimum grade of C (75%)** before the student may enroll in the next course

To be eligible for the [Certificate of Accomplishment](#), the student must have an Associate in Science degree in Radiologic Technology and complete RTEC 328. Prospective students who have had prior education in an accredited radiologic technology program, and left in good standing, may request consideration for entry into the Radiologic Technology with advanced placement if space permits. All second-year level courses: RTEC 91, 216, 217, 218, 220, 233, 244, 255 and 328 must be completed at El Camino College, regardless of courses completed at other programs.

Course Completion continued:

Each course syllabi clearly outlines the requirements for successful completion of each course. Students with identified problems in either classroom or clinical education will be counseled by the Program faculty on an individual need basis. Written records of all conferences shall be kept in the student's file, located in the Clinical Coordinator's Office.

Program Readmission and Course Repetition

Students who leave the Radiologic Technology program for any reason (self or faculty initiated) may be eligible for readmission to the program by filing another application along with a self-evaluation describing what steps have been taken for a successful completion of RTEC courses the second time.

Eligibility for re-entry will depend on a number of factors such as space availability, reasons for leaving, length of absence, sequence in the program, and if the student left in good standing. Student academic standing at the time of leaving the program will determine whether academic support courses will be prescribed before re-entry. Student's clinical progress and performance at the time of departure will also factor into the eligibility to return. Students must comply with all conditions of acceptance for re-entry before the student may return.

Note regarding repeatability of coursework:

Any Radiologic Technology courses that were passed in the first semester with a grade of C or better cannot be repeated (enrolled in) for a minimum of 3 years per the ECC Board Administrative Policy 4224 (2024).

Radiologic Technology courses in which a student has received a D or F grade may be repeated one time, but student must be eligible to re-enroll or audit other RTEC concurrent courses offered the same semester. All RTEC courses have co-requisite and pre-requisite requirements which must be met. This may limit the student's eligibility to re-enroll in a course. If a student passes the first semester, but fails out a later semester, the student's ability to re-enroll is restricted due to the repeatability policy listed above.

Example: To reapply to the program the student would only be eligible to audit first semester RTEC 111 & RTEC 123 courses (if a grade of C or better was earned). If a student received a D grade in their first clinical course (RTEC 106), the student would be eligible to re-enroll in RTEC 106 clinical course. Due to insurance coverage required, students may not audit clinical courses – therefore if a student passed RTEC 106, but did not pass RTEC 111 or RTEC 123, they would not be eligible to re-enroll due to the co-requisite requirements.

The JRCERT requires that all students complete the program within 150% of their original admission date, which means the student may only re-apply to the program one time, and it must be within a year of the original enrollment date.

Special Note Regarding American Registry of Radiologic Technologists (ARRT) Certification:

Students must comply with the Rules of Ethics contained in the American Registry of Radiologic Technologists (ARRT) Standards of Ethics. The Rules of Ethics are minimally acceptable standards of professional conduct for all Registered Technologists and Applicants. The Rules of Ethics are intended to promote protection, safety, and comfort of patients. Registered Technologists and applicants engaging in any of the conduct or activities noted in the Rules of Ethics or in the conviction of a crime, including a felony, gross misdemeanor or a misdemeanor with sole exception of speeding and parking violations, all alcohol and drug related violations are subject to sanctions and must be reported. Applicants who have questions regarding limitations related to licensure should contact the ARRT directly. ARRT pre-application is recommended for anyone with a misdemeanor or felony record.

Program Admission Policy and Procedures:

Program Admission: The college will accept to the limit of its physical and financial resources all who wish to attend and who are eligible for admission to El Camino College and meet the requirements as outlined in the institution's Catalog. The Radiography Program, because of excessively high demand, has additional admission requirements, but does not discriminate on the basis of race, religion, color, gender, age, creed, national origin, veteran status, disability, or any other basis prohibited by law.

All applicants are required to attend the application information session in the RTEC – A course and complete all required pre-requisites in order to obtain a Program application during the open application period. The applications are available on the RT Webpage with instructions included.

Selection of the student is based on the Point based criteria that is made up of :

- Points based on the Grade Point Average (GPA) of the nine prerequisite courses,
- Additional enrichment courses taken,
- Documented work and volunteer experience and other areas outlined on the Check list on the website.

Students applications are ranked in descending numerical order **and top 20-24 students will be selected each year** to receive “conditional” acceptance into the program to begin in the SPRING Semester*

(*As of 2022 due to the many adjustments needed to be made due to the Covid pandemic – the start of a new class of students was moved from the Fall to the Spring semester)

Radiologic Technologist Program continues to be at a minimum 26 months in length – beginning in the first Spring semester and concluding in the 1st 8 weeks of the third Spring semester:

8 ½ semesters= 4 regular (Spring & Fall) - 16 wk. semesters, 2 summer 8-wk semesters, 2 winter - 4wk. semesters and 1 – Spring 8 wk session. This includes the academic semesters and clinical training (taken concurrently).

*Once a student has been “conditionally” accepted in the Program, a drug screen and certified background check must be completed from the Program's designated source. All information regarding immunization, CPR, drug and background screenings, and annual TB testing are reviewed prior to full acceptance into the program. A successful background and negative drug screening are required to receive “full” acceptance into the program. All expenses related to these health requirements are the student's responsibility.

The drug screen and background check must be negative/successful to receive “full” acceptance into the program. New Students must also undergo Health Screening (outlined in clinical policies) and receive appropriate immunizations as mandated by the California Department of Public Health Services (CDPH) for health care workers, and provide proof of a current 2 year American Heart Association CPR - BLS Health Care Provider card no later than Mar 1st each year for Spring consideration. All requested information must be received by the program in order for the application to be complete. The immunizations must be completed before the first clinical day of the Spring semester.

Preliminary Requirements, Acceptance into Radiologic Technology Program and Application Filing Period:

Information for admission into the Radiologic Technology Program is available on the Radiologic Technology Program Website: <http://www.elcamino.edu/academics/healthsciences/radiologictech>.

**El Camino College -Radiologic Technology Program
Program Mission Statement**

“The mission of the Radiologic Technology Program is to prepare well qualified imaging practitioners who are committed to the highest technical practice, patient care and ethics while instilling the importance of professionalism.”

GOALS & OBJECTIVES:

STUDENT LEARNING OUTCOMES:

1) Students will be clinically competent

- a) Students will be able to correctly position patients for quality radiographic exams.
- b) Students will apply ALARA radiation safety principles on patients, self, and others.

2) Students will demonstrate ethics and professionalism

- a) Students will demonstrate ethical behavior with patients, self, and others.
- b) Students will demonstrate professionalism with patients, self, and others.

3) Student will effectively communicate

- a) Students will demonstrate effective communication skills with patients, staff, and others.
- b) Students will demonstrate good communication skills through class presentations.

4) Students will demonstrate critical thinking

- a) Students will evaluate radiographic images and make appropriate changes when necessary
- b) Students will assess patient’s condition and make appropriate modifications to the procedures based on their condition.

PROGRAM LEARNING OUTCOMES:

A. Graduates will pass certification and/or licensing examination

B. Program will maintain a high level of program completion/retention rates.

C. Graduates will report an overall satisfaction with the program

D. Employer will report overall satisfaction with the graduates’ competency and job performance.

E. Graduates will obtain employment in radiologic technology.

F. Students will maintain a high level of success and completion for each course.

- 1) The Radiologic Technology Program will evaluate and monitor program effectiveness through measurement of graduate success rates, job placement rates, annual program completion rate, graduate, and employer satisfaction.
- 2) The Radiologic Technology program will maintain, assess, and review student learning outcomes for each Radiologic Technology course.
- 3) The Radiologic Technology program will make available to the general public the annual results of the ARRT and State licensing exam pass rates, job placement and program completion through publication on the El Camino College, Radiologic Technology webpage: www.elcamino.edu/healthsciences/radiologictech

2024

El Camino College Division of Health Science & Athletics Radiologic Technology Program

ORGANIZATIONAL CHART

President – Superintendent
Brenda Thames, Ph.D.

Vice-President - Academic Affairs
Carlos Lopez, M.S.

Dean – *Division of
Health Sciences & Athletics*
Russell Serr, Ph.D

Program Director
Dawn Charman M.Ed., R.T.(R), CRT
(310) 660-3593 ext. 3247

Program Clinical Coordinator
Eric Villa, B.S.HCM., R.T.(R, CT)CRT
(310) 660-3593 ext. 5901

Clinical Educators / Faculty

Michele Perez M.S.,RT (R, CT) –
Full time Faculty& Radiation Safety Officer

Part Time Faculty :

Rosa Luna, RT, CRT
Sivi Carson MA, RT, CRT
Jeff Bradshaw, RT, CRT
Lesley Bunao,RT, CRT
Arshad Fazalbhoy B.S., RT (R), CRT
Alex Felix, RT, CRT
Naveed Hussain, RT, CRT
Edward Karacozian,BS, RT, CRT
Mark Pascua, BS,RT, CRT
Sofi Shrestha, B.A., CRT

Affiliate Clinical Instructors

Alex Sanabria, RT, CRT	California Hospital
Hiromi Pointer, RT, CRT	Dignity Health
Sivi Carson B.S., RT, CRT	Centinela Hospital
Tony Price, RT, CRT	Medical Center
Sandra Pham, RT, CRT	Kaiser Perm.
Dustin Fox-Garcia , RT, CRT	South Bay
Tania Beltran, RT, CRT	Marina Del Rey
Mark Demers,RT,CRT	P-Little Co Mary
John Pastor, RT, CRT	Torrance
Rochelle Williams, RT, CRT	P-Little Co Mary San
	Pedro
Steven Eklund, RT, CRT	UCLA Santa Monica
Jennifer Galope, RT, CRT	
Alicia Kosmides, RT, CRT	Torrance Memorial
Lorena Reynoso, RT, CRT	Medical Center

EL CAMINO COLLEGE - RADIOLOGIC

El Camino College -Radiologic Technology Program

PROGRAM DIRECTOR	Mrs. Dawn Charman, M.Ed., R.T. (310) 660-3593 ext. 3247	Office – MBA 417 D	Cell # 909 851-7575
CLINICAL COORDINATOR	Mr. Eric Villa, B.S.HCM., R.T (310) 660-3593 ext. 5901	Office - MBA 433	Cell # 310 427-4959
FULL TIME FACULTY	Mrs. Michele Perez (310) 660-3593 X 3030	Office - MBA 431	Cell # 310 749-4443
ECC Rad Tech Classroom & Lab: (310) 660-3593 ext. 3901			

HOSPITAL CLINICAL AFFILIATES

CALIFORNIA HOSPITAL MEDICAL CENTER: (213) 742-5840

Michael Puttkammer	Director, Department of Radiology
Alexandra Sanabria	Clinical Student Supervisor
1401 S. Grand Ave, Los Angeles, California 90015	

CENTINELA HOSPITAL MEDICAL CENTER (310) 673-4660 x 7745

Janet Verdugo	Medical Imaging Director
Tony Price	Clinical Student Supervisor
555 East Hardy Street, Inglewood, California 90307	

KAISER PERMANENTE SOUTH BAY MEDICAL CENTER (310) 517-2988 /310 257-6241)

Matt Trites	Medical Imaging Director
Sandy Pham & Dustin Fox-Garcia	Clinical Student Supervisor
25825 South Vermont Ave., Harbor City, California 92706	

Providence LITTLE COMPANY OF MARY - SAN PEDRO HOSPITAL (310) 514-5245

Evelyn Mejia	Medical Imaging Manager
Rochelle Williams	Clinical Student Supervisor
1300 West Seventh Street, San Pedro, California 90732	

Providence LITTLE COMPANY OF MARY - TORRANCE HOSPITAL (310) 303-5750 x 4717

Evelyn Mejia	Medical Imaging Manager
Mark Demers & John Pastor	Clinical Student Supervisors
4101 Torrance Blvd., Torrance, California 90505	

MARINA DEL REY HOSPITAL (310) 823-8911 x 5342

Charles Harper	Medical Imaging Director
Tania Beltran	Clinical Student Supervisor
4650 Lincoln Blvd. Marina Del Rey, California 90292	

TORRANCE MEMORIAL MEDICAL CENTER (310) 517 –4675

Khalid Shariff, Interim Director (Christine Thune – Supervisor)	Medical Imaging Director
Lorena Reynoso & Alicia Kosmides	Clinical Student Supervisors
3330 Lomita Blvd., Torrance, California 90509	

UCLA SANTA MONICA MEDICAL CENTER

(424) 259-8740

Seth Edwards	Acute Care Imaging Manager
Steven Eklund & Jennifer Galope	Clinical Student Supervisors
1250 16th Street, Santa Monica, California 90404	

EL CAMINO COMMUNITY COLLEGE DISTRICT

SCHOOL YEAR CALENDAR
2024-25

Available at:

<http://www.elcamino.edu/academics/calendar.asp>

ECC

Program

Policies

El Camino College -Radiologic Technology Program

PROGRAM STANDARDS

No applicant shall be admitted who has not met or exceeded the academic, physical/mental health, and immunization, background check, drug testing, or other requirements outlined in the college catalog or as determined by the program. Costs of the testing is the responsibility of the student.

Applicant must not be under the treatment for substance abuse currently, nor within the six months prior to the date of application.

Applicant must be able to perform the specific physical manipulative and/or sensory functions as required by the Radiologic Technology program.

STUDENT RADIOLOGIC TECHNOLOGIST POSITION SUMMARY: The student radiologic technologist learns how to accurately demonstrate body's structures on radiograph image receptors by determining proper exposure factors, manipulating medical imaging equipment, evaluating the radiographic image quality, and providing for patient protection, safety, and comfort during radiographic procedures. The student technologist assists the Radiologist in radiographic procedures requiring the administration of contrast media to the patient for enhanced viewing of the anatomy and physiology of body systems. The student works under supervision of a Radiologic Technologist, as direct or indirect supervision at all times while at the clinical site.

The following standards are criteria that medical imaging professionals are required to meet in order to be gainfully employed in the imaging field and to perform the essential functions of the ECC Radiologic Technology program. The standards include physical, emotional and communication criteria, among others, as stated below.

ESSENTIAL TECHNICAL STANDARDS AND/OR FUNCTIONS FOR RADIOLOGIC TECHNOLOGY STUDENTS

The following are essentials components students must be able to perform to be successful in the program and maintain safety to self and patients.

PHYSICAL DEMANDS: To ensure student and patient safety and welfare, the radiologic technology student must be able to:

1. Stand and/or Walk in an erect posture for up to 8 hours per day.
2. Lift a minimum of 35 pounds from floor level to waist level and lift a minimum of 15 pounds from waist level to shoulder level.
3. Carry a minimum of 20 pounds directly on the arms or hands while walking a distance of 100 feet.
4. Bend or Flex the upper trunk forward up to 45 degrees and flex the lower torso into a squatting position.
5. Rotate the upper trunk up to 30 degrees to the right or left from a neutral position while standing or sitting.
6. Reach a minimum of 72 inches above floor level and/or a full arms reach.
7. Push and/or Pull objects and equipment weighing up to 150 lbs. or more.
8. Manipulate radiographic and medical equipment and accessories, (fingering, reaching, pulling, and extending).
9. Utilize the sense of Hearing and/or Lip Reading to effectively communicate with the patient and health care team.
10. Utilize the sense of Vision in all levels of the radiology department or hospital lighting, which varies from low levels of illumination to amber/red lighting to bright light levels.
11. The student must be able to perform their duties with no restrictions.
12. Light duty assignments are not allowed in clinical practice and will be considered an absence.
13. All absences that exceed the maximum allowed must be made up.

PROGRAM STANDARDS - continued

SPECIFIC PHYSICAL NEEDS: The Radiography student must possess the following:

1. **Self-mobility** with the ability of propelling wheelchairs, stretchers, etc., alone or with assistance as available. The student must be ambulatory and able to maintain a center of gravity when met with opposing force as in lifting, supporting, and transporting a patient. The student must be able to transport patients within the department and in the clinical education center at large, free of any physical restrictions.
2. **Visual acuity** that allows the student to
 1. Distinguish whether the x-ray beam is perpendicular, horizontal, or angled through the anatomical area being examined.
 2. Perform required radiography procedures which involve the preparation of contrast agents for introduction into anatomic structures via syringes, tubing and IV needles, orally or rectally.
 3. Determine the correct dosage of contrast according to product labels.
 4. Identify the correct patient by reading patient's identification arm band and/or chart.
 5. Correctly set the x-ray controls in preparation for patient exposure.
 6. Perform data entry tasks using digital and computer terminals.
 7. View and evaluate the recorded images for the purposes of identifying proper patient identification, positioning, radiographic technique, and radiographic quality.
 8. See fine lines and to distinguish gradual changes in blacks, grays and whites is necessary to evaluate images in dim light. Distinguish various shades of gray (regarding contrast and brightness).
 9. Read and comprehend department protocols for imaging procedures, patient's charts or imaging files, examination request and any written directions or orders.
 10. Visually distinguish structures of 0.5mm in size.
3. **Hearing acuity and/or Lip Reading** that is sufficient to communicate with the patients and the health care team. The student must be able to hear and respond to patient questions and directions from department and hospital staff. This includes:
 1. Effectively pronouncing and enunciating the instructions and explaining instructions to patients with hearing deficits.
 2. Hear faint or muffled sounds from the patient's body or medical equipment when standing a distance of several feet from the patient or when the use of surgical mask is required.
 3. Monitor equipment operation or dysfunction which may be indicated by low sounding buzzers, bells, or visual signals on the equipment.
4. **Manual dexterity** that allows the student to:
 1. Grasp and manipulate small objects required to perform radiographic procedures and operate radiographic equipment such as locks, collimation, radiation protection devices, vials, syringes, intravenous systems, catheters, dressing and sterile trays.
 2. The student must also be able to properly handle image receptors and process radiographic images.
 3. Don surgical gloves, fill syringes, start IVs and handle sterile trays and equipment.
 4. Operate both mobile and stationary medical equipment.
 5. Move and operate equipment and patient carts and wheelchairs.
 6. Safely transfer and position a patient.

PROGRAM STANDARDS - continued

5. Communication:

Students must be able to orally communicate in English in a voice that is clear and loud enough to be understood by personnel in the radiology department, in surgery, in the clinical education center or on the telephone. Communicate effectively and proficiently with other students, faculty, staff, and other professionals. Communicate sensitively with patients and family members. They must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The student's necessary capacity to communicate both orally and in writing must include, but is not limited to:

1. Obtain and record patient history. Discuss patient consent forms.
2. Explain or discuss procedures. Provide directions during treatment and post-treatment
3. Provide clear verbal instructions to patients either face to face or from a distance of several feet.
4. Respond to questions, concerns, and needs that are orally communicated by patients.
5. Read, interpret, and follow instructions in timely manner.
6. Communicate proficiently with colleagues, other health professionals and faculty.
7. Process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team.
8. Demonstrate the ability to make a correct judgment in seeking timely supervision and consultation.

NON-PHYSICAL DEMANDS: The Radiologic Technology Student must:

1. Respond quickly and appropriately to emergency situations.
2. Handle stressful situations related to technical and procedural standards and patient care situations, so that job performance is not compromised.
3. Be able to tolerate strong, unpleasant odors.
4. Provide physical and emotional support to the patient during radiographic procedures.
5. Show care and compassionate treatment of all patients regardless of the patient's mental, physical, emotional, ethnicity, age, or socio-economic status.

Professional Conduct:

Students must demonstrate the ability to work cooperatively, efficiently, and appropriately in a professional work setting, including but not limited to:

1. Possess the ability to reason morally and practice as a Medical Imaging professional in an ethical manner.
2. Be willing to learn and abide by professional standards of practice.
3. Possess attributes and an attitude that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Disrespectful, offensive language or behavior will not be tolerated at the clinical site, classroom or lab setting and disciplinary action will be taken.
4. Cheating in any form, or falsification of any student records is not allowed and will be grounds for disciplinary action. This would include medical records, vaccines proof, timesheets, patient logs, repeat logs and any other paperwork required during the program. See course syllabus for further information.
5. Be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.
6. Conduct oneself in a professional manner, be on time for required clinical assignments, adhere to dress codes, and always maintain a neat and well-groomed appearance, free of offensive body and mouth odors-maintaining appropriate hygiene, both in clinical and classroom environments.
7. Adhere to all medico-legal policies related to the administration of radiologic technology and as set forth in the Radiologic Technology Code of Ethics and Rules of Conduct.

PROGRAM STANDARDS - continued

Behavioral/Emotional:

A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients and families. This includes, but is not limited to:

1. Be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances, including stressful situations.
2. Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
3. Be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.
4. Know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
5. Be able and willing to examine and change his or her behavior when it interferes with productive individual or team relationships.
6. Possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

INTELLECTUAL CAPACITY:

Cognitive The student demonstrates the capacity to learn, to measure, calculate, reason, analyze, integrate and synthesize information in the context of undergraduate professional study both in the classroom and in a clinical setting, including but not limited to, a demonstrable ability to:

1. Performing radiologic examinations according to clinical objectives.
2. Provide an environment for safe patient care.
3. Assessing patient status for performing certain types of radiographic examinations and communicate findings to the appropriate supervisor.
4. Responding appropriately in new and emergency situations.
5. Complete multistep examinations.
6. Retain necessary facts of the patient's history and examination.
7. Apply knowledge of pathology in order to effectively complete the examination.
8. Relay diagnostic information to other healthcare professionals orally or in writing.
9. Read and comprehend large amounts of written materials.
10. Complete reports, and present clearly in a written and /or oral presentation

In the event a student is unable to meet the any of the standards described above, it may result in the inability for the student to complete programmatic coursework, including the clinical educational experience.

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

The student is encouraged to meet with their instructor within 2 weeks of the beginning of each semester, to discuss their needs.

RADIOLOGIC TECHNOLOGY PROGRAM - Continued

PROGRAM STANDARDS

No applicant shall be admitted who has not met or exceeded the academic, physical/mental health, and immunization, background check, drug testing, or other requirements outlined in the college catalog or as determined by the program.

Applicant must not be under the treatment for substance abuse currently, nor within the six months prior to the date of application.

Applicant must be able to perform the specific physical manipulative and/or sensory functions as required by the Radiologic Technology program.

Applicant Statement:

I have read and understood the statements contained in the Program Standards. I have no physical or emotional conditions that would prevent me from performing the above listed standards. I will adhere to the above standards and fully understand that non-compliance in any one area may result in dismissal from the program.

Handbook Copy

Applicant's Signature

Date

EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM OPERATION GUIDELINES

A. Program Director (PD)- is responsible for the overall operation of the Radiologic Technology Program. The Director shall have primary input with regards to student selection, program budget, program accreditation, faculty assignments, class schedules, student discipline and hospital affiliations. The Director shall have at least five years' full-time experience in the profession, one of which should have been with supervisory responsibilities and two of which should have been with formal instructional experience. Must be certified by the American Registry of Radiologic Technologists, holder of a current CRT and meet E.C.C. personnel requirements. This person must have a minimum of a master's degree in Radiological Sciences, or Allied Health Vocational Education, or other associated area. The Program Director must be a member of the American Society of Radiologic Technologists, and other professional associations such as CSRT, ACERT, RTEC.

B. Clinical Coordinator (C.C.) - shall be responsible for coordination of the clinical education program, such as the student clinical schedules, evaluations, competency tracking and other aspects of the clinical performance. The C.C. shall make Clinical Educators assignments and schedules, coordinate activities that involve the college and the affiliates, maintains documentation to meet program accreditation. Assist and support Program Director in accreditation and program effectiveness. This person must have a minimum of a baccalaureate degree, and a minimum of 2 years clinical experience in radiologic technology. The CC is a Full-time instructor and shall be A.R.R.T. and C.R.T. and teach didactic classes on campus. The Clinical Coordinator must be a member of the American Society of Radiologic Technologists (ASRT), and other professional associations such as CSRT, ACERT, RTEC, as appropriate.

C. Instructional Faculty/Clinical Educators (CE)- Full-time and part-time instructors shall be A.R.R.T. and C.R.T. certified and possesses any other E.C.C. required documentation. Full time faculty must possess a baccalaureate degree and 2 years clinical experience in radiologic technology. Part time faculty shall have a minimum of an associate degree and six years clinical experience in radiologic technology or a baccalaureate degree and 2 years full time clinical experience in radiologic technology. FT & PT Faculty should be members of the ASRT, and other professional associations such as CSRT, ACERT, RTEC, as appropriate.

NOTE: JRCERT uses Clinical preceptors as the Instructors who supervise students' performance in the clinical component of the program

ECC Uses CE as the ECC Faculty visiting the clinical site & CI as the Clinical Instructor

D. Clinical Instructor (CI)- Clinical instructors shall be A.R.R.T. and C.R.T. certified and have 2 years of post-certification clinical experience. They shall work cooperatively with college faculty in the clinical instruction, supervision, and assessment of assigned students. They must be knowledgeable of program operations, goals, policies and procedures. Be familiar with clinical objectives, sequencing of didactic instruction and clinical education and participates in continuing education on teaching methodologies.

E. Clinical Staff Technologists Supervising Students- Must be A.R.R.T. and C.R.T. certified and have 2 years full time clinical experience as required by Title 17 CDPH-RHB Standards. They must understand the program operations, policies and procedures, clinical competency system and requirements for student supervision.

F. Curriculum- The curriculum must meet the generally accepted curriculum recommendations by the American Society of Radiologic Technologists approved by the Joint Review Committee and the California Department of Public Health Radiologic Health Branch.

G. Counseling/ Advising- It is the responsibility of the faculty and clinical staff to guide and assist students in industry orientation, job opportunities, and occupational counseling. Students may be counseled by on an individual basis. Written records of all conferences shall be kept on file.

H. Program Faculty Will:

1. Strive to provide meaningful learning experiences for all students.
2. Maintain an ongoing evaluation of assigned students related to their aptitudes and performances.
3. Meet and provide assistance to students when requested.
4. Provide guidance to students in their academic and professional career.

I. Student Responsibilities:

The Student shall obtain a minimum of 75% (C grade) in all required Rad. Tech. Program courses.

1. Classroom/clinical absences must not exceed two per semester. Four absences constitute a critical incident report. More than four absences may result in a failing grade and dismissal from the Program. This includes lecture, laboratory, and clinical classes. Should this occur, students may pursue a grievance process as outlined in the college catalog.
2. Students should not accept excessive outside employment which might jeopardize successful program completion (recommend no more than 16 hrs./wk.). Modification of required clinical assignments because of outside employment will not be permitted. Outside employment must be so scheduled as not to conflict with clinical, lecture, or lab schedules.
3. Have means of reliable transportation to meet clinical assignments. Students may be required to travel up to 25 miles from campus to some of the clinical sites during peak traffic times, which can take over 1 hour to reach. Every effort is made to allow students to carpool together to the clinical sites.
4. Students must park in designated parking areas when specified at the clinical sites or pay the traffic fines. If a parking pass is issued for the site, the student is responsible for the pass and would have to pay replacement costs if lost. Parking permits and placards will be surrendered at the end of each semester.
5. Demonstrate continued satisfactory clinical performance, as defined by the clinical/course objectives and competency requirements and must receive an overall 75.0% or better grade on the Semester Clinical Evaluation from both the Clinical Instructor and Educator to pass the clinical course. If a score below 75.0% is received from either one of the Clinical Instructor or Educator, it will result in student being placed on probationary evaluations for the next semester and will be given an (INC) grade for the semester. If the student's evaluations do not improve by the first half of the next semester, the INC will revert to a D grade, and the student will be dismissed from the program. A student can only have one INC for any clinical course in the program. A student must pass the final clinical course evaluation (RTEC 328) with 75.0% from both Clinical Educator and Clinical Instructor to pass the course and complete the program.
6. Have sufficient communication skills (both verbal and written) to meet all required clinical objectives and to effectively communicate with patients, physicians, and clinical staff.
7. Maintain a satisfactory professional appearance and behavior in the clinical areas.
8. Demonstrate readiness to enter the health care profession as evidenced by emotional maturity, responsibility, and willingness to learn and completion of all program requirements, clinical objectives and competencies.
9. Students are required to obtain a CPR for BLS card and a physical examination including TB testing and immunizations prior to the start of the first semester. A background check and drug test must be completed annually while in the program. The cost of these shall be the student's responsibility. Tracking of the immunization records with the contracted agency is the responsibility of the student. Students cannot attend any clinical assignments without completion of ALL required documentation. This includes all required vaccines such as COVID and Flu vaccines.
10. Students are required to maintain their own health insurance. The school does not provide health insurance for the student. Proof of medical insurance is required.

For successful program completion, the student must complete the following:

1. All clinical objectives, required competencies and required number of clinical hours.
- 2.. All Rad Tech (RTEC) program courses listed in ECC College catalog and Program Master Plan.
3. All General Education requirements to meet E.C.C., A.S. degree.

NOTE: No student will be permitted to apply for the A.R.R.T. exams until all the above requirements have been met.

SEE end of Handbook for signature pages

STANDARDS OF ETHICS OF THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

A. CODE OF ETHICS

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

1. The Radiologic Technologist conduct himself/herself in a professional manner, responds to patients needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes of the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion, and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, protects the patients' rights to quality radiologic technology care.
9. The Radiologic Technologist respects confidence entrusted in the course of professional practice, respects the patients right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual community.

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

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

STANDARDS OF ETHICS OF THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGIST

B. RULES OF ETHICS

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and Registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

For the complete list of the 22 Rules of Ethics and Administrative procedures: Visit the ARRT webpage at:
<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state or federal laws, or regulatory rules
- Failure to report violations or errors

American Registry of Radiologic Technologists_
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048, ext. 8580
www.arrt.org

Standards For an Accredited Educational Program In Radiography

EFFECTIVE JANUARY 1, 2021

Adopted by:
**The Joint Review Committee on Education
in Radiologic Technology – October 2021**



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

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

JRCERT Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.

**El Camino College- Radiologic Technology
Program Effectives Data and other program information
can be found on the Radiologic Technology home page:**

<http://www.elcamino.edu/academics/healthsciences/radiologictech/>

For the complete list – Please visit the JRCERT website at:

https://www.jrcert.org/sites/jrcert2/uploads/documents/Resources/accreditation-standards-2021_updated/Radiography/mobile/index.html

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCES AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

I have received a Radiologic Technology Program Student Handbook, which includes copies of:

Program Policies

Program Standards	<i>Clinical Policies</i>
Operation Guidelines Supervision Guidelines ARRT Code and Rules of Ethics Radiography Student Job Description Clinical Objectives and Syllabi	Clinical Placement Policy Fit for Duty Portable Policy Dress Code Policy Attendance Policy Radiation Safety & Dosimetry Policy Pregnancy Policy Contrast Media Policies

Applicant Statement:

I have read and understood the statements contained in the Program Standards. I have no physical or emotional conditions that would prevent me from performing the above listed standards. I will adhere to the above standards and fully understand that non-compliance in any one area may result in dismissal from the program.

I have had the opportunity to read the above-mentioned documents as well as having them reviewed and explained to me by the Program Director and Clinical Coordinator.

Handbook Copy

Student Name (Print)

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Hepatitis B Vaccine Student Confirmation/Declination

Student Name (Print legibly)

I understand that due to my occupational exposure as a Radiologic Technology student to blood or other potentially infectious and hazardous materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been informed about the risk of blood borne diseases and that the Hepatitis B Vaccine is strongly recommended by health professionals and required by some hospitals / clinics affiliated with the Radiologic Technology program. I have also been informed about where I can receive the Hepatitis B Vaccine and the approximate cost to me.

Please initial one statement below:

_____ I choose NOT to have the Hepatitis B Vaccination at this time. I understand that by declining this vaccination, I will continue to be at risk of acquiring Hepatitis B, a serious disease, when in the clinical lab setting.

_____ I will obtain the Hepatitis B vaccination and will provide proof of initial vaccine, to the program Director, and proof of final vaccine within 6 months of the first vaccine

_____ I have already received the Hepatitis B vaccine on _____ and I will provide proof to the program officials for my file.

_____ I am immune as proof by my physical exam and blood work, and do not need the vaccine

Handbook Copy

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

**Influenza Vaccine
Student Confirmation/Declination**

Student Name (Print legibly)

The seasonal flu season in the United States can begin as early as October and last as late as May and flu viruses are circulating in the population. An annual seasonal flu vaccine (either the flu shot or the nasal-spray) is the best way to reduce the chances of getting the seasonal flu and lessen the chance to spread it to others. When more people get vaccinated against the flu, less flu can spread through that community.

- CDC, the Advisory Committee on Immunization Practices (ACIP), and the Healthcare Infection Control Practices Advisory Committee (HICPAC) recommend that all U.S. health care workers get vaccinated annually against influenza.
- Health care workers include radiologic technology students who are directly and in-directly involved in patient care, and potentially exposed to infectious agents that can be transmitted to and from health care workers and patients.
- Influenza (the flu) can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get sick from the flu.
- You can get the flu from anyone, including patients and coworkers who are sick with the flu.
- If you get the flu, you can spread it to others even if you do not feel sick.
- By getting vaccinated, you can help protect yourself, your family at home, and your patients at work from getting the flu.
- If you decline the vaccine, the clinics can choose to decline your internship at their facility.

Health care workers who get vaccinated help to reduce the following:

- Transmission of influenza, staff illness and absenteeism, influenza-related illness and death.
- Higher vaccination levels among staff have been associated with a lower risk of nosocomial (hospital-acquired) influenza cases.
- The seasonal flu vaccine protects against three influenza viruses that research indicates will be most common during the upcoming season: influenza B viruses, influenza A (H1N1) viruses, and influenza A (H3N2) viruses.
- Each year, one flu virus of each kind is used to produce seasonal influenza vaccine

I understand that due to my occupational exposure as a Radiologic Technology student I may be at risk of acquiring an influenza infection, and that it is recommended that I be immunized.

Please initial one statement below:

_____ I will obtain the vaccination and will provide proof to the program officials by October 31 of each year in the program.

I understand that it is my responsibility to also provide a copy of the flu vaccine to my Clinical Instructor and keep a copy for myself.

Handbook Copy

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

El Camino Radiologic Technology Mandatory COVID Vaccination Policy*

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. El Camino College Radiologic Technology Program has adopted this policy on mandatory vaccination to safeguard the health of our students and their prospective patients from the hazard of COVID-19.

Scope:

This Mandatory COVID-19 Vaccination Policy applies to all students of El Camino Radiologic Technology Program. All students covered by this policy are required to be fully vaccinated as a term and condition of study at all our clinical sites. Students are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. **Annual COVID boosters are required and must be done within one year.** All students are required to report their vaccination status and to provide proof of vaccination. Students must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Students not in compliance with this policy will not be allowed in the clinical setting. **A waiver from El Camino College is not sufficient as the student must be allowed in all the clinical sites.** Since students will be rotating to different clinical sites, student must be eligible to train at each site. Several clinical sites do not offer any exemptions for students. Students cannot be limited to specific sites as the educational goals may not be able to be met at those sites and a rotation to at least one different site is required during the course of study.

Proof of Vaccination

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status will be submitted to Castlebranch, and a hard copy turned into the Clinical Coordinator.

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy.
2. A copy of the COVID-19 Vaccination Record Card.
3. A copy of medical records documenting the vaccination.
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the student's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances, El Camino will still accept the state immunization record as acceptable proof of vaccination. All students must inform El Camino Radiologic Technology Program of their vaccination status. El Camino Radiologic Technology Program will require students to promptly notify Clinical Supervisor and Clinical

***Note: This policy may be modified as the guidelines from the CDC and Clinical sites are adjusted (2/2024)**

COVID Policy Cont:

Coordinator when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. This notification should be done by text message or ECC email less than 24 hours of diagnosis.

Medical Removal from the Workplace

ECC Radiologic Technology Program has also implemented a policy for keeping COVID-19 positive students from the clinical site and the educational site. ECC Radiologic Technology Program will immediately remove a student from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). This will result in an absence and may be required to be made up. In the classroom, this may result in missed lab time, missing assignments, or exams. Student should contact the instructor regarding make-up work.

Return to Work Criteria

For any student removed from clinic or the classroom because they are COVID-19 positive, ECC Radiologic Technology Program will keep them removed until the employee receives a negative result on a COVID-19 PCR test; or meets the return-to-work criteria for El Camino campus or the clinical site. Students missing extended time due to COVID will only be charge with 2 day absences in regards to semester grade. However, student will need to make up the missed time. Depending on circumstances, the make up time will be coordinated with the clinical site and the Clinical Coordinator. Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, with negative test and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, ECC Radiologic Technology Program will follow the guidance of a licensed healthcare provider regarding return to work.

ECC Radiologic Technology Program will require the students to wear a face covering in clinic and in the classroom lab. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Handbook Copy

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Communicable Disease Policy for Students

I understand all the following related to the clinical setting and agree to being placed into clinical settings:

1. Participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include, but are not limited to, seasonal flu, COVID-19, Tuberculosis (TB), Methicillin-resistant Staphylococcus aureus (MRSA), and clostridium difficile (Cdiff).
2. Clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.
3. I will follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by my clinical site and my professional program. I understand that failure to follow these guidelines may result in dismissal from the clinical site and the program.
4. Following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission to myself and others.
5. Students should disclose exposure to communicable disease immediately upon confirmation of exposure. For certain diseases, proof of negative tests will be required before clinical return.
6. [Students are required to be current in their COVID-19 vaccines and boosters.](#)

The primary role of El Camino College in communicable disease control is educational. Guidelines are based on Center for Disease Control protocols. Students are educated in the classroom prior to the clinical rotation and should follow all infection control protocols as required by the clinical site. Proof of immunizations [or vaccines](#) shall be a requirement as a condition for admission [to program](#). The Student Health Center in conjunction with the Los Angeles County Health Department could offer immunization for specific diseases as needed. The Los Angeles County Health Department may offer free immunizations.

Handbook Copy

Print Name

Student's Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Drug & Alcohol Usage and Testing Policy for Students

Student Name (Print legibly)

I understand that conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining an optimal learning environment. The standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property, or while attending any college-sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary action may be taken against any person who engages in behavior defined as misconduct, as listed in Section B (El Camino College Catalog). See the El Camino College Catalog for further information regarding disciplinary actions and standards of conduct. Applicable segments of Section B are provided below.

B. Misconduct

- Possession or use of alcoholic beverages on college property or at any college-sponsored event.
- The use, sale, or possession of any controlled substance; or your presence on campus or at any college-sponsored event, under the influence of any controlled substance (El Camino College Catalog).

Clinical Affiliate Policy

I understand upon accepting a position in the Radiologic Technology Program at El Camino College, I must adhere to the hospital policies regarding drug and alcohol usage and testing to which I am assigned. This may include random drug/alcohol testing, and/or drug/alcohol testing on an as needed basis, as well as annual drug testing at my own expense. Clinical affiliates may immediately dismiss a student from their clinical assignment upon receiving positive results of a drug/alcohol test.

Handbook Copy

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Workers Compensation Information for Students General Guidelines and Procedures for Student Injuries

1. El Camino College provides worker's compensation coverage for students, at no cost, who are assigned to a clinical education center. The coverage is in effect while the student is on-site at the clinical facility. The student must be officially enrolled in the designated clinical course to have valid coverage. No student is permitted to attend any clinical course until they have completed the required enrollment procedure at El Camino College.
2. This insurance covers an injury the student may receive during a clinical assignment. Injury must occur during the student's assigned clinical class time.
3. To file a worker's compensation claim, the student must adhere to the following protocol:
 - a. Immediately Report the injury to the appropriate clinical supervisor at the student's clinical site and contact the Program Director and/or Clinical Coordinator by cell phone or text message.
 - **Program Director – Dawn Charman @ (310) 660-3593 ext. 3247 or Cell (909) 851 7575**
 - **Interim Director after 6/24- Michele Perez @ ext. 3030 or Cell (310) 749- 4443**
 - **Clinical Coordinator – Eric Villa @ ext. 5901 or Cell (310) 427-4959**
 - b. Complete the reporting documentation as required by the clinical site and complete the attached El Camino College's "Report of Industrial Injury" form.
 - c. Get medical attention as needed: The severity of the injury determines whether the student should receive first aid treatment at the clinical site or be referred to the Urgent Care Facility contracted with ECC. If immediate medical attention is required at the clinical site, the student must inform the health care provider of ECC's worker's compensation coverage. An approval form for treatment must be obtained from Valerie Wagner in the **Office of Health and Safety at (310) 660 – 3156**, or Program Official. (Program Director, Clinical Coordinator, Clinical Educator or Clinical Instructor)
 - d. The student must provide a copy of the *Report of Industrial Injury* form to the Program Director or Clinical Coordinator, who in turn will fill out the *Supervisor's Report of Injury* form.
 - e. Report injury to ECC Office of Health and Safety in person or at (310) 660 – 3156 regarding your claim **within 24 hours**. If the incident occurs during the weekend, it must be reported the next working day. The Office of Health and Safety will coordinate the worker's compensation claim process.

Failure to follow the above procedure will result in the student being responsible for all medical expenses incurred.

Procedure for Student injury on Campus:

1. When a student is enrolled and injured on campus, depending on the severity of the injury and if medical treatment is necessary, the following options are available:
 - a. The student may be seen at the Student Health Center, or
 - b. The student may see their physician of choice. If the student does not have medical insurance, the college will provide student insurance and refer student for treatment.
 - c. The student must complete and submit a **Student Accident Report** to Office of Health & Safety, and provide a copy to the Program Director. (See next page for form)

EL CAMINO COLLEGE

REPORT OF INDUSTRIAL INJURY OR ILLNESS FOR VOCATIONAL STUDENTS

This form is to be completed by the **Immediate Supervisor** in connection with each Industrial Injury or Illness. ALL ITEMS MUST BE COMPLETED. Both the Supervisor and the injured vocational student are to complete and sign this report. The **Division Dean or Director** must review, sign, and forward the completed report to the Office of Health and Safety within 24 hours following the incident or onset of illness.

Student Name		Social Security Number xxx-xx-
Home Address		Phone Number
Sex: Male _____ Female _____	Course Title and Section Number	Date of Birth
Department in which the Course is under:	What days and hours do you work off site?	Date of Enrollment in Course
Where did the accident or exposure occur? (Address, City & County)		On College's Premises? Yes _____ No _____
What was student doing when injured? (Be specific. Identify tools, equipment or material the employee was using.)		
How did the accident or exposure occur? (Describe fully the events that resulted in injury or occupational disease. Tell what happened and how it happened. Please use back of form if necessary.)		
Object or substance that directly injured student (i.e. the machine student struck against or which struck him or her; the vapor or poison inhaled or swallowed; in cases of strains the thing he or she was lifting, etc.)		
Nature of injury or illness and part of body affected:		
CONTACT "COMPANY NURSE" OR Name & Address of Physician IF Waiver is on FILE		If Hospitalized, Name and Address of Hospital
Date of Injury	Time of Day _____ a.m. _____ p.m.	Was student unable to attend class on any day after injury? ____ Yes, date last attended _____ ____ No
Has student returned to class? Yes _____, Date Returned _____ No _____, Still out.		Was another person responsible? Yes _____ No _____

Student Signature	Supervisor Signature	Dean/Director Signature
Date _____	Date: _____	Date: _____

IN CASE OF WORKPLACE INJURY

ACCION a seguir en caso de un accidente en el trabajo



AVAILABLE
24 HOURS A DAY

1-877-518-6702

Employer Name (Nombre De Compania)

El Camino
Community College District

Search Code (Código Del Búsqueda)

SCC04

1

Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.

And ECC Program Director AND
Clinical Coordinator
Immediately or Before ANY treatment

2

Supervisor/Injured worker immediately calls injury contact center.
Supervisor / Empleado lesionado llama de inmediato al centro de contacto para lesiones.

3

Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Company Nurse obtiene información por teléfono y asiste al empleado lesionado en adquirir el tratamiento médico adecuado.

Student will send an EMAIL to PD & CC within 24 hours* with specific details of injury and Any treatment or planned treatment and care. (*or phone call if injury is serious)

NOTICE TO EMPLOYER/SUPERVISOR: Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site, when possible.

EL CAMINO COMMUNITY COLLEGE DISTRICT
Workers' Compensation: Pre-Designation of Personal Physician Election Form

If you have health insurance and you are injured on the job you have the right to be treated immediately by your personal physician (M.D., D.O), or medical group, if you notify your employer, in writing, prior to the injury. Per Labor Code 4600 to **qualify as your predesignated, personal physician, the physician must agree, in writing, to treat you for a work-related injury.** must have previously directed your medical care and must retain your medical history and records. Your predesignated physician must be a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist or pediatrician. Your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors or medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.

This is an optional form that can be used to notify your SCHOOL of your personal physician. The physician or medical group must agree to be predesignated, and in advance of any injury. Otherwise, you will be treated by one of your employers' designated workers' compensation medical providers.

VOCATIONAL STUDENT'S NAME & ADDRESS: _____

- ☐ **I acknowledge receipt of this form and elect not** to predesignate my personal physician at this time. I understand that I will receive medical treatment from my employers' medical provider. I understand that, at any time in the future, I can change my mind and provide written notification of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Vocational Student Signature: _____ **Date:** _____

- ☐ **If I am injured on the job, I wish to be treated by my personal physician*:**

Name of Physician or Medical Group _____ Phone Number _____

Address _____

**This physician is my personal primary care physician who has previously directed my medical care and retains my medical history and records.*

Name of Insurance Company, Plan, or Fund providing health coverage for non-occupational injuries or illnesses: _____

Vocational Student Signature: _____ **Date:** _____

A Personal Physician must be willing to be predesignated and treat you for a workers' compensation injury. The remainder of this form is to be completed by your physician and returned to your Employer.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600 to qualify you must meet the criteria outlined above. You are not required to sign this form, however, if you or your designated employee, does not sign, other documentation of the physicians' agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

PERSONAL PHYSICIAN OR MEDICAL GROUP NAME: _____

- ☐ **I agree to treat the above named employee in the event of an industrial accident or injury.** I meet the criteria outlined above. I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

(Physician/or Designated Employee of the Physician/or Medical Group)
Form Distribution: 1) Office of Safety and Health; & 2) Employee's/Students Program Office

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Professional Liability Insurance General Guidelines and Procedures

1. El Camino College provides, at no cost, professional liability coverage for students who are assigned to a clinical education center.
2. This coverage addresses an injury or mishap that could occur to a patient while the student is performing their clinical responsibilities. This coverage extended only during specific clinical assignments.
3. **Note:** The student must be officially enrolled in the designated clinical course to have valid coverage. No student is permitted to attend any clinical course until they have completed the required enrollment procedure at El Camino College. Clinical courses may not be audited for this reason.
4. In the event such an injury/mishap should occur, the student must adhere to the following protocol:
 - A. Immediately report the incident to the appropriate supervisor/clinical facility.
 - B. Complete required documentation as required by the clinical facility and college.
 - C. Notify Program faculty within 24 hours. Program faculty includes:

Program Director – Dawn Charman @ (310) 660-3593 ext. 3247 or Cell (909) 851 7575
Interim Director after 6/24- Michele Perez @ ext. 3030 or Cell (310) 749- 4443
Clinical Coordinator – Eric Villa @ ext. 5901 or Cell (310) 427-4959
 - D. Student must provide copies of all related incidents documentation to program faculty within 2 days.
 - E. A written summation of the incident by the student must also be provided via email to the Program Director and Clinical Coordinator within 2 days.
5. Handling of the claim will be facilitated by program faculty in conjunction with Office of Health & Safety in compliance with El Camino College policies.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Use of the Student Conference and Incident Reporting Forms

The Student Incident and Conference Reporting Forms may be used as a means of reporting to program officials both good deeds and positive behavior as well as areas of needs improvement to unacceptable behavior.

STUDENT RECOGNITION AND PRAISE REPORTING FORM

REPORT OF GOOD BEHAVIOR:

We all enjoy receiving positive reinforcement when it is deserved. If you feel that a student has performed above and beyond what is expected or if a habitual behavior warrants a compliment, the Recognition and Praise Report Form may be used. If a patient communicates positively about a student, we would like for you to convey that also. Communication through positive reinforcement can be much more productive than the negative to reinforce good behavior and professionalism.

STUDENT INCIDENT REPORTING FORM:

STUDENT CONFERENCE FORM

This form is to be used to document any verbal conferences with students, to identify a behavior that may need to be corrected or improved, along with a plan for improvement.

REPORT OF UNACCEPTABLE BEHAVIOR: (Critical and Non-critical Incident)

In light of unacceptable behavior, a student is guaranteed due process rights. If a member of the clinical staff observes a student not in compliance with any program policy, the means of reporting that behavior is by way of an incident report. When an incident report is made about a student, that student must be shown the report and must be given the opportunity to respond. **Only WRITTEN reports will be used in consideration of further action.** The student shall be given a copy of the report. A copy is then forwarded to the program to be placed in the students' file. The report form must be signed by the staff member and the student. Upon receipt of the report, the program will respond to the student and the staff member within 10 business days. It is the program's responsibility to, A) counsel and advise the student, and B) report to the clinical affiliate of its recommendations and or actions.

Any disciplinary action, including suspension or dismissal of a student from a clinical site or from the program must include the required proper written documentation of unacceptable behavior. **Students should remember that they are not employees and are always to be considered as students.**

2-day suspension to be made up following the completion of the program, and it will be reported on the ARRT certification exam application. The suspension will be reviewed by the ARRT Ethics Committee and will delay the applicant's exam testing date. **Disciplinary time off** will also be made up at the end of the program. This time off will be counted as an absence regarding perfect attendance and the semester grade.

EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

RECOGNITION AND PRAISE REPORT FORM

Student's Name _____ Report Date _____

Clinical Facility _____ Incident Date _____

Clinical Instructor/Clinical Site: _____

Reason for Recognition:

Incident Reported By: (May be completed by clinical affiliate or program staff)

Print Name

Signature

Student Response:

Student Signature (This signature only indicates that you are aware of this report).

Program Official's Response:

This form is to be used as a vehicle of praise to report an instance of extraordinary efforts which should be recognized.

**EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

STUDENT CONFERENCE DOCUMENTATION

NAME OF STUDENT: _____ **TODAY'S DATE:** _____

CLINICAL AFFILIATE: _____ **CONFERENCE DATE:** _____

PERSONS PRESENT: _____

CONTENT/PURPOSE OF CONFERENCE:

RECOMMENDATIONS:

STUDENT RESPONSE:

The student is required to reflect upon this incident and write a written response within 5 business days to be submitted to Program Director and Clinical Coordinator via email.

STUDENT SIGNATURE: _____ **DATE:** _____

(This signature indicates acknowledgement of this report. Student is required to provide a written response within the guidelines set above).

FACULTY/STAFF SIGNATURE: _____ **DATE:** _____

NON-CRITICAL

CRITICAL



**EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT INCIDENT REPORT**

Student Name _____ Interview Date _____

Clinical Facility/Instructor _____ Incident Date _____

Notice of **unsatisfactory** performance is issued for the following reasons:

_____ APPEARANCE _____ PROFESSIONAL GROWTH _____ ATTITUDE _____ ATTENDANCE
 _____ DEPENDABILITY _____ PROGRAM POLICIES _____ DEPARTMENT PROCEDURES
 _____ RADIATION SAFETY _____ ETHICS _____ PATIENT CARE _____ OTHER

.....
INCIDENT RELATED TO PATIENT or STUDENT INJURY OR ILLNESS WHILE at the CLINICAL SITE

(Must be followed up with an email with a detailed description of incident)

OTHER – Describe: _____

A Non-Critical report can be used as a warning as well as a disciplinary action.

EXPLANATION OF THE ABOVE INCIDENT: (Use the back of this page in necessary.)

Suggested Action To Be Taken: (If indicated)

Reported By: (May be completed by affiliate or program staff)

 Print Name

 Signature

Student Response:

The student is required to reflect upon this incident and write a written response within 5 business days to be submitted to Program Director and Clinical Coordinator via email.

Student Signature: _____

(This signature only indicates that you are aware of this report and that you will provide a written response within the guidelines set above.)

Program Official's Response:

Signature

ACTION TAKEN:

____ Performance Interview with students - (Date) _____

____ Consultation with Clinical Coordinator - (Date) _____

____ Consultation with Program Director - (Date) _____

____ Other _____

Reported-(Date) _____

Follow up-(Date) _____

Recommendation: to be completed by Clinical Coordinator and forwarded to Program Director for final outcome and further recommendations to the Dean of Health Sciences. Student may refer to Due Process policy for additional information.

Any suspensions must be reported on the ARRT application. Suspension & Disciplinary time off days are made up at the end of the program.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

STUDENT GRIEVANCE & DUE PROCESS POLICY

The Radiologic Technology program adheres to the established Student Grievance Policy & Due Process Policy as outlined in the College Catalogue.

I. Purpose and Definition

The purpose of this policy is to provide a due process procedure for review and resolution of student grievances. A grievance is defined as a student's claim that his or her legal rights, status, or privileges as a student have been adversely affected by a College decision or action.

II. Informal Resolution

In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss the matter in question with the Program Director or other appropriate Program Faculty. Upon such a request, the Program Director/Program Faculty shall inform and confer with any staff members named by the student. In turn, the Program Director/Program Faculty shall schedule a meeting with the student and if requested all involved parties, not more than ten (10) school days from the date of request.

III. Formal Resolution

Any complaint that is not resolved by the Informal Procedure as set forth in Section II and which constitutes a grievance as defined in Section I, may be processed by the student as follows:

Step 1. The student shall submit his or her written grievance, on a form provided by the College, to the Program Director. To be considered valid, the written grievance must be submitted within thirty (30) school days after the student knew or should have known of the facts giving rise to the grievance. The grievance shall fully state the facts surrounding the grievance and the remedy sought by the student. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provision of Section II. Upon receipt of the written grievance, the Program Director shall a) promptly forward one copy to the Dean of Health Sciences and Athletics and b) schedule a meeting with the student to review and discuss the grievance. Such meeting shall be scheduled to take place on later no than the fifth (5) school day following the date the written grievance is received. By the end of the fifth (5) school day following the date of the meeting, the Program Director shall provide the student, staff member(s), & Dean of Health Sciences and Athletics with a written decision. The written decision will terminate Step One.

Step 2. If the grievance is not satisfactorily resolved at Step 1, the student may seek review of the decision to the Dean of Health Sciences and Athletics. The student shall provide the Dean of Health Science and Athletics with a) a copy of the written grievance, b) a copy of the Step 1 decision, c) a written request to appeal the Step 1 decision, and d) a brief statement justifying the appeal. The written appeal must be filed with the Dean of Health Sciences and Athletics no later than the end of the fifth (5) school day after the decision in which

STUDENT GRIEVANCE & DUE PROCESS POLICY – continued

Step 1 has been issued. Within five school days after receipt of the student's written appeal, the Dean of Health Sciences and Athletics shall meet with the student. The Dean may schedule a meeting with the participants as allowed in Step 1 after meeting with the student. A written decision on the grievance appeal shall be transmitted to the student and staff members by the Dean of Health Sciences and Athletics by the end of the fifth (5) school day following the appeal meeting. Transmittal of the written decision will terminate Step 2.

Step 3. If the grievance is not satisfactorily resolved at Step 2, the student may seek review of the decision by the Dean of Student Services. The student shall provide the Dean of Student Services with a) a copy of the written grievance, b) a copy of the Step 1 & 2 decisions, c) a written request to appeal the Step 2 decision, and d) a brief statement justifying the appeal. The written appeal must be filed with the Dean of Student Services no later than the end of the fifth (5) school day after the decision in Step 2 has been issued. Within five school days after receipt of the student's written appeal, the Dean of Student Services shall meet with the student. The Dean may schedule a meeting with the participants as allowed in Step 1 after meeting with the student. A written decision on the grievance appeal shall be transmitted to the student and staff members by the Dean of Student Services by the end of the fifth (5) school day following the appeal meeting. Transmittal of the written decision will terminate Step 3

Step 4. If the grievance is not resolved at Step 3, the student may submit a written request for a final appeal to the Vice President of Student and Community advancement. The student's written request shall be submitted to the Dean of Student Services who will forward it to the Vice President. The Vice President of Student and Community Advancement will forward the request to the Superintendent-President's Cabinet and attach a copy of the grievance, the Dean of Student Services' decision, and a copy of the grievant request to appeal Step 3. The Superintendent-President's Cabinet shall review the written record within ten (10) workdays of receipt of the appeal of Step 3, Upon conclusion of this review, the Superintendent-President shall render a written decision to the student grievant with a copy To the Dean of Student Services. The decision of the Superintendent-President shall be final.

- Matters involving clinical affiliates and/or student dismissal will adhere to the due process steps outlined above. Including but not limited to a formal conference in which the student will present his/her case before a committee.
- Matters involving program non-compliance with the JRCERT standards will adhere to the established student grievance policy as outlined in the college catalogue first. If a satisfactory resolution is not established by the El Camino College Administration, the student may then contact JRCERT at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Tel: (312) 704-5304, Web site: www.jrcert.org

Note: JRCERT standards may be found in the student handbook under Program Policies or www.jrcert.org



Division of Health Science and Athletics
Radiologic Technology Program

Course #: RTEC 106 Sections 8528 & 8530

**Note that each clinical course has a specific syllabus for that course:
RTEC 104/106/107/109/216/217/218/328**

Lead Instructor: **Michele Perez, M.S., R.T. (R) (CT)**

Email: maperez@elcamino.edu Phone: ext.310-660-3593 ext. 3030 Cell (310) 749-4443

Office Location: **MBA 433** Office Hours: [See Faculty Posted office hours – or on Canvas courses](#)

Division Office: Health Science and Athletics, location: [Pool Classroom Complex 212](#)

Hours: 7:45-4:30 pm M-F

COURSE DESCRIPTION

This course provides an environment for the development of skills in: patient transportation, image processing operations, and office/file room protocols. Also included is an orientation to: hospital policies and procedures, patient care, professional ethics, principles of radiation exposure, practical aspects of radiation protection, and an introduction to patient positioning.

STUDENT LEARNING OUTCOMES

1. Students will apply transmission-based precautions which include contact, droplet, and airborne precautions in the clinical setting when indicated.
2. Students will understand how to adjust their radiographic technique when exposure indicators indicate an exposure out of the acceptable range.
3. Students will develop a technique chart for various body parts that are compliant with adjustable kVp and ALARA.

PROGRAM POLICIES AND PROCEDURES

The class is conducted at the student's designated Clinical Affiliate Hospital. The Radiologic Technology Student Handbook is part of the course syllabus. All policies and procedures must be followed as part of the course and program requirements. (Example: Students must adhere to the dress code & safety policies by wearing proper uniforms, shoes and radiation dosimeters at all times while at the clinical facility). See RT Student Handbook for the specific policies and procedures.

COURSE OBJECTIVES

1. Apply knowledge of professional ethics pertinent to the interactions with patients, staff and other health care professionals.
2. Recognize and adhere to radiology department operational policies and clinical education policies as stated in the student handbook.
3. Demonstrate knowledge of radiation protection and application principles of patients, self and staff. Recognize specific departmental emergency codes.
4. Identify and label accessory items in the x-ray suite.
5. Identify and manipulate various radiographic equipment found in the radiographic suite.
6. Demonstrate the start-up and shutdown procedures of an image processor.
7. List body planes and topographic anatomy used in positioning routine radiographic procedures.
8. Set control panel with appropriate technical factors under direct supervision.
9. List the ordered sequence in the retrieval of the x-ray images storage.
10. Demonstrate the proper transporting technique via wheelchair and stretcher/gurney.
11. Identify various types and sizes of x-ray image receptors, holders and grids.

POINT DISTRIBUTION **** These are approximate values****

Participation	20%
Clinical Evaluations	20%
Homework and Orientation Assignments	25%
Clinical records, policies and procedures (CRPP)	10%
Exams and Quizzes	<u>25%</u>
Total=	100%

COMPONENTS OF CLINICAL GRADE

1. Class Participation & Attendance –is required and an essential to a student's success. For exact clarification and description please refer to the college catalog attendance section, and the Radiologic Technology Student Handbook (2024-2026) Attendance Policy.

- Students are expected to attend classes regularly. Students whose absences exceed 10% of the scheduled class meeting time may be dropped by the instructor. Please refer to the clinical attendance policy in the student handbook.

Attendance habits not only represent a work ethic, but also may have a significant impact on the clinical grade. Points will be deducted for absences at the clinical site as well as arriving late or leaving early.

When a student is unable to meet their clinical schedule, he/she is required to call and report to the **Clinical Instructor** or the **Supervisor** on duty and **Program Clinical Coordinator**, prior to the scheduled reporting time. Failure to report absences shall result in a **2-day disciplinary time off**.

The student will be allowed 2 absences that will not need to be made up but will reflect in the reduction in attendance points during this course. Any Leave Early or Tardy* that will require make up time also needs to be reported to Clinical Coordinator. (*See Student Handbook for specifics) Any additional time missed by the student must be made up prior to the completion of the semester. Excessive absences that are not made up will result in an incomplete grade (Inc/F) for the semester. The grade will not be changed until the student has made up the time.

The student must complete the required make up time by the first half of the following semester, or the incomplete grade will change to substandard letter grade of F.

When arriving and leaving the clinical facility, students must record the exact time on their time form as documented by the online time clock. This applies to EVERY time the student arrives or leaves the facility. Missed clockings or other clocking errors, will result be treated as tardy or leave early and will result in a loss of points. Clocking in by phone or other wireless device is not permitted without permission from Program Clinical Coordinator and could result in a suspension. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week. See RT Student Handbook

for the specific policies and procedures for clocking in and out at clinic. The total number of hours students may participate at the clinical site and program lecture and lab classes (combined) **may not exceed 40 hours** per week, or **10 hours per day** (including make-up time).

2. Clinical Evaluations- End of semester evaluation is completed by the Clinical Educator(s) and Clinical Instructor(s). Any student that receives a failing grade by either the Clinical Educator or the Clinical Instructor (below a 75%) on the end of semester evaluation will receive an F grade for the semester.

- 3. Homework and Orientation Assignments** – Various orientation assignments including, didactic worksheets, discussions on Canvas during the program orientation of the students first semester which will be assessed. Participation in lab activities and successful skills in these activities will also be assessed.
- 4. Clinical Reports, Policies, and Procedures (CRPP)**- all paperwork complete and submitted on time. This includes logs presented at image critique. Original records such as monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals should be kept current and accurate. Dosimeter reports must be turned in at the end of each monitoring period (monthly, bimonthly, or quarterly) with student names highlighted, initialed, and dated by each student. Information should be correctly entered in the Dosimetry Books located in MBA 401. Points will be deducted for any paperwork submitted late to the program faculty.
- 5. Exams and Quizzes:** Various exams and quizzes will be given during the semester including during the orientation period and at the end of the semester. All material covered during this time may be included on the exams and quizzes.

WITHDRAWALS (refer to College Catalog)

In the event you choose to withdraw from the course, the burden of following through with the withdrawal process is your responsibility. Please refer to the College Catalog for more detail.

ALTERNATE CLASS LOCATIONS

Instructor shall effectively announce any additions to or changes to the scheduled class meeting times. Such changes will be in accordance with the district policies and procedures. Situations may arise that class may require an alternate class location include JCAHO visits, strikes at clinical sites, inadequate supervising personnel, lack of classroom space, etc.

GENERAL CLASS POLICIES

- Cell phones are not allowed to be used at the clinical site. Please keep cell phone off or silenced. Do not have cell phone out in the clinical area under any circumstances.
- Courtesy, kindness, and respect are great human qualities to be cultivated.
- It is expected that all students will participate fully during clinical.
- Prior reading of assigned material will be helpful.
- Eating and drinking only in designated areas
- Arrive at all activity courses properly dressed and prepared for participation in clinical duties.
- Students should follow instructors' directions at all times and be aware of all safety requirements. They need to be aware of nearest first aid or emergency phone. Student must report injuries occurring in the course to the instructor immediately.

TIME DEADLINES

Exams, assignments, and homework all have due dates. Some assignments will be turned in via Canvas so the due date may not coincide with a class meeting. Students are responsible for all due dates. On occasion, it may be necessary to alter these dates because of our progress during the semester. You will always be given advance notice of such changes.

INCOMPLETES IN THE COURSE

An "incomplete" grade that is requested by student will not be given unless the student has a legitimate personal crisis that prevents finishing the course on time. Students receiving an incomplete must be doing passing work up to that point. If such an occurrence happens, it is the student's responsibility to contact the instructor immediately to explain the situation and make plans.

RELIGIOUS OBSERVANCES

Please notify the instructor at least one week in advance of religious observances that interfere with class attendance. Failure to notify properly will result in an absence.

STUDENTS WITH DISABILITIES - ADA compliance statement

As instructors, our primary goal is your success. The Special Resource goal is “to facilitate academic success for students with disabilities by providing equal access to educational opportunities in an integrated campus setting. In order to be eligible for support services or instruction, a student must have a verification of his/her disability. Support services are provided on an individual basis as agreed upon during consultation with an SRC counselor or specialist.” (ECC catalog). If you feel you may require special accommodations, please meet with me by week two of the semester and provide appropriate documentation of your special needs.

El Camino College has a tradition of providing access to education for students with disabilities. For further information, see the El Camino College Catalog or Special Resource Center. Students with disabilities should inform the instructor especially if there are medical problems or learning disabilities. Accommodations may be provided as recommended by the Special Resource Center.

It is the policy of the El Camino Community College District to encourage full inclusion of people with disabilities in all programs and services. Students with disabilities who believe they may need accommodations in this class should contact the campus Special Resource Center as soon as possible. This will ensure that students are able to fully participate.

ACADEMIC INTEGRITY

See El Camino College for Standards of Student Conduct. All students will observe the student code of conduct as specified in the college catalog. Cheating, plagiarism, or class disruption will not be tolerated. Any student found to be in violation will be subject to appropriate campus process. Students are also held to the ASRT Code of Conduct and Code of Ethics – refer to Student Handbook for more information.

Academic Honesty consistent with ECC BP5500 Section I and AP5520 Section A)

El Camino College places a high value on the integrity of its student scholars. When an instructor determines that there is evidence of dishonesty in any academic work (including, but not limited to cheating, plagiarism, or theft of exam materials), disciplinary action appropriate to the misconduct as

ACADEMIC INTEGRITY-continued:

defined in BP 5500 may be taken. A failing grade on an assignment in which academic dishonesty has occurred and suspension from class are among the disciplinary actions for academic dishonesty (AP5520). Students with any questions about the Academic Honesty or discipline policies are encouraged to speak with their instructor in advance.

Cheating can take many forms. For assignments and discussions, it includes but not limited to, having outside help for answers such as other students, persons, or resources to complete the assignment when not allowed. For exams and quizzes, it can include, but not limited to, getting advance knowledge of questions, topics from other students, using additional browsers during exams, using screenshots to aid others, using texts, notes or other resources during exam. Using paid test takers for the purpose of reconstructing an examination or impersonating an examinee or having an impersonator take an examination is another form

of cheating. Another common form of cheating is when students reveal quiz/exam questions to other students after they have taken the quiz/exam. Both students would be considered cheating.

Plagiarism is taking credit for the ideas, answers, thoughts others as your own. This would include writing test answers, thoughts, discussions and papers (or portions of papers). It would also include relying too heavily on other people's work, failing to bring original thought into the text or submitting someone's work as their own. There are additional examples that the student should make themselves aware. It also includes using a "copy and paste" of information for the student's answers.

Theft of exam material would include retaining any or all the exam, quiz, test or assignment. This retention can include using for material for self-study later or passing along to other students. Removing written examination materials from a test or meeting site without authorization is also considered theft of exam material. Screenshots of phone or computer screens are considered theft of exam materials. Other examples are reproducing and/or disseminating examination materials without authorization for future or current use, using improperly obtained test questions to help another student prepare for the examination.

Inaccurate information on Patient Logs, Repeat Logs, Monthly Paperwork, Time sheet: This would include inaccuracies due to deliberate omission/additions or repeated accidental omission/additions of patient exams, repeat logs, monthly exam totals. This is considered forging of documents and is a very serious offense. Reporting incorrect times on the timesheet is also considered forging of documents and would result in a disciplinary action.

Integrity and honesty are a key element of our profession. Our patients rely on our integrity and honesty when we are caring for them as a health care professional. Our patients trust us with their private information as well as performance of the exams. It would be important to begin that integrity now during our training period.

REQUIRED MATERIALS

- Positioning Markers
- Scrubs (Royal Blue)
- White lab coat
- Leather shoes (Any color meeting Clinical dress codes)
- Radiologic Technology Program Student Handbook [2024-2026](#)
- Rad Tec Textbook Bundle –Print & E Book & Carlton's Imaging Principles & Workbook
- Laptop computer with reliable internet access, Webcam and sound capabilities,
- Canvas access
- Flash drive
- Microsoft Office or compatible software
- Printer and printer ink
- Physical, Immunizations, [current vaccine documentation](#) and TB testing as required by clinical site (required to be in the clinical setting)
- Background Check, Drug testing and Immunization tracking [through Castlebranch](#), current CPR Card

STUDENT RESPONSIBILITIES & CONDUCT –

Refer to Student Handbook: Program Standards & Operations, Pgs. 10-34

TYPICAL GRADING SCALE

This course shall be graded using the same standards as all R.T. courses. ALL RT courses must be passed with a minimum of 75%.

A = 91+% **B = 82 – 90.9%** **C = 75 – 81.9%** **D = 64 – 74.9%** **F = 63% & below**

COURSE SCHEDULE:

Students will attend clinical orientation for the approximately 6 weeks of the semester. These classes will be held on campus for approximately 8 hours total, twice/week. The weekly clinical hours will be approximately 16 -18 hours/week for remaining 10 weeks of the semester.

Clinical assignment location and times will be determined based on clinical availability amid the COVID pandemic.

Prior to the start of the clinical rotation, students will prepare and review a clinical schedule with the Program Clinical Coordinator. An approved copy of each student's schedule will be provided to the Clinical Affiliate. These schedules must be adhered to unless written changes have been **pre-approved** (minimum of 5 working days prior) by the Clinical Instructor and the Clinical Coordinator.

ECC
Clinical
Policies

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM

FIT FOR CLINICAL DUTY

The Program has a responsibility to ensure patient and student safety when there is concern about a student's ability to perform their duties due to an impairment of any kind. Also review the PROGRAM STANDARDS section at the beginning of this handbook.

POLICY

Should Clinical Staff or a Clinical Educator feel a student is unable to perform their assigned duties in a safe manner, the Clinical Educator, Clinical Instructor or Supervisor will seek a meeting with the student to determine possible causes. If the Clinical Educator feels the student should be removed from the clinical rotation, the Clinical Educator or designated staff member will notify the College and find transportation home for the student. Documentation of the incident by the Clinical Educator is required.

Prior to returning to their clinical assignment, the student must meet with the appropriate campus entities, including faculty. Based on the outcome of these meetings the Program may seek Program dismissal for the student.

As stated in the El Camino College, Radiologic Technology Program Student Handbook, a clinical site can request a student to submit to a drug or alcohol screening test at the clinical site should circumstances warrant such an action. Should a student be found to be under the influence of an illegal drug or alcohol during a clinical assignment they will be removed from the Clinical site, and Program immediately. This action is consistent with the El Camino College policy of zero tolerance. Any matter involving the student and potential program dismissal will adhere to the concept of due process including a formal conference in which the student will be given opportunity to present his/her case.

ADDITIONAL INFORMATION

Physical Examinations

A physical examination must be submitted to the R.T. Program Director by the beginning of [the first semester](#). Physical exam forms are provided upon acceptance during the first orientation in the prior to the first semester.

CPR – Health Care Provider Card

Student must have a current CPR-BLS Health Care Provider by the American Heart Association (2 years) If the card is set to expire within 6 months of the start of the program, a new card must be obtained. Students are responsible to keep their certification current and will be prohibited to attend clinical until the card is renewed. All missed time must be made up.

Social Security Number

All students are required to have a valid social security number to complete the background check process and apply for State licensure.

Drug Screening

All students must have a drug test prior to participating in clinical courses and annually thereafter (See Drug Testing Policy). Drug testing is offered through the Background Check agency, or at a local area clinic. Students will be given instruction on procedures upon acceptance and are responsible for the cost of the drug test.

Background Checks-

All students are required to pass a background check prior to participating in the clinical education portion of the program. The background check must be completed through a program approved company. Students will be given information on how to complete the background check process during the first orientation. The background checks may also be reviewed by the student's clinical affiliate.

Upon review, if the student is deemed unacceptable for clinical placement, the program will not pursue an alternate clinical placement for that student. Any applicant with a criminal or disciplinary history must complete the Ethics Review Pre- Application offered by the American Registry of Radiologic Technologists (ARRT) for \$100 (price subject to change) before applying to the program. This is the process for an early ethics review of offenses that would otherwise need to be reported on your Application for Certification after completion of the program. More information on this process may be found at: www.arrt.org, click on the Educators and Students tab, then click on the Ethics Review Pre-Application link. Students who fail to self-report criminal or disciplinary history prior to program admission (such as on the application for admission to the Radiology Program) will be dismissed immediately for falsification of records.

Outside Work

Outside work is not recommended due to the long hours required for lectures, lab, clinical and travel. It is strongly recommended for success in the program to limit outside employment to less than 16 hours per week. General education courses needed to meet graduation requirements must be taken prior to program entry.

Vacation Periods

Students will have break periods between all semesters and intersessions. There are no other vacation periods allowed. Students can request a temporary rearrangement of hours if submitted a minimum of 5 business days prior to the schedule change. Temporary schedule changes may be approved or denied. Temporary schedule changes must be approved by both the Clinical Instructor and Program Clinical Coordinator or designee.

Transportation

Each student is responsible for providing his/her own transportation to school and to and from all clinical facilities. Students will be encouraged to carpool whenever possible.

Re-entry

Students who leave the program in good standing may be readmitted to the program depending on space availability in the next class of students. Students must complete another background check (in addition to other program requirements) to be considered for re-entry. Full details for all program readmission requirements are included in the program's Probation/Dismissal/Readmission policy.

If a student leaves the program for medical reasons, a medical examination and/or signed medical release from a physician must accompany the request for readmission.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

RADIOGRAPHY STUDENT CLINICAL ASSIGNMENT POLICY

Clinical assignments are made by the program officials and is non-discriminatory in nature. Student assignments must be done early (at the start of the semester) to allow time for the “on-boarding process” approval by each clinical site. (Confirmation of Background, Health screening, HIPPA compliance and other documentation completed during orientation) The clinical placement is the ultimate decision of the Program faculty.. Faculty consider the types of clinical sites and the student learner when making the clinical site placements. Students will also be rotated to a second site, during their second year in the program. Students are considered “guests” of the clinical sites – Students are not employees.

The number of students assigned to each clinical affiliate is by mutual agreement and is determined by a number of factors such as, staffing patterns, supervision capabilities, types and numbers of examinations performed and must comply with the 1:1 Student to Clinical Radiography Staff ratio by the JRCERT.

Placement of students into our clinical affiliates is vital to the success of each student and the program. The future relationship with the program and affiliates is in your hands. We are guests in each hospital and radiology department. We are expected to conduct ourselves appropriately. The patients at each facility expect and deserve safe, courteous, and professional care. **Students who, cannot get along, who create disruptions within the department, who do not follow instructions, and who give cause for concern for patient safety, or who are dismissed from a clinical site due to documented disciplinary reasons - will be dismissed from the program (not be transferred to another site).** Each clinical affiliate has the right to refuse placement of a particular student at their clinical site when there are justified reasons and documentation.

You have accepted a position in the Radiologic Technology Program at El Camino College with the understanding that you would be assigned to **any one** of our clinical affiliates. We reserve the option of moving students to another facility under certain conditions. **Examples include: 1. When it is considered to be in the best interest of the student 2. When requested by the program officials 3. When workload or conditions within the department deem it appropriate.**

In order to meet the standard of education equality for all students in this program established by American Society of Radiologic Technologist and the Joint Review Committee on Education in Radiologic Technology the faculty and advisory committee agree that students must be rotated though multiple clinical affiliates. The duration of the student’s second clinical assignment will be determined by program faculty and the advisory committee based on the needs of the students and the equality of clinical training.

I _____ have read and understand the policy _____
(Print Student’s Name) _____ date _____

(Student’s Signature)

Your clinical experiences in the next two years will greatly determine your professional future as a technologist. You bring with you a history of experiences that make you unique. The program faculty wishes you success in your relationships at your clinical site. If we may help in any way, please call upon us

Dawn Charman, M.Ed. RT (R), Program Director

Eric Villa M.Ed. RT (R), Clinical Coordinator

The signed copy is placed in the student’s file located in the office of the Program Director

Rev DC 2/2024

EL CAMINO COLLEGE
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RADIOLOGIC TECHNOLOGY PROGRAM POLICY

CONFIDENTIALITY/HIPAA AGREEMENT

As a student who is rotating in this health care setting, you have an ethical and legal duty to keep patient information confidential. Federal law known as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) forbids healthcare providers from disclosing patients' protected healthcare information, except upon written authorization by the patient or as otherwise permitted by the law.

Under the HIPAA Security and Privacy Regulations, hospitals and other healthcare providers are required to have the capacity to determine who is accessing their patients' protected healthcare information and to protect the privacy of that information. Failure to maintain patient confidentiality, accessing patient information without a need to do so for your work, or any other violation of policy, may result in disciplinary action against the student.

Some general guidelines:

- Access patient information only if you need that information to provide patient care or educational purposes.
- Share or discuss patient information only if it is necessary when providing patient care, educational purposes and only in appropriate locations.
- If there are electronic health records, never share your identification number or password and log off computer sessions when you will be away from a workstation.
- Follow the health care system and provider's policies on confidentiality and privacy.
- Ensure confidentiality when you handle all protected healthcare information.
- Students are required to log all patient exams at the clinical site and cannot bring off site to complete logs.
- Cell phones or other electronic devices (ipads, etc) are not allowed to be used at the clinical site. Please keep cell phone off or silenced. Do not have cell phone out in the clinical area under any circumstances.
- **UNDER NO CIRCUMSTANCES – use your cell phone or other device in the clinical areas to take ANY photographs or videos as you could purposely or inadvertently include private and personal patient information (HIPAA)**

Student Agreement

I have received and reviewed all information that I was given about patient privacy and confidentiality. I have been given education and training in HIPAA regulations. I understand there are rules regarding the use and disclosure of patient protected healthcare information, and I agree to abide by such rules and keep protected healthcare information confidential. I understand there are both educational and legal punishments if I violate this policy. I recognize that I may be immediately removed and excluded from this program, if I do not comply with this Confidentiality and Privacy Agreement.

I _____ have read and understand the policy _____
(Print Student's Name) _____ date _____

(Student's Signature)

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

**RADIOGRAPHY STUDENT
CLINICAL JOB DESCRIPTION**

The Radiologic Technology Program consists of both academic and clinical education components. Academic courses which may include laboratories shall be found in the College Schedule of Classes prior to the start of each semester. Clinical course hours are scheduled by the student with the approval of the Program Clinical Coordinator prior to the start of each semester.

The clinical component is considered essential to the development of a good radiographer. Each affiliate is carefully screened to insure: Quality patient care, a variety of radiographic exams, professional technical support staff, and an interest in the development of future radiographers. Each hospital by virtue of their affiliation, has expressed an interest in being a partner with El Camino College in the educating of Radiologic Technologists.

Students in the Radiologic Technology Program are expected, (though not employees of the clinical affiliate), to behave and perform much like an employee. They will be assigned to one clinical affiliate for most of the twenty-six months, with rotation to an additional site during the [Spring or Fall](#) semester of the 2nd year of the program. They shall be expected to follow all hospital policies pertaining to patient and professional conduct. All radiation, fire and safety regulations shall be observed.

It must be kept in mind that the clinical component is a part of the educational process and students are not to replace the technologist staff of the department. Supervision is a shared responsibility of the affiliate and college program staff and must maintain the 1:1 ratio of technologist to student. Patient safety and quality medical radiographic care must always be considered.

PATIENT DESCRIPTIONS:

Category 1 Patients- A patient who is alert and able to provide assistance in the performance of the examination. This patient is able to stand on their own or sit upright without being held. This patient is not on excessive support accessories such as Oxygen, IV, Chest Tubes, Heart monitor etc.

Category 2 Patient- A patient who is able to provide minimal or no assistance in the performance of the examination. Usually unable to stand or sit without being held. The patient may be in a wheelchair or gurney, and unable to stand on their own. This patient usually has more than one of the following, Oxygen, IV, Chest tube, Heart monitor, IVAC etc. or is in an altered state of consciousness.

Pediatric Patients- The pediatric patient has been separated into 3 categories for the purpose of clarifying competencies and the student's level of abilities:

Category 1 = Peds – Newborn to age 6 years old (Note: Category necessary for Peds Comp per ARRT)

Category 2= School age – Age 7 to 12

Category 3 = Adolescent – Age 13 to 17

First year students cannot begin performing radiographic exams on Peds Cat 1,2 or 3 - until their first summer semester. When performing an exam for someone under the age of 18 years, the age of the patient must be listed on the exam log.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

RADIOGRAPHY STUDENT CLINICAL SUPERVISION GUIDELINES

It is essential that all department staff who supervise students are aware of the following policy.

* The student to radiography clinical staff ratio must be 1:1 per JRCERT Standard 1.3

**ALL Student Images must be reviewed and approved by R.T. before sending to Radiologist
Regardless of student competency**

DIRECT SUPERVISION:

Means that a Registered Technologist is in the radiographic room, directly observing and guiding the student at all times during the positioning of the patient and exposing of the radiographic image.

At all times there must be a technologist present for repeat examinations, portable exams performed in surgery and special care units, and also for assistance with a difficult patient. This is vital in the assurance that the procedure be a learning experience for the student and to ensure patient care is not compromised.

REPEAT EXPOSURE POLICY:

California Radiation Health and Safety Code and our accreditation guidelines, require that whenever a radiographic exposure is repeated for any reason, a Registered Technologist must be present, and in a DIRECT SUPERVISION CAPACITY, meaning the Registered technologist must be physically present in the radiographic room and supervising the student's work at all times during the positioning of the patient and exposing of the patient. **ALL repeated exposures must be logged on student repeat log, and initialed by RT observing repeat.**

Students have been instructed by the El Camino College Faculty to refuse to perform any repeat exposure without a registered technologist with them. **There are NO exceptions.** RT's must be available in person, not by phone.

A student who is performing a repeat exam without supervision will be given a 2-day suspension*.

INDIRECT SUPERVISION:

Means that a Registered Technologist is readily or immediately available for assistance with the examination when necessary. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

1. Students must perform all examinations under direct supervision until they successfully complete their competency (checked off) on the examination
2. A check off is accomplished by passing a competency evaluation.
3. Each facility has designated personnel to perform these Competency Evaluations.
4. Once the student has passed a competency check off, he/she may perform the examination under INDIRECT supervision, but still in compliance with the 1:1 ratio of technologist to student.

RADIOGRAPHY STUDENT CLINICAL SUPERVISION GUIDELINES - continued

NOTE: If a student does not comply with the supervision guidelines above, student shall be suspended for 2 days. **2-day suspension** to be made up following the completion of the program, and it will be reported on the ARRT certification exam application. The suspension will be reviewed by the ARRT Ethics Committee and will delay the applicant's exam testing date. **Disciplinary time off** will also be made up at the end of the program. This time off will be counted as an absence regarding perfect attendance and the semester grade

Please support the college and the student in adhering to state and accreditation guidelines and program policies. Our Goal is to provide a safe environment for the patient and the student in the performance of each radiographic examination.

First year students are allowed to perform examinations in the clinical setting after they have received formal instruction and have demonstrated the procedure in the RTEC 123, 124 & 233 campus laboratory.

The Class Schedule which lists the examinations and the approximate dates they will be covered on campus should be posted in the department control area and student board. The students are responsible for informing their supervisor which examinations they can and cannot perform. Students may observe and assist with any examination performed within the Radiology Department.

By end the second full semester of the first year, students will have received formal instruction in ALL ROUTINE EXAMS other than cranium. Special Procedure Exams will not be covered until the 2nd year; therefore, students may only observe, but not participate with the special procedure exams until they have been covered in the RTEC 255 lecture course. (Ex: Myelogram, Lumbar puncture, Arthrogram, Hysterosalpingogram, and observing CT studies)

*** JRCERT Standard 1.3:**

Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

The number of students assigned to the clinical setting must not exceed the number of clinical staff assigned to the radiography department. **The student to radiography clinical staff ratio must be 1:1.** However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures, and special modalities (CT, MRI, US). The utilization of clinical assignments such as file room, reception area, and patient transportation should be limited. Students may not be assigned to clinical settings on holidays that are observed by the sponsoring institution.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

**PORTABLE RADIOGRAPHIC EXAMINATION POLICY & GUIDELINES
FOR STUDENT RADIOLOGIC TECHNOLOGIST**

PORTABLE RADIOGRAPHIC EXAMINATIONS are usually performed outside the radiology department and use mobile radiographic machines as part of the procedure. These procedures frequently involve patients who are quite ill and therefore unable to come to the radiology department.

Patients receiving portable exams generally need a great deal of assistance and are unable to maintain positions for extended periods of time. They are often unable to cooperate with breathing instructions. They may be unable to communicate with the technologist and may be attached to machines and/or equipment essential to life support. The skill levels necessary for safe and competent performance of these procedures is frequently beyond the level of a beginning 1st year student.

Students who have limited experience with patient care and have not developed abilities to alter routine procedures, need close observation and instruction.

PORTABLE RADIOGRAPHIC EXAMINATION POLICY

1. First year, first semester Students may accompany a Registered Technologist for Portable exams once they have completed a Pre-Portable Equipment check off. They may assist with the driving of the equipment only. No patient positioning, equipment manipulation or radiographic exposure can be performed at this time.
2. Students may not assist in the performance of portable radiographic procedures until the second half of the RT124 course.
3. Students may not complete a competency in any portable radiographic, pediatric or surgical procedures until the **completion of the RT124 course**.
4. Students may not perform portable radiographic procedures at **any time** without Direct Supervision (even after a competency has been achieved – per JRCERT and State Department of Public Health, Radiologic Health Branch regulations).
5. **Students should begin their clinical rotations in the operating room beginning the 9th week of the RT124 course semester of their 1st year.** All students shall be assigned portable rotations during second half of RT124. The objective for these rotations are for the student to gain experience and competency with the operation of the mobile (portable) radiographic unit and mobile C-arm fluoroscopic unit and maintaining a sterile field when necessary.

PORTABLE POLICY - CONTINUED

During these rotations, students must be under direct supervision of a Certified Radiologic Technologist. During the operation of the portable or mobile c-arm equipment, students may energize the fluoroscopic beam ONLY under the direct and immediate supervision of a Certified Radiologic Technologist who possess a fluoroscopy permit from the California Department of Public Health, Radiologic Health Branch.

To be eligible to obtain a competency with the mobile fluoroscopic C-arm unit, students shall have performed a minimum of 3 different exams. (Ex. Hip, Cholangiogram, Bronchoscopy)

Competency with the mobile fluoroscopic C-arm unit shall include: (See competency form)

- Demonstration of proper manipulation of the c-arm unit:
- Transportation and correct maneuvering of the unit
- Proper use of locks
- Proper positioning of the unit in the OR suite while maintaining the sterile field
- Saving images for hard copy and producing a hard copy image
- Patient records -image retrieval, use of magnification and image enhancement
- Use of the subtraction mode, image capture, real time video and playback

AT NO TIME IS A STUDENT TO PERFORM A PORTABLE EXAMINATION OF ANY KIND WITHOUT DIRECT SUPERVISION, EVEN IF A COMPETENCY HAS BEEN OBTAINED, AS PER CDPH/RHB & JRCERT STANDARDS.

Please support the college and the student in adhering to state and accreditation guidelines and program policies. Our Goal is to provide a safe environment for the patient and the student in the performance of each radiographic examination.

AT NO TIME IS A STUDENT TO PERFORM A PORTABLE EXAMINATION OF ANY KIND WITHOUT DIRECT SUPERVISION, EVEN IF A COMPETENCY HAS BEEN OBTAINED, AS PER CDPH/RHB & JRCERT STANDARDS.

- **CLINICAL SCHEDULE CHANGE for PORTABLE ROTATIONS** - Students may be asked, or would like to request an adjustment to the clinical hours schedule to an earlier start time - to assist with morning portable radiographic procedures during their portable rotation assignment or to better accommodate the operating room schedule - A written request to the Clinical Coordinator should be submitted for a schedule change, if it is not already posted on the clinical rotation schedule. Advance notification of schedule changes must be approved by the clinical coordinator and clinical instructor (ex: 5am start time).

Each clinical affiliate assigning students to a portable rotation are responsible for instructing and supervising students in the safe operation of mobile radiographic units. A portable check off must be completed before a student will be allowed to perform portable exams.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

GUIDELINES FOR THE EVALUATION OF STUDENT COMPETENCIES

1. Only qualified personnel (Certified Radiologic Technologists R.T.) who have worked in radiology for the equivalent of two years full-time and who are proficient in supervision, instruction, and evaluation determined by the program faculty and hospital management are permitted to evaluate student competencies.
 - a. Program faculty is defined as full-time staff, part-time staff, clinical coordinator, program director and clinical educators.
 - b. All evaluators must attend a short in-service given by program clinical coordinator on how competencies are performed before evaluating students' competencies. Periodic refresher in-services will be offered to clinical staff as needed or requested by clinical site or program.
2. Radiologic Technologists (R.T.) who have been licensed for less than two years are not permitted to complete competencies. Registry technologists are not permitted to complete competencies. After in-service with Clinical Coordinator, each clinical site will post a list of technologists that are able to write competencies.
3. Competencies can be revoked by program faculty or clinical instructor if the student is not maintaining proficiency, or the competency is not deemed satisfactory by the clinical instructor or program faculty.
4. Ensure the student has the appropriate number of exams performed prior to the competency evaluation.
 - a. At least 25 exams for first CXR I (able to sign-off on the 26th)
 - b. At least 3 exams for all other exams (able to sign-off on the 4th)
 - c. Pediatric patients for competency must be 6 years and under. (Newborn to age 6 = Peds Cat.1)
5. Ensure the student has had the didactic (lecture & lab) course material covering the examination prior to the performance of the exam, and when requesting a competency. The competency exam evaluations must be completed in a logical sequence –
 - a. Example: Category 1 Chest patient (PA & Lat) ambulatory patient's competency must be completed prior to the student requesting a Category 2 Chest patient (AP or Lat on Gurney, or Portable exam) competency.
 - b. Please see syllabus for RTEC 123, 124 ,233, 255- posted in work area
 - c. Competency requests for portable exam or pediatric comps can only begin during the first summer session (First year students cannot perform any exams on patients under the age of 18 until the first summer semester.
6. Any reason for a repeat projection (view) is cause for not passing the competency.
7. Any zero's (0) given in any area is cause for not passing the competency.
8. Multiple 1's and/or 1's in highly important areas (ex: positioning, tube manipulation, correct patient, radiation protection) is cause for not passing the competency.
9. CR/DR systems: Index or "S" numbers should be within an acceptable range of hospital's standards.
10. Overall grade/total points must be higher than **80 %** to complete the competency.
11. All competency forms must be completed within 24 hours of exam completion, this includes failed competencies.

RADIOGRAPHY STUDENT COMPETENCIES GUIDELINES - Continued

12. All failed comps must be submitted to the clinical educator/program faculty, for student progress evaluation. Failure to submit the comps is considered falsification of records and grounds for disciplinary action.
 - a. After 3 failed competencies of the same examination, the student must be remediated by a program faculty member.
 - b. An image review with the student and evaluator should be completed for each competency.
13. Competency failures should not be given due to the personal preference of the evaluator such as Marker placement, or the sequence in which the projections were taken (ex. Doing the lateral wrist before the PA, taking the upright ABD before the supine) as long as patient safety is not compromised.
14. In general, the Technologist who is supervising the competency should feel confident that the student would be able to perform the exam independently on one of their family members.
 - a. Please ensure a completed form prior to evaluator's signature (ex: **point totals**, patient ID).
 - b. The competency form shall not be signed until the student has completed the evaluation.
 - c. Please complete competencies in ink any color **other than black**.
 - d. Forms that are incomplete will not be accepted by ECC

SIMULATED COMPETENCY POLICY:

The Program will allow simulated practice for exam numbers during last Winter semester.

- Simulated competencies cannot be attempted until the last Fall semester of the program.
- Simulated competencies are allowed on only a limited number of exams. Students should take every opportunity to perform exams on real patients for an actual assessment of their performance of the exam.
- Students cannot simulate more than one exam of the same body part per day and may only perform one simulated competency per week.
- Simulated Competency cannot be simulated for exams such as trauma, c-arm, portables and fluoroscopy. These exams must be performed at the clinical site on real patients to demonstrate competency, unless there are extenuating circumstances as approved by the Radiologic Technology Program faculty.

COMPETENCY GRADING –

See Clinical Syllabus for required number of comps needed each semester

Competency point values: Students who meet:

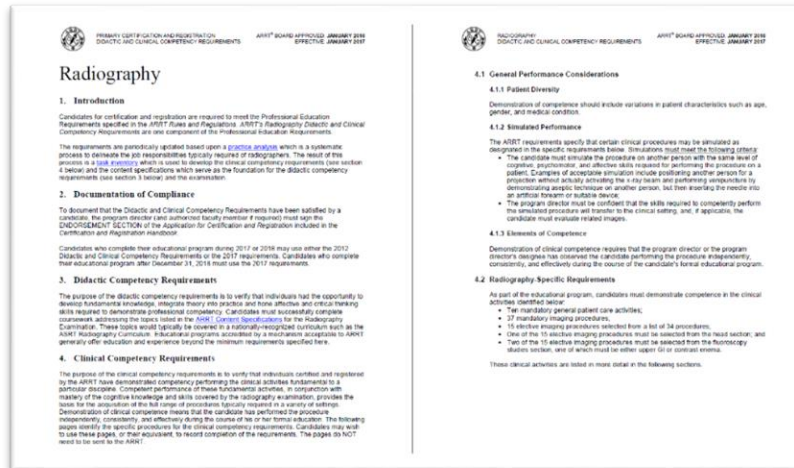
The minimum number of competencies will receive 90%,
+1 additional will receive 93%,
+2 additional will receive 100%.
-1 for minimum number of competencies will receive 75%
-2 will receive 63% and an incomplete grade (INC) for the clinical course
-3 will receive 53% and incomplete grade.
-4 or -5 will receive 0% on competency grade
-6 or more competencies in the semester the student will receive given a failing grade (50%) for the course. A failing grade will not allow enrollment in subsequent Rad Tech courses, therefore, the student may not continue in the program.

FINAL COMPETENCY

- At the beginning of RT218, the student may begin obtaining final competencies in the listed groups of exams upon completion of ALL required exam in that section. The student must demonstrate ONE terminal competency exam in each of the 7 categories of exams listed prior to completion of the program. Competencies shall be performed with an El Camino Clinical Faculty, Clinical Instructor or other staff member approved by the Clinical Instructor.

American Registry of Radiologic Technologist Radiography Didactic & Clinical Competency Requirements Available at:

<https://www.arrt.org/docs/default-source/discipline-documents/radiography/rad-competency-requirements.pdf?sfvrsn=20>



4.2.1 General Patient Care		4.2.2 Imaging Procedures (continued)		4.2.2 Imaging Procedures (continued)		4.2.2 Imaging Procedures (continued)	
Candidates must be CNA certified and demonstrate competence in the remaining nine patient care activities listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.		Candidates must demonstrate competence in all 17 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible.		Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.		Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.	
Mandatory or Elective		Mandatory or Elective		Mandatory or Elective		Mandatory or Elective	
Date Completed		Date Completed		Date Completed		Date Completed	
Competence Verified By		Competence Verified By		Competence Verified By		Competence Verified By	
General Patient Care Procedures		Imaging Procedures		Imaging Procedures		Imaging Procedures	
CNA Certified		Mandatory or Elective		Mandatory or Elective		Mandatory or Elective	
Vital Signs - Blood Pressure		Chest and Thorax		Head - Candidates must select at least one elective procedure from this section.		Fluoroscopy Studies - Candidates must select either upper GI or contrast enema plus one other elective procedure from this section.	
Vital Signs - Temperature		Chest AP (Chestnut or Struthers)		Mandatory		Mandatory	
Vital Signs - Pulse		Chest Lateral (Dobson)		Elective		Elective	
Vital Signs - Respiration		Chest AP (Chestnut or Struthers)		Date Completed		Date Completed	
Vital Signs - Pulse Oximetry		Chest Lateral (Dobson)		Patient or Simulated		Patient or Simulated	
Sterile and Medical Aseptic Technique		Chest AP (Chestnut or Struthers)		Competence Verified By		Competence Verified By	
Temperature		Chest Lateral (Dobson)		Mandatory		Mandatory	
Transfer of Patient		Chest AP (Chestnut or Struthers)		Elective		Elective	
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		Chest Lateral (Dobson)		Date Completed		Date Completed	
4.2.2 Imaging Procedures		Chest AP (Chestnut or Struthers)		Patient or Simulated		Patient or Simulated	
Candidates must demonstrate competence in all 17 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible.		Chest Lateral (Dobson)		Competence Verified By		Competence Verified By	
Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.		Chest AP (Chestnut or Struthers)		Mandatory		Mandatory	
Institutional protocol will determine the positions and projections used for each procedure.		Chest Lateral (Dobson)		Elective		Elective	
Demonstration of competence must include:		Chest AP (Chestnut or Struthers)		Date Completed		Date Completed	
• patient identity verification		Chest Lateral (Dobson)		Patient or Simulated		Patient or Simulated	
• examination order verification		Chest AP (Chestnut or Struthers)		Competence Verified By		Competence Verified By	
• patient assessment		Chest Lateral (Dobson)		Mandatory		Mandatory	
• room preparation		Chest AP (Chestnut or Struthers)		Elective		Elective	
• patient management		Chest Lateral (Dobson)		Date Completed		Date Completed	
• equipment operation		Chest AP (Chestnut or Struthers)		Patient or Simulated		Patient or Simulated	
• technique selection		Chest Lateral (Dobson)		Competence Verified By		Competence Verified By	
• patient positioning		Chest AP (Chestnut or Struthers)		Mandatory		Mandatory	
• radiation safety		Chest Lateral (Dobson)		Elective		Elective	
• imaging processing, and		Chest AP (Chestnut or Struthers)		Date Completed		Date Completed	
• image evaluation		Chest Lateral (Dobson)		Patient or Simulated		Patient or Simulated	
4.2.2 Imaging Procedures (continued)		Chest AP (Chestnut or Struthers)		Competence Verified By		Competence Verified By	
Candidates must demonstrate competence in all 17 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible.		Chest Lateral (Dobson)		Mandatory		Mandatory	
Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.		Chest AP (Chestnut or Struthers)		Elective		Elective	
Institutional protocol will determine the positions and projections used for each procedure.		Chest Lateral (Dobson)		Date Completed		Date Completed	
Demonstration of competence must include:		Chest AP (Chestnut or Struthers)		Patient or Simulated		Patient or Simulated	
• patient identity verification		Chest Lateral (Dobson)		Competence Verified By		Competence Verified By	
• examination order verification		Chest AP (Chestnut or Struthers)		Mandatory		Mandatory	
• patient assessment		Chest Lateral (Dobson)		Elective		Elective	
• room preparation		Chest AP (Chestnut or Struthers)		Date Completed		Date Completed	
• patient management		Chest Lateral (Dobson)		Patient or Simulated		Patient or Simulated	
• equipment operation		Chest AP (Chestnut or Struthers)		Competence Verified By		Competence Verified By	
• technique selection		Chest Lateral (Dobson)		Mandatory		Mandatory	
• patient positioning		Chest AP (Chestnut or Struthers)		Elective		Elective	
• radiation safety		Chest Lateral (Dobson)		Date Completed		Date Completed	
• imaging processing, and		Chest AP (Chestnut or Struthers)		Patient or Simulated		Patient or Simulated	
• image evaluation		Chest Lateral (Dobson)		Competence Verified By		Competence Verified By	

All forms, program policies, and other information are available on line on Canvas

The program reserves the right to update the program handbook, policies and procedures, clinical forms and syllabi contained within this handbook as needed to best meet program and student needs. Every attempt will be made to have these completed prior to the start of each fall, spring, or summer semester. If it is necessary to change or update a policy or form in the middle of a semester, all students, faculty, and clinical staff will be notified and provided with the new forms. Check Canvas for the most up-to-date information.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

DRESS CODE POLICY

A CLEAN, NEAT APPEARANCE IS EXPECTED AT ALL TIMES

The Radiography Student must abide by both hospital (clinical) and college dress code policy standards.

Each student is a representative of the Radiologic Technology Program, college, and hospital. How you behave, things you say and your appearance, reflect directly on the program, college, and clinical site. Make sure the impression you make is a good one.

UNIFORMS:

- 1- Solid **Royal Blue** colored uniform top and pants only. Two to three sets are suggested in proper size.
- 2- One White lab coat may be required (no insignias on jacket allowed) – depending on clinical site. You may wear a Royal Blue Scrub Jacket over uniform for warmth.
- 3- Solid **WHITE** tank top or t-shirt may be worn under uniform, but cannot extend beyond sleeve or hemline, (must be tucked in) A solid **WHITE** long sleeve fitted shirt may be worn under the uniform top. (May be required to cover tattoos)
- 4- No thermal shirts, oversized shirts or sweatshirts may be worn under or over the uniform top in the clinical area.
- 5- Uniforms must be CLEAN, IRONED, PROFESSIONAL and properly sized – not too tight or too loose.
- 6- Undergarments should not be visible when raising arms, bending, sitting, squatting – or doing other movements in the daily routines of performing radiographic exams and patient care.
- 7- Hospital issued O.R. scrubs may be worn only when assigned to surgery and should never be removed from the clinical training facility.
- 8- You may be required to modify your uniform according to the clinical site policy when assigned to specific areas. (Example: White shirt, dress pants, and white lab coat)

SHOES: Shoes must be kept neat and clean, made of leather with closed heels and toes-. Canvas or mesh style shoes are not acceptable. Socks must always be worn. Shoes may be any color that meets with the clinical dress codes.

PERSONAL CLEANLINESS AND HYGIENE: Clothes, body, and hair must be kept clean. No highly scented perfumes or after shave may be worn. Fingernails must be kept clean and neatly trimmed for the safety of the patient as well as the student. Natural nails only - No acrylic/artificial (ex: gels and wraps) nails may be worn at any time during clinical assignments. Students must maintain a neat and well-groomed appearance, free of offensive body and mouth odors-maintaining appropriate hygiene, both in clinical and classroom environments.

HAIR & MAKE-UP: All hair must be kept clean and trimmed. Hair that is “touching the collar” length must be neatly pulled back off the collar. Beards, sideburns, and mustaches must be kept clean and trimmed. Conservative hair styles provide a professional appearance. No extreme styles or colors are allowed – (such as shaved hair patterns, mohawks or **vivid colors**). The definition of conservative hair styles is at the discretion of Program faculty. Appropriate medical caps/head covering can be worn at the discretion of the clinical site. (No baseball caps) Make-up should be modest & conservative (day wear) – no excessive false lashes and bright colors.

JEWELRY: A watch, no more than 2 small rings per hand are allowed if they do not endanger the student or the patient. Body piercing above the collar or facial piercing are not allowed. Ear piercing with small stud type earrings are acceptable (not to exceed 2 per ear). No dangling or hoop earrings or large hole ear piercings are allowed. A choker type necklace or chain may be worn. All dangling necklaces/medals must always be worn inside the uniform.

TATTOOS – Visible tatoos must be covered. Must follow clinical policies.

- **STUDENTS MUST WEAR DOSIMETER AND I.D. BADGES AT ALL TIMES**
- **PERSONAL IMAGE ID MARKERS MUST BE AVAILABLE AT ALL TIMES.**

Students may be asked to leave the clinical site if in the opinion of the Clinical Supervisor or Program Faculty, their attire does not meet dress code standards. The clinical time lost will be considered the same as a tardy or left early penalty in attendance points. ***Any change in Program Dress Code Policy must be approved by the RT Advisory Committee**

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

CLINICAL ATTENDANCE/PARTICIPATION POLICY

The policy outlined as followed will be applicable to all **clinical courses conducted at our Clinical Affiliations:**

1. Attendance habits are an important aspect of the Radiologic Technology Program. Students will become aware of the various schedules within the hospital; (Physician's time, Operating-Room Schedules, and Patient appointment times) often may depend upon the promptness and punctuality of the Radiologic Technologist and the Student Technologist.
2. Attendance habits not only represent a work ethic but have a significant influence on clinical grades. Grade points are reduced for each occurrence (absence, tardy, or leave early). Repeated poor attendance habits will be subject to disciplinary action. **It is considered good professional behavior to arrive to your clinical assignment 10 to 15 minutes prior to your scheduled start time.**
3. Each semester students will prepare and review a clinical schedule with the Program Clinical Coordinator. The schedule must be filled out correctly and returned by due date, or the students' hours will be assigned by the CC. An approved copy of each student's schedule will be provided to the Clinical Affiliate. These schedules must be adhered to unless written changes have been **pre-approved** (minimum of **5 business days** prior) by the Clinical Instructor and the Clinical Coordinator. Only 1 permanent schedule change is allowed per semester. Temporary schedule changes will be evaluated on an individual basis and may be declined or approved.
4. When a student is unable to meet their clinical schedule, he/she is required to call and report to the Clinical Instructor or the Supervisor on duty and Program Clinical Coordinator, prior to the scheduled reporting time. Failure to report absences to both clinical person and college clinical coordinator shall result in a **2-day disciplinary time off**. Reporting to only one of those persons will result in a 1-day disciplinary time off.

CLINICAL TIME RECORDING PROCEDURES:

1. When arriving or leaving the clinical facility during scheduled time, students must individually clock in and out using the web-based time tracking site. Do not clock in until you are ready to work, and no earlier than 10 minutes to the start of your assignment.
2. The student must also record the **exact** arrival and departure time on the ECC attendance form. This applies to **EVERY** time you arrive or leave the facility (excluding meal and break periods).
 - a. An accurate record shall be recorded.
 - b. Example: Scheduled 7:30 – 11:30 Actual 7:20 – 11:35 = 4 hours
3. For attendance tracking, the web site must be accessed **ONLY** from the specified computer designated by the Clinical Instructor at each facility.
 - a. Each student must personally clock in and out. If the web time clock is not working the students must have their attendance form signed by the Clinical Instructor or Department Supervisor at the time of arrival or departure. The student must also notify the Clinical Coordinator via text within 24 hours – the reason for the missed clocking for the day, otherwise CRPP clinical points will be deducted.
 - b. If a student is missing a time clocking at any time, it will be treated as a tardy with subsequent points deducted at the end of the semester.
 - c. If more than 3 clocking are missed in a 3-week consecutive time frame, CRPP points will be deducted and treated as if an absence, and the student will be written up.

CLINICAL ATTENDANCE & PARTICIPATION POLICY: (CONTINUED)

4. Students will not be permitted to access the internet at the clinical facility for ANY reason other than attendance tracking, unless approved by the Clinical Instructor or other Hospital Supervisor
5. Students will not be permitted to access the internet at the clinical facility for ANY reason other than attendance tracking, unless approved by the Clinical Instructor or other Hospital Supervisor
6. The total number of hours students may participate at the clinical site and program lecture and lab classes (combined) may **not exceed 40 hours** per week, or **10 hours per day** (including make-up time).
7. Any misrepresentation or falsification of clinical time or accessing the web-based time tracking site for any other reason than your own personal time at the clinical facility will be cause for disciplinary action and possible dismissal from the Program. Falsification of records is considered dishonest, and a form a cheating that will not be tolerated. The first offense will result in 2-day disciplinary time off and a 50 % points reduction for attendance /participation points for the semester, the second offense will result in "0" points, and probable dismissal from the program for a substandard grade.
8. Students will **be permitted 2 clinical absences** in each of the regular semesters, (Fall/Spring). All absences during the summer or winter session must be made up. (*Any suspension/disciplinary time off is counted as absence). The number of tardies or leave early also factor into Perfect Attendance (See #22) Missing **more than 25%** of the time scheduled for the day by arriving late or leaving early is considered an absence. Perfect Attendance will be only granted when there have been no absences taken during the 26 month program – even if the time absence was made up.
9. Student should not exceed more than four total absences per regular semester in both academic and clinical courses combined -this includes lecture, laboratory and clinical classes. Four absences constitute a critical incident. More than four (unexcused) absences may result in a substandard grade in the course, which will result in dismissal from the Program. Should this occur, students may pursue a grievance process (Student handbook & ECC Catalog).
10. Students are required to make up all excessive, unexcused absences during the semester in which they occur. If absences are not made up in the semester in which they occur, the student will receive an incomplete grade, (Inc./F), for the semester. The student must complete the required make up time by the first half of the following semester, or the incomplete grade will change to substandard letter grade of F. (See College Catalog)
11. If the student calls off from the clinical site, the day before, or the day of a scheduled class exam, or the day before or after a holiday, this will be considered an unexcused absence*, unless proof can be provided such as a Doctor's note in the case of illness. *Unexcused requires the absence must be made up regardless of the number of absences already taken. If the student misses his clinical assignment the day of an exam due to illness, the student should not go to class if they are ill. Arrangements for a make-up exam must be scheduled before the next class meeting and a 10% penalty can be imposed by the instructor.
12. **Medical Leave Policy** -If during a clinical education course, a medical leave becomes necessary, the student must provide written notification to the program. This notification should state the estimated length of requested leave and a physician's verification. Return to the program and clinical assignment requires a written physician's release and must state "with no restrictions". No student will be permitted to return to a clinical assignment unless he/she can resume full unrestricted duties. Returning students must meet with program officials to determine status for re-entry. All missed time that exceeds the permitted absences listed in #7 must be made up. Missed time that cannot be made up as outlined in #9 will subject the student to a failing grade, which will prevent their continuance in the program.

13. Students will be excused from attendance at the clinical site on all **recognized school holidays** as listed in the Schedule of Classes and/or College Catalog. Students will be excused from attendance at the clinical site during semester breaks, when school is not in session (except intersessions), or on holidays that are observed by the Clinical Affiliate.
14. **Bereavement Leave:** One excused absence will be allowed in the event of the death of an immediate family member: spouse, legally recognized domestic partner, mother, father, sister, brother, child, grandparents, grandchildren, mother-in-law, father-in-law, stepparents, stepbrothers, stepsisters, stepchildren, step grandchildren, and current brothers- and sisters-in-law, and those similarly related by legally recognized domestic partnership. Additional requested time off will be approved on a case-by-case basis. Proof may be required.
(Excused bereavement leave does not count towards absences)
15. **Make-up time** shall be equal to the number of days and the actual time lost during absences. Make up time is to be scheduled with the Clinical Instructor and approved by the Clinical Coordinator **5 business days prior** to the makeup date. Make up time must be scheduled within two weeks from the absence. Supervision and student to clinical radiography staff ratio must be maintained at 1:1 during all makeup periods. As listed in #5, the total number of hours students for clinical or class **may not exceed 40 hours** per week, or 10 hours per day.
16. Per the JRCERT (1.3) the Program may permit students to make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on holidays that are observed by the Clinical Affiliate. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. In addition, the program must assure that its liability insurance covers students during these makeup assignments.
17. Changes in the student's clinical schedule (permanent change, re-arrangement or make up time) must be approved by the Clinical Coordinator (or Program Director if necessary) a minimum of **5 business days prior** to the schedule change.
18. All suspensions or disciplinary time off shall be completed after the conclusion of the program **-Prior** to the issuance of a Certificate of Accomplishment or application eligibility for the ARRT certification exam. Suspension or disciplinary time off will disqualify a student for "perfect attendance" in the program.
19. Students must complete a minimum of **1850 hours of clinical education** and specified competencies in the ARRT "Clinical Competence Requirements" (2017) to meet the completion requirements by the CDPH-RHB Title 17 #30421 (b) and qualify for CRT Licensure and ARRT Certification.
20. When students attend an approved continuing educational conference, the student may request comp time for the time spent at the conference (with prior approval by the Program Director) -if the conference was scheduled during a weekend or semester break. The student must provide the Program Director with the proof of hours attended to get the comparable time credit. If the conference occurs during the regular semester, it will be left to the Program Director's discretion how much time the student may be excused for the conference. If the student is behind in their competencies for the semester, they may be required to make up the missed time so they can work toward completion of the competencies.
21. All clinical courses are schedule as TBA and must meet the required number of hours per course units, and the total number of hours described above in #18. When situations arise that may require temporarily removing a student from the clinical site such as: JCAHO site visits, employee strikes/ work stoppages or other administrative reasons, the student may be required to make up the missed time. These administrative absences will not count against the student as an absence - unless the missed time is not made up. If the student has not taken the allowed two clinical absences in regular semesters, then the time missed may be used towards the missed clinical time.

22. At the end of the program, students with Perfect Attendance are granted an early clinical dismissal in light of their accumulated hours from Perfect Attendance. A student maintains Perfect Attendance when the student has not called out at any time during the Program. A schedule re-arrangement done in advance does not count against Perfect Attendance. Any bereavement time also does not count against Perfect Attendance. Excessive Tardies/Leave Early do count against Perfect Attendance. Any semester with 4 or more tardies would be counted as an absence when calculating Perfect Attendance.

**A STUDENT WHO IS TARDY OR LEAVES EARLY IS NOT REQUIRED TO MAKEUP THAT TIME
UNLESS THE TIME MISSED EXCEEDS 25% OF SCHEDULED TIME**

For example: The time lost exceeds 2.5 hours of a 10-hour assignment
 2.0 hours of a 7 - 8-hour assignment
 1.5 hours of a 5 - 6-hour assignment
 1.0 hour of a 4-hour assignment

Clinical assignments: Must equal a minimum of **4 hours**, and a maximum of **8 hrs.***. Longer than **5 hours** must include a **30-minute** meal period. *(10 hrs./day clinical may be allowed during the 2nd yr. summer semester only if clinic allows). Supervision and student to clinical radiography staff ratio must be maintained at 1:1 all times.

TARDY - Means late in reporting to the clinical assignment **ANY** time after that which is scheduled and/or posted.

Example Scheduled 7:30 - 11:30 **Actual** 7:34 - 11:30 (7:34 = 4 minutes tardy).
Any missed clocking is counted as a tardy.

LEFT EARLY - Means not remaining at the clinical assignment for the entire scheduled and/or posted time

Example Scheduled 7:30 - 1:30 **Actual** 7:30 - 1:10 (1:10 = 20 minutes left early).

Occasions when students leave early or arrive late shall be viewed the same as tardies unless instructed to do so by the Clinical Instructor or Program faculty.

DISCIPLINARY ACTION:

Excessive absences will hinder the student's ability to function proficiently in the clinical courses. Without medical authorization, the following actions will be enforced. All excessive absences must be made up in the semester in which they occurred and may require a medical clearance from their physician.

1. 3 separate absences in one semester - Counseling by the Clinical Educator with written documentation.
2. 4 separate absences in one semester - Counseling by the Clinical Educator, a written reprimand by the Clinical Coordinator to include thirty days probation.
3. 5 separate absences in one semester - A written reprimand by the Program Director and two days disciplinary time off - (which must be made up AFTER completion of the program).
4. 6 separate absences in one semester - 0 points, substandard grade = Dismissal from the program.
5. 4 tardies in a rolling 30-day period - Counseling by the Clinical Educator with written documentation.
6. 5 tardies in rolling 30-day period - Counseling by the Clinical Educator a written reprimand by the Clinical Coordinator to include thirty days probation.
7. 6 tardies in rolling 30-day period - Counseling, a written reprimand by the Program Director and two days disciplinary time off - (which must be made up AFTER completion of the program).

Once a student has been placed on probation, and/or given time off as a result of attendance policy violations, continued failure to maintain acceptable attendance habits may result in dismissal proceedings.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

CLINICAL ATTENDANCE/PARTICIPATION GRADING POLICY

PURPOSE: To establish grading points for Clinical Attendance

POLICY: Attendance Points will be based on the following criteria

<u>ABSENCES</u>	<u>TARDY / LEFT EARLY</u>		<u>PERCENT (%)</u>
<u>0</u>	0	0	100
	1	1	96
	2	2	94
<u>1</u>	3	3	91
	4	4	88
	5	5	85
<u>2</u>	6	6	83
	7	7	81
	8	8	77
<u>3</u>	9	9	73
	10	10	65
	11	11	60
<u>4</u>	12	12	55
	13	13	50
	14	14	45
<u>5</u>	15	15	40
	16	16	20
	17	17	10
<u>6</u>	18	18	0
	19	19	0
	20	20	0
<u>7</u>	21	21	0

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

RADIATION SAFETY FOR RADIOLOGIC TECHNOLOGY STUDENTS

PURPOSE:

To provide information and to establish radiation safety guidelines for Student Radiologic Technologists

1. All clinical facilities associated with the El Camino College Radiologic Technology Program have been approved by the California Department of Health Services, Radiologic Health Branch, as meeting the requirements of Title V of the California Administrative Code, Chapter 5, Subchapter 4, Radiation Control Standards.
2. All clinical facilities associated with the El Camino College Radiologic Technology Program have a radiation protection program that is reviewed annually by the program Radiation Safety Officer (RSO) or designee.
3. All students are given instruction in radiation protection methods and must pass a safety test before they are permitted to use radiation producing equipment. Each CAS conducts regular in-service on Radiation Safety and Protection with their department staff.
4. Students are required to adhere to radiation safety rules at all times. They are responsible for their safety as well as the safety of their patients.
5. Radiation detection devices (dosimeters) are provided for each student by El Camino College upon beginning the program for use primarily in the on-campus ionizing laboratory. A dosimeter will also be provided for each student by the clinical affiliate within sixty days of their permanent assignment.
6. The ECC provided dosimeter will be used by the student when on duty at the clinical facility until the student obtains the one provided by the clinical affiliate. These monitors are to be worn at all times during exposure labs and when on duty at the clinical facility.
7. Records of all student personnel radiation exposure histories are to be provided quarterly by the clinical affiliate. These reports are reviewed and kept on file by the Program RSO or designee.
8. Students are responsible to review and initial each radiation dosimetry reports that are submitted to the RSO from the clinical site and review the ECC report within 30 days of the receipt of the report. The reports are located in a notebook in MBA 401.
9. Any dosimetry reading that is out of compliance with the ECC RT Programs guidelines, which is significantly lower than the Nuclear Regulatory Commission (NRC) radiation safety guidelines, will require a letter of explanation from the student that will be submitted to both the Program's RSO and clinical site RSO. If a student is found to have an exposure over **25 mrem** in one month, **50 mrem** in a quarter, or over **100 mrem** in one year the Radiation Safety Officer will begin an investigation with documentation.
10. Students are not allowed to hold patients or image receptors during radiographic procedures.

The Radiation Safety and Protection Program – ECC Policy and Procedures Handbook with a copy of state and federal regulations is available for review in the Program Director's Office)

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

MRI Safety Orientation Policy

PURPOSE:

To establish a safety screening protocol for students having potential access to the magnetic resonance environment. This assures that students are appropriately screened for magnetic wave or radiofrequency hazards. Anyone who enters the MRI environment, even infrequently, must be properly trained and informed to ensure their safety and the safety of patients and other facility staff.

The orientation prepares students for magnetic resonance safe practices

POLICY:

1. During the first semester of the program, and prior to rotation through any of the clinical sites, first year students will attend an orientation for MRI safety. Students will watch *an Introduction to MRI Safety* video. The discussion to follow will include MRI safety principles, recognizing differences between the CT and MRI imaging areas, and contraindication of an MRI study.
2. Following the video, students will take a quiz that covers all MRI safety procedures and protocols, and then sign a statement acknowledging their orientation. This will be kept as part of their student file.
3. Student will complete a “*Magnetic Resonance (MR) Environment Screening Form for Individuals*”. This form will be kept as part of the student’s file. Based on their answers on the form, if there is any reason for concern that a student should not enter an MRI area, an MRI Technologist or Radiologist will be consulted prior to allowing the student into the MRI areas.
4. A student may choose to rotate to MRI as their part of their special imaging modality rotations in their second year of their clinical assignment. A copy of the screening form will be provided to the student’s clinical site if requested.

JRCERT Standard 4, Objective 4.3 Radiation Safety Practices

References:

1. <http://www.acr.org/quality-safety/radiology-safety/mr-safety>
2. <http://www.mrisafety.com/>
 - a. <https://www.appliedradiology.org/mrisafety/default.aspx> -offers MRI Safety videos, including a free *Introduction to MRI Safety* video
3. <http://www.imrser.org/>
4. <http://www.ismrm.org/smrt/>

See next 2 pages for the screening form.

MAGNETIC RESONANCE (MR) PROCEDURE SCREENING FORM FOR PATIENTS

Date / / Patient Number

Name Age Height Weight
Last name First name Middle Initial

Date of Birth / / Male ☐ Female ☐ Body Part to be Examined

month day year

Address Telephone (home) () -

City Telephone (work) () -

State Zip Code

Reason for MRI and/or Symptoms

Referring Physician Telephone () -

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes

If yes, please indicate the date and type of surgery:

Date / / Type of surgery

Date / / Type of surgery

2. Have you had a prior diagnostic imaging study or examination (MRI, CT, Ultrasound, X-ray, etc.)? ☐ No ☐ Yes

If yes, please list:

Body part

Date

Facility

MRI / /

CT/CAT Scan / /

X-Ray / /

Ultrasound / /

Nuclear Medicine / /

Other / /

3. Have you experienced any problem related to a previous MRI examination or MR procedure? ☐ No ☐ Yes

If yes, please describe:

4. Have you had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body, etc.)? ☐ No ☐ Yes

If yes, please describe:

5. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ☐ No ☐ Yes

If yes, please describe:

6. Are you currently taking or have you recently taken any medication or drug? ☐ No ☐ Yes

If yes, please list:

7. Are you allergic to any medication? ☐ No ☐ Yes

If yes, please list:

8. Do you have a history of asthma, allergic reaction, respiratory disease, or reaction to a contrast medium or dye used for an MRI, CT, or X-ray examination? ☐ No ☐ Yes

9. Do you have anemia or any disease(s) that affects your blood, a history of renal (kidney) disease, renal (kidney) failure, renal (kidney) transplant, high blood pressure (hypertension), liver (hepatic) disease, a history of diabetes, or seizures? ☐ No ☐ Yes

If yes, please describe:

For female patients:

10. Date of last menstrual period: / / Post menopausal? ☐ No ☐ Yes

11. Are you pregnant or experiencing a late menstrual period? ☐ No ☐ Yes

12. Are you taking oral contraceptives or receiving hormonal treatment? ☐ No ☐ Yes

13. Are you taking any type of fertility medication or having fertility treatments? ☐ No ☐ Yes

If yes, please describe:

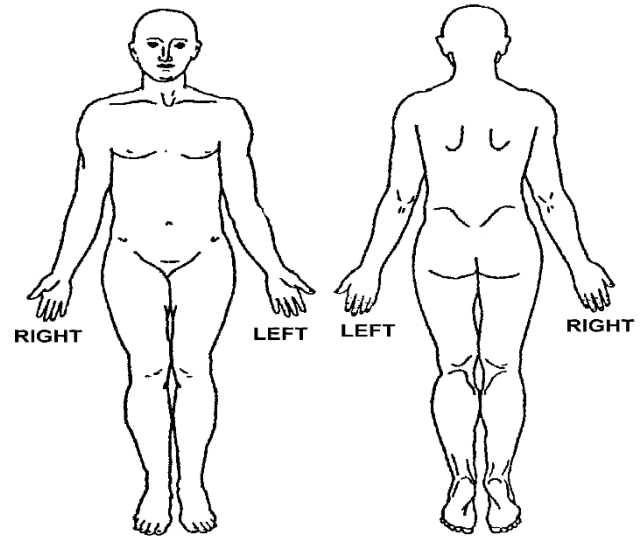


WARNING: Certain implants, devices, or objects may be hazardous to you and/or may interfere with the MR procedure (i.e., MRI, MR angiography, functional MRI, MR spectroscopy). Do not enter the MR system room or MR environment if you have any question or concern regarding an implant, device, or object. Consult the MRI Technologist or Radiologist **BEFORE** entering the MR system room. The MR system magnet is **ALWAYS** on.

Please indicate if you have any of the following:

- | | | |
|------------------------------------------------|-----------------------------|------------------------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Aneurysm clip(s) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cardiac pacemaker |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Implanted cardioverter defibrillator (ICD) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Electronic implant or device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Magnetically-activated implant or device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Neurostimulation system |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Spinal cord stimulator |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Internal electrodes or wires |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Bone growth/bone fusion stimulator |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Cochlear, otologic, or other ear implant |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Insulin or other infusion pump |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Implanted drug infusion device |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any type of prosthesis (eye, penile, etc.) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Heart valve prosthesis |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Eyelid spring or wire |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Artificial or prosthetic limb |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Metallic stent, filter, or coil |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Shunt (spinal or intraventricular) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Vascular access port and/or catheter |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Radiation seeds or implants |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Swan-Ganz or thermodilution catheter |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Medication patch (Nicotine, Nitroglycerine) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Any metallic fragment or foreign body |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Wire mesh implant |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Tissue expander (e.g., breast) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Surgical staples, clips, or metallic sutures |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Joint replacement (hip, knee, etc.) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Bone/joint pin, screw, nail, wire, plate, etc. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | IUD, diaphragm, or pessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Dentures or partial plates |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Tattoo or permanent makeup |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Body piercing jewelry |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hearing aid |
| <i>(Remove before entering MR system room)</i> | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Other implant _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Breathing problem or motion disorder |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Claustrophobia |

Please mark on the figure(s) below the location of any implant or metal inside of or on your body.



IMPORTANT INSTRUCTIONS

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cellphone, eyeglasses, hair pins, barrettes, jewelry, body piercing jewelry, watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clipper, tools, clothing with metal fasteners, & clothing with metallic threads.

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

NOTE: You may be advised or required to wear earplugs or other hearing protection during the MR procedure to prevent possible problems or hazards related to acoustic noise.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form and regarding the MR procedure that I am about to undergo.

Signature of Person Completing Form: _____

Signature

Date ____ / ____ / ____

Form Completed By: ☐ Patient ☐ Relative ☐ Nurse

Print name

Relationship to patient

Form Information Reviewed By: _____

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

DOSIMETER MONITORING POLICY

- Radiation detection devices (dosimeters) are provided for each student by El Camino College upon acceptance into the program for use primarily on campus in the ionizing laboratory. A 2nd dosimeter will also be provided for students by the clinical affiliate within sixty days of their assignment. Pursuant to the regulations which are found in:
 - California Code of Regulations (CCR), Title 17, Div. 1, Ch. 5, Subchapters 4 and 4.5: 17 CCR 30253, 30254, 30255, 30420, 30421, 30423, 30410.2 and 30450
 - Federal regulations specified in Code of Federal Regulations (10 CFR 20)
 - Guidelines in Standard 8 of the Joint Review Committee on Education in Radiologic Technology (JRCERT)
- 1) The ECC provided dosimeter will be used by the student when on duty at the clinical facility until the student obtains a dosimeter provided by the clinical affiliate. These monitors are to be worn at all times at collar level during exposure labs and when on duty at the clinical facility.
 - a. If you forget to bring your dosimeter badge to the clinical site, you may be prohibited from being present during any radiologic procedures at the clinical site.
- 2) The program educates the students in sound radiation protection principles to achieve occupational doses that are as low as is reasonably achievable (ALARA) such that the individual students of the program control and limit the occupational total effective dose equivalents to: **no more than 100 mrem per year.** This limit is well below the allowable total effective dose equivalent being equal to 5 rem (5000 mrem) (0.05 Sv) for occupationally exposed workers.
- 3) Any dosimetry reading that is out of compliance with ECC Policies and Nuclear Regulatory Commission (NRC) radiation safety guidelines will be documented on a Student Incident form and student will be required to write a letter of explanation, which will be submitted to both the Program's Radiation Safety officer and Program Director and Clinical Coordinator. The student incident report along with student response will be kept on file in the student's clinical records at El Camino College. If required, the dose record will also be submitted to the CDPH-RHB.
 - a. If a student is found to have an exposure over 25 mrem in one month, 50 mrem in a quarter, or over 100 mrem in one year the Radiation Safety Officer will begin an investigation with documentation. The reading must be accompanied with a documented letter of explanation from the student as to why this dose was received as well as steps that they will take to reduce their recorded dose in the future.
- 4) If a student declares a pregnancy, an additional monitoring device will be ordered to be worn at the waist level, and inside any lead apron worn. This badge will monitor the fetal dose. The ECC issued dosimeter should continue to be worn at the collar level, outside any lead apron to estimate the student. – please refer to the ECC RT Program PREGNANCY POLICY for additional information.
- 5) Records of all student personnel radiation exposure histories are to be provided by the clinical affiliate to the ECC RT Student. The students are responsible to review and initial each radiation dosimetry reports within 30 days of receipt. The students must collect the clinical dosimeter reports and submit them to the ECC RSO within the 30-day period in which the report was available.
- 6) The ECC RSO will review the reports within 10 days of receipt and record the dosages in the Dosimetry Log Book. The logbook is where both the Clinical and ECC dosimetry reports are kept on file by RSO. Students/Graduates are provided a copy of their total dose received at the end of the program.

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

DOSIMETER BADGE USAGE POLICY

Student's Name: _____ Badge # _____
(Print)

Per the Radiation Safety Standards set by the California Department of Public Health , Radiologic Health Branch (CDPH-RHB) and Guidelines in Standard 8 of the Joint Review Committee on Education in Radiologic Technology (JRCERT) — You are being issued a radiation dosimeter badge for the follow use:

This badge is to be worn at collar level, outside of the lead apron and at any time that you are around a radiation source.

1) Wear this badge every day while at the clinical sites when you are doing your first clinical rotations. If you forget to bring your dosimeter badge to the clinical site, you may be prohibited from being present during any radiologic procedures at the clinical site.

2) When you get your primary assignment at the clinical site, continue to wear this badge every day while at the clinical sites— until the clinical site issues you a badge for that hospital. (1st Semester). At that time, the ECC badge will be kept at the college lab (MBA 401) and be used for only on-campus labs at El Camino College, or anytime a student does a rotation to a second clinical site.

3) For the first semester, you must always bring this dosimeter badge back to the campus on Tuesday, Wednesday and Fridays - to wear during the lab classes for RTEC 106,111 and 123. You should the leave badge on campus on Thursday, unless you have a clinical assignment later that day. You can pick up the badge again on Friday to take to the clinical sites with you for Monday.

4) IF you neglect to return the dosimeter to campus on Thursdays and Fridays, you will be deducted points for your lab grade in RTEC 123, 111 or 106. Without your dosimeter present for the lab, if the lab includes making radiographic exposures, you will not be allowed to perform the exposures without wearing your dosimeter.

5) When not wearing the badge, it should be stored in a cool, dry place — and free from any radiation source. Do not leave this badge in the sun, in your hot car, or close to a microwave, cell phone or television set.

6) If you lose your dosimeter, you must report the loss immediately to the ECC or clinical RSO, and arrange to get another badge – **There may be a charge of \$40 lost badges, and a loss of CRPP points for badges turned in late.** A letter of notification of loss of the badge must be given to the RSO and Program Director within 2 days of the loss

I have read and understand the policy above: _____
(Sign and date)

Radiation Safety Officer or Designee

(Sign and date)

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

POLICY FOR PREGNANCY NOTIFICATION AND FETAL RADIATION MONITORING For the RADIOLOGIC TECHNOLOGY STUDENT

PURPOSE:

To establish guidelines to be followed by pregnant radiation workers, student Radiologic Technologists.

POLICY: **RADIATION SAFETY FOR PREGNANT STUDENT RADIOLOGIC TECHNOLOGISTS**

State Radiation and Nuclear Regulatory Commission Regulations require that the fetus of a radiation worker not receive a dose equivalent in excess of 0.5 rem (500 mrem or 5 mSv) during the entire pregnancy. Additionally, these regulatory bodies have urged that the monthly fetal dose equivalent does not exceed 0.05 rem (50 mrem) over the course of the pregnancy. A copy of the NCRP guidelines and CDPH-RHB – Title 17 regulations are available to the student at each clinical affiliate and in the Program Director's office.

Students are **advised** to declare their pregnancy in writing, to a program official (Director / Clinical Coordinator) as soon after conception as practical. This is a voluntary declaration and will not affect program status. Additional radiation monitoring device(s) will be ordered. This additional monitoring device is to be worn at the waist level, and inside any lead apron worn. This badge will monitor the fetal dose. The regularly issued dosimeter badge should continue to be worn at the collar level, outside any lead apron to estimate the worker's head (whole body) dose.

According to the NCRP, the fetal dose of a pregnant technologist shall not exceed 50 mrem/month. The program's policy is that a student should not have an exposure over 25 mrem in one month, 50 mrem in a quarter, or over 100 mrem in one year.

For ECC Students: If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than recommended student dose of 100 mrem **or 50 rems** per quarter, the following options are available to the student:

1. The student may request in writing to continue to work in the area, without reassignment, but with certain restrictions, if necessary, to limit exposure of the fetus to less than 100 mrems total, 25 mrem/month or 50 mrems per quarter
2. The student may request in writing to be assigned to another area involving less exposure to ionizing radiation.

To assure that fetal doses do not exceed 50 mrems per quarter limit, the pregnant student's dosimetry and clinical working assignments will be regularly reviewed by the Program Faculty RSO and Clinical RSO. In the event that a potential risk had been identified that could exceed the recommend dose to the fetus, radiography procedures with a potential for higher dose risks such as portables and fluoroscopic procedures may be restricted or reassigned as necessary for the safety of the student and fetus.

Radiologic Technology students who follow proper rules of distance and shielding should never exceed more than 10 mrem ESE* (entrance skin exposure) to the abdomen per month. *(under shielding)

I acknowledge that the program **pregnancy and notification policies** have been explained to me and that I have received a copy of these policies. I understand that pregnancy is not a reason for program dismissal.

Student Name

Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

POLICY FOR PREGNANCY NOTIFICATION and DECLARATION
For the RADIOLOGIC TECHNOLOGY STUDENT

- El Camino College, The Radiologic Technology Program, and the Clinical Affiliates will take such safety precautions as deemed necessary to protect the pregnant student technologist from radiation exposure during the pregnancy if the student chooses to make a declaration of the pregnancy to program officials.
- In the event that you become pregnant while a student in the program and want to declare the pregnancy, Please select below which option that you choose by initialing and submitting to Program Director.
- You must make an appointment with the Director if you choose to declare your pregnancy to the program officials and to file a declaration. Keep a copy for your files.
- If you choose not to disclose your pregnancy and do not wish an additional fetal monitor – then you are not required to file a declaration of pregnancy or choose one of the options below.

STUDENT OPTIONS: (Initial which option you choose)

Written notice of voluntary declaration: The student may make a written notice of voluntary declaration of pregnancy by completing the information below:

DECLARATION: I, _____, declare that I am approximately _____ weeks pregnant. I understand that if I want to make a change in my clinical rotational assignment or modify my schedule, I must make an additional written request for the modification to the program officials. I understand that I am required to complete all clinical hours and competencies to successfully complete the program. I may be required to make up any missed time in order to complete the program following the end of the pregnancy.

1) _____ Option for continuance in the program without modification:

The student has the option not to make any changes in their clinical assignment. Modification of student's clinical schedule or rotational assignments shall be voluntary. Clinical schedules and rotational assignments shall remain unchanged. I understand that it is my responsibility to take appropriate safety precautions while in clinical training, and that The program's policy is that a student should not to have an exposure over 25 mrem in one month, 50 mrem in a quarter, or over 100 mrem in one year. The NCRP requires that the exposure to the fetus of a radiation worker be less than 500 mrems (5 mSv) during the gestation, and less than 50 mrem/month.

2) _____ Option for written withdrawal of declaration. The student has the option to submit in writing a withdrawal of the declaration of pregnancy at any time (including prior to the termination of the pregnancy)

3) _____ Discontinue program status the student has the right to withdraw from the program during the pregnancy, and request to return after end of pregnancy. The student's standing in the program at the time of the withdrawal will determine where in the program the student may return. Student may be required to audit courses already completed when returning to the program.

If my declared pregnancy has terminated, I shall notify program officials in writing within 15 days that I no longer need special radiation safety considerations.

I acknowledge that the program **pregnancy and notification policies** have been explained to me and that I have received a copy of these policies. I understand that pregnancy is not a reason for program dismissal.

Student Name

Signature

Date

Fetal Badge # _____ Date Issued _____

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

CONTRAST MEDIA INJECTION POLICY

"Students radiologic technologists may not, under any circumstances inject contrast media".

California Department of Public Health
Radiologic Health Branch
Radiologic Technology Certification Committee
Meeting - May 22, 1996

HEALTH AND SAFETY CODE CHAPTER 554 STATUTES OF 1995 SENATE BILL #1334

The above-mentioned senate bill as of January 1996 allows TECHNOLOGISTS to complete the injection of a contrast media which was started by Authorized personnel. This bill did not address and was not meant to include STUDENT Radiologic Technologists.

Students who violate this policy shall be immediately suspended for two days and possible further disciplinary action.

**El Camino Community College District
Radiologic Technology Program
RELEASE OF PERSONAL INFORMATION AGREEMENT**

Student Name: (Print) _____

The undersigned hereby authorizes the El Camino College Radiologic Technology Program, a subset of El Camino Community College District, to release any personal information needed for clinical clearance such as (but not limited to): health information, background check and drug screening, contained in my student files, to any one of the representatives for the following Affiliated Clinical Sites listed below for clinical clearance. This information will be kept confidential by the receiving party.

**California Hospital Medical Center
Centinela Hospital Medical Center
Kaiser Permanente Hospital –South Bay
Marina Del Rey Hospital
Providence Little Company of Mary Hospital - Torrance
Providence Little Company of Mary Hospital – San Pedro
Santa Monica – UCLA Medical Center
Torrance Memorial Medical Center**

The following information will be released:

Home/Work Address: _____

Home/Work/Cell telephone number(s) _____

ALL Health Records and Background Check and Drug Screening, and any other records necessary for the clinical clearance and placement of the student.

I hereby release the District and its employees, from any liability for release of these records.

Copy for your handbook

Signed: _____ Date: _____

Clinical Evaluation Forms

Clinical Evaluation Forms <u>1st Semester - Fall</u> Orientation Check List 1 st Semester Check-off 1 st Semester Evaluation	Clinical Forms Monthly Attendance Make-Up Form Change in Schedule Form Special Rotations Clinical Exam Log Repeat Log Monthly Total Sheet
<u>Subsequent Semesters</u> Semester Clinical Evaluation Radiography Room Check List Fluoroscopy Room Check List	Pre-Portable Check-off Image Evaluation Form Image Critique Form Image Critique Evaluation Competency Form Fluoroscopy & C-arm Competency

All forms, program policies and other information are available online on Canvas
See Clinical Course # 106, 107, 104 & 109 / 216, 217, 218, 220 / 328

STUDENT HANDBOOK – can also be found:

- Radiologic Technology Program Websites:
 - <http://www.elcamino.edu/academics/healthsciences/radiologictech/>

The program reserves the right to update the program handbook, policies and procedures, clinical forms and syllabi contained within this handbook as needed. Every attempt will be made to have these completed prior to the start of each fall or spring semester. In the event that it is necessary to change or update a policy or form in the middle of a semester, all students, faculty and clinical staff will be notified and provided with the new forms.

**THE FOLLOWING PAGES ARE THE
SIGNATURE PAGES TO SIGN AND
TURN IN**

EL CAMINO COLLEGE
Division of Health Sciences and Athletics

RADIOLOGIC TECHNOLOGY PROGRAM - Continued

PROGRAM STANDARDS

No applicant shall be admitted who has not met or exceeded the academic, physical/mental health, and immunization, background check, drug testing, or other requirements outlined in the college catalog or as determined by the program. Costs of the testing is the responsibility of the student.

Applicant must not be under the treatment for substance abuse currently, nor within the six months prior to the date of application.

Applicant must be able to perform the specific physical manipulative and/or sensory functions as required by the Radiologic Technology program.

Applicant Statement:

I have read and understood the statements contained in the "Program Standards". I have no physical or emotional conditions that would prevent me from performing the above listed standards. I will adhere to the above standards and fully understand that non-compliance in any one area may result in dismissal from the program.

Applicant's Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Hepatitis B Vaccine Student Confirmation/Declination

Student Name (Print legibly)

I understand that due to my occupational exposure as a Radiologic Technology student to blood or other potentially infectious and hazardous materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been informed about the risk of blood borne diseases and that the Hepatitis B Vaccine is strongly recommended by health professionals and required by some hospitals / clinics affiliated with the Radiologic Technology program. I have also been informed about where I can receive the Hepatitis B Vaccine and the approximate cost to me.

Please initial one statement below:

_____ I choose NOT to have the Hepatitis B Vaccination at this time. I understand that by declining this vaccination, I will continue to be at risk of acquiring Hepatitis B, a serious disease, when in the clinical lab setting.

_____ I will obtain the Hepatitis B vaccination and will provide proof of initial vaccine, to the program Director, and proof of final vaccine within 6 months of the first vaccine.

_____ I have already received the Hepatitis B vaccine on _____ and I will provide proof to the program officials for my file.

_____ I am immune as proof by my physical exam and blood work, and do not need the vaccine

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Influenza Vaccine Student Confirmation/Declination

Student Name (Print legibly)

The seasonal flu season in the United States can begin as early as October and last as late as May and flu viruses are circulating in the population. An annual seasonal flu vaccine (either the flu shot or the nasal-spray) is the best way to reduce the chances of getting the seasonal flu and lessen the chance to spread it to others. When more people get vaccinated against the flu, less flu can spread through that community.

- CDC, the Advisory Committee on Immunization Practices (ACIP), and the Healthcare Infection Control Practices Advisory Committee (HICPAC) recommend that all U.S. health care workers get vaccinated annually against influenza.
- Health care workers include radiologic technology students who are directly and in-directly involved in patient care, and potentially exposed to infectious agents that can be transmitted to and from health care workers and patients.
- Influenza (the flu) can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get sick from the flu.
- You can get the flu from anyone, including patients and coworkers who are sick with the flu.
- If you get the flu, you can spread it to others even if you do not feel sick.
- By getting vaccinated, you can help protect yourself, your family at home, and your patients at work from getting the flu.
- If you decline the vaccine, the clinics can choose to decline your internship at their facility.

Health care workers who get vaccinated help to reduce the following:

- Transmission of influenza, staff illness and absenteeism, influenza-related illness and death.
- Higher vaccination levels among staff have been associated with a lower risk of nosocomial (hospital-acquired) influenza cases.
- The seasonal flu vaccine protects against three influenza viruses that research indicates will be most common during the upcoming season: influenza B viruses, influenza A (H1N1) viruses, and influenza A (H3N2) viruses.
- Each year, one flu virus of each kind is used to produce seasonal influenza vaccine

I understand that due to my occupational exposure as a Radiologic Technology student I may be at risk of acquiring an influenza infection, and that it is recommended that I be immunized.

Please initial statement below:

_____ I will obtain the vaccination and will provide proof to the program officials by October 31 of each year in the program.

I understand that it is my responsibility to also provide a copy of the flu vaccine to my Clinical Instructor and keep a copy for myself.

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

El Camino Radiologic Technology Mandatory COVID Vaccination Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. El Camino College Radiologic Technology Program has adopted this policy on mandatory vaccination to safeguard the health of our students and their prospective patients from the hazard of COVID-19.

Scope:

This Mandatory COVID-19 Vaccination Policy applies to all students of El Camino Radiologic Technology Program. All students covered by this policy are required to be fully vaccinated as a term and condition of study at all our clinical sites. Students are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. **Annual COVID boosters are required and must be done within one year.** All students are required to report their vaccination status and to provide proof of vaccination. Students must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Students not in compliance with this policy will not be allowed in the clinical setting. **A waiver from El Camino College is not sufficient as the student must be allowed in all the clinical sites.** Since students will be rotating to different clinical sites, student must be eligible to train at each site. Several clinical sites do not offer any exemptions for students. Students cannot be limited to specific sites as the educational goals may not be able to be met at those sites and a rotation to at least one different site is required during the course of study.

Proof of Vaccination

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status will be submitted to Castlebranch, and a hard copy turned into the Clinical Coordinator.

Acceptable proof of vaccination status is:

6. The record of immunization from a healthcare provider or pharmacy.
7. A copy of the COVID-19 Vaccination Record Card.
8. A copy of medical records documenting the vaccination.
9. A copy of immunization records from a public health, state, or tribal immunization information system;
or
10. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the student's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances, El Camino will still accept the state immunization record as acceptable proof of vaccination. All students must inform El Camino Radiologic Technology Program of their vaccination status. El Camino Radiologic Technology Program will require students to promptly notify Clinical Supervisor and Clinical

***Note: This policy may be modified as the guidelines from the CDC and Clinical sites are adjusted (2/2024)**

COVID Policy Cont:

Coordinator when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider. This notification should be done by text message or ECC email less than 24 hours of diagnosis.

Medical Removal from the Workplace

ECC Radiologic Technology Program has also implemented a policy for keeping COVID-19 positive students from the clinical site and the educational site. ECC Radiologic Technology Program will immediately remove a student from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). This will result in an absence and may be required to be made up. In the classroom, this may result in missed lab time, missing assignments, or exams. Student should contact the instructor regarding make-up work.

Return to Work Criteria

For any student removed from clinic or the classroom because they are COVID-19 positive, ECC Radiologic Technology Program will keep them removed until the employee receives a negative result on a COVID-19 PCR test; or meets the return-to-work criteria for El Camino campus or the clinical site. Students missing extended time due to COVID will only be charge with 2 day absences in regards to semester grade. However, student will need to make up the missed time. Depending on circumstances, the make up time will be coordinated with the clinical site and the Clinical Coordinator. Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, with negative test and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, ECC Radiologic Technology Program will follow the guidance of a licensed healthcare provider regarding return to work.

ECC Radiologic Technology Program will require the students to wear a face covering in clinic and in the classroom lab. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Communicable Disease Policy for Students

I understand all the following related to the clinical setting and agree to being placed into clinical settings:

1. Participation in Clinical Education carries inherent risk of exposure to infectious diseases, which may include, but are not limited to, seasonal flu, COVID-19, Tuberculosis (TB), Methicillin-resistant Staphylococcus aureus (MRSA), and clostridium difficile (Cdiff).
2. Clinical education is an essential component of my professional education that cannot be replaced with laboratory experiences, virtual simulations, or other remote experiences.
3. I will follow safe infection control practices in the clinical setting and to adhere to any additional Safety Guidelines, Policies and Procedures instituted by my clinical site and my professional program. I understand that failure to follow these guidelines may result in dismissal from the clinical site and the program.
4. Following these procedures and guidelines does not eliminate the risk of contracting these diseases, only reduces the probability of transmission to myself and others.
5. Students should disclose exposure to communicable disease immediately upon confirmation of exposure. For certain diseases, proof of negative tests will be required before clinical return.
6. Students are required to be current in their COVID-19 vaccines and boosters.

The primary role of El Camino College in communicable disease control is educational. Guidelines are based on Center for Disease Control protocols. Students are educated in the classroom prior to the clinical rotation and should follow all infection control protocols as required by the clinical site. Proof of immunizations or vaccines shall be a requirement as a condition for admission to program. The Student Health Center in conjunction with the Los Angeles County Health Department could offer immunization for specific diseases as needed. The Los Angeles County Health Department may offer free immunizations.

Print Name

Student's Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Drug & Alcohol Usage and Testing Policy for Students

Student Name (Print legibly)

I understand that conduct at El Camino College must conform to the laws of the State of California, District policies, and campus rules and regulations. The El Camino College faculty, staff, and administration are dedicated to maintaining an optimal learning environment. The standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. These standards will apply to all students on campus, other college property, or while attending any college-sponsored event. Violation of such laws, policies, rules, and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Disciplinary action may be taken against any person who engages in behavior defined as misconduct, as listed in Section B (El Camino College Catalog). See the El Camino College Catalog for further information regarding disciplinary actions and standards of conduct. Applicable segments of Section B are provided below.

B. Misconduct

- Possession or use of alcoholic beverages on college property or at any college-sponsored event.
- The use, sale, or possession of any controlled substance; or your presence on campus or at any college-sponsored event, under the influence of any controlled substance (El Camino College Catalog).

Clinical Affiliate Policy

I understand upon accepting a position in the Radiologic Technology Program at El Camino College, I must adhere to the hospital policies regarding drug and alcohol usage and testing to which I am assigned. This may include random drug/alcohol testing, and/or drug/alcohol testing on an as needed basis, as well as annual drug testing at my own expense. Clinical affiliates may immediately dismiss a student from their clinical assignment upon receiving positive results of a drug/alcohol test.

Student Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

DOSIMETER BADGE USAGE POLICY

Student's Name: _____ Badge # _____
(Print)

Per the Radiation Safety Standards set by the California Department of Public Health , Radiologic Health Branch (CDPH-RHB) and Guidelines in Standard 8 of the Joint Review Committee on Education in Radiologic Technology (JRCERT) — You are being issued a radiation dosimeter badge for the follow use:

This badge is to be worn at collar level, outside of the lead apron and at any time that you are around a radiation source.

- 1) Wear this badge every day while at the clinical sites when you are doing your first clinical rotations. If you forget to bring your dosimeter badge to the clinical site, you may be prohibited from being present during any radiologic procedures at the clinical site.
- 2) When you get your primary assignment at the clinical site, continue to wear this badge every day while at the clinical sites— until the clinical site issues you a badge for that hospital. (1st Semester). At that time, the ECC badge will be kept at the college lab (MBA 401) and be used for only on-campus labs at El Camino College, or anytime a student does a rotation to a second clinical site.
- 3) For the first semester, you must always bring this dosimeter badge back to the campus on Tuesday, Wednesday and Fridays - to wear during the lab classes for RTEC 106,111 and 123. You should the leave badge on campus on Thursday, unless you have a clinical assignment later that day. You can pick up the badge again on Friday to take to the clinical sites with you for Monday.
- 4) IF you neglect to return the dosimeter to campus on Thursdays and Fridays, you will be deducted points for your lab grade in RTEC 123, 111 or 106. Without your dosimeter present for the lab, if the lab includes making radiographic exposures, you will not be allowed to perform the exposures without wearing your dosimeter.
- 5) When not wearing the badge, it should be stored in a cool, dry place — and free from any radiation source. Do not leave this badge in the sun, in your hot car, or close to a microwave, cell phone or television set.
- 7) If you lose your dosimeter, you must report the loss immediately to the ECC or clinical RSO, and arrange to get another badge – **There may be a charge of \$40 lost badges, and a loss of CRPP points for badges turned in late.** A letter of notification of loss of the badge must be given to the RSO and Program Director within 2 days of the loss

I have read and understand the policy above: _____
(Sign and date)

Radiation Safety Officer or Designee

(Sign and date)

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

RADIATION SAFETY FOR RADIOLOGIC TECHNOLOGY STUDENTS

PURPOSE:

To provide information and to establish radiation safety guidelines for Student Radiologic Technologists

1. All clinical facilities associated with the El Camino College Radiologic Technology Program have been approved by the California Department of Health Services, Radiologic Health Branch, as meeting the requirements of Title V of the California Administrative Code, Chapter 5, Subchapter 4, Radiation Control Standards.
2. All clinical facilities associated with the El Camino College Radiologic Technology Program have a radiation protection program that is reviewed annually by the program Radiation Safety Officer (RSO) or designee.
3. All students are given instruction in radiation protection methods and must pass a safety test before they are permitted to use radiation producing equipment. Each CAS conducts regular in-service on Radiation Safety and Protection with their department staff.
4. Students are required to adhere to radiation safety rules at all times. They are responsible for their safety as well as the safety of their patients.
5. Radiation detection devices (dosimeters) are provided for each student by El Camino College upon beginning the program for use primarily in the on-campus ionizing laboratory. A dosimeter will also be provided for each student by the clinical affiliate within sixty days of their permanent assignment.
6. The ECC provided dosimeter will be used by the student when on duty at the clinical facility until the student obtains the one provided by the clinical affiliate. These monitors are to be worn at all times during exposure labs and when on duty at the clinical facility.
7. Records of all student personnel radiation exposure histories are to be provided quarterly by the clinical affiliate. These reports are reviewed and kept on file by the Program RSO or designee.
8. Students are responsible to review and initial each radiation dosimetry reports that are submitted to the RSO from the clinical site, and review the ECC report within 30 days of the receipt of the report. The reports are located in a notebook in MBA 401.
9. Any dosimetry reading that is out of compliance with the ECC RT Programs guidelines, which is significantly lower than the Nuclear Regulatory Commission (NRC) radiation safety guidelines, will require a letter of explanation from the student that will be submitted to both the Program's RSO and clinical site RSO. If a student is found to have an exposure over **25 mrem** in one month, **50 mrem** in a quarter, or over **100 mrem** in one year the Radiation Safety Officer will begin an investigation with documentation.
10. Students are not allowed to hold patients or image receptors during radiographic procedures

Received by _____ Date: _____

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

POLICY FOR PREGNANCY NOTIFICATION AND FETAL RADIATION MONITORING
For the RADIOLOGIC TECHNOLOGY STUDENT

PURPOSE:

To establish guidelines to be followed by pregnant radiation workers, student Radiologic Technologists.

POLICY: **RADIATION SAFETY FOR PREGNANT STUDENT RADIOLOGIC TECHNOLOGISTS**

State Radiation and Nuclear Regulatory Commission Regulations require that the fetus of a radiation worker not receive a dose equivalent in excess of 0.5 rem (500 mrem or 5 mSv) during the entire pregnancy. Additionally, these regulatory bodies have urged that the monthly fetal dose equivalent does not exceed 0.05 rem (50 mrem) over the course of the pregnancy. A copy of the NCRP guidelines and CDPH-RHB – Title 17 regulations are available to the student at each clinical affiliate and in the Program Director's office.

Students are **advised** to declare their pregnancy in writing, to a program official (Director / Clinical Coordinator) as soon after conception as practical. This is a voluntary declaration and will not affect program status. Additional radiation monitoring device(s) will be ordered. This additional monitoring device is to be worn at the waist level, and inside any lead apron worn. This badge will monitor the fetal dose. The regularly issued dosimeter badge should continue to be worn at the collar level, outside any lead apron to estimate the worker's head (whole body) dose.

According to the NCRP, the fetal dose of a pregnant technologist shall not exceed 50 mrem/month. The program's policy is that a student should not have an exposure over 25 mrem in one month, 50 mrem in a quarter, or over 100 mrem in one year.

For ECC Students: If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than recommended student dose of 100 mrem or 50 rems per quarter, the following options are available to the student:

3. The student may request in writing to continue to work in the area, without reassignment, but with certain restrictions, if necessary, to limit exposure of the fetus to less than 100 mrems total, 25 mrem/month or 50 mrems per quarter
4. The student may request in writing to be assigned to another area involving less exposure to ionizing radiation.

To assure that fetal doses do not exceed 50 rems per quarter limit, the pregnant student's dosimetry and clinical working assignments will be regularly reviewed by the Program Faculty RSO and Clinical RSO. In the event that a potential risk had been identified that could exceed the recommend dose to the fetus, radiography procedures with a potential for higher dose risks such as portables and fluoroscopic procedures may be restricted or reassigned as necessary for the safety of the student and fetus.

Radiologic Technology students who follow proper rules of distance and shielding should never exceed more than 10 mrem ESE* (entrance skin exposure) to the abdomen per month. *(under shielding)

I acknowledge that the program **pregnancy and notification policies** have been explained to me and that I have received a copy of these policies. I understand that pregnancy is not a reason for program dismissal.

Student Name

Signature

Date

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

POLICY FOR PREGNANCY NOTIFICATION and DECLARATION
For the RADIOLOGIC TECHNOLOGY STUDENT

- El Camino College, The Radiologic Technology Program, and the Clinical Affiliates will take such safety precautions as deemed necessary to protect the pregnant student technologist from radiation exposure during the pregnancy if the student chooses to make a declaration of the pregnancy to program officials.
- In the event that you become pregnant while a student in the program and want to declare the pregnancy, Please select below which option that you choose by initialing and submitting to Program Director.
- You must make an appointment with the Director if you choose to declare your pregnancy to the program officials and to file a declaration. Keep a copy for your files.
- If you choose not to disclose your pregnancy and do not wish an additional fetal monitor – then you are not required to file a declaration of pregnancy or choose one of the options below.

STUDENT OPTIONS: (Initial which option you choose)

Written notice of voluntary declaration: The student may make a written notice of voluntary declaration of pregnancy by completing the information below:

DECLARATION: I, _____, declare that I am approximately _____ weeks pregnant.

I understand that if I want to make a change in my clinical rotational assignment or modify my schedule, I must make an additional written request for the modification to the program officials. I understand that I am required to complete all clinical hours and competencies to successfully complete the program. I may be required to make up any missed time in order to complete the program following the end of the pregnancy.

1) _____ Option for continuance in the program without modification:

The student has the option not to make any changes in their clinical assignment. Modification of student's clinical schedule or rotational assignments shall be voluntary. Clinical schedules and rotational assignments shall remain unchanged. I understand that it is my responsibility to take appropriate safety precautions while in clinical training, and that The program's policy is that a student should not to have an exposure over 25 mrem in one month, 50 mrem in a quarter, or over 100 mrem in one year. The NCRP requires that the exposure to the fetus of a radiation worker be less than 500 mrems (5 mSv) during the gestation, and less than 50 mrem/month.

2) _____ Option for written withdrawal of declaration. The student has the option to submit in writing a withdraw of the declaration of pregnancy at any time (including prior to the termination of the pregnancy)

3) _____ Discontinue program status The student has the right to withdraw from the program during the pregnancy, and request to return after end of pregnancy. The student's standing in the program at the time of the withdrawal will determine where in the program the student may return. Student may be required to audit courses already completed when returning to the program.

If my declared pregnancy has terminated, I shall notify program officials in writing within 15 days that I no longer need special radiation safety considerations.

I acknowledge that the program **pregnancy and notification policies** have been explained to me and that I have received a copy of these policies. I understand that pregnancy is not a reason for program dismissal.

Student Name

Signature

Date

Fetal Badge # _____ Date Issued _____

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

RADIOGRAPHY STUDENT CLINICAL ASSIGNMENT POLICY

Clinical assignments are made by the program officials and is non-discriminatory in nature. Student assignments must be done early (at the start of the semester) to allow time for the “on-boarding process” approval by each clinical site. (Confirmation of Background, Health screening, HIPPA compliance and other documentation completed during orientation) The clinical placement is the ultimate decision of the Program faculty.. Faculty consider the types of clinical sites and the student learner when making the clinical site placements. Students will also be rotated to a second site, during their second year in the program. Students are considered “guests” of the clinical sites – Students are not employees.

The number of students assigned to each clinical affiliate is by mutual agreement and is determined by a number of factors such as, staffing patterns, supervision capabilities, types and numbers of examinations performed and must comply with the 1:1 Student to Clinical Radiography Staff ratio by the JRCERT.

Placement of students into our clinical affiliates is vital to the success of each student and the program. The future relationship with the program and affiliates is in your hands. We are guests in each hospital and radiology department. We are expected to conduct ourselves appropriately. The patients at each facility expect and deserve safe, courteous, and professional care. **Students who, cannot get along, who create disruptions within the department, who do not follow instructions, and who give cause for concern for patient safety, or who are dismissed from a clinical site due to documented disciplinary reasons - will be dismissed from the program (not be transferred to another site)**. Each clinical affiliate has the right to refuse placement of a particular student at their clinical site when there are justified reasons and documentation.

You have accepted a position in the Radiologic Technology Program at El Camino College with the understanding that you would be assigned to any one of our clinical affiliates. We reserve the option of moving students to another facility under certain conditions. ***Examples include: 1. When it is considered to be in the best interest of the student 2. When requested by the program officials 3. When workload or conditions within the department deem it appropriate.***

In order to meet the standard of education equality for all students in this program established by American Society of Radiologic Technologist and the Joint Review Committee on Education in Radiologic Technology the faculty and advisory committee agree that students must be rotated though multiple clinical affiliates. The duration of the student’s second clinical assignment will be determined by program faculty and the advisory committee based on the needs of the students and the equality of clinical training.

I _____ have read and understand the above policy _____
(Print Student’s Name) date

(Student’s Signature)

Your clinical experiences in the next two years will greatly determine your professional future as a technologist. You bring with you a history of experiences that make you unique. The program faculty wishes you success in your relationships at your clinical site. If we may help in any way, please call upon us

Dawn Charman, M.Ed. RT (R), Program Director

Eric Villa M.Ed. RT (R), Clinical Coordinator

The signed copy is placed in the student’s file located in the office of the Program Director

EL CAMINO COLLEGE
Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

CONFIDENTIALITY/HIPAA AGREEMENT

As a student who is rotating in this health care setting, you have an ethical and legal duty to keep patient information confidential. Federal law known as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) forbids healthcare providers from disclosing patients' protected healthcare information, except upon written authorization by the patient or as otherwise permitted by the law.

Under the HIPAA Security and Privacy Regulations, hospitals and other healthcare providers are required to have the capacity to determine who is accessing their patients' protected healthcare information and to protect the privacy of that information. Failure to maintain patient confidentiality, accessing patient information without a need to do so for your work, or any other violation of policy, may result in disciplinary action against the student.

Some general guidelines:

- Access patient information only if you need that information to provide patient care or educational purposes.
- Share or discuss patient information only if it is necessary when providing patient care, educational purposes and only in appropriate locations.
- If there are electronic health records, never share your identification number or password and log off computer sessions when you will be away from a workstation.
- Follow the health care system and provider's policies on confidentiality and privacy.
- Ensure confidentiality when you handle all protected healthcare information.
- Students are required to log all patient exams at the clinical site and cannot bring off site to complete logs.
- Cell phones are not allowed to be used at the clinical site. Please keep cell phone off or silenced. Do not have cell phone out in the clinical area under any circumstances.
- UNDER NO CIRCUMSTANCES – use your cell phone in the clinical areas to take ANY photographs or videos as you could purposely or inadvertently include private and personal patient information (HIPAA)

Student Agreement

I have received and reviewed all information that I was given about patient privacy and confidentiality. I have been given education and training in HIPAA regulations. I understand there are rules regarding the use and disclosure of patient protected healthcare information, and I agree to abide by such rules and keep protected healthcare information confidential. I understand there are both educational and legal punishments if I violate this policy. I recognize that I may be immediately removed and excluded from this program, if I do not comply with this Confidentiality and Privacy Agreement.

I _____ have read and understand the above policy _____
(Print Student's Name) date

(Student's Signature)

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCES AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

I have received a Radiologic Technology Program Student Handbook, which includes copies of:

Program Policies

Program Standards	<i>Clinical Policies</i>
Operation Guidelines Supervision Guidelines ARRT Code and Rules of Ethics Radiography Student Job Description Clinical Objectives and Syllabi	Clinical Placement Policy Fit for Duty Portable Policy Dress Code Policy Attendance Policy Radiation Safety & Dosimetry Policy Pregnancy Policy Contrast Media Policies

Applicant Statement:

I have read and understood the statements contained in the Program Standards. I have no physical or emotional conditions that would prevent me from performing the above listed standards. I will adhere to the above standards and fully understand that non-compliance in any one area may result in dismissal from the program.

I have had the opportunity to read the above-mentioned documents as well as having them reviewed and explained to me by the Program Director and Clinical Coordinator.

Student Name (Print)

Student Signature

Date

**El Camino Community College District
Radiologic Technology Program
RELEASE OF PERSONAL INFORMATION AGREEMENT**

Student Name: (Print) _____

The undersigned hereby authorizes the El Camino College Radiologic Technology Program, a subset of El Camino Community College District, to release any personal information needed for clinical clearance such as (but not limited to): health information, background check and drug screening, contained in my student files, to any one of the representatives for the following Affiliated Clinical Sites listed below for clinical clearance. This information will be kept confidential by the receiving party.

**California Hospital Medical Center
Centinela Hospital Medical Center
Kaiser Permanente Hospital –South Bay
Marina Del Rey Hospital
Providence Little Company of Mary Hospital - Torrance
Providence Little Company of Mary Hospital – San Pedro
Santa Monica – UCLA Medical Center
Torrance Memorial Medical Center**

The following information will be released:

Home/Work Address: _____

Home/Work/Cell telephone number(s) _____

ALL Health Records and Background Check and Drug Screening, and any other records necessary for the clinical clearance and placement of the student.

I hereby release the District and its employees, from any liability for release of these records.

Signed: _____ Date: _____