

**EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

**2013 - 2015
STUDENT HANDBOOK**

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

EL CAMINO COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
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RADIOLOGIC TECHNOLOGY PROGRAM STUDENT HANDBOOK INTRODUCTION

The Radiologic Technology Program is a minimum of 25 months in length and will prepare the student for licensing by the California Department of Public Health, Radiologic Health Branch (DPH-RHB), and for registration 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.

Upon completion of all requirements, the student will be awarded an Associate's in Science Degree (A.S.) and a Certificate of Completion 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. Assignments are made following the first eight 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.

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 is 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're 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 course of 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*

Radiologic Technology – A.S. Degree and Certificate of Completion

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 and makes them eligible for state licensing exams and national certification exams. Program assessment is conducted by monitoring student success rates on the State and National Certification Examinations.

General Information

Radiologic Technology courses must be completed with a minimum grade of C (73%) before the student may enroll in the next course. The student with prior training or experience may petition for credit by examination for Radiologic Technology 111, 123 and 124.

Program Length and Licensing Requirements

The Associate Degree Radiologic Technologist Program is a minimum 25 months in length, includes the academic semesters and clinical training (taken concurrently). Satisfactory completion of the prescribed course of study qualifies graduates to take both state licensing and national certification examinations. 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).

Preliminary Requirements:

- * High School graduation with at least a C average or GED Equivalent
- * A grade point average of 2.25 or better in all post high school courses
- * Complete the following Program Prerequisite courses with a minimum grade of C in each course:
 - Anatomy 32- (or 34a) (4 units) Principles of Human Anatomy
 - Physiology 31- (or 34b) (4 units) Human Physiology
 - Radiologic Technology A (3 units) -Introduction to Radiologic Technology
 - Psychology 5 (3 units) - General Psychology
 - Computer Information Systems 13 (3 units) - Introduction to Computers
 - Math 73 or 80 – Intermediate Algebra
 - English 1A (4 units) – Reading and Comprehension
 - Medical Terminology 1 (3 units)
 - Humanities (3 units)
 - Contemporary health or P.E. (3 units)

Acceptance into Radiologic Technology Program and Application Filing Period:

New students are admitted to the program once per year, in the Fall Semester. Acceptance at El Camino College does not guarantee entrance into the Radiologic Technology Program. A Program Application and college transcripts of all academic work completed must be filed. An application for the Radiologic Technology Program can be filed during the annual application period (Spring of each year). Applications and instructions are available on the program web page

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

If the number of eligible applicants exceeds the class size limit, interested applicants will need to re-apply during the next open application period. Students will not automatically be considered for the next Fall acceptance.

Prior to Starting the Program:

Students accepted into the program must attend two orientation sessions in the summer (usually mid-July and late August) prior to beginning the program in the Fall semester.

Accepted students will be required to undergo a complete physical examination, including a TB test. Students must submit a current CPR for BLS provider card, and a criminal background check clearance as required by the Joint Commission on Accreditation of Health Care Organizations (JCAHO) prior to official acceptance in the Radiologic Technology Program and placement at a clinical education training facility

Fees

Cost of books, uniforms, miscellaneous supplies, physical exam. CPR for BLS provider certification and background checks must be borne by the student and is estimated at approximately \$3000 for the length of the program. Specific information is listed on the ECC RT Program webpage.

El Camino College Major Requirements

Radiologic Technology 91, 93, 104, 107, 109, 111, 123, 124, 217, 218, 233, 244, 255, Medical Terminology 1, (54 units); other required courses to meet Associate Degree requirements (6 - 8) units Total Units: 89 – 91. Students must complete Radiologic Technology 217, 218, 220, 233, 244 and 255 at El Camino College. Radiologic Technology students must complete the general education requirements described in the college catalog (see A.S. Degree requirements), to be eligible for certification by the American Registry of Radiologic Technologists.

Certificate of Completion

To be eligible for the Certificate of Accomplishment, the student must have an Associate in Science degree in Radiologic Technology. Required Certificate Courses: Radiologic Technology 216, 220, 328. Total Units: 9.5 Radiologic Technology 217, 218, 220, 233, 244, 255 and 328 must be completed at El Camino College.

Licensure:

Students who complete all Radiologic Technology Associate in Science degree and Certificate of Completion 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 State of California, Department of Public Health, Radiation Health Branch, Certified Radiologic Technologist (C.R.T.) licensure and the Fluoroscopy examination and licensure (C.R.T.), (R,F).

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

misdeemeanor 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.

Program Readmission and Course Repetition

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

Note regarding repeatability of coursework:

Radiologic Technology courses in which a student has received a D or F grade may be repeated one time and the student may only re-enter the program one time.

The JRCERT requires that all students complete the program within 150% of their original admission date.

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 Policy for course repeatability (2012).

A student who leaves the program after the first semester – may reapply to the program, but are only eligible to audit first semester RTEC 111 & RTEC 123 courses (if a grade of C or better was earned).

The student must be eligible to be enrolled in RTEC 106 clinical course. (Due to insurance coverage required, students may not audit clinical courses).

The student may be required to repeat courses previously passed within the program for successful continuance in the program.

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 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.

Advanced Standing

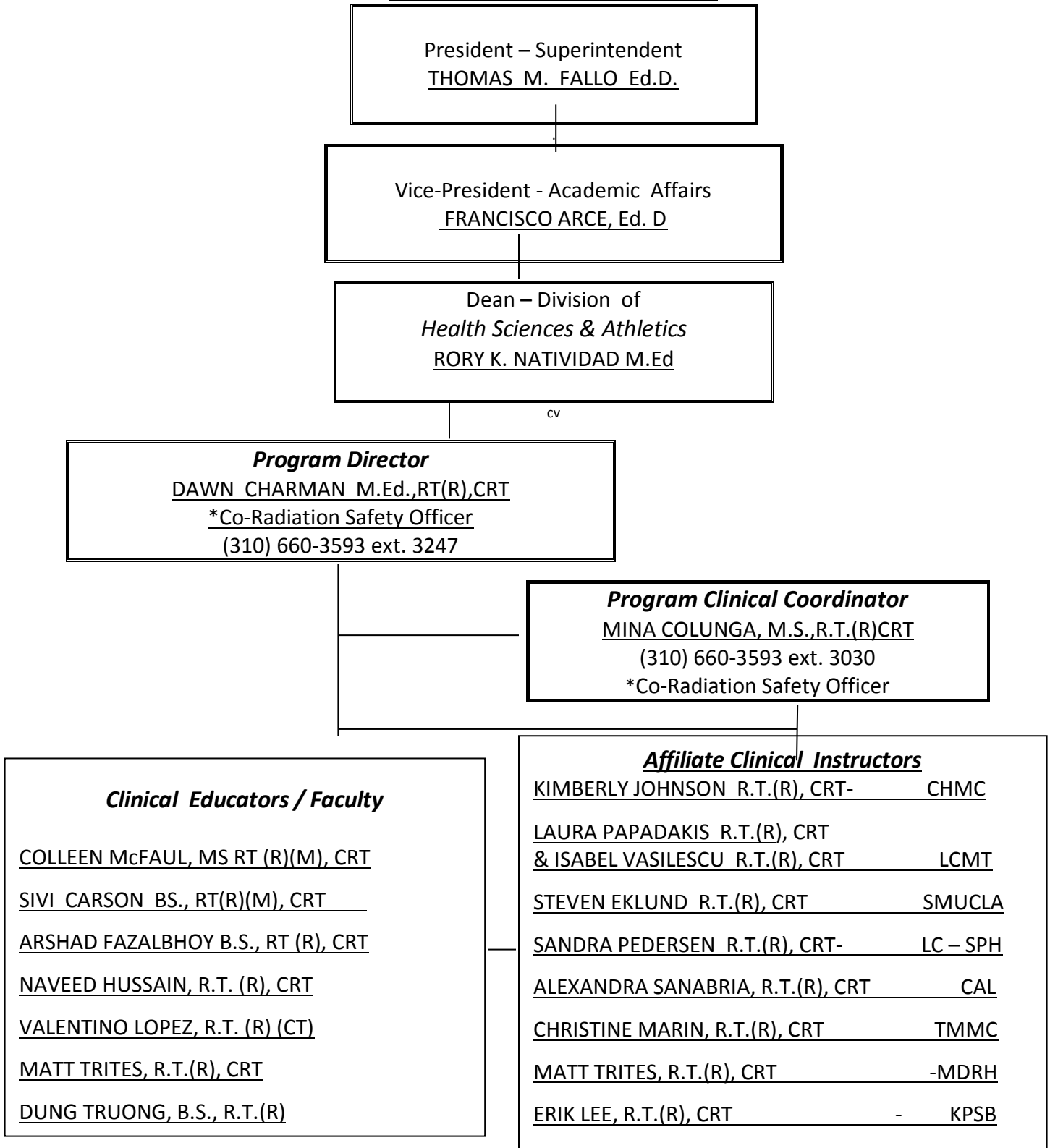
Prospective students who have had prior education in an accredited radiologic technology program may request consideration for entry into the Radiologic Technology with advanced placement if space permits.

Foreign graduates must have their transcripts evaluated and meet with a college counselor for matriculation prior to meeting with the Program Director for an application.

2013

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

ORGANIZATIONAL CHART



EL CAMINO COLLEGE - RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM DIRECTOR	Mrs. Dawn N. Charman, M.Ed, R.T. (310) 660-3593 ext. 3247 Office – MBA 417 D Cell # 310 940-6576
CLINICAL COORDINATOR	Ms. Mina M. Colunga, M.S., R.T.. (310) 660-3593 ext. 3030 Office - MBA 431 Cell # 310 569-5613
FULL TIME FACULTY -	Ms. Colleen McFaul, M.S., R.T. (310) 660-3593 ext. 5901 Office - MBA 433
ECC Rad Tech Classroom & Lab	(310) 660-3593 ext. 3901

HOSPITAL CLINICAL AFFILIATES

CALIFORNIA HOSPITAL MEDICAL CENTER

(213) 742-5840

Mr. Phil. Fairchild

Mrs. Alexandra Sanabria

1401 S. Grand Ave,

Los Angeles, California 90015

MANAGER, DEPARTMENT OF RADIOLOGY

CLINICAL STUDENT SUPERVISOR

CENTINELA HOSPITAL MEDICAL CENTER

(310) 673-4660 x 7745

Mrs. Shawna Tanaka

Ms. Kimberly Johnson

555 East Hardy Street

Inglewood, California 90307

MANAGER, DEPARTMENT OF RADIOLOGY

CLINICAL STUDENT SUPERVISOR

KAISER PEREMENTE SOUTH BAY MEDICAL CENTER

(310) 517 - 2988 / 310 257-6241

Mr. Mark Digiambattista

Mr. Eric Lee -----

25825 South Vermont Ave.

Harbor City, California 92706

DIRECTOR, DEPARTMENT OF RADIOLOGY

CLINICAL STUDENT SUPERVISOR

LITTLE COMPANY OF MARY - SAN PEDRO HOSPITAL

(310) 514-5245

Ms. Sandra Edson

Ms. Sandra Pedersen

1300 West Seventh Street

San Pedro, California 90732

DIRECTOR, DEPARTMENT OF RADIOLOGY

CLINICAL STUDENT SUPERVISOR

LITTLE COMPANY OF MARY - TORRANCE HOSPITAL

(310) 303-5750 x 4717

Mr. Stephen Magennis

Ms. Laura Papadakis & Ms. Isabel Vasilescu

4101 Torrance Boulevard

Torrance, California 90505

MANAGER, IMAGING SERVICES

CLINICAL STUDENT SUPERVISORS

MARINA DEL REY HOSPITAL

(310) 823-8911 x 5342

Mr. Matt Trites

4650 Lincoln Blvd.

MANAGER & CLINICAL STUDENT SUPERVISOR, DEPARTMENT OF RADIOLOGY

Marina Del Rey, California 90292

SANTA MONICA UCLA MEDICAL CENTER AND ORTHOPEADIC HOSPITAL (424) 259-8740 / OPCENTER – (310) 319-5164

Ms. Vinis Salazar

Mr. Steven Eklund (424) 259-8738

1250 16th Street

Santa Monica, California 90404

DIRECTOR, DEPARTMENT OF RADIOLOGY

CLINICAL STUDENT SUPERVISOR

TORRANCE MEMORIAL MEDICAL CENTER

(310) 517-4675

Ms. Pat Baldivia

Ms. Christine Marin

3330 Lomita Blvd.

DIRECTOR, DEPARTMENT OF RADIOLOGY & ONCOLOGY

CLINICAL STUDENT SUPERVISOR

Torrance, California 90509

**EL CAMINO COMMUNITY COLLEGE DISTRICT
SCHOOL YEAR CALENDAR
2013-2014**

Available at:

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

insert calendar

ECC

Program

Policies

EL CAMINO COLLEGE
Division of Health Sciences and Athletics
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.** Graduates will maintain a high level of program completion/retention rates.
- C.** Graduates will report a 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.

☑ 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.

☑ The Radiologic Technology program will maintain, assess and review student learning outcomes for each Radiologic Technology course.

☑ 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

Reviewed and Revised DC/ 2013

RADIOLOGIC TECHNOLOGY PROGRAM
PROGRAM STANDARDS

No applicant shall be admitted who has not met or exceeded the academic, physical/mental health, and immunization 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.

STUDENT RADIOLOGIC TECHNOLOGIST POSITION SUMMARY; The student radiologic technologist learns how to accurately demonstrate body's structures on radiograph film or other 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 physician team member in radiographic procedures requiring the administration of chemical mixtures to the patient for enhanced viewing of the anatomy and physiology of body systems.

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; In order 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.*
8. *Manipulate radiographic and medical equipment and accessories, i.e. 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.*

NON-PHYSICAL DEMANDS; The Radiologic Technology Student must:

1. *Respond quickly and appropriately to emergency situations;*
2. *Communicate effectively at all times (both verbally and in writing) with physicians, patients and staff using the English language;*
3. *Handle stressful situations related to technical and procedural standards and patient care situations, so that job performance is not compromised.*
4. *Be able to tolerate strong, unpleasant odors,*
5. *Provide physical and emotional support to the patient during radiographic procedures.*
6. *Show care and compassionate treatment of all patients regardless of the patient's mental, physical, emotional , ethnic or socio-economic conditions.*

Continued on next page

RADIOLOGIC TECHNOLOGY PROGRAM PROGRAM STANDARDS - Continued

NON-PHYSICAL DEMANDS - continued

7. *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.*
8. *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".*

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.
2. **Visual acuity** that allows the student to
 - Distinguish whether the x-ray beam is perpendicular, horizontal, or angled through the anatomical area being examined.
 - Perform required radiography procedures which involve the preparation of contrast agents for introduction into anatomic structures such as syringes or IV bottles.
 - Determine the correct dosage of contrast according to product labels.
 - Identify the correct patient by reading patient's identification arm band and/or chart.
 - Correctly set the x-ray controls in preparation for patient exposure.
 - Perform data entry tasks using digital and computer terminals.
 - View and evaluate the recorded images for the purposes of identifying proper patient identification, positioning, radiographic technique, and radiographic quality.
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.
4. **Manual dexterity** that allows the student to grasp and manipulate small objects required to perform radiographic procedures and operate radiographic equipment such as locks, beam limiting devices, radiation protection devices, vials, syringes, intravenous systems, catheters, dressing and sterile trays. The student must also be able to properly handle and process radiographic images using automatic processors.
5. **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.

INTELLECTUAL CAPACITY; The student demonstrates the capacity to learn by

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.io

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.

Reviewed and Revised DC/MC 2013

RADIOLOGIC TECHNOLOGY PROGRAM - Continued

PROGRAM STANDARDS

No applicant shall be admitted who has not met or exceeded the academic, physical/mental health, and immunization 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 having 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.

On file on master signature page

Applicant's Signature

Date

RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM OPERATION

- A. **Program Director:** The Program Director 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 5 years' 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
- B. **Clinical Coordinator:** The Clinical Coordinator (C.C.) shall be responsible for all aspects of the clinical education program. The C. C. shall be the primary decision maker for student clinical schedules, evaluations, and all 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. This person must have a minimum of a baccalaureate s degree.
- C. **Instructional Faculty:** 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. They shall have a minimum of an associate degree and six years' experience in radiologic technology or a baccalaureate degree and 2 years' experience in radiologic technology.
- D. **Medical Advisor (Optional):** The medical advisor shall be certified by the American College of Radiology. He/she shall be a full-time practicing radiologist in an affiliated hospital with at least 5 years' experience in radiology. Will serve as a member of the program advisory committee.
- E. **Clinical Instructor (Clinical Affiliate):** Clinical instructors shall be A.R.R.T. and C.R.T. certified and have 2 years of post-certification clinical experience. As adjunct faculty, they shall work cooperatively with college faculty in the clinical management of assigned students.
- 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:** It is the responsibility of the instructional staff to assist, students in industry orientation, job opportunities, and occupational counseling. Students may be counseled by staff members, on an individual basis. **Written records** of all conferences **shall be kept**. Permission for students to waive, substitute courses for certificate of accomplishment is through the Program Director.
- 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 assistance students when requested.
4. Provide guidance to students in their academic and professional career.

I. Student Responsibilities:

1. Obtain a minimum of "C" (minimum 73%) in all required Rad. Tech. Program courses.
2. Classroom/clinical absences must not exceed four per semester. Four absences constitute a critical incident report. More than four absences may result in 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.
3. Should not accept excessive outside employment which might jeopardize successful program completion (recommend no more than 20 hrs./wk). Modification of required clinical assignment because of outside employment will not be permitted. Outside employment must be so scheduled as not to conflict with clinical schedules.
4. Have means of reliable transportation to meet clinical assignments.
5. Demonstrate continued satisfactory clinical performance, as defined by the clinical/course objectives and competency requirements.
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.

The student will be required to have completed a physical examination prior to the first six weeks of the first semester. The cost of the physical examination shall be the student's responsibility. The Student Health Center can provide some of the services.

For successful program completion, the student must complete the following

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

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

On file on master signature page

Student Name (Print)

Student Signature

Date

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.

Reviewed ARRT /DC 2013

STANDARDS OF ETHICS OF THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS

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

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, 2011

Adopted by:
**The Joint Review Committee on Education
in Radiologic Technology - April 2010**



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**.

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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.

Standards for an Accredited Educational Program in Radiography

JRCERT STANDARDS Table of Contents

Standard One: Integrity.....

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

Standard Two: Resources.....

The program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices.....

The program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety

The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment

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

Standard Six: Institutional/Programmatic Data

The program complies with JRCERT policies, procedures, and **STANDARDS** to achieve and maintain specialized accreditation.

Awarding, Maintaining, and Administering Accreditation

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

http://www.jrcert.org/sites/jrcert/uploads/documents/2011_Standards/Standards_2011-Radiography.pdf

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 Student Job Description Clinical Objectives and Syllabi	Portable Policy Dress Code Policy Attendance Policy Clinical Placement Policy Radiation Safety & Dosimetry Policy Pregnancy Policy Contrast Media Policies

Applicant Statement:

I having 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.

signature page for file at end of handbook

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 - (April 2013)

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

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

signature page for file at end of handbook

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 don’t feel sick.
- By getting vaccinated, you can help protect yourself, your family at home, and also your patients at work from getting the flu.
- If you decline the vaccine, you may be required by the clinical site to wear a mask at all times during direct patient care.

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 choose NOT to have the Influenza Vaccination this year. I understand that
by declining this vaccination, I will continue to be at risk of acquiring and spreading a serious disease.
- ____ I will obtain the vaccination and will provide proof to the program officials by December of this year.

signature page for file at end of handbook

Student Signature

Date

Division of Health Sciences & Athletics
RADIOLOGIC TECHNOLOGY PROGRAM POLICY

Communicable Disease Policy for Students

Student Name (Print legibly)

The El Camino College District deals with communicable diseases in a manner which balances the rights of the individual with concern for the public health of the college environment.

The College uses the most recent edition of *Control of Communicable Disease in Man*, the report of the American Public Health Assoc., as its source for the definition of communicable disease and period of communicability. It is the responsibility of all students to comply with the following.

Medical Diagnosis – The Student Health Center staff may request the student suspected of having a communicable disease to obtain a diagnosis.

Contract with Health Department – Following the Student Health Center staff shall comply with the regulations of the Los Angeles County Health Department.

Exclusion and Return to College Programs – In compliance with the Los Angeles County Health Department standards and California Education Code regulations, a student with a communicable disease may be excluded from College programs. A written medical release is required for return to College programs.

The primary role of El Camino College in communicable disease control is educational. Proof of immunizations shall not be a requirement as a condition for admission except in specific areas as prescribed by law. 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.

signature page for file at end of handbook

Print Name

Student's Signature

Date

Policy reviewed and revised Jul 2013 – D. Charman

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. Clinical affiliates may immediately dismiss a student from their clinical assignment upon receiving positive results of a drug/alcohol test.

Drug/Alcohol Usage and Testing Policy

signature page for file at end of handbook

Student Signature

Date

Policy reviewed and revised Jul 2013 – D. Charman

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

**Workers Compensation Information for Students
General Guidelines and Procedures**

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 in order 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 the course of a clinical assignment. Injury must occur during the student's assigned clinical class time.
3. Severity of the injury determines whether the student should receive first aid treatment at the clinical site or be referred to the Student Health Center.
4. The student may see their physician of choice, should medical treatment be necessary. If the student does not have a regular doctor, the college will give a referral to a district emergency treatment center. 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**. Verification of coverage can be obtained by contacting the El Camino College Health and Safety Office at (310) 660 – 3593 ext. 3126.
5. To file a worker's compensation claim, the student must adhere to the following protocol:
 - a. Report the injury to the appropriate clinical supervisor at the student's internship site.
 - b. Complete the required report documentation as required by the clinical internship site.
 - c. Get medical attention as needed on-site (the student must inform the health care provider of ECC's Worker's Compensation coverage). The student needs to provide to the Department of Health and Safety a copy of any form or receipt from the medical facility providing care.
 - d. Report injury to, ECC Office of Health and Safety (Administration Building) in person or at (310) 660 – 3593 ext. 3126. 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.
6. The student needs to notify the Program Director/Coordinator who in turn will need to fill out form: "Supervisor's Report of Injury".
7. Failure to follow the above procedure will result in the student being responsible for all medical expenses incurred.

Policy reviewed and revised Jul 2013 – D. Charman

(attach ECC (2) Report of Industrial Injury Forms to this policy)

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 in order 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:
 5. Immediately report the incident to the appropriate supervisor/clinical facility.
 - B. Complete required documentation as required by the clinical facility.
 - C. Notify Program faculty within 24 hours. Program faculty includes:
 - **Program Director – Dawn Charman @ (310) 660-3593 ext. 3247 or Cell (310) 940-6576**
 - **Clinical Coordinator – Mina Colunga @ (310) 660-3593 ext. 3030 or Cell (310) 569 – 5613**
 - If program faculty unavailable, notify the Health Sciences & Athletics Division office – (310) 660-3593 ext. 3545
 - D. Student must provide copies of all related incidents documentation to program faculty.
 - E. A written summation of the incident by the student must also be provided to the Program Director and Clinical Coordinator.
6. Handling of the claim will be facilitated by program faculty in conjunction with Division of Health Sciences and Athletics personnel and Health & Safety Office in compliance with El Camino College policies.

Policy reviewed and revised Jul 2013 – D. Charman

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 or positive behavior as well as areas of needs improvement to unacceptable behavior.

STUDENT RECOGNITION AND PRAISE REPORTING FORM

REPORT OF GOOD BEHAVIOR;

We all are guilty of not providing adequate “positive” reinforcement on a regular basis. 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;

Students are guaranteed the same rights as any hospital employee, (Due Process). If a member of the clinical staff has a “grievance” concerning a student, the means of reporting that grievance is by way of an incident report. When a grievance (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 complainant and the student. Upon receipt of the report, the program will respond to the student and the complainant 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.

Dismissal of a student from a clinical site or from the program must be treated just as the dismissal of an employee is treated. Proper written documentation of unacceptable behavior is required. Students however are not employees and are to be considered as students at all times.

DC/MC revised 7/2013

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:** _____

EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT INCIDENT REPORT FORM

Student's Name _____ Report Date _____
Clinical Facility _____ Incident Date _____
Clinical Instructor _____

INCIDENT:

Suggested Action To Be Taken: (If indicated)

Incident 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: _____

Program Official's Response:

This form is to be used to report an incident of a **"NON" critical** nature. It may be used as a **warning as well**. Students must be aware of this document prior to its being forwarded to program officials. Their signature verifies their awareness of its existence. Use back of page if necessary.

DC/MC revised 7/2013

EL CAMINO COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

CRITICAL INCIDENT REPORT

Student Name _____ Interview Date _____

Clinical Facility/Instructor _____ Incident Date _____

NOTICE OF **UNSATISFACTORY** PERFORMANCE IS ISSUED FOR THE FOLLOWING REASONS:

- | | | |
|---------------------|--------------------|------------------------------|
| _____ RADIOGRAPHY | _____ APPEARANCE | _____ PROFESSIONAL GROWTH |
| _____ ATTITUDE | _____ ETHICS | _____ DEPARTMENT PROCEDURES |
| _____ DEPENDABILITY | _____ PATIENT CARE | _____ OTHER – Program Policy |

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

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.

Revised DC/MC July 2013

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. In order 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 One decision, c) a written request to appeal the Step One 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 Two, 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 One & Two decisions, c) a written request to appeal the Step Two 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 Two 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) work days of receipt of the appeal of Step Three, 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 affiliated 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

EL CAMINO COLLEGE DIVISION OF HEALTH SCIENCE AND ATHLETICS
RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 106

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA 431

Student Learning Outcome

Students will apply ALARA (As Low As Reasonably Achievable) radiation safety principles on patients, self and other members of health care team.

Course Description

This course provides an environment for the development of skills in: patient transportation, image processing operations, office and 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.

Program Policies and Procedures

RTEC 106 is conducted at the student's designated Clinical Affiliate Hospital. Students arrange 12-16 hours per week for the 16-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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. The Radiologic Technology Student Handbook is part of the course syllabus. All policies and procedures must be followed to 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 AND METHODS OF EVALUATION

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.
4. Recognize specific departmental emergency codes.
5. Identify and label accessory items in the x-ray suite.
6. Identify and manipulate various radiographic equipment found in the radiographic suite.
7. Demonstrate the start-up and shutdown procedures of an image processor.
8. List body planes and topographic anatomy used in positioning routine radiographic procedures.
9. Set control panel with appropriate technical factors under direct supervision.
10. List the ordered sequence in the retrieval of the x-ray images storage.
11. Demonstrate the proper transporting technique via wheelchair and stretcher/ gurney.
12. Identify various types and sizes of x-ray film/image receptor holders.

COURSE SYLLABUS for RTEC 106**The CLINICAL GRADE consists of the following components:**

- 1. Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
- 2. Clinical Evaluations (20%)** - End of semester evaluation is completed by the Clinical Educator(s) and Clinical Instructor(s). Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.
- 3. Clinical Observation Log (10%)** – A weekly journaling assignment during the orientation observation rotations to the Affiliated Hospitals. Students are to write a half to one page narrative describing observations, activities, and personal thoughts for each weeks visit to their assigned clinical site.
- 4. Ancillary Check Off (10%)** – Upon permanent placement at the students primary clinical site (10th week of the semester) the student will be assigned a rotation schedule for orientation in the front office, film library, transportation and image processing. The student must complete learning objectives for each assigned work area.
- 5. Orientation Assignments (30%)** – Various orientation assignments, quizzes and tests during the first two weeks of program orientation the students first semester.
- 6. Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at film critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

MC/DC rev 2013

COURSE SYLLABUS for RTEC 106

Special Resource Center:

As your 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, 2012). If you feel you may require special accommodations please meet with me by week three of the semester and provide appropriate documentation of your special needs

Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs (Royal Blue)

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

MC/DC rev 2013

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS
RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 107

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA 431

Student Learning Outcome

Students will apply ALARA radiation safety principles on patients, self and others (ALARA = As Low As Reasonably Achievable).

Course Description

This course provides an introduction to routine radiographic procedures and positioning skills for the performance of upper extremity, lower extremity, thorax, vertebral column, biliary, genitourinary, and gastrointestinal system examinations.

Program Policies and Procedures

RTEC 107 is conducted at the student's designated Affiliate Hospital. Students arrange 24 hours per week for the 16-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Assess the operational characteristics of the radiographic equipment and accessories for each examining area.
2. Students shall set up exam area, observe, assist and correctly perform with direct supervision after successful completion of the lecture component in RT 123 & 124 and may perform with indirect supervision after successful completion of a performance evaluations (competencies) for that examination the following radiographic examinations: Chest (Level 1 patients), Upper and Lower extremities, Pelvis, Shoulder, Throat, Abdomen, Entire Spine, Contrast Studies: IVU, Cystogram, Esophagram, U.G.I., E.R.C.P., and B.E.
3. Demonstrate the proper use of protective devices for patient safety during the radiographic procedures.
4. List requirements of universal precaution guidelines.
5. Identify the four basic infection control methods.
6. Establish and set appropriate exposure factors on a machine control panel for a specific procedure.
7. Interpret doctors' orders for radiologic procedures from patient's chart.

COURSE SYLLABUS for RTEC 107**The CLINICAL GRADE consists of the following components:**

1. **Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.

2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.

3. **Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.

4. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.

5. **Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of 8 competencies for the semester: Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.

6. **Clinical Procedure Film Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

COURSE SYLLABUS for RTEC 107**Academic Honesty**

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

As your 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, 2012). If you feel you may require special accommodations please meet with me by week three of the semester and provide appropriate documentation of your special needs

Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 104

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA 431

Student Learning Outcome

Students will demonstrate ethical behavior with patients, self and others.

Course Description

This course continues the development of clinical skills in the performance of radiographic examinations. Areas of skill development include the upper and lower extremities and radiography of the chest. Emphasis will be placed on radiation protection of the patient, self, and co-workers.

Program Policies and Procedures

RTEC 104 is conducted at the student's designated Affiliate Hospital. Students arrange 32 hours per week for the 8-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Demonstrate proper positioning and radiation protection while performing radiographic examination of the chest, upper and lower extremities, while being attentive to the needs, safety and comfort of the patient.
2. Assess the patient's status and condition before, during and following the radiographic procedure.
3. Describe methods to obtain a patient's history and correct identification while maintaining patient confidentiality standards prior to performing a radiographic examination.
4. Demonstrate correct principles of body mechanics applicable to patient care and radiographer's safety.
5. Apply the appropriate use of medical asepsis and universal precautions when applicable.
6. Identify standard radiographic positions and perform radiographic procedures at the clinical setting with appropriate direct and indirect supervision by a radiologic technologist.
7. Demonstrate the safe and the proper use of radiographic equipment and protective shielding devices at the clinical site.
8. Evaluate and analyze radiographic images for anatomy identification, technical quality, correct positioning and basic pathology, and identify ways to improve the image while reducing radiation exposure to the patient.
9. Recognize and adhere to radiology department operational policies and the El Camino College Radiologic Technology Program and clinical education policies.

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COURSE SYLLABUS for RTEC 104

Course Objectives - continued

10. Demonstrate technical competence and prudent judgment while administering ionizing radiation to perform diagnostic imaging procedures of the chest, upper and lower extremities, to meet acceptable patient care standards.
11. Critique radiographic images for appropriate clinical information, patient positioning and image quality. Apply corrective action when applicable to produce a diagnostic quality radiographic image.

The CLINICAL GRADE consists of the following components:

1. **Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.
3. **Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.
4. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.
5. **Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of 8 competencies for the semester: Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.

COURSE SYLLABUS for RTEC 104

6. **Clinical Procedure Film Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

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Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 109

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA 431

Student Learning Outcome

- 1) Students will apply patient care principles while positioning patients for radiographic examinations.
- 2) Students will apply ALARA (as low as reasonably achievable) radiation safety principles of patients, self, and other members of the health care team.

Course Description

This course provides continued development of clinical skills in the performance of radiographic examinations to include the chest, abdomen, upper and lower extremities, vertebral column, bony thorax, pelvis, gastrointestinal and urinary systems. Emphasis will be placed on contrast media examinations and radiation protection of the patient, self, and co-workers, with the use of fluoroscopy and mobile radiographic equipment. Special imaging consideration for the pediatric and geriatric patients, the acutely ill, surgical and trauma patients will also be covered.

Program Policies and Procedures

RTEC 109 is conducted at the student's designated Affiliate Hospital. Students arrange 32 hours per week for the 8-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Demonstrate proper positioning and radiation protection while performing radiographic examination of the chest, abdomen, upper and lower extremities, bony thorax, pelvis, spine and contrast studies of the gastrointestinal and urinary systems using fluoroscopy.
2. Formulate methods to successfully perform radiographic examinations for patients who due to their physical condition, mental state, or age, are unable to cooperate for the procedure, while being attentive to their physical comfort, safety and needs.
3. Identify recommended radiographic projections and procedures using contrast media to examine specific portions of the urinary and gastrointestinal systems.
4. Demonstrate proper radiation protection for the patient, doctor, and technologist during fluoroscopy examinations.
5. Identify the routes of administering contrast media for fluoroscopic exams. Recognize and respond to the possible adverse effects of administering contrast media to a patient.

MC/DC rev 2013

COURSE SYLLABUS for RTEC 109

Course Objectives - continued

6. Set up the exam room and demonstrate the appropriate clinical skills required to successfully complete the minimum number of performance evaluations (competencies), as outlined in the student handbook and course syllabus.
7. Critique radiographic images for appropriate clinical information, patient positioning and image quality. Apply corrective action when applicable to produce a diagnostic quality radiographic image.

The CLINICAL GRADE consists of the following components:

1. **Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.
3. **Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.
4. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.
5. **Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of 8 competencies for the semester: Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.
6. **Clinical Procedure Film Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

COURSE SYLLABUS for RTEC 109

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

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Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 216

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA431

Student Learning Outcome

- 1) Students will evaluate radiographic images and make appropriate changes when necessary.
- 2) Students will apply ALARA (as low as reasonably achievable) radiation safety principles on patients, self and other members of the health care team.

Course Description

This course provides continued development of clinical skills in the performance of radiographic examinations to include the chest, abdomen, upper and lower extremities, vertebral column, bony thorax, pelvis, cranium and facial bones. Emphasis will be placed on advanced contrast examinations and radiation protection of the patient, self, and co-workers, especially with the use of fluoroscopy and mobile radiographic equipment. Special imaging considerations for the pediatric and geriatric patients, the acutely ill, surgical and trauma patients will also be covered.

Program Policies and Procedures

RTEC 216 is conducted at the student's designated Affiliate Hospital. Students arrange 36 hours per week for the 8-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Demonstrate proper positioning and radiation protection while performing radiographic examination of the chest, abdomen, upper and lower extremities, bony thorax, pelvis, spine, cranium, facial bones, paranasal sinuses and contrast studies of the gastrointestinal and urinary systems using fluoroscopy.
2. Develop methods to successfully perform radiographic examinations for patients who due to their physical condition, mental state, or age, are unable to cooperate for the procedure, while being attentive to their physical comfort, safety and needs.
3. Demonstrate proper radiation protection for the patient, doctor and technologist during the use of radiographic, fluoroscopic and mobile equipment for various diagnostic procedures.
4. Set up the exam room and demonstrate the appropriate clinical skills required to successfully complete the minimum number of performance evaluations (competencies), as outlined in the student handbook and course syllabus.
5. Critique radiographic images for appropriate clinical information, patient positioning and image quality. Apply corrective action when applicable to produce a diagnostic quality radiographic image.

COURSE SYLLABUS for RTEC 216

The CLINICAL GRADE consists of the following components:

- 1. Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
- 2. Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.
- 3. Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.
- 4. Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.
- 5. Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of **14** competencies for the semester. Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.
- 6. Clinical Procedure Image Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.
- 7. Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.
Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

COURSE SYLLABUS for RTEC 216

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

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Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 217

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA 431

Student Learning Outcome

Students will apply ALARA radiation safety principles on patients, self and others (ALARA = As Low As Reasonably Achievable).

Course Description

This course continues the development of clinical skills in the art of radiography with special emphasis on cranium radiography, age-specific competencies, mobile and surgical imaging. In addition, students continue to complete mandatory and elective clinical performance evaluations, as outlined in the course syllabus and student handbook.

Program Policies and Procedures

RTEC 217 is conducted at the student's designated Affiliate Hospital. Students arrange 24 hours per week for the 16-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Identify anatomical structures of the skull and facial bones on diagrams and radiographs.
2. Students shall set up exam area, observe, assist and correctly perform with direct supervision after successful completion of the lecture component in RT 123, 124 & 233 and may perform with indirect supervision after successful completion of a performance evaluations (competencies) for that examination.
3. Utilize protocols for infection control.
7. Differentiate between emergency and non-emergency procedures and assist as necessary.
8. Demonstrate competency in the principles of radiation protection standards.
9. Adapt procedures to meet age-specific, disease specific, and cultural needs of the patient.
10. Assist and perform radiographic examinations of all areas, including special procedures, under the appropriate level of supervision in all aspects.
11. Examine procedure for accuracy and follow-up to make corrective changes when applicable.
12. Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible.
13. Critique images for appropriate clinical information, patient positioning and recorded detail. Apply appropriate corrective action when applicable to produce a diagnostic quality image.

COURSE SYLLABUS for RTEC 217

The CLINICAL GRADE consists of the following components:

1. **Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.

2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.

3. **Film Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.

4. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.

5. **Competencies (15%)** - refer to student Clinical Objectives for each semester. **Students shall complete a minimum of 15 competencies for the semester.** Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.

6. **Clinical Procedure Film Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

COURSE SYLLABUS for RTEC 217**Academic Honesty**

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

As your 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, 2012). If you feel you may require special accommodations please meet with me by week three of the semester and provide appropriate documentation of your special needs

Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS
RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 218

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA431

Student Learning Outcome

Students will apply ALARA radiation safety principles on patients, self and others (ALARA = As Low As Reasonably Achievable).

Course Description

This course continues the development of clinical skills in the art of radiography, with an emphasis on observation of special imaging modalities and elective clinical performance evaluations including categorical final competencies as outline in course syllabus and student handbook.

Program Policies and Procedures

RTEC 218 is conducted at the student's designated Affiliate Hospital. Students arrange 24 hours per week for the 16-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Distinguish the precautions associated with the use of contrast agents.
2. Identify and describe the operational characteristics of an automatic contrast media injector.
3. Identify, describe and compare the operational characteristics of the four main types of specialized film changers found in an angiographic suite.
4. Compare skills required in the handling of various contrast agents.
5. Demonstrate skills in the manipulation of radiographic and CT equipment.
6. Develop acceptable techniques for the safety of the patient and production of optimum radiographs.
7. Identify and label anatomical structures associated with special procedure imaging.
8. Students shall set up exam area, observe, assist and correctly perform with direct supervision after successful completion of the lecture component in RT 123, 124 & 233 and may perform with indirect supervision after successful completion of a performance evaluations (competencies) for that examination.
9. Evaluate image quality, analyze and critique radiographs to meet acceptable medical diagnostic standards.
10. Appraise the precautions necessary for the five main subdivisions of isolation.

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COURSE SYLLABUS for RTEC 218

The CLINICAL GRADE consists of the following components:

- 1. Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
- 2. Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.
- 3. Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.
- 4. Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.
- 5. Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of **14** competencies for the semester. Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.
- 6. Clinical Procedure Image Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

MC/DC rev 2013

COURSE SYLLABUS for RTEC 218

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

As your 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, 2012). If you feel you may require special accommodations please meet with me by week three of the semester and provide appropriate documentation of your special needs

Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 220

Lead Instructor & Clinical Coordinator: Mina Colunga, M.S., R.T. (R) (F)

E-mail: mcolunga@elcamino.edu

Phone # (310) 660-3593 ext. 3030 Office: MBA431

Student Learning Outcome

1. Students will apply ALARA (as low as reasonably achievable) radiation safety principles on patients, self and other members of health care team.
2. Students will assess patient's condition and make appropriate modifications to the examination based on their condition.

Course Description

This course continues the development of clinical skills in the performance of radiographic examinations, with a special emphasis in specialized radiography, new modalities and age-specific competencies. Advanced clinical practice experiences are designed to provide competent performance of radiologic imaging. Students will perform independently, with appropriate supervision to assess their skills for employability. The course emphasizes completions of all mandatory, elective and final clinical performance evaluations.

Program Policies and Procedures

RTEC 220 is conducted at the student's designated Affiliate Hospital. Students arrange 36 hours per week for the 8-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

1. Rotate through the subspecialties of radiography and be able to identify common types of procedures performed; compare and contrast the advantages of the special imaging modality verses diagnostic imaging in the ability to diagnose abnormalities; and describe the additional educational requirements for the pursuit of the specialty.
2. Compare and contrast the workload and types of procedures performed in the radiology department between the hours of 7:00am to 9:00 pm.
3. Expand personal and technical abilities to the expected level required of a newly graduated radiologic technologist.
4. Communicate effectively by integrating the use of appropriate written, oral and nonverbal communication with patients, family members, and hospital personnel.
5. Interpret written orders for radiographic exams, assist and perform radiologic examinations of all areas, including special procedures, under the appropriate level of supervision as outlined in the RT program supervision policy located in the student handbook.

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COURSE SYLLABUS for RTEC 220

Course Objectives continued

6. Demonstrate competency in the principles of radiation protection standards and select technical factors to produce quality diagnostic images with the lowest radiation exposure possible to patients.
7. Adapt to changes and varying clinical situations, and respond appropriately in emergency and non-emergency situations.
8. Critique images for appropriate clinical information, patient positioning and image quality. Apply appropriate corrective action when applicable to produce a diagnostic quality image.
9. Set up the exam room and demonstrate the appropriate clinical skills required to successfully complete all mandatory, elective and final competencies as outlined in the student handbook and course syllabus.

The CLINICAL GRADE consists of the following components:

1. **Participation (20%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.

2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.

3. **Image Critiques - Student Case Presentations (10%)** -(Critical Thinking and Communication skills)- scheduled approximately 1 per month with students and college faculty.

4. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.

5. **Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of **14** competencies for the semester. Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.

COURSE SYLLABUS for RTEC 220

6. **Clinical Procedure Image Evaluations (15%)** - College faculty will conduct random evaluations of student's procedures each semester. Students must keep a copy of their exam logs at the clinical site and available for the college faculty.

7. **Clinical Final Exam (10%)** - Final exam on campus consisting of a written portion, anatomy id and film critique.

Anytime a student appears to be falling behind, they may be placed on a learning contract to assist them in becoming successful and closely monitor their progress.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

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Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%

B = 82 - 90%

C = 73 - 81%

D = 64 - 72%

F = Below 64%

Required Materials

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

EL CAMINO COLLEGE
DIVISION OF HEALTH SCIENCE AND ATHLETICS

RADIOLOGIC TECHNOLOGY PROGRAM

COURSE SYLLABUS for RTEC 328

Lead Instructor & Program Director : Dawn Charman, M.Ed, RT (R,F)

E-mail: RadTechDirector@elcamino.edu

Phone # (310) 660-3593 ext. 3247 Office: MBA417D

Student Learning Outcome

1. Students will apply ALARA (as low as reasonably achievable) radiation safety principles on patients, self and other members of health care team.
2. Students will assess patient's condition and make appropriate modifications to the examination based on their condition.

Course Description

This course continues the development of clinical skills in radiography with emphasis in specialized radiography and new modalities. Advanced clinical practice experiences are designed to provide competent performance of radiologic imaging, using sequential development, critical analysis, and evaluation in the performance of radiologic procedures and patient assessment and care. Students perform independently with appropriate supervision to assess their skills for employability. This course also reviews the entire radiologic technology curriculum, following the American Registry of Radiologic Technologists (ARRT) examination outline, to prepare the students for State and National Certification examinations.

Program Policies and Procedures

RTEC 328 is a combination lecture and clinical lab course. The clinical lab is conducted at the student's designated Affiliate Hospital. Students arrange 24 hours per week for the 8-week course. Each semester, prior to registration, students will prepare and review a clinical schedule with the Program Clinical Coordinator and the Affiliated Hospital's Clinical Instructor. 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.

COURSE OBJECTIVES AND METHODS OF EVALUATION

Course Objectives; By the end of the course the student shall be able to:

1. Describe career opportunities in the field of radiography and requirements for employment and certification.
2. Demonstrate the appropriate clinical skills required to successfully complete all mandatory and elective competencies per the ARRT guidelines for the following areas: thorax, abdomen and G.I. studies, urological studies, spine pelvis, cranium and extremities.
3. Analyze and critique radiographic images and determine correct measures to make appropriate changes or optimum image quality.

Rev. 2013 DC

COURSE SYLLABUS for RTEC 328

Course Objectives - continued

4. Diagram and label the basic components of an image intensifier tube, fluoroscopic components of the imaging chain, including the viewing and recording systems, circuit boards, x-ray generator, transformer and a rectifier.
5. Compare quality control procedures to maintain fluoroscopic and digital and radiographic equipment.
6. Demonstrate methods of reducing patient and operator dosage during radiographic and fluoroscopic procedures. Describe how patient positioning, AEC, and other technical factors as well as patient communication reduces exposure to radiation.
7. Interpret the specific sections of California regulation control (Title 17) which govern basic radiologic and fluoroscopic standards and safety.
8. Conduct a comprehensive review through discussion, demonstration and examination of the Radiologic Technology program curriculum following the guidelines set forth by the American Registry of Radiologic Technologists (ARRT), and the California Department of Public Health – Radiologic Health Branch (CDPH-RHB) Title 17 Diagnostic Radiologic Technology and Fluoroscopy Permit School curriculum requirements for the following subject areas: Patient Care, Infection control, Professional Ethics, Situational Judgment Questions, Equipment Operation and Maintenance to include review of Fluoroscopy and Digital Imaging components and function, Radiation Protection and units of measurement, Radiobiology, Anatomy, Physiology, Pathology and Radiographic Positioning and Procedures, Age-specific competencies, Medical Terminology, Image Production, Evaluation and Critique and Imaging Department Operations.

The Course GRADE consists of the following components:

1. **Clinical and Classroom Participation (15%)** - 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 suspension**. 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 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. When arriving and leaving the clinical facility, students must record the time on their time form. This applies to **EVERY** time the student arrives or leaves the facility. Upon completion of clinical hours each week, the student must total their clinical hours completed and record any missed time for the week.
2. **Clinical Evaluations (20%)** - A mid-semester and end of semester evaluation is completed by the Clinical Educator and Clinical Instructor. Any student that receives a failing grade (below a 73%) on the end of semester evaluation will be given an incomplete grade (Inc/F) for the semester.

COURSE SYLLABUS for RTEC 328

3. **Clinical Reports, policies and procedures (CRPP) (10%)** - all paperwork complete and submitted on time. Includes logs presented at image critique. Original records: monthly attendance sheets, experience logs, repeat logs, monthly and year to date exam totals. Dosimeter reports must be turned in at the end of each monitoring period (monthly or quarterly) with student names highlighted, initialed and dated by each student. Points will be deducted for any paperwork submitted late to the program faculty.
4. **Competencies (15%)** - refer to student Clinical Objectives for each semester. Students shall complete a minimum of **14** competencies for the semester. Students must obtain the minimum number of competencies required for each semester, or the student will be given an incomplete grade (Inc/F) for the semester and placed on a learning contract.
5. **Written Exams (50%)**
Students will successfully pass multiple choice exams for each section of the ARRT Content Specification for Radiography, as well as a Fluoroscopy final and Comprehensive Final exam.

Academic Honesty

PLAGIARISM, CHEATING, OR FURNISHING MATERIALS IN ORDER TO ENABLE OTHER STUDENTS TO DO SO WILL NOT BE TOLERATED. Such behavior violates El Camino College's Standards of Student Conduct. Cheating of any kind is a serious breach of personal morality and an offense against your fellow students, your instructors, and the college. Per El Camino College, catalog "When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued" (ECC catalog, 2012).

Special Resource Center:

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Grading :

This course shall be graded using the same standards as all R.T. courses.

A = 91+%**B = 82 - 90%****C = 73 - 81%****D = 64 - 72%****F = Below 64%****Required Materials**

Positioning Markers

Scrubs

White lab coat

Leather shoes

Radiologic Technology Program Student Handbook 2013-2015

Textbooks as assigned for course

Several Scantrons #880

ECC Clinical Policies

*American Registry of Radiologic Technologist
Radiography Didactic & Clinical Competency
Requirements*

Available at:

<https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf>

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

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 courses 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, A) Quality patient care, B) A variety of radiographic exposures, C) Professional technical support staff, and D) 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 five months 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. Patient safety and quality medical radiographic care must be considered at all times.

PATIENT DESCRIPTION:

Category I 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 II Patients,

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. 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.

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

STUDENT CLINICAL SUPERVISION GUIDELINES

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

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.

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.**

INDIRECT SUPERVISION:

Means that a Registered Technologist is readily available for assistance with the examination when necessary.

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.

NOTE:

If a student does not comply with the supervision guidelines above he/she shall be suspended for 2 days.

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.

STUDENT CLINICAL SUPERVISION GUIDELINES - continued

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 campus laboratory.

A list of examinations and the approximate dates they will be covered on campus should be posted in the department control area. 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 June of the first year, students will have received formal instruction in ALL ROUTINE EXAMS other than cranium.

PORTABLE RADIOGRAPHIC EXAM

Students may accompany a technologist for Portable exams beginning their first semester, after they have completed a Portable Equipment check off. . They may assist with the equipment manipulation only.

Students can begin to perform radiographic procedures with direct supervision after the second half of their 2nd semester (Spring). At that time, each student should be scheduled on a portable rotation and assigned to a technologist for complete instruction in this area. Instruction should include proper use of equipment and accessories, special handling and positioning of patients, hospital policies and procedures specific to portable radiography.

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.

If a student is found performing a portable radiographic exam without direct supervision than the student will receive a 2 day suspension to be made up following the completion of the program.

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 Portable Equipment check off. . They may assist with the equipment manipulation only. No patient positioning, 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 their 2nd semester (Spring).
3. Students may not complete a competency in portable radiographic procedures until the **first summer session**.
4. *Students should begin their clinical rotations in the operating room beginning the **summer semester of their 1st year**.
5. 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).

All students shall be assigned portable and c-arm rotations during the first summer session. 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.

Continued on next page

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,

- 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

- **CLINICAL SCHEDULE CHANGE** - 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 program 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 or program director 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 are permitted to evaluate student competency. Qualified personnel are defined as a certified Radiologic Technologists 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.
 - 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 faculty on how competencies are performed before evaluating students competencies.
2. Radiologic Technologists who have been licensed for less than two year are not permitted to complete competencies.
3. Registry technologists are not permitted to complete competencies.
4. Competencies can be revoked by program faculty if the student is not maintaining proficiency, or the competency is not deemed satisfactory by the clinical instructor or program faculty.
5. Ensure the student has the appropriate number of exams performed prior to the competency evaluation.
 - a. 25 for first CXR I (able to sign-off on the 26th)
 - b. 3 for all other exams (able to sign-off on the 4th)
6. Ensure the student has had the didactic (lecture) course covering the examination.
 - a. See syllabus for RT 123, 124 ,233,255- posted in work area
7. **Any reason** for a repeat projection (view) is cause for not passing the competency.
8. Any zeros (0) given in any area is cause for not passing the competency.
9. 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.
10. CR systems: Index or "S" numbers should be within an acceptable range of hospital's standards.
11. Overall grade/total points must be higher than **80 %** to complete the competency.
12. All competency forms must be completed within 24 hours of exam completion, this includes failed competencies.

Continued on next page

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STUDENT COMPETENCIES GUIDELINES - Continued

13. Please submit to the clinical educator/program faculty all failed competencies, for student progress evaluation.
 - 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.

14. Competency failures should not be given due to the personal preference of the evaluator such as
 - a. Marker placement
 - b. Overlapping collimation
 - c. The sequence in which the projections were taken.

In general, the Technologist who is supervising the competency should feel confident that the student would be able to perform the exam on one of their family members.

- Please ensure a completed form prior to evaluator's signature (ex: **point totals**, patient ID).
- Please complete competencies in ink any color **other than black**.
- Forms that are incomplete will not be accepted by ECC

SIMULATED COMPETENCY POLICY:

The Program will allow simulated practice for exam numbers after the 2nd half of the Spring semester in the student's second year of clinical rotation.

- Simulated competencies cannot be attempted until the last Summer and Fall semesters 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.
- Simulated Competency Check-offs 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.

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 a Hospital, the College, and the Radiologic Technology Program. How you behave, things you say, and your appearance reflect directly on the Clinical site, the College, the Department, and the Profession.

UNIFORMS- Solid **ROYAL BLUE** colored scrub top and pants can be worn. Solid **ROYAL BLUE** or **WHITE** lab coat or scrub jacket may be worn over the uniform. T-shirts or tank tops worn under the uniform top shall be solid **WHITE** and may not extend beyond the uniform sleeve or hemline. A solid **WHITE** long sleeve fitted shirt may be worn under the uniform top and must be tucked in and not extend beyond the uniform top hemline. No thermal shirts, oversized shirts or sweatshirts may be worn under or over the uniform top. Uniforms **must be CLEAN, IRONED and PROFESSIONAL**. Your white lab coat must be accessible to you upon request from program faculty. Hospital issued "O.R." scrubs may be worn **only** when assigned to surgery and should never be removed from the clinical training facility.

You may be required to modify your uniform according to the clinical site policy when assigned to specific areas.

SHOES*: Shoes must be clean/polished and have closed heels and toes. Leather. all **WHITE** or all **BLACK** shoes are preferred. Canvas type shoe are not acceptable. Hosiery or socks to must be worn at all times.

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. No acrylic/artificial 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: 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.

JEWELRY: A watch and small rings (not to exceed 2 per hand) are allowed, if they do not endanger the student or the patient. Body piercing above the collar is allowed only in the ears, facial piercing is not allowed. Small stud type earrings are acceptable (not to exceed 2 per ear). No dangling or hoop earrings are allowed. A choker type necklace or chain may be worn. All dangling necklaces/medals must be worn inside the uniform at all times.

- **STUDENTS MUST WEAR DOSIMETER AND I.D. BADGES AT ALL TIMES**
- **PERSONAL IMAGE 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 Practicum Courses.**”

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.
3. EACH SEMESTER 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 **one week** prior) by the Clinical Instructor and the Clinical Coordinator.
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 shall result in a **2-day suspension**.

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.
2. The student must also record the arrival and departure time on the ECC time form or card. 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 time form signed by the Clinical Instructor or Department Supervisor at the time of arrival or departure.
 - b. It is considered good professional behavior to arrive to your clinical assignment 10 to 15 minutes prior to your scheduled start time.
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.

CLINICAL ATTENDANCE POLICY: CONTINUED

5. The total number of hours students may participate in the clinical environment and program classes (combined) **may not exceed 40 hours** per week.
6. 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 such as suspension and possible termination.
7. Students will be permitted two absences in each of the regular semesters,(Fall/spring). All absences during the summer session must be made up.
8. Student will be permitted four absences in both academic and clinical education courses combined. Four absences constitute a critical incident. More than four absences may result in substandard grades which will result in dismissal from the Program. This includes lecture, laboratory, and clinical classes. Should this occur, students may pursue a grievance process as outlined in the student handbook.
9. Students will be excused from attendance at the clinical affiliate on all recognized school holidays as listed in the Schedule of Classes and/or College Catalog. (see below regarding Hospital holidays)
10. Students will be excused from attendance at the clinical affiliate during semester breaks. (When school is not in session and students may not be covered by insurance).
11. 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. (See College Catalog)
12. 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
13. All **DISCIPLINARY TIME OFF**, shall be completed at the conclusion of the program **PRIOR** to the issuance of a certificate of completion and clearance for state and national certification.
14. Any and all make up time will be scheduled with the hospital Clinical Instructor and approved by the Clinical Coordinator **PRIOR** to the makeup date. (Adequate staffing and supervision within the Radiology Department must be maintained during all makeup periods.
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 Coordinator within two weeks from the absence. .

Students must total at least 1900 hours of clinical practicum to meet completion requirements and qualify for State and National Licensure and Certification.

Revised DC/MC 2013

CLINICAL ATTENDANCE POLICY: CONTINUED

Note: All clinical courses are schedule as TBA, and must meet the required number of hours per course units. When situations arise that may require temporarily removing a student from the clinical site such as: hospital holidays, JCAHO site visits, employee strikes or other administrative reasons, the student will be required to make up the missed time. These administrative absences will not count against the student as an absence unless the time is not made up.

**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;	A) The time lost exceeds 2.5 hours of a 10 hour assignment B) The time lost exceeds 2 hours of a 7 - 8 hour assignment C) The time lost exceeds 1.5 hours of a 5-6 hour assignment. D) The time lost exceeds 1 hour of a 3-4 hour assignment
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Clinical assignments: Must equal a minimum of 4 hours. Longer than 5 hours must include a 30 minute meal period.

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**).

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**" shall be viewed the same as tardies **unless** instructed to leave early by the Clinical Instructor.

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 suspension. (**Suspension time must be made up AFTER completion of the program**).
4. **6 separate absences in one semester** - Dismissal from the program.
5. **4 tardies in one month** - Counseling by the Clinical Educator with written documentation.
6. **5 tardies in one month** - Counseling by the Clinical Educator a written reprimand by the Clinical Coordinator to include thirty days probation.
7. **6 tardies in one month** - Counseling, a written reprimand by the Program Director and two days suspension. (**Suspension time must be made up AFTER completion of the program**).

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

Revised DC/MC 2013

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>PER-CENT (%)</u>
0	0	0	100
	1	1	98
	2	2	96
1	3	3	94
	4	4	91
	5	5	88
2	6	6	85
	7	7	81
	8	8	77
3	9	9	73
	10	10	71
	11	11	69
4	12	12	67
	13	13	64
	14	14	61
5	15	15	58
	16	16	54
	17	17	50
6	18	18	48
	19	19	46
	20	20	44
7	21	21	42

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

RADIATION SAFETY FOR RADIOLOGIC TECHNOLOGY STUDENTS
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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.
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 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.
9. Any dosimetry reading that is out of compliance with 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.
10. Students are not allowed to hold patients during radiographic procedures.

Revised 2012. Reviewed 2013 DC

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 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 mrems per year.** This limit is well below the allowable total effective dose equivalent being equal to 5 rems (5000 mrems) (0.05 Sv) for occupationally exposed workers.
- 3) Any dosimetry reading that is out of compliance with 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 students clinical records at El Camino College. If required, the dose record will also be submitted to the CDPH-RHB.
 - a. Any monthly report above 25 mrem or quarterly report above 50 mrem 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) Students are responsible to review and initial each radiation dosimetry reports that are submitted to the Radiation Safety Officer. Records of all student personnel radiation exposure histories are to be provided by the clinical affiliate. These reports are reviewed and kept on file by the Radiation Safety Officer (RSO). Students are provided a copy of their total dose received at the end of the program. **Continued next page**

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 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 for observations (1st Fall Semester - weeks 3-8). 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 permanent 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 Thursday and Fridays - to wear during the lab classes for RTEC 111 and RTEC 123. You should the leave badge on campus on Friday, unless you have a clinical assignment later that day. You can pick up the badge again on Monday to take to the clinical sites with you.

- 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 and/or 111. 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, ce1l phone or television set.

- 6) If you lose this badge, you will have to pay a replacement cost of \$40.00.
A letter of notification of loss of the badge must be given to the RSO and Program Director within 5 days of the loss, along with the payment for a replacement badge.

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 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.

If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than 500 mrem (50 mrem/month), 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 500 mrems (50 mrem/month).
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 this 50 mrem/month 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 50 mrem to the abdomen per month.

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)

1) _____ **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 _____ months 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.

2) _____ **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 NCRP requires that the exposure to the fetus of a radiation worker be less than 500 mrem (5 mSv) during the gestation, and less than 50 mrem/month.

3) _____ **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)

4) _____ **Discontinue program status** The student has the right to withdraw from the program during the pregnancy, and 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

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

STUDENT CLINICAL ASSIGNMENT POLICY

Clinical assignments are made by the program officials. Student assignments are determined by: Order of acceptance, student request, program officials input, and clinical affiliate input

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.

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, 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 very rare 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 base on the needs of the students and the equality of clinical training. The program faculty will determine the placement of students in the second clinical assignment based on: Prior clinical assignment, Program officials input, Clinical affiliate input and Student request.

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
Mina Colunga BS RT (R) , Interim 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 STATEMENT &POLICY

The undersigned hereby acknowledges his/her responsibility under applicable federal law and the agreement between EL CAMINO COMMUNITY COLLEGE DISTRICT (“School”) and any one of the affiliated hospitals listed below (“Hospital”), to keep confidential any information regarding Hospital patients and proprietary information of Hospital. The undersigned (“Student or College Faculty”) agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital. The undersigned agrees to comply with any patient information privacy policies and procedure of the School and Hospital. The undersigned further acknowledges that he or she has viewed a videotape regarding Hospital’s patient information privacy practices in this entirety and has had an opportunity to ask questions regarding Hospital and School’s privacy policies and procedures and privacy practices.

Dated this _____ day of _____, 20____.

Radiologic Technology Program Student or Faculty Member

Witness

Hospitals Affiliated with El Camino College:

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

Reviewed DC 2013

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.

Rev DC 2013

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 Student Job Description Clinical Objectives and Syllabi	Portable Policy Dress Code Policy Attendance Policy Clinical Placement Policy Radiation Safety & Dosimetry Policy Pregnancy Policy Contrast Media Policies

Applicant Statement:

I having 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.

signature page for file at end of handbook

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 - (April 2013)

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

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

signature page for file at end of handbook

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 don’t feel sick.
- By getting vaccinated, you can help protect yourself, your family at home, and also your patients at work from getting the flu.
- If you decline the vaccine, you may be required by the clinical site to wear a mask at all times during direct patient care.

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 choose NOT to have the Influenza Vaccination this year. I understand that
by declining this vaccination, I will continue to be at risk of acquiring and spreading a serious disease.
- ____ I will obtain the vaccination and will provide proof to the program officials by December of this year.

signature page for file at end of handbook

Student Signature

Date

Policy reviewed and revised Jul 2013 – D. Charman

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

Communicable Disease Policy for Students

Student Name (Print legibly)

The El Camino College District deals with communicable diseases in a manner which balances the rights of the individual with concern for the public health of the college environment.

The College uses the most recent edition of *Control of Communicable Disease in Man*, the report of the American Public Health Assoc., as its source for the definition of communicable disease and period of communicability. It is the responsibility of all students to comply with the following.

Medical Diagnosis – The Student Health Center staff may request the student suspected of having a communicable disease to obtain a diagnosis.

Contract with Health Department – Following the Student Health Center staff shall comply with the regulations of the Los Angeles County Health Department.

Exclusion and Return to College Programs – In compliance with the Los Angeles County Health Department standards and California Education Code regulations, a student with a communicable disease may be excluded from College programs. A written medical release is required for return to College programs.

The primary role of El Camino College in communicable disease control is educational. Proof of immunizations shall not be a requirement as a condition for admission except in specific areas as prescribed by law. 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.

signature page for file at end of handbook

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. Clinical affiliates may immediately dismiss a student from their clinical assignment upon receiving positive results of a drug/alcohol test.

Drug/Alcohol Usage and Testing Policy

signature page for file at end of handbook

Student Signature

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 Film Evaluation Form Film Critique Form Film Critique Evaluation Competency Form Fluoroscopy & C-arm Competency

FORMS AVAILABLE ON LINE AT

CLINICAL COORDINATOR'S WEBPAGE:

<http://www.elcamino.edu/faculty/mcolunga/clinical.html>