FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

I __________________________________________ have read the Student Handbook and understand the policies and guidelines of the Radiologic Technology Program.

Signed

Print Name

Dated

Foothill College RT Program
2013-2015
FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Confidentiality Agreement

As a student of Foothill College, you have both a legal and ethical responsibility to protect the privacy of patients. All information that you see or hear regarding patients, directly or indirectly, is completely confidential and must not be discussed or released in any form, except when required in the performance of your duties. If you have access to employee or financial information, you are expected to treat such information in the same confidential manner as patient information.

Your user identification code gives you access to confidential information that should only be used in caring for patients, processing financial, and Human Resources data. All information systems access codes are assigned based on the student’s need to have information in order to carry out assigned responsibilities as determined by your clinical instructor.

I understand and agree that in the performance of my duties in the Foothill College Radiology Program, I must hold patient information, employee information, and financial information in confidence as outlined above. I also understand that I have an ethical responsibility to respect the Radiologic Technology Program, its faculty, clinical instructors, clinical affiliates, and Program students in matters that are told to me in confidence. I understand that any violation of confidentiality may result in disciplinary action including dismissal from the Program.

Print Name _____________________________

Signature _____________________________ Date __________________

Foothill College RT Program 2013-2015
POTENTIALLY PREGNANT STUDENT STATEMENT

I _______________________________ , a student in the Foothill College Radiologic Technology Program understand that I have the option whether or not to inform Program officials of a pregnancy. I have received and understand instructions regarding potential risk, declaration, policies, and mutual responsibilities if pregnancy occurs during the Program.

To understand all my options in regards to pregnancy I have:

2. Read the Declared Pregnant Student Statement included in Appendix I of the Student Handbook.
4. Had the above policies reviewed by Program faculty.

I am therefore informed as to the potential risk to an unborn child from radiation received as a result of the occupational exposure of the mother. As a declared pregnant student I will follow the policies of the Program that are in accordance with state and national regulations.

I agree to release Foothill College and affiliated clinical sites from any liability that may arise from complications or damage during or after any said pregnancy that may be determined to be related to occupational exposure to ionizing radiation.

❖ The student may revoke her declaration of pregnancy at any time. Withdrawal of a pregnancy declaration must be in writing and given to the program director.

___________________________________
Print Name

___________________________________    _______________________________
Student Signature         Date
TABLE OF CONTENTS

Mission Statement / Program Goals .................................................................1
Program Description .........................................................................................2
Criteria for Program Completion ....................................................................2
Program Standards ...........................................................................................3
Minimum Health and Technical Standards .......................................................5
Ethics Standard ...............................................................................................7
Radiation Safety and Protection Standards ....................................................7
Confidentiality Standard ................................................................................11
College and Program Resource Personnel ....................................................11
Clinical Affiliate Phone List ............................................................................13
Core Curriculum Outline .................................................................................15
Curriculum Description ................................................................................16
Required Textbooks .......................................................................................22
Financial Expenses .......................................................................................23
Scholarships and Financial Aid .....................................................................25
2013-2015 Calendar ......................................................................................26
Description of the First Year ..........................................................................28
Description of the Second Year ......................................................................28
Student Activities ..........................................................................................29
Continuing Education and Professional Development ...............................29

**General Policies and Procedures**

Student Selection and Admission ................................................................30
Background Screening Policy ........................................................................31
Standard Precautions and Communicable Disease ......................................34
Student Professional Conduct ......................................................................35
Suspension .....................................................................................................36
Substance Abuse ............................................................................................36
Academic Honor Code ..................................................................................37
Social Media Policy .......................................................................................38
Due Process for Student Grievances ................................................. 39
Student Complaint Policy .............................................................. 41
Disability Accommodations Policy .................................................. 41
Equal Learning Opportunities ......................................................... 42
Student Advisement ..................................................................... 43
Student Services .......................................................................... 43
Resolution of Allegations of Non-Compliance of JRCERT STANDARDS ................................................................. 44
Evaluation and Grading Criteria ...................................................... 45
Due Process for Student Evaluations ............................................. 45
Course Progression ....................................................................... 46
Program Re-entry ......................................................................... 47
Program Document Confidentiality and Management .................... 48
Student Safety and Workplace Hazards ......................................... 49
Bereavement Leave ....................................................................... 49
Jury Duty Summons ...................................................................... 49
Attendance and Punctuality Classroom and Laboratory .................. 50
Harassment ................................................................................... 50
Student Pregnancy ........................................................................ 50

Clinical Education
Assignment of Clinical Education Rotations .................................. 52
Student Removal from Clinical Facility ......................................... 53
Liability Insurance ........................................................................ 53
Clinical Supervision ...................................................................... 54
Dress Code .................................................................................... 56
Clinical Vacations, Holidays, and Scheduled Time Off ................. 57
Clinical Environment .................................................................... 58
Off-Hour Assignments .................................................................. 58
Specialty Rotations ...................................................................... 59
Clinical Attendance and Punctuality Grading Criteria .................... 59
  Orientation and First Year ............................................................ 60
  Summer Quarter First Year and Second Year ............................... 60
Clinical Evaluations..........................................................61
Clinical Facility and Clinical Instructor Evaluations..............................61
Injury to Student in Clinical Setting .............................................62
Injury to Patient ....................................................................62
Disaster Plan .........................................................................62
Radiology Employee Strikes ....................................................63
BE Tipping.............................................................................63
Appendix I…..Declared Pregnant Student Statement .......................64
Appendix II.....Potentially Infectious Materials Form..........................65
Appendix III....Steps for Injury of Student in Clinical Setting..............66
Appendix IV....Steps for Reporting Student Radiation Safety Incidents ....67
Appendix V.....Radiation Safety Incident Form ................................68
Appendix VI.....Student Complaint Form......................................69
Appendix VII.....Student Grievance Form......................................71
Appendix VIII....Dean’s Student Grievance Form..............................72
Appendix IX.....Office Conference Form.......................................73
Appendix X...Conference Record...............................................74
Appendix XI… Library and Media Resources....................................75
FOOTHILL-DE ANZA COMMUNITY COLLEGE MISSION

The Foothill-De Anza Community College District provides a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the educational needs of our diverse students and community.

FOOTHILL COLLEGE VISION, VALUES & PURPOSE

Vision Statement
- The college’s values are honesty, integrity, trust, openness and forgiveness.
- The college’s purpose is to provide educational opportunity for all with innovation and distinction.
- The college’s mission is to promote student learning through lower-division academic instruction, career preparation, and continuous work force development to advance California’s economic growth and global competitiveness.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION

The Foothill College Radiologic Technology Program prepares students to function competently and effectively as radiologic technologists and provides a foundation for professionalism within healthcare communities.

RADIOLOGIC TECHNOLOGY PROGRAM GOALS

1. Students will be clinically competent.
   Student Learning Outcomes
   - Students will apply positioning skills.
   - Students will employ radiation protection principles.
   - Student will provide appropriate patient care.

2. Students will communicate effectively as an active member of the health care team.
   Student Learning Outcomes
   - Students will demonstrate oral communication skills.
   - Students will demonstrate written communication skills.

3. Students will apply critical thinking.
   Student Learning Outcomes
   - Students will critique images to determine diagnostic quality.
   - Students will perform non-routine procedures.

4. Students will demonstrate professionalism.
   Student Learning Outcomes
   - Students will understand professional growth.
   - Students will demonstrate professional behavior.
PROGRAM DESCRIPTION

The Foothill College Radiologic Technology Program is a full-time associate degree Program with emphasis on medical imaging. The Program is composed of 22 months of sequential education integrating clinical, didactic and laboratory instruction. The curriculum is structured by academic quarters and builds on classroom, laboratory and clinical instruction from quarter to quarter. Students are evaluated at the end of each quarter and closely monitored for their progress. The Program is competency based and students are not allowed to progress to the next quarter if they have not completed individual course learning objectives with a grade of C or better. Clear objectives and syllabi are given for each course of the program. Since the first three quarters of the program focus on the didactic instruction supported with on-campus lab activities, students spend only twelve hours per week in the clinical setting. During the last four quarters of the Program the emphasis shifts to six hours per week for didactic instruction and thirty-two hours per week clinical instruction.

The curriculum is based on the American Society of Radiologic Technologists Curriculum Guide with clearly stated objectives that identify professional competencies, which include cognitive, affective and psychomotor domains. Cognitive competencies encompass advanced knowledge of anatomy, positioning, physics, nursing procedures and radiation protection. Affective competencies are based on emotions, values, ethics and attitudes in regards to professional responsibilities and patient care. The psychomotor competencies are focused on the students’ abilities to properly apply learned knowledge first in the laboratory and then in the clinical environment.

In the second year of the Program, curriculum includes instruction and clinical experience in Fluoroscopy, Mammography*, Computed Tomography (CT), Advanced Sectional Anatomy, Magnetic Resonance Imaging (MRI) and Angiography.

To support depth and breadth of clinical experience students rotate to four of the Program’s eleven affiliate clinics and hospitals during the 22 months of the Program.

The Foothill College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the California Department of Public Health, Radiologic Health Branch, and the Western Association of Schools and Colleges. Graduates are eligible to take the radiography certification exams offered by the American Registry of Radiologic Technologists (ARRT) and the CDPH, Radiologic Health Branch.

*Observation and participation in mammography is voluntary.

CRITERIA FOR SUCCESSFUL PROGRAM COMPLETION

1. All students will complete the courses in the curriculum set forth by the Program in sequence and with final grades of “C” or better. Students must also complete and
pass all competencies required by the American Registry of Radiologic Technologists (ARRT).

2. All students will complete the general education requirements set forth by the college and will be awarded the Associate of Science Degree in Radiologic Technology before Program completion is granted by the Program Director.

3. After successful completion and graduation, the student will be eligible to take the Radiologic Technology Exam of the American Registry of Radiologic Technology.

4. After successful Program completion and graduation, the student will be eligible for the State of California Certification in Radiologic Technology.

POLICY ON ADVANCED STANDING

The Foothill College Radiologic Technology Program does not admit students with advanced standing. Course content and competencies vary a great deal from program to program and therefore, students admitted to the Foothill College Radiologic Technology Program are required to complete all courses in the radiologic technology curriculum.

PROGRAM STANDARDS

Before a student is allowed to graduate from the Program, he/she is expected to satisfy a set of minimum standards based on Program competencies and outcomes supported by behavioral objectives. The student is evaluated throughout the Program in didactic, laboratory and clinical courses to document knowledge and compliance with the following standards.

The graduate shall be able to:

1. Use oral and written medical communication effectively.

2. Demonstrate knowledge of human structure, function, and pathology.

3. Anticipate and provide basic patient care and comfort.

4. Perform basic mathematical functions.

5. Operate radiographic imaging equipment and accessory devices.

6. Position the patient and imaging system to perform radiographic examinations and procedures.

7. Use critical thinking and judgment to modify standard procedures to accommodate
for patient condition and other variables.

8. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.

9. Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.

10. Practice radiation protection for the patient, self, and others.

11. Recognize emergency patient conditions and initiate first aid and basic life-support procedures; these could include external cardiac resuscitation, lung ventilation, and the administration of oxygen to the standards maintained by the regional affiliates.

12. Evaluate radiographic images for appropriate positioning and image quality.

13. Demonstrate knowledge and skills relating to quality assurance.


15. Given any patient requiring an injection, a contagious disease, or operative procedure, the student will maintain asepsis in all such cases to the standards maintained by the regional affiliates.

16. Communicate effectively with patients and members of the health care team.

17. Demonstrate professional behavior and uphold the professional code of ethics at all times.

18. Given an ambulatory patient, a wheelchair patient, or a gurney patient, the student will physically assist or move the patient into each of the required positions for all radiological examinations by using the medically accepted standard of body mechanics and without injuring himself or the patient.

19. Demonstrate knowledge and understanding of advanced imaging modalities.

20. Understand the professional and personal benefits of professional development and life-long learning.

In addition, a set of mandatory and elective competencies must be achieved as outlined by the Program before a student is allowed to graduate. These competencies were developed by the ARRT and are a condition of application for the ARRT examination. (See Clinical Competency Handbook)
MINIMUM HEALTH AND TECHNICAL STANDARDS

All applicants admitted to the Foothill College Radiologic Technology Program are required to complete a physical examination by the Foothill College Health Office. The following tests, titers and immunizations are required before entering the Program.

1. Students must have a TB test administered within three months before entering the Program. Subsequent TB testing will occur every six-months thereafter. All TB testing will be administered by the Student Health Department on the Foothill Campus. Students who test positive for TB prior to entering the Program will need to show evidence of a negative chest radiographic examination.

2. Students must show proof of the following before entrance to the Program:
   - Rubella positive titer
   - Rubeola positive titer
   - Varicella positive titer
   - TB negative
   - Current tetanus immunization or booster
   - First two Hepatitis B vaccinations

3. Drug testing is required to attend clinical internships. Positive results on drug testing could impact a student’s ability to attend clinics, complete the Program requirements, or gain a license to practice upon graduation. The student will pay the cost of required physical examinations, immunizations, and drug tests. Students accepted into the Program will be provided with specific details. (See page 30)

4. Students must be able to fulfill the requirements of the Program’s Technical Standards. (See next page for the comprehensive list).

TECHNICAL STANDARDS

The Foothill-De Anza Community College District Board of Trustees upholds the principles and requirements of Section 504 or the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In order for a student to progress through the curriculum and function as a competent Radiologic Technologist he/she must perform physical tasks that require strength and dexterity along with vocal, visual, and auditory skills. Applicants are encouraged to examine the following statements that identify the physical capabilities appropriate to the profession of Radiologic Technology. It is recommended that an applicant who questions whether they can perform one or more of the Technical Standards meet with the Program Director to discuss whether accommodations can be made.
TECHNICAL STANDARDS FOR THE FOOTHILL COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

In the interest of your own personal safety, the safety of your patients, and the potential liability to the college, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the radiologic technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard. When complete, please sign, date, and return original to the Radiologic Technology program with your application.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Description</th>
<th>Standard</th>
<th>Examples Of Necessary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>Use of auditory sense</td>
<td>Auditory ability sufficient to monitor &amp; assess patient health needs</td>
<td>Ability to hear &amp; verbally respond to patient questions &amp; directions from instructors, students, physicians and staff in person or over the phone. Hear blood pressure.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Use of touch</td>
<td>Tactile ability sufficient for physical assessment and assistance while operating radiographic and medical instruments &amp; equipment</td>
<td>Perform patient assessment and positioning while operating complex radiographic equipment in a safe and accurate manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical ability, strength &amp; stamina</td>
<td>Physical abilities &amp; stamina sufficient to perform required functions of patient radiographic care</td>
<td>Lift, carry or move objects weighing up to 40 pounds. Stand for 85% of work time. Transfer, lift and physically place patients in radiographic positions. Reach above shoulder level for 90% of work time. Move, adjust and manipulate a variety of radiographic equipment.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Physical ability, coordination, dexterity</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe &amp; effective patient care.</td>
<td>Execute the small muscle hand and finger motor movements required to safely perform venipuncture and other patient care procedures.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Ability to relate to others</td>
<td>Abilities sufficient to effectively interact with individuals, families, groups &amp; colleagues from a variety of social, emotional, cultural, intellectual &amp; economic backgrounds Identify needs of others.</td>
<td>Establish rapport with patients, families, and colleagues.</td>
</tr>
<tr>
<td>Behavioral</td>
<td>Emotional &amp; mental stability</td>
<td>Functions effectively under stress</td>
<td>Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Ability to problem solve</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause-effect relationships in clinical situations.</td>
</tr>
</tbody>
</table>

Initials
• At the end of the Program, the Radiologic Technologist must be capable of:
• Handling stressful situations related to technical and procedural standards and patient care situations.
• Providing physical and emotional support to the patient during radiographic procedures and be able to respond appropriately to situations requiring basic first aid and emergency care of the patient in the absence of, or until the physician arrives.
• Following directions effectively and working closely with members of the health care community.

ETHICS STANDARD

An applicant or student who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, or certain offences involving moral turpitude prior to admission or during the course of the Radiologic Technology Program may not be eligible for certification and registration by the American Registry of Radiologic Technologists (ARRT). An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. Pre-application review procedure is available at the ARRT website at https://www.arrt.org/ethics/preapp.htm

RADIATION SAFETY AND PROTECTION POLICY

The Foothill College Radiologic Technology Program and its clinical affiliates operate under the ALARA (as low as reasonable achievable) radiation protection concept and guidelines. The ALARA principle protects patients, radiation workers, and others from excessive or unnecessary exposure to ionizing radiation.

Student Radiation Monitoring

To help insure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. Students are not allowed to hold patients during radiation exposures. The student MUST wear appropriate protective devices when in the presence of ionizing radiation. A radiation dosimeter badge will be issued to each student. Students are responsible for the safety and security of their badge. Each student must exercise care to prevent loss of or damage to dosimeters. Lost / destroyed badges must be reported to the Radiation Safety Officer immediately.

It is the responsibility of each student to wear the assigned badge whenever he/she is in the clinic or laboratory if experiments are being conducted using the energized suite. The badge is to be worn on the collar. If wearing a lead apron, the student should wear the badge outside of the apron on the collar. The badge holder must face forward to obtain an accurate radiation measurement. When the student rotates to another clinical site, it is the student's responsibility to
take his/her current badge.

Used badges are to be made available to the Radiation Safety Office for quarterly exchange of badges. It is the responsibility of the student to obtain a new quarterly dosimeter badge and submit the current badge to the RSO’s Office.

Confidential disclosure of pregnancy is strongly encouraged during the first trimester, however not required. If the student chooses to disclose her pregnancy, she must do so in writing to the Program Director. The pregnant student will be counseled by the Program Director and Radiation Safety Officer regarding methods to reduce exposure from ionizing radiation. If the student chooses to continue radiologic technology course work during her pregnancy, immediate efforts shall be instituted to keep the student's radiation exposure during the gestation period at a minimum. A second (fetal) dosimeter shall be obtained and worn on the abdomen. The complete pregnancy policy is contained in the Handbook under ‘Pregnancy Policy,” pgs. 51-52.

Students employed as a radiation worker in any hospital/medical center/clinic are required to obtain a separate dosimeter badge from the employer. It is critical that student radiation dose records are kept separate from employment records.

**Annual Occupational Dose Limits**

Any dose received by the students must not exceed 100 mRem per year established by the California Code of Regulations, Title 17 and Nuclear Regulatory Commission Regulations.

| .1 rem / year | Whole body | Total effective dose equivalent |
| 5 rem / year | Extremities | Shallow dose equivalent |
| 1.5 rem / year | Lens of the eye | Eye dose equivalent |

**Student Radiation Exposure Reports**

Whole body radiation exposure reports are posted quarterly at each clinical site and made available for student review. Students initial the exposure report indicating that they are aware of their quarterly exposure levels. The Program faculty reviews radiation exposure reports and unusual exposure levels or developing trends are referred to a licensed physicist. Dosimetry reports reflecting radiation levels for each student are kept on file in the RSO’s office. The Radiologic Technology Program provides each student with his or her accumulated radiation dose at the time of graduation. Subsequent requests for accumulated exposure levels are to be made by the graduate’s employer and must be submitted in writing to the Radiation Safety Officer.

**Student Dose Limit Protocol**

Radiation exposure reports are reviewed by the Program faculty and unusual exposure levels or developing trends are researched at length to get to the source. If a student’s quarterly level exceeds 25 mRem deep, whole body radiation as documented on the radiation monitoring report, the student is immediately informed of the increased exposure level and a meeting is held.
between the Radiation Safety Officer and the student to determine the cause.

If the student incurs a radiation safety incident in the clinic, the Clinical Instructor shall fill out the Student Radiation Safety Incident Report found on pg. 67 in the Student Handbook. The completed form is turned in to the Program Director.

The CDPH-RHB will be advised of student radiation safety over exposure accidents/incidents by using the Radiation Safety Incident Form. This form will be sent to the CDPH-RHB within 30 days of exposure.

Carelessness in radiation protection practices will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the Program.

**Student Safety Practices**

At a minimum, California State Regulations regarding safe operation of radiation-generating equipment will be followed in all education settings. All laboratory sessions are conducted under the guidance of a qualified practitioner. Students enrolled in the Foothill College Radiologic Technology Program will adhere to proper radiation safety practices consistent with the college radiology laboratory policies, the clinical site policies and the scope of practice in Radiology to include the following:

- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a radiographic room from a public corridor are to be closed prior to making an exposure.
- When assisting with fluoroscopic procedures, students are to wear a lead apron and remain at least three (3) feet away from the radiographic table when fluoroscopic exposures are being made.
- When performing portable or bedside radiographic examinations, students are to stand at least six (6) feet from the source of the ionizing radiation and wear a lead apron when the exposure is being made.
- Students are to refrain from holding patients during an exposure.
- Students are to wear Program-issued radiation dosimeter badges whenever fulfilling clinical assignments or laboratories.

**Radiation Protection Related to Fluoroscopy**

Students must adhere to the regulations established by the California Department of Public Health (Section 30450, Title 17, Chapter 5, Subchapter 4.5) concerning the use of fluoroscopic equipment by radiologic technologists.

- Students must be under direct supervision 100% of the time while participating in any fluoroscopic exams.
- Students may expose a patient to x-rays in the fluoroscopic mode while under the direct supervision of an MD licensed to perform fluoroscopy.
• Students may position a patient under fluoroscopic control while under the direct supervision of an MD licensed to perform fluoroscopy.
• Under direct supervision, students may manipulate the c-arm during patient procedures.
• Students may not hold patients while the fluoro tube is emitting x-rays.

Patient Safety Practices

Students enrolled in the Foothill College Radiologic Technology Program will adhere to proper radiation safety practices that protect the patient from excessive or unnecessary exposure to ionizing radiation to include the following:

• Students are to review the physician’s order or requisition for the examination or procedure prior to performing the study.
• Students are to follow the necessary steps to obtain an informed consent from the patient prior to the start of the examination or procedure i.e. verify patient identity; explain the procedure or examination; obtain a patient history; and inquire about possible pregnancy.
• Students are to limit the radiation field to a size only large enough to include the anatomic area of interest. Field size is never to exceed image receptor size.
• Students are to shield patients when appropriate.
• Students are to select exposure factors that produce the minimum amount of radiation exposure needed to obtain a diagnostic image.
• Students are to perform portable or bedside radiography procedures under the direct supervision of a qualified radiographer regardless of the level of student achievement.
• All clinical assignments are carried out under the direct supervision of a qualified radiographer until the student has achieved competency.
• All clinical assignments are carried out under the indirect supervision of a qualified radiographer after the student has achieved competency.
• All unsatisfactory radiographic images repeated by the student are performed under the direct supervision of a qualified radiographer.
CONFIDENTIALITY STANDARD

As a Foothill College Radiologic Technology Student, you have both a legal and ethical responsibility to protect the privacy of patients. All information you see or hear regarding patients, directly or indirectly, is completely confidential and must not be discussed or released in any form, except when required in the performance of your duties.

COLLEGE & PROGRAM RESOURCE PERSONNEL

A resource system is available to students requiring assistance in carrying out details that may need attention during the Radiologic Technology Program.

<table>
<thead>
<tr>
<th>College Instructional Staff</th>
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<tbody>
<tr>
<td>Bonny Wheeler</td>
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<tr>
<td>Instructor Program Director</td>
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<tr>
<td>Sabbatical 2013-2014</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Jenene Key</td>
</tr>
<tr>
<td>Instructor Radiation Safety Officer Acting Clinical Coordinator</td>
</tr>
<tr>
<td>(650) 949-7593</td>
</tr>
<tr>
<td>Rachelle Campbell</td>
</tr>
<tr>
<td>Instructor Acting Program Director</td>
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<tr>
<td></td>
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<tr>
<td>Zohreh Jazaeri</td>
</tr>
<tr>
<td>Adjunct Instructor</td>
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<tr>
<td>Soraya Kilpatrick</td>
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<tr>
<td>Adjunct Instructor</td>
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<tr>
<td>Chris DeMaggio</td>
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<tr>
<td>Adjunct Instructor</td>
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<tr>
<td>Taryn Corsiglia</td>
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<tr>
<td>Adjunct Instructor</td>
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<tr>
<td>Beverly Lustig</td>
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<tr>
<td>Adjunct Instructor</td>
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</table>

College Administrators

| President | Judy Miner | (650) 949-7200 |
| Division Dean | Nanette Solvason | 7730 |
| Division Office | Biological & Health Sciences | 7249 |

College Resource Personnel

<p>| Admissions &amp; Records | (650) 949-7325 |
| Bookstore            | Romeo Paule    | 7308 |</p>
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Campus Safety</td>
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<tr>
<td>Counseling</td>
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<td>7423</td>
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<tr>
<td>Disability Resource Center</td>
<td>Margo Dobbins</td>
<td>7038</td>
</tr>
<tr>
<td>Emergencies</td>
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<td>7911</td>
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<tr>
<td>Evaluations Specialist</td>
<td>Stephanie Franco</td>
<td>7231</td>
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<td>Financial Aid</td>
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<td>7245</td>
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<td>Library Services</td>
<td>Circulation &amp; Reserve</td>
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<td>Reference Questions</td>
<td>7608</td>
</tr>
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<td>Psychological Services</td>
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<td>7910</td>
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<tr>
<td>Student Health Services</td>
<td>Naomi Kitajima</td>
<td>7243</td>
</tr>
</tbody>
</table>

**Medical Director**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman and Medical Director</td>
<td>Dr. Volney Van Dalsem III</td>
<td>Clinical Professor &amp; Medical Director of Outpatient Imaging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stanford Hospital &amp; Clinics</td>
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<tr>
<td></td>
<td></td>
<td>300 Pasteur Drive</td>
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<tr>
<td></td>
<td></td>
<td>Palo Alto, CA 94305</td>
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</tbody>
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**Accreditation Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRCERT</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
</tr>
<tr>
<td>CDPH-RHB</td>
<td>CA Dept. of Public Health - Radiation Health Branch</td>
</tr>
</tbody>
</table>

**Licensing Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARRT</td>
<td>American Registry of Radiologic Technologists</td>
</tr>
<tr>
<td>CRT</td>
<td>CA Department of Public Health; Radiologic Health Branch: State Certification</td>
</tr>
</tbody>
</table>
## CLINICAL AFFILIATE PHONE LIST

<table>
<thead>
<tr>
<th>Affiliate</th>
<th>Clinical Instructor</th>
<th>Manager / Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Camino Hospital</td>
<td>Carmon Allen</td>
<td>Patty Smith</td>
</tr>
<tr>
<td>2500 Grant Rd.</td>
<td>(650) 988-7525</td>
<td>Fax: 650 940-7134</td>
</tr>
<tr>
<td>Mountain View, CA 94040</td>
<td><a href="mailto:Carmon_Allen@elcaminohospital.org">Carmon_Allen@elcaminohospital.org</a></td>
<td></td>
</tr>
<tr>
<td>(650) 940-7049</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Samaritan Hospital</td>
<td>Gloria Varey</td>
<td>Sue Marklein</td>
</tr>
<tr>
<td>2425 Samaritan Drive</td>
<td>(408) 559-2178-office</td>
<td></td>
</tr>
<tr>
<td>San Jose, CA 95124</td>
<td><a href="mailto:Gloria.Varey@HCAHealthcare.com">Gloria.Varey@HCAHealthcare.com</a></td>
<td></td>
</tr>
<tr>
<td>(408) 559-2139</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazel Hawkins</td>
<td>Erin Perez</td>
<td>Darlene De Brito</td>
</tr>
<tr>
<td>911 Sunset Drive</td>
<td>(831) 636-2650</td>
<td>Fax: 831 636-2605</td>
</tr>
<tr>
<td>Hollister, CA 95023</td>
<td><a href="mailto:eperez@hazelhawkins.com">eperez@hazelhawkins.com</a></td>
<td></td>
</tr>
<tr>
<td>(831) 636-2650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O’Connor Hospital</td>
<td>Cindy Borges</td>
<td>Barbara Pardini</td>
</tr>
<tr>
<td>2105 Forest Ave.</td>
<td>408 947-2992</td>
<td>Fax: 408 947-3470</td>
</tr>
<tr>
<td>San Jose, CA 95128</td>
<td><a href="mailto:cindyborges@mac.com">cindyborges@mac.com</a></td>
<td></td>
</tr>
<tr>
<td>(408) 947-2992</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palo Alto Medical Foundation @ Mt. View</td>
<td>Zohreh Jazaeri</td>
<td>Tom Frick</td>
</tr>
<tr>
<td>701 E. El Camino Real</td>
<td>650-934-7773</td>
<td>Fax: 408 524-5866</td>
</tr>
<tr>
<td>Mt. View, CA 94040</td>
<td><a href="mailto:jazaerz@pamf.org">jazaerz@pamf.org</a></td>
<td></td>
</tr>
<tr>
<td>(650) 934-7730</td>
<td></td>
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</tr>
<tr>
<td>Palo Alto Medical Foundation @ Palo Alto</td>
<td>Joanne Nelson</td>
<td>Angela Hurlburt</td>
</tr>
<tr>
<td>795 El Camino Real</td>
<td>650 853-2175</td>
<td>Fax: 650 853-2955</td>
</tr>
<tr>
<td>Palo Alto, CA 94301</td>
<td><a href="mailto:NelsonJ2@pamf.org">NelsonJ2@pamf.org</a></td>
<td></td>
</tr>
<tr>
<td>(650) 853-2163</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Medical Center</td>
<td>Mark Porter</td>
<td>Steve Walters</td>
</tr>
<tr>
<td>225 North Jackson Ave.</td>
<td>408 259-5000 ext. 2540</td>
<td></td>
</tr>
<tr>
<td>San Jose, CA 95116</td>
<td><a href="mailto:Mark.Porter@HCAHealthcare.com">Mark.Porter@HCAHealthcare.com</a></td>
<td></td>
</tr>
<tr>
<td>(408) 259-5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanford Hospital</td>
<td>Alissia Forristal: 1st Years</td>
<td>Joni Schott</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>300 Pasteur Drive</td>
<td>Page 650 723-8222, ID 15344</td>
<td>Fax: 650 725-4569</td>
</tr>
<tr>
<td>Palo Alto, CA 94305</td>
<td><a href="mailto:Aforristal@stanfordmed.org">Aforristal@stanfordmed.org</a></td>
<td></td>
</tr>
<tr>
<td>(650) 723-7030</td>
<td></td>
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<tr>
<td><strong>Judi Contento: 2nd years</strong></td>
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<tr>
<td></td>
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<tr>
<td></td>
<td><a href="mailto:jcontento@stanfordmed.org">jcontento@stanfordmed.org</a></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Valley Medical Center</td>
<td>Lynda Vega: 1st Years</td>
<td>Dianne Tiernan</td>
</tr>
<tr>
<td>751 So. Bascom Ave.</td>
<td>408 793-5692</td>
<td>Fax: 408 885-6360</td>
</tr>
<tr>
<td>San Jose, CA 95128</td>
<td><a href="mailto:lynda.vega@hhs.sccgov.org">lynda.vega@hhs.sccgov.org</a></td>
<td></td>
</tr>
<tr>
<td>(408) 885-6368</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nanette Salazar: 2nd Years</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>408 793-5692</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nanette.salazar@hhs.sccgov.org">nanette.salazar@hhs.sccgov.org</a></td>
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# RADIOLOGIC TECHNOLOGY PROGRAM
## CORE CURRICULUM OUTLINE

<table>
<thead>
<tr>
<th>First Year</th>
<th>QUARTER HOURS</th>
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<tbody>
<tr>
<td><strong>Summer Session</strong></td>
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<tr>
<td>RT 50 Orientation to Radiation Science Technology</td>
<td>2 Units</td>
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<tr>
<td>RT 53 Orientation to Radiologic Technology</td>
<td>1 Unit</td>
</tr>
<tr>
<td><strong>Total 3 Units</strong></td>
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</tr>
<tr>
<td><strong>Fall Quarter</strong></td>
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</tr>
<tr>
<td>AHS 50 Introduction to Allied Health Programs</td>
<td>1 Unit</td>
</tr>
<tr>
<td>RT 51A Fundamentals of Radiologic Technology I</td>
<td>4 Units</td>
</tr>
<tr>
<td>RT 52A Principles of Radiologic Technology I</td>
<td>3 Units</td>
</tr>
<tr>
<td>RT 53A Applied Radiographic Technology I</td>
<td>3 Units</td>
</tr>
<tr>
<td>RT 53AL Applied Radiographic Technology Laboratory I</td>
<td>1 Unit</td>
</tr>
<tr>
<td>RT 54A Basic Patient Care for Imaging Technology</td>
<td>2 Units</td>
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<tr>
<td><strong>Total 14 Units</strong></td>
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<tr>
<td><strong>Winter Quarter</strong></td>
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<tr>
<td>RT 51B Fundamentals of Radiologic Technology II</td>
<td>4 Units</td>
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<tr>
<td>RT 52B Principles of Radiologic Technology II</td>
<td>3 Units</td>
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<tr>
<td>RT 53B Applied Radiologic Technology II</td>
<td>3 Units</td>
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<tr>
<td>RT 53BL Applied Radiologic Technology Laboratory II</td>
<td>1 Unit</td>
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<tr>
<td>RT 54B Law and Ethics in Medical Imaging</td>
<td>2 Units</td>
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<tr>
<td><strong>Total 13 Units</strong></td>
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<tr>
<td><strong>Spring Quarter</strong></td>
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<tr>
<td>RT 51C Fundamentals of Radiologic Technology III</td>
<td>4 Units</td>
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<tr>
<td>RT 52C Principles of Radiologic Technology III</td>
<td>3 Units</td>
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<tr>
<td>RT 53C Applied Radiologic Technology III</td>
<td>3 Units</td>
</tr>
<tr>
<td>RT 53CL Applied Radiologic Technology Laboratory III</td>
<td>1 Unit</td>
</tr>
<tr>
<td>RT 54C Imaging Pathology</td>
<td>3 Units</td>
</tr>
<tr>
<td>PSYC 1 General Psychology</td>
<td>5 Units</td>
</tr>
<tr>
<td><em>may be completed in any quarter of the first year</em></td>
<td></td>
</tr>
<tr>
<td><strong>Total 19 Units</strong></td>
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<tr>
<td><strong>Summer Quarter (8 weeks)</strong></td>
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<tr>
<td>RT 64 Fluoroscopy</td>
<td>4 Units</td>
</tr>
<tr>
<td>RT 72 Venipuncture</td>
<td>1.5 Units</td>
</tr>
<tr>
<td>RT 53D Applied Radiologic Technology IV</td>
<td>5.5 Units</td>
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<tr>
<td><strong>Total 11 Units</strong></td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
</tr>
<tr>
<td>RT 62A Advanced Modalities in Imaging</td>
<td>3 Units</td>
</tr>
<tr>
<td>RT 63A Radiographic Clinical Practicum I</td>
<td>6.5 Units</td>
</tr>
<tr>
<td>RT 52D Digital Image Acquisition and Display</td>
<td>2.5 Units</td>
</tr>
</tbody>
</table>
Total 12 Units

Winter Quarter
RT 61B  Radiology Research Project  1 Unit
RT 62B  Special Procedures & Equipment  3 Units
RT 63B  Radiographic Clinical Practicum II  6.5 Units
RT 65  Mammography  3 Units

Total 13.5 Units

Spring Quarter
RT 62C  Professional Development in Radiology  3 Units
RT 63  Advanced Radiographic Principles  3 Units
RT 63C  Radiographic Clinical Practicum III  6.5 Units

Total 12.5 Units

Total Quarter Hours: 98 Units

CURRICULUM DESCRIPTION

BIOL 40A  HUMAN ANATOMY AND PHYSIOLOGY I  5 Units
Prerequisite: High school biology or BIOL 10 or equivalent with grade of C or better; CHEM 30A or equivalent with grade of C or better. Three hours lecture, three hours laboratory
Basic human anatomy and physiology. Emphasis on integration of systems and homeostatic mechanisms. Physical and chemical basis of life, histology, skeletal, muscular, and nervous systems. Designed for majors that require fundamental background in human anatomy and physiology.

BIOL 40B  HUMAN ANATOMY AND PHYSIOLOGY II  5 Units
Prerequisite: Biology 40A with grade of C or better.
Three hours lecture, three hours laboratory
A continuation of 40A. Anatomy and physiology of the endocrine, circulatory, and respiratory system.

BIOL 40C  HUMAN ANATOMY AND PHYSIOLOGY III  5 Units
Prerequisite: Biology 40B with grade of C or better.
Three hours lecture, three hours laboratory
A continuation of Biology 40B. Anatomy and physiology of the digestive system, excretory system, and the reproductive system

RT 50  ORIENTATION TO RADIATION SCIENCE TECHNOLOGIES  2 Units
Prerequisite: Admission to Radiologic Technology Program
Two hours lecture
Overview of Radiologic Technology as a career. Radiographic terminology, positioning for abdomen, introduction to radiation protection and x-ray production, radiographic image formation, and patient care. Overview of Program structure and student services.
### AHS 50  FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY I  1 unit
- **Prerequisite:** Admission to Radiologic Technology Program
- **One hour lecture**

Introduction to Foothill Allied Health Programs for the incoming first year student. Overview of HIPAA and patient privacy, Academic Honor Code, students rights and responsibilities, strategies for student success, stress and time management, professionalism and ethical behavior in the health care environment and individual program policies and procedures for allied health students.

### RT 51A  FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY I  4 units
- **Prerequisite:** Admission to Radiologic Technology Program
- **Three hours lecture and three hours online**

Medical and radiographic terms, basic positioning and anatomy related to chest, abdomen, upper extremities and lower extremities.

### RT 51B  FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY II  4 units
- **Prerequisite:** Radiologic Technology 51A
- **Three hours lecture and three hours online**

Continuation of Radiologic Technology 51A: radiographic anatomy, positioning, and procedures related to shoulder, femur, hip, and pelvis, gastrointestinal tract, urinary system and biliary system.

### RT 51C  FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY III  4 units
- **Prerequisite:** Radiologic Technology 51B
- **Three hours lecture and three hours online**

Continuation of Radiologic Technology 51B: radiographic anatomy, positioning, and procedures related to the skull, vertebral column, bony thorax, myelography, arthrography, pediatrics, trauma and OR/C-arm.

### RT 52A  PRINCIPLES OF RADIOLOGIC TECHNOLOGY I  3 units
- **Prerequisite:** Admission to the Radiologic Technology Program
- **Three hours lecture**

Elementary principles of x-ray physics, processing, and radiation protection.

### RT 52B  PRINCIPLES OF RADIOLOGIC TECHNOLOGY II  3 units
- **Prerequisite:** Radiologic Technology 52A
- **Three hours lecture**

Continuation of Radiologic Technology 52A, including physics, technique, and protection.

### RT 52C  PRINCIPLES OF RADIOLOGIC TECHNOLOGY III  3 units
- **Prerequisite:** Radiologic Technology 52B
- **Three hours lecture**

Continuation of Radiologic Technology 52B. Expansion of principles of x-ray physics, technique and protection.
RT 52D  DIGITAL IMAGE ACQUISITION AND DISPLAY  2.5 units
Prerequisite: Radiologic Technology 52C
Two and one half hours lecture, one half hours lab
Digital radiography and PACS

RT 53  ORIENTATION TO RADIOLOGIC TECHNOLOGY  1 Unit
Prerequisite: Admission to the Radiologic Technology Program
Two and one half hours laboratory
Orientation to the field of Radiologic Technology with emphasis on clinical participation.

RT 53A  APPLIED RADIOGRAPHIC TECHNOLOGY I  3 Units
Prerequisite: Admission to the Radiologic Technology Program
Sixteen hours laboratory
Applied radiography includes processing, image analysis, basic positioning, patient care, equipment, and radiographic experiments, manipulation, and hospital observation.

RT 53AL  APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY I  1 Unit
Prerequisite: Admission to the Radiologic Technology Program
Three hours laboratory
Applied radiography includes structured lab activities in processing, image analysis, basic positioning related to chest, abdomen, upper extremities, lower extremities, patient care, equipment, and radiographic experiments.

RT 53B  APPLIED RADIOGRAPHIC TECHNOLOGY II  3 Units
Prerequisite: Radiologic Technology 53A
Sixteen hours laboratory
Continuation of applied radiography with emphasis on skill development for positioning, principles of exposure, image analysis, and clinical observation practicum.

RT 53BL  APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY II  1 Unit
Prerequisite: Radiologic Technology 53A
Three hours laboratory
Continuation of structured laboratory activities in applied radiography with emphasis on clinical skill development for positioning related to the shoulder, pelvis and hip, the gastrointestinal tract, the urinary system, the biliary system, principles of exposure, image analysis, and radiographic experiments.

RT 53C  APPLIED RADIOGRAPHIC TECHNOLOGY III  3 Units
Prerequisite: Radiologic Technology 53B
Sixteen hours laboratory
Continuation of skill development in positioning, technique selection, protection, and clinical observation practicum.
RT 53CL  APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY III
Prerequisite: Radiologic Technology 53B  1 Unit
Three hours laboratory
Continuation of structured laboratory activities in applied radiography with emphasis on clinical
skill development for positioning related to the skull, vertebral column, bony thorax,
myelography, arthrography and trauma.

RT 53D  APPLIED RADIOGRAPHIC TECHNOLOGY IV  5.5 Units
Prerequisite: Radiologic Technology 51C and 53C
Twenty-seven hours laboratory
Radiographic positioning, anatomy, pathology, terminology, nursing procedures, pediatric
radiography, and non-routine gastro-intestinal tract and biliary tract examinations. Clinical
experience and image analysis.

RT 54A  BASIC PATIENT CARE IN IMAGING TECHNOLOGY  2 Units
Prerequisite: Radiologic Technology 50
Two hours lecture
Basic concepts of patient care, including cultural differences and consideration for the physical
and psychological needs of the patient and family. Routine and emergency patient care
procedures and techniques as well as infection control protocols.

RT 54B  LAW AND ETHICS IN MEDICAL IMAGING  2 Units
Prerequisite: Radiologic Technology 50
Two hours lecture
A fundamental background in ethics. The historical and philosophical basis of ethics as well as
the elements of ethical behavior in regards to clinical practice, misconduct, malpractice, legal and
professional standards and the ASRT scope of practice.

RT 54C  IMAGING PATHOLOGY  3 units
Prerequisite: Radiologic Technology 51B
Three hours lecture
Radiographic Pathology of the respiratory, osseous, urinary, gastrointestinal, hepatobiliary,
central nervous, hemopoietic and endocrine systems, HSG’s and associated pathologies.

RT 61B  RADIOLOGY RESEARCH PROJECT  1 Unit
Prerequisite: Radiologic Technology 62A and 63A
One-hour lecture and one hour laboratory
Research project on a highly specialized area of radiography or other imaging modality.
Individual display or research paper required. Specific topics to be determined by the instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT 62A</td>
<td>ADVANCED MODALITIES IN IMAGING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Radiologic Technology 52C and 53D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three hours lecture</td>
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</tr>
<tr>
<td></td>
<td>Specialized radiographic procedures related to Magnetic Resonance Imaging and Computerized Tomography. Computer applications related to image capture, display, storage, and distribution. Sectional anatomy of the head, neck, thorax, abdomen, pelvis, vertebral column, and extremities.</td>
<td></td>
</tr>
<tr>
<td>RT 62B</td>
<td>SPECIAL PROCEDURES AND EQUIPMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Radiologic Technology 62A and 63A</td>
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<tr>
<td></td>
<td>Three hours lecture</td>
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<tr>
<td></td>
<td>Continuation of RT 62A with emphasis on radiography of the skull, facial bones, mandible, and sinuses. Advanced radiographic procedures with emphasis on angiographic, cerebral, heart and interventional procedures, angiographic equipment, radiographic anatomy and pathology.</td>
<td></td>
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<tr>
<td>RT 62C</td>
<td>PROFESSIONAL DEVELOPMENT IN RADIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Radiologic Technology 62B and 63B</td>
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<tr>
<td></td>
<td>Three hours lecture</td>
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</tr>
<tr>
<td></td>
<td>Continuation of RT 62B with emphasis on professional development, continuing education, advanced modalities opportunities.</td>
<td></td>
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<tr>
<td>RT 63</td>
<td>ADVANCED RADIOGRAPHIC PRINCIPLES</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: Radiologic Technology 62B and 63B</td>
<td></td>
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<tr>
<td></td>
<td>Three hours lecture</td>
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<tr>
<td></td>
<td>Special emphasis on advanced radiographic physics, technique, protection, and positioning for registry examination preparation. Continued clinical experience and image analysis.</td>
<td></td>
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<tr>
<td>RT 63A</td>
<td>RADIOGRAPHIC CLINICAL PRACTICUM I</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Thirty-two hours laboratory</td>
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<tr>
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<td>Advanced radiographic positioning with emphasis on radiography and pathology of the skull, facial bones, mandible, and sinuses. Special radiographic procedures related to the cranium and computed tomography radiography. Related clinical experience.</td>
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<td>RADIOGRAPHIC CLINICAL PRACTICUM II</td>
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<tr>
<td></td>
<td>Prerequisite: Radiologic Technology 62A and 63A</td>
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</tr>
<tr>
<td></td>
<td>Thirty-two hours laboratory</td>
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</tr>
<tr>
<td></td>
<td>Special radiographic equipment, imaging modalities, and special radiographic procedures. Radiographic anatomy and pathology. Related clinical experience.</td>
<td></td>
</tr>
<tr>
<td>RT 63C</td>
<td>RADIOGRAPHIC CLINICAL PRACTICUM III</td>
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<td>Prerequisite: Radiologic Technology 62B and 63B</td>
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</tr>
<tr>
<td></td>
<td>Thirty-two hours laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continuation of Radiologic Technology 62B with emphasis on pediatric skull radiography, facial bone radiography, non-routine positioning of the osseous system, pathology and nursing procedures. Advanced clinical experience.</td>
<td></td>
</tr>
</tbody>
</table>
RT 64  FLUOROSCOPY  4 Units
Prerequisite: Radiologic Technology 52C or Current Certification in Radiologic Technology or Radiation Therapy Technology
Four hours lecture and one and one half hours laboratory
Fluoroscopic equipment, radiation protection, special equipment, illumination and photometry, anatomy and physiology of the eye. This course includes 40 hours of lecture and fifteen hours of laboratory methods in accordance with the California Department of Public Health, Radiologic Health Branch. Successful completion of this course entitles the student to a Certificate of Completion.

RT 65  MAMMOGRAPHY  3 Units
Prerequisite: Radiologic Technology 63 or Current Certification in Radiologic Technology
Two and one half hours lecture and one and one half hours laboratory
Technical and procedural aspects of mammography including radiation protection and quality assurance aspects, breast anatomy, pathology, positioning and mass localization. Successful completion of this course entitles the student to a Certificate of Completion of a 40-hour course in mammography education.

RT 72  VENIPUNCTURE  1.5 Units
Prerequisite: Radiologic Technology 51C or current Certification in Radiologic Technology. Current Health Care Provider CPR card.
One hour lecture, two hours laboratory
# REQUIRED TEXTBOOKS FOR RADIOGRAPHY COURSES

*Instructor syllabus published for each course within the Program.

## Fall Quarter 1st year
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Bushong: *Radiologic Sciences for Technologists*
- Torres: *Basic Medical Techniques and Patient Care in Imaging Technology*

## Winter Quarter 1st year
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Bushong: *Radiologic Sciences for Technologists*
- Towsley-Cook: *Ethical and Legal Issues*

## Spring Quarter 1st year
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Bushong: *Radiologic Sciences for Technologists*
- Eisenberg: *Comprehensive Radiographic Pathology*

## Summer Quarter 1st year
- Bushong: *Radiologic Sciences for Technologists*
- CA Dept. of Health: *Syllabus on Fluoroscopy Radiation Protection*
- Pepper: *Pharmacology and Drug Administration for Imaging Technologists*

## Fall Quarter 2nd year
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Seeram: *Digital Radiology: An Introduction for Technologists*
- Kelly: *Sectional Anatomy for Imaging Professionals*

## Winter Quarter 2nd year
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Peart: *Mammography and Breast Imaging*

## Spring Quarter 2nd year
- Saia, D. A.: *Appleton & Lange's Review for the Radiography Examination*
- Saia, D. A.: *Radiography Prep*
- Bontrager: *Radiologic Positioning and Related Anatomy*
- Bushong: *Radiologic Sciences for Technologists*
FINANCIAL EXPENSES

Upon entering the Program, the student should be prepared to meet certain financial expenditures:

1. No on-campus housing is available. The student should be prepared to rent or buy living quarters within approximately 15 miles of the college. Students living away from home may be able to receive some financial assistance by applying to the Financial Aid Office. In attempting to locate living quarters, the student might contact the office of Student Activities.

2. Because of the varying locations of Program affiliates, reliable transportation is absolutely imperative. To cut down on expenses, car-pooling can be arranged.

3. For the 22-month Program, the estimated costs are as follows:

**Orientation & Fall Quarter 1st year**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Fees*</td>
<td>$47.00</td>
</tr>
<tr>
<td>Enrollment Fees per unit in State*</td>
<td>$31.00</td>
</tr>
<tr>
<td>Enrollment Fees per unit Out of State*</td>
<td>$138.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Lab Coats, Uniforms, Shoes</td>
<td>$200.00</td>
</tr>
<tr>
<td>Parking Fees</td>
<td>$46.65</td>
</tr>
<tr>
<td>Radiation Monitoring</td>
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</tr>
<tr>
<td>Name Badge</td>
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</tr>
<tr>
<td>Syllabus Fees</td>
<td>$120.00</td>
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</tbody>
</table>

**Winter Quarter 1st year**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Fees*</td>
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<td>$31.00</td>
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<tr>
<td>Enrollment Fees Out of State*</td>
<td>$138.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$60.00</td>
</tr>
<tr>
<td>Parking Fees</td>
<td>$26.65</td>
</tr>
<tr>
<td>Syllabus Fees</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**Spring Quarter 1st year**

<table>
<thead>
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<tbody>
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<tr>
<td>Enrollment Fees Out of State*</td>
<td>$138.00</td>
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<tr>
<td>Textbooks</td>
<td>$60.00</td>
</tr>
<tr>
<td>Parking Fees</td>
<td>$26.65</td>
</tr>
<tr>
<td>Syllabus Fees</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

*For current registration fees, please visit: http://www.foothill.edu/reg/fees.php
### Summer Quarter 1st year
<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Enrollment Fees in State*</td>
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</tr>
<tr>
<td>Enrollment Fees Out of State*</td>
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</tr>
<tr>
<td>Textbooks</td>
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<tr>
<td>Parking Fees</td>
<td>$20.00</td>
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<tr>
<td>Radiation Monitoring</td>
<td>$25.00</td>
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<tr>
<td>Syllabus Fees</td>
<td>$40.00</td>
</tr>
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</table>

### Fall Quarter 2nd year
<table>
<thead>
<tr>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Fees*</td>
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<td>Enrollment Fees Out of State*</td>
<td>$138.00</td>
</tr>
<tr>
<td>Parking Fees</td>
<td>$26.65</td>
</tr>
<tr>
<td>Syllabus Fees</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

### Winter Quarter 2nd year
<table>
<thead>
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</tr>
<tr>
<td>Parking Fees</td>
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<tr>
<td>Syllabus Fees</td>
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</table>

### Spring Quarter 2nd year
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<tr>
<td>Enrollment Fees Out of State*</td>
<td>$138.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$100.00</td>
</tr>
<tr>
<td>Application Fees for State / National Board Exams</td>
<td>$400.00</td>
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<tr>
<td>Parking Fees</td>
<td>$26.65</td>
</tr>
<tr>
<td>Syllabus Fees</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

*For current registration fees, please visit: [http://www.foothill.edu/reg/fees.php](http://www.foothill.edu/reg/fees.php)
All fees are subject to change and are approximation at time of publication.
SCHOLARSHIPS AND FINANCIAL AID

Foothill College has a number of scholarships available to allied health students. Students need to contact the Financial Aid Office to obtain current information on financial aid options.

Contact Name and Number:

Kevin Harral, Financial Aid Director
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022-4599
650-949-7223
mailto:fhfinancialaidoffice@foothill.edu
August 2013
19 Orientation begins

September 2013
2 Labor Day Holiday
3 Orientation Students begin clinical rotation
11 Orientation Students last day in clinic
12 Orientation Wrap-up, Foothill College Campus
13 1st years last day of clinic
23 Fall quarter begins / 2nd years first day in clinic
24 CI meeting at Foothill

October 2013
1 New 1st years in clinic

November 2013
11 Veteran’s Day
27-28 Thanksgiving Holiday

December 2013
5 1st years last day of clinic
10 CI meeting
13 2nd years last day in clinic

January 2014
6 Winter quarter begins / 2nd years begin new clinical rotation
14 1st years first day of clinic
20 Martin Luther King Holiday

February 2014
14 Lincoln’s Birthday Holiday
17 Washington’s Birthday Holiday

March 2014
20 1st years last day in clinic
25 CI meeting
28 2nd years last day in clinic

April 2014
29-4 Spring Break 1st and 2nd year students
7 Spring quarter begins / 2nd years return to clinic
15 1st years return to clinic

May 2014
26 Memorial Day Holiday

June 2014
19 1st years last day in clinic
23 CI meeting
24 2nd years last day in clinic
26 Program Graduation
27 Commencement
### July 2014
- **4** Independence Day Holiday
- **7** 1<sup>st</sup> years begin new clinical rotation
- **9** 1<sup>st</sup> years first day of class at Foothill College

### August 2014
- **18** Orientation begins on Foothill campus

### September 2014
- **1** Labor Day Holiday
- **2** Orientation Students begin clinical rotation
- **12** 1<sup>st</sup> years last day of clinic
- **22** Fall quarter begins / 2<sup>nd</sup> years first day in clinic
- **23** CI meeting at Foothill
- **30** New 1<sup>st</sup> years in clinic

### October 2014
- **10** Veteran’s Day
- **27-28** Thanksgiving Holiday

### November 2014
- **4** 1<sup>st</sup> years last day of clinic
- **9** CI meeting
- **12** 2<sup>nd</sup> years last day in clinic

### December 2014
- **5** Winter quarter begins / 2<sup>nd</sup> years begin new clinical rotation
- **13** 1<sup>st</sup> years first day of clinic
- **19** Martin Luther King Holiday

### January 2015
- **13** Lincoln’s Birthday Holiday
- **16** Washington’s Birthday Holiday

### March 2015
- **19** 1<sup>st</sup> years last day in clinic
- **24** CI meeting
- **27** 2<sup>nd</sup> years last day in clinic

### April 2015
- **30-3** Spring Break 1<sup>st</sup> and 2<sup>nd</sup> year students
- **6** Spring quarter begins / 2<sup>nd</sup> years return to clinic
- **14** 1<sup>st</sup> years return to clinic

### May 2015
- **25** Memorial Day Holiday

### June 2015
- **18** 1<sup>st</sup> years last day in clinic
- **22** CI meeting
- **23** 2<sup>nd</sup> years last day in clinic
- **25** Program Graduation
- **26** Commencement
DESCRIPTION OF THE FIRST YEAR

1. During the first three quarters of the Program, the student will be required to rotate through two of the nine affiliates for clinical experience. The students will be rotated at the beginning of winter quarter so by the end of the spring quarter, each student will be familiar with two different departments.

2. The rotations are part of the Applied Radiography, RT 53A, B, C series. Each rotation is sixteen hours per week and has specific objectives and activities for each week. The clinical coordinator and faculty will assign the rotations. Students will also spend two and one-half hours per week in on-campus labs.

3. Printed activities, objectives, and evaluations will be available to each student. A college instructor will supervise the students’ activities in the clinic with the assistance of the clinical instructors. Competencies are required for each quarter in the Program.

4. During the first year and summer quarter, all activities related to the Program will be during daytime hours, Monday through Friday. All quarter breaks and holidays will be observed as appears on the school calendar.

5. Hospital labs are structured with specific objectives for the 10-week session. The objectives and activities are integrated with both lecture series and on-campus labs. The college instructor and the clinic staff give direct supervision for the activities of the students. Cognitive, psychomotor, and affective skill development is built on as the student progresses through the first year.

1. On-going observations and competency testing is used to closely evaluate students. Those students not making satisfactory progress are counseled. The students’ interaction with the patient and hospital staff is closely observed.

DESCRIPTION OF THE SECOND YEAR

1. The second year classes start at the beginning of the fall quarter. Students will spend 32 hours per week in the clinical environment and 6 hours per week in the classroom on Wednesdays. Students will experience one more clinical rotation at the beginning of winter quarter.

2. Second year students will follow the college calendar regarding quarter breaks and holidays.
3. Students must complete general education requirements before the beginning of spring quarter of the second year of the Program.

4. In the spring quarter of the last year, the Program faculty will assist the student in applying for the National Board Examination and the California Certificate. The student must have completed all Program requirements and college requirements for an A.S. degree before taking the national exam. This includes passing all course work and clinical competencies and making up any missed clinical hours.

5. Traditionally, the students have a Program graduation ceremony. The faculty will assist with the preparations. Students are also encouraged to attend the college commencement ceremony.

STUDENT ACTIVITIES

Students are presented with several professional development opportunities while in the Radiology Program. They are encouraged to join the American Society of Radiologic Technologists (ASRT) and the California Society of Radiologic Technologists (CSRT). They are also given opportunities to attend associated conferences and activities.

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Foothill College Radiologic Technology Program strives to create an atmosphere and opportunities for students to pursue continuing educational and professional development. The Program offers several continuing education options.

1. Fellowship programs in Magnetic Resonance Imaging (MRI), Computed Tomography (CT), Mammography and Angiography
2. Diagnostic Medical Sonography Program
3. Articulation agreements for baccalaureate degrees with California State University at Northridge, Loma Linda University, San Jose State University, and San Francisco State University
GENERAL POLICIES AND PROCEDURES

Student Selection and Admission

Policy
1. Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations, and Program accreditation guidelines. Primary admission criteria include completion of prerequisite courses with a C or better, possessing the minimum GPA prerequisite, and compliance with the technical standards stated in the application. Secondary admission criteria include completion of college courses required in the major and general education courses, and previous applications.

2. The completed applications are first reviewed by the Radiologic Admission Committee to assess primary and secondary admission criteria using a point system.

3. 75% of class spaces will be given to applicants with 16-18 points. If there are more applicants than spaces available, placement will be determined by lottery.

4. The remaining class spaces will be given to applicants meeting the primary admission criteria with a point total of 15 points or above. Due to the fact there may be more applicants in this category than spaces available, admission status will be determined by a lottery.

5. All applicants meeting primary admission criteria who are not admitted through the above process will be placed on an alternate list. The alternates will be admitted by lottery.

6. Applicants will be notified in writing of provisional acceptance or non-acceptance by July 1.

Procedure
a. The Radiology Admission Committee is composed of the Radiology Program Assistant, the Program Counselor, the Program Director, Clinical Coordinator, and Program Faculty.

b. Student applications are received, reviewed, and compiled onto an Excel worksheet by the Program assistant. Students are notified if their application is complete or incomplete via postcard.

c. The student folders are then sent to the Program counselor who evaluates transcripts for point total based on primary and secondary selection criteria using the Admission Point Worksheet contained in the application.

d. Student folders are then forwarded to the Program Director. The Program Director along with the Clinical Coordinator and Program faculty enter the point totals into the Excel worksheet. The applicants are sorted by point total and assigned a number by the Excel program.
e. 75% of the spaces available are given to students with 16-18 points. If there are more
students with 16-18 points than spaces available, students will be selected randomly
by lottery. The remaining 25% of spaces available will be given to students having 15
points and above selected randomly by number from the applicant pool. If spaces
become available before instruction begins a random lottery selection will occur. All
applicants are notified by letter of their Program status by July 1.

**Foothill College Background Screening Policy and Procedure**

To comply with JCAHO, state and local regulations regarding background checks for healthcare
providers, the Foothill College DMS, RSPT, PHT and RT Program students will be required to
undergo a background investigation. DMS, RSPT, PHT and RT program students must have
clear criminal background checks to participate in placements in clinical facilities. The
background check is not a requirement for admission to a program and will be completed after an
invitation for admission is received. Background screening is required for registration in the
clinical courses*.

Background investigations must minimally include the following:
- Social Security Verification
- Criminal Search (seven years or up to five criminal searches)
- Employment Verification (last two employers)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities (http://exclusions.oig.hhs.gov/search.html)
- GSA List of Parties Excluded from Federal Programs (http://epls.arnet.gov/).
- Seven years history
- Address verification
- Two names (current legal and one other name)
- Three counties

These requirements may be expanded due to additional requirements, which may come from
hospital/clinical facilities at any time.

Students may not be able to attend clinical facilities for felonies and some misdemeanors.
In addition, students may be denied access to clinical facilities based on offenses appearing on
the criminal record, which may have occurred more than seven years ago.

Students must provide clinical facilities with information allowing the clinical facility (and
school as necessary) access to the background check. If the students record is not clear, the
student will be responsible for obtaining documents and having the record corrected to clear it. If
this is not possible, the student will be unable to attend the clinical portion of the program. If a
student cannot complete the clinical training during the time it appears in the curriculum, a
student may not be allowed to complete the program requirements.

If after reviewing the background screening, a clinical site determines that a student does not
meet security standards, the student will be ineligible for mandatory clinical rotations and may be
denied admission to clinical portion of the program. The school is not obligated to make special
accommodations and will not find an alternative clinical site if there is a problem with a student’s background screening.

It is the responsibility of the student to provide/bring the background screening to the clinical site. The student pays the cost of background screening directly to the screening company.

I have read and understand the Foothill College Background Screening, Policy and Procedure. I understand that Foothill College is not responsible for either the accuracy of screening results or any agencies’ determination, if any, as to whether I will be permitted to participate in clinical rotations. I also understand the Foothill College policy and procedure may be, at any time, expanded due to clinical facilities developing new requirements. I recognize that background screening results can impact my receiving a clinical site, completing program requirements or gaining a license to practice upon graduation.

Printed Name: _________________________________
Signature: ____________________________________
Date: ________________________________________

This form must be signed and submitted prior to acceptance into the clinical portion of the program.
Foothill College Pre-Employment Screening Guidelines

1) SUBMITTING REQUEST VIA INTERNET WEBSITE: *(Preferred Method)*

A. Go to [http://www.securebackgrounds.com](http://www.securebackgrounds.com)

B. Log in using user ID: foothill PW: fhpcap

C. Click on the “Request” tab

D. Place your Electronic Signature in the box. Click “Continue”.

E. Fill out all required information as well as SSN, DOB, and any aliases as well as sex/race.

F. In the “ADDITIONAL INFORMATION” Box, please list your “DIVISION” IE: NUFS, NURS, and contact phone number and email address in case we need to get a hold of you for further information.

G. Click “Continue” and enter Drivers License # and State. *Note: If you do not have a driver’s license at this time please enter A9999999 for the number, and “CA” for the state*. 

H. Click “Save Keyed Information and Add to Order”

I. Review your order and update if necessary.

J. Read “Order Authorization and Submission” Statement.

K. Click “Agree and submit Order” Button to submit your background.

L. If you would like to pay by Credit Card or Check, please click on the secure payment button to complete your order.

2) WALK IN BASIS:

A. If you would like to come in to our office to start you background process, we are located at 150 S. Autumn St. Ste B, San Jose, Ca 95110 (408) 295-2600

B. The total cost for a level 1 background check is $65.00. We accept personal check, credit card, and/or money orders for payment.

C. Please call us with any questions and/or concerns. We are here to help make sure your background is completed in a professional and timely manner.

*Note: Your background Check will not be started until payment is made. Please call us as soon as possible to arrange payment and expedite your request.*

Thank You,
CSC Background Division
(P) 408-295-2600   (F) 408-295-1400
Standard Precautions and Communicable Disease

Policy
Radiologic Technology students will demonstrate safe practices to prevent the spread of communicable disease to self and others.

Procedure
Students in health care professions will come in contact with patients having infectious diseases. To prevent exposure to diagnosed infectious diseases or unknown infectious bodily fluids, the following Standard Precautions are to be practiced on all patients:

- Wash hands after contact with every patient. Running water, soap, and about 10 seconds of friction is usually sufficient.

- Gloves should be worn when under the risk of contact with:
  - liquid or semi-solid body substances
  - blood
  - urine
  - stool
  - Hands must be washed immediately after gloves are removed.

- Cover gowns should be worn when the above substances anticipate soiling the uniform.

- If splattering or spraying of above substances is anticipated, the health care worker should wear protective apparel such as gloves, goggles, and masks. If inadvertent splattering or spraying occurs, the areas involved shall be flooded with saline solution or water until clear.

- Disposable syringes and needles, scalpel blades, and other sharp items should be placed into puncture-resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles should not be recapped, purposefully bent, broken, removed from disposable syringes, or otherwise manipulated by hand.

- Students who have a needle stick injury must report to Student Health Services within 72 business hours where ongoing records will be maintained and monitored.

Tuberculosis (TB) Exposure

- All students must wear a Tuberculin mask if entering the examination room or working directly with a patient with known or suspected TB. If the student has not been fitted with a Tuberculin mask he/she may not enter the radiology room or work in direct or indirect contact with the patient.

- If a student converts to positive TB while in the Program they will fill out a surveillance form and have a chest x-ray through the Foothill College Health Services Department and meet with a clinician to discuss drug therapy options.
• Students who suspect he/she may have been exposed to or contracted a communicable disease must notify the Program Director and/or the Clinical Coordinator immediately. The student must report to the Foothill College Health Services Department within three days of exposure unless otherwise instructed. They will fill out Worker’s Compensation Paperwork and obtain a baseline TB test. The student will be TB tested again at the Foothill College Health Services Department 8 - 10 weeks later. Should the student convert to positive, the Health Center will direct the student to where they must be treated in order to be covered under the Foothill Worker’s Compensation policy.
• All contacts to a TB suspected patient are considered positive if Tuberculin Skin Test (TST) results are ≥ 5 mm.
• All positive TST’s are mandated reported to the county of residence TB clinic.

Student Professional Conduct

Policy
Radiologic Technology students will conduct themselves in a professional and ethical manner in the classroom, laboratory, clinical facility, and public events where students represent the Program or College.

Procedure
Radiologic Technology students are expected to conduct themselves professionally in all activities associated directly or indirectly with the educational program. Disruptive, disrespectful, or unprofessional conduct, including but not limited to those listed below, will be grounds for probation, suspension or Program dismissal. Students are expected to:

1. Be courteous and respectful to all persons associated with the college, Program and profession. This includes, but is not limited to, patients, instructors, physicians, technologists, nurses, employees, and fellow students.
2. Follow directions, both verbal and written with a positive attitude.
3. Follow the Code of Ethics and Practice Standards for the Radiologic Technology profession.
4. Refrain from conducting personal business while in the clinical setting. This includes personal phone calls or visitors.
5. Follow Program policies regarding supervision and competency requirements.
6. Comply with confidentiality laws and regulations.
7. Accept responsibility for one’s own actions.
8. Maintain good personal hygiene and abide by the dress code.

The following actions will be taken when unprofessional conduct occurs:
• First Offense: Immediate, within one (1) working day, verbal reprimand with a notation in the student’s folder
• Second Offense: Written warning with copies to the Division Chair of Biological and Health Sciences within three (3) working days.
• Third Offense: Immediate dismissal from the Program. Student may begin Due Process Procedure.
Suspension

**Policy**
Due to the nature of the health care environment and the requirement for high ethical, behavioral, and technical standards, there are certain serious offenses that can occur which may result in immediate suspension with possible dismissal from the Program.

**Procedure**
A student who commits a serious ethical, behavioral or technical infraction will be immediately suspended pending an investigation of facts (within 10 days). As a result of the investigation the student may either be placed on probation or dismissed from the Program. The Due Process procedure is available to the student during this process. The following include but are not limited to examples of classroom, laboratory, or clinical infractions that may lead to probation, suspension, or dismissal.

- Demonstration of anger or hostility in the classroom or clinical setting.
- Physical or verbal abuse to a patient, visitor, or other personnel.
- Jeopardizing patient safety.
- Failure to comply with department policies.
- Insubordination.
- Dishonesty. (theft, lying, not forthcoming with truthfulness)
- Sexual misconduct or harassment.
- Academic dishonesty is unacceptable and a reflection of character. Cheating of any kind is grounds for Program dismissal.
- Students arriving in the classroom or clinic under the influence of alcohol or drugs are immediately dismissed from the Program. A drug test at the student’s expense will be required upon suspicion of abuse.

Substance Abuse

**Policy**
The Foothill College Radiologic Technology Program maintains an environment for student learning free of smoke, alcohol and any other legal or illegal substance that can alter behavior, become disruptive or unsafe. This program has a no tolerance drug policy.

**Procedure**
In the event that smoke, alcohol, or any substances that can alter behavior are found, or is suspected, in the clinical or classroom environments the following actions will be taken.

1. The instructor will contact security to confiscate substances and remove the student from the learning environment.
2. The student will be dismissed and enter into Administrative Discipline.
3. If the student appears to be impaired or an odor of alcohol is detected the student will be required to go to the emergency room, laboratory, or student health services for drug and
alcohol testing at the student’s expense. The student will not be allowed to drive an automobile if obviously impaired.

4. If a student has a positive drug test, the student will be dismissed pending administrative disciplinary action.

5. *Students will be drug tested when entering the program.* If the drug test reveals the presence of a controlled substance in the body, the student’s acceptance to the Program will be revoked.

6. If drug use is suspected, a student may be drug tested at any time.

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**Academic Honor Code**

**Policy**
As a student at Foothill College, you join a community of scholars who are committed to excellence in the teaching/learning process. We assume that all students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. It is vitally important to your academic success that you know what constitutes academic dishonesty.

**Procedure**
The two most common kinds of academic dishonesty are cheating and plagiarism. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it for any purpose.

It is your responsibility to know what constitutes academic dishonesty. Interpretations of academic dishonesty may differ among individuals and groups. However, as a Foothill student, you are expected to refrain from the behavior outlined below. If you are unclear about a specific situation, speak to your instructor. The following list identifies some of the activities defined as academic dishonesty:

**Cheating**
1. Copying, in part or in whole, from someone else’s test,
2. Submitting work presented previously in another course, if contrary to the rules of either course,
3. Altering or interfering with grading,
4. Using or consulting, during an examination, any sources, consulting with others, use of electronics equipment including cell phones and PDA’s, or use of materials not authorized by the instructor; or
5. Committing other acts that defraud or misrepresent.

**Plagiarism**
1. Incorporating the ideas, word, sentences, paragraphs or parts of another person’s writing without giving appropriate credit, and representing the product as your own;
2. Representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own; 
3. Submitting a paper purchased from a research or term paper service, including the Internet; or 
4. Undocumented Web source usage.

Other Specific Examples of Academic Dishonesty
1. Purposely allowing another student to copy from your paper during a test; 
2. Giving your homework, term paper or other academic work to another student to plagiarize; 
3. Having another person submit any work in your name; 
4. Lying to an instructor or college official to improve your grade; 
5. Altering a graded work after it has been returned, then submitting the work for re-grading; 
6. Stealing tests; 
7. Forging signatures on drop/add cards or other college documents; or 
8. Collaboration without permission of instructor.

Academic consequences may include: 
1. Receiving a failing grade on the test, paper or exam. 
2. Having your course grade lowered. 
3. Receiving an F in the course.

Administrative consequences may include: 
1. Being placed on disciplinary probation. 
2. Being placed on disciplinary suspension. 

The Office of the Dean of Student Affairs & Activities maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. A copy of the Foothill College Student Conduct, Discipline & Due Process Procedure is printed in the handbook for each of these groups, and copies are available in the Office of the Dean of Student Affairs & Activities. This document is also available online.

Academic Honor Code reproduced with permission of the Foothill College Academic Senate.

Social Media Policy

Respect confidentiality - Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader Institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites. You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.
Respect privacy - Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of Individuals without their consent. Don’t “friend” your patients or faculty on Facebook.

Think before posting - Nothing posted on the Internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

Cell Phones - Cell phones may not be used during class, lab, or clinical courses unless you have specific instructor permission. Turn your phone off while in class. In clinic, phones may not be used to take pictures of patients, patient records, faculty, other students or exams. Keep your phone in your locker until you are on an official break.

Procedure
A student who commits a serious violation of the Social Media Policy will be immediately suspended pending an investigation of facts (within 10 days). As a result of the investigation the student may either be placed on probation or dismissed from the Program. The Due Process procedure is available to the student during this process.

Due Process for Student Grievances

Policy
Foothill College and the Radiologic Technology Program provide students with an unbiased process to document complaints and/or grievances with the opportunity to be heard and responded to within a specific timeline. This is considered to be the in-house department policy and it is required to move into the College formal process.

Due Process Procedure*
The Program Director and faculty are available to students for questions and concerns regarding their educational process. Students are encouraged to communicate with faculty before filing a written complaint. The following procedure shall include grievances regarding:

- Course Grades
- Act or threat of intimidation or harassment
- Act or threat of physical aggression
- Arbitrary action or imposition of sanctions
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

Procedure
1. Student notifies Program Director of complaint or concerns within five (5) academic days of incident responsible for complaint.
2. If resolution is not met the student submits a written complaint to the Program Director using the Program Student Grievance form, Appendix VII. The Student
Grievance form must be submitted within ten (10) academic days of incident that caused the complaint. Failure to meet timelines may forfeit your ability to enter into the grievance process.

3. Upon review of the written documentation the Program Director may:
   • request both parties meet and discuss the complaint in the Director’s presence before a decision is made.
   or
   • a decision is made based only on the written information.
With either process a decision will be made within five (5) academic days.

4. If the student is not satisfied with the decision he/she is directed to make an appointment with the Dean of the Biological and Health Sciences Division. The Dean requires the student complete and submit the “Dean’s Student Grievance Form”, Appendix VIII, prior to meeting with the Student. Upon receipt of the completed form, the Dean will meet with the student and Program Director within ten (10) academic days. Upon interview and review of written documentation the Dean will make a decision within five (5) academic days.

5. If the student is not satisfied with the determination of the Dean the student will be directed to the appropriate Vice President*.

* Student is free to trigger the district procedure at any time. For disputes of sexual harassment or complaints on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, marital status, or physical or mental disability the student may go to the Dean of Student Affairs and Activities at any time.

Students should refer to the Foothill De Anza Community College District Student Due Process and Discipline and Student Grievance Administrative Procedures to enter into the formal process.


6. At this point in the Due Process Procedure if the student wants to appeal further, they are to file a formal Statement of Grievance with the Office of Student Affairs and Activities. Even though the informal process needs to proceed to the Vice President, a formal complaint must be submitted to the Office of Student Affairs and Activities within thirty (30) calendar days** of the grievable incident. Notification at this time will insure qualifying for a formal Grievance Hearing.

**THE 30 CALENDAR DAY LIMIT MAY BE EXTENDED UP TO 5 DAYS AFTER THE STUDENT FINISHES EXHAUSTING THE BIOLOGICAL AND HEALTH SCIENCES DIVISION DUE PROCESS, I.E. THE STUDENT HAS 5 DAYS AFTER THE DATE OF THE VP’S DECISION.

Adjustments to time-lines can be made upon the agreement of all parties.
**Student Complaint**

**Policy**

Foothill College and the Radiologic Technology Program provide students with an unbiased process to document complaints with the opportunity to be heard and responded to within a specific timeline. A complaint is any issue that does not invoke the Grievance Process. The Program Director and faculty are available to students for questions and concerns regarding their educational process. Students are encouraged to communicate with faculty before filing a written complaint.

The following procedure shall include complaints regarding:

- Classroom issues
- Peer-to-peer relationships
- Clinical interpersonal relationships

**Procedure**

1. Student notifies Program Director or Program Faculty of complaint or concerns utilizing the Student Complaint Form found in Appendix VI.
2. Investigation of the issue will take place by the faculty or Program Director within ten (10) academic days of receiving the written complaint.
3. Follow-up with the student will be performed as soon as possible.
4. If the student is not satisfied with the outcome, they may file a Grievance Form found in Appendix VII in order to start the formal process with the College.

**Disability Accommodations**

**Policy**

Foothill College is fully committed to providing equal access to students with disabilities enrolled in all classes and college programs. In accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, accommodations for students with disabilities will be considered at the student's request. The student will be required to register with the Disability Resource Center (DRC) 650/949-7038 dobbsmargo@foothill.edu and provide documentation of disability. Once the student is qualified by the DRC Supervisor as having a disability, requested accommodations will be reviewed. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness on a case-by-case basis. As the primary consideration of this program is for the safety of the patient and others, accommodations that compromise patient care, are determined unsafe, or that otherwise fundamentally alter the nature of the program or activity, are not considered to be reasonable.
Requests for accommodation should be made quarterly before instruction begins. The student, the DRC Specialist, and the Radiologic Technology Program Director will meet to develop a comprehensive accommodation plan including clinical setting as appropriate. Subsequent accommodation requests will be reviewed on a case-by-case basis. New students to the Radiologic Technology Program needing classroom or clinical accommodations must initiate the process during the summer Orientation course, RT53.

A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination by contacting the college ADA Coordinator, Vice President of Student Services, Denise Swett, 650/949-7228 or swettdenise@foothill.edu.

For additional information, please contact the Disability Resource Center.

Americans with Disabilities Act of 1990 (ADA) [http://www.ada.gov/pubs/adastatute08.htm](http://www.ada.gov/pubs/adastatute08.htm)

Your Rights Under Section 504 of the Rehabilitation Act [http://www.hhs.gov/ocr/504.html](http://www.hhs.gov/ocr/504.html)

**Equal Learning Opportunities**

*Policy*

The Program provides equal learning opportunities for all students in all areas of the curriculum. Exclusion of students during any type of procedure based on gender is discriminatory.

*Procedure*

The most prevalent areas of concern for equal learning opportunities are mammography, hysterosalpingography, and off-hour assignments.

The Foothill College Radiologic Technology Program allows for voluntary observation and participation in mammography. However clinical affiliates must allow both the male and female students to voluntarily observe and/or perform to equal degree. If one or the other gender is restricted from observing and/or performing a procedure then both male and female students will not be allowed to perform and/or observe the procedure. If this restriction does occur, the students, both male and female, have the right to request a week rotation through a mammography department at another Program affiliate. It is the responsibility of the Clinical Coordinator and Program Director to insure this occurs. This same procedure applies to hysterosalpingography and any other radiographic procedure where gender discrimination occurs.

The Foothill College Radiologic Technology Program offers student’s limited off-hour assignments to experience the variance in work patterns, exam types, and the atmosphere of evening and weekend assignments. Students who are scheduled to rotate to a facility that does not offer evening or weekend hours must complete their Off-Hour Assignment prior to their rotation. The Clinical Coordinator carefully orchestrates students learning opportunities to include this opportunity equally for all students.

**Student Advisement**
**Policy**
The Program provides academic and personal advisement to support positive student outcomes and meet Program goals.

**Procedure**
Students accepted to the Radiologic Technology Program are required to meet with the Foothill College counselor who is assigned to the Program during the fall quarter of the first year to insure their education plan is structured to meet the Program’s requirements. The counselor then meets with the students during the fall quarter of the second year to determine if the students are still on-track with the educational plan. The final meeting with the counselor is to petition for graduation.

**Folder Review:** Students receive a mid-quarter review in all didactic, laboratory and clinical courses. Instructors of didactic and laboratory courses review course accumulative grades at week five, identify students at risk and follow the *Due Process* to alert those students of academic deficiencies. An important part of the *Due Process* procedure is formulating an educational plan to assist the student. In the clinical setting all students receive a five-week review of their clinical progress. If at week five the student is performing at a below average level in the classroom, lab, or clinical setting, an educational plan will be instigated. The plan will include:

- Reason for conference
- Areas of concern
- Recommendations, goals and timelines
- Weekly input from college and/or clinical instructor regarding students’ performance
- As a courtesy, students will also be informed of the last day to drop a course without receiving a grade.

Faculty in the Radiologic Technology Program maintain an open-door policy for students. Students may choose at any time to meet with a faculty member they feel comfortable with to ask for advice or support.

**Student Services**

**Policy**
Foothill College is dedicated to providing the necessary services to support student academic and personal success. Students needing help or feeling stressed about their academic coursework have many college services at their disposal.

**Procedure**
Foothill College has an abundance of Student Services to meet student needs. Students are encouraged to share with a faculty member if they are incurring problems. The faculty member will direct the student to the appropriate college resource to take full advantage of the services available. To list a few:
Health & Psychological Services
Disability Resource Center
Tutorial Center
Library Services
CTIS Computer Centers
Extended Opportunity Program & Services (EOPS)
Cooperative Agencies Resources for Education (CARE)
Veterans Assistance and Services
Financial Aid

These are listed in the College Course Catalogue and in the phone directory of this handbook.

**Resolution of Allegations of Non-Compliance of JRCERT STANDARDS**

**Policy**
The Program will meet or exceed the Joint Review Committee on Education in Radiologic Technology (JRCERT) *Standards for an Accredited Educational Program in Radiologic Technology*. The Program assures timely and appropriate resolutions along with appropriate documentation of complaints regarding allegations of non-compliance with JRCERT STANDARDS.

**Procedure**
JRCERT STANDARDS are posted in the Radiology Laboratory, on reserve in the Library, and available upon request from the Program Director. Allegations of non-compliance with the STANDARDS may be received by:

- A written complaint given to the Director of the Program or the Clinical Coordinator by a student, graduate, or person associated with the Program
- A complaint written on a clinical, laboratory, lecture, or exit survey.

Once a complaint is received, it will be investigated by the Director of the Program and the Division Dean of Biological and Health Sciences using the following *Due Process* procedure and timelines.

1. The complaint will be investigated by the Program Director and the Dean of Biological and Health Sciences. The investigation to acquire substantiated facts will take no longer than ten (10) days.
2. All confirmed non-compliance complaints will be corrected immediately upon recognition.
3. A report of the allegation and resolution will be given to the Advisory Board Committee.
4. Documentation of allegations and the resolutions will be maintained by the Radiologic Technology Program.
Evaluation and Grading Criteria

Policy
Radiologic Technologists are involved in a health career profession that deals with the responsibility of human life. Below average work is considered unacceptable.

Procedure
A student’s performance, both academic and clinical, will be evaluated on a quarterly basis to determine if the student is demonstrating competency with the required curriculum.

The following methods are used to evaluate a student’s performance.

<table>
<thead>
<tr>
<th>Objective Evaluation Methods</th>
<th>Subjective Evaluation Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>True / False Testing</td>
<td>Critical Thinking Activities</td>
</tr>
<tr>
<td>Multiple Choice Testing</td>
<td>Essay Testing</td>
</tr>
<tr>
<td>Fill-in-the-Blank Testing</td>
<td>Skill Testing</td>
</tr>
<tr>
<td>Mix and Match Testing</td>
<td>Overall Clinical Evaluation</td>
</tr>
<tr>
<td>Problem-Solving Testing</td>
<td>Problem-Recognition Testing</td>
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<tr>
<td>Identification Testing</td>
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<tr>
<td>Competency Testing</td>
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<tr>
<td>(Any Combination of the Above)</td>
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</tbody>
</table>

The evaluation for all course work will be based on the following scale:

<table>
<thead>
<tr>
<th>Didactic Scale</th>
<th>Clinical Scale *</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 – 100% = A</td>
<td>95 – 100% = A</td>
</tr>
<tr>
<td>82 – 91% = B</td>
<td>87 – 94% = B</td>
</tr>
<tr>
<td>72 – 81% = C</td>
<td>80 – 86% = C</td>
</tr>
<tr>
<td>Below 72% = D</td>
<td>Below 80% = D</td>
</tr>
</tbody>
</table>

* Because of patient welfare and radiation safety factors, a student has to maintain a clinical evaluation of 80% or more to receive a passing grade of C. Students must also pass the portion of the grade that represents 60% of the grade by a score of 80% or better. Any student receiving an evaluation below 80% is not meeting the standards required.

Due Process for Student Evaluations

Policy
A student experiencing deficiencies in the classroom, laboratory or clinical setting will be notified in a timely manner as to the nature of the deficiency and given a written evaluation and educational plan to assist in achieving expected course outcomes.

**Procedure**

Students receive a mid-quarter review in all didactic, laboratory and clinical courses. Instructors of didactic and laboratory courses review course accumulative grades at week six, identify students at risk and follow the Due Process to alert those students of academic deficiencies. An important part of the Due Process procedure is formulating an educational plan to assist the student. In the clinical setting all students receive a five-week review of their clinical progress. If students are having difficulty at any point during the quarter the following are the recommended steps for alerting and assisting students with clinical and/or academic deficiencies.

1. **Conference:** When a student encounters difficulty, the instructor(s) will discuss the problem with the student and other pertinent parties with hopes that this action will suffice in resolving the problem and that any other corrective action may not be necessary. In the clinical setting, a note will be made in the student’s folder documenting the verbal communication.

2. **Written Documentation of the Problem:** If the problem continues, a conference will be held during which time the exact problem will be stated in full both verbally and in writing. An educational plan will be instigated. Clear performance expectations and educational plan including a target date for a follow-up review will be outlined on an Office Conference Form. There is space on the Office Conference Form for the student to make comments concerning the problem or process. Student will receive weekly input from college and/or clinical instructor regarding their performance.

   *Note:* If the instructor deems the problem is of a serious nature, the written documentation on an Office Conference Form will be used in conjunction with the first verbal discussion. This will initiate a time-line for correction of the problem.

3. **Probation:** Should the problem continue the student will be placed on probation for a duration of time consistent with the nature of the problem, not to exceed one quarter. During this time, the problem will be clearly defined again, and expected outcomes will be stated. Students failing to comply with these guidelines may be dismissed from the Program. Prior to any dismissal action, the Program Director will be involved in the process. The student will not be placed on probation twice for the same problem.

4. **Suspension:** A situation may arise that requires immediate and effective discipline when extremely serious infractions of the rules have occurred. When this situation develops, the student will be suspended from the clinical and or classroom setting pending a full investigation of the situation. Due Process will be initiated.

**Course Progression Policy**
Students must receive a C or better in all radiology courses and Psychology to remain in good standing in the Program. The students overall GPA must not drop below 2.0.

Procedure

1. Students must pass the orientation courses (RT 50 and RT 53) and all other core courses with a grade of C or better.
2. In the first four quarters of the Program, if a student receives a D grade in a didactic course, he/she will be required to repeat the course the next time it is offered, extending the Program by one quarter if necessary. The student will not be allowed to graduate or complete the Program until the course is successfully completed.

3. In the last three quarters of the Program, if a student receives a D grade in a didactic course, the student will be required to repeat the course when offered. In conjunction, the student must enroll in RT63D, the clinical component containing the terminal competencies.

4. If a student receives a second D grade in a didactic course the student will be dismissed from the Program.

5. In the first six quarters of the Program if a student receives a D grade in a Clinical Evaluation Category or an overall D grade on the Clinical Evaluation, the student will be placed on probation for the duration of the Program and no other D grades will be allowed.

6. In the last quarter of the Program, if a student receives a D grade in a Clinical Evaluation Category or an overall D grade on the Clinical Evaluation, the student will extend the Program by one quarter (twelve weeks) and be placed on probation for the duration of the Program with no other D grades allowed.

7. If a student has received a prior D in a clinical category or didactic course and receives a D in the last quarter of the program, the student will be dismissed from the Program.

8. Students who receive a D or F on a final exam but receive an accumulative passing grade must retake the final exam to demonstrate competency with the course material before advancing to the next quarter.

Program Reentry Request for Academic Dismissal

Policy
Students who are dismissed from the Program for academic deficiencies in the classroom, laboratory, or clinical setting may reapply to the Program.

Procedure
A student will be eligible for readmission to the Program one time only and must adhere to the following:

1. Complete the admission procedure
2. Meet with the Program Director to determine why the student was not successful
3. In consultation with the Program Director, an educational plan will be developed that identifies why the student had to leave the Program and steps to be taken to ensure that the obstacles encountered will be removed or resolved.

**Program Reentry Request for Students With Disabilities**

**Policy**
Foothill College is fully committed to providing equal access to students with disabilities. Students with disabilities who request leave and re-entry into the Program will be provided reasonable accommodations in the classroom, laboratory, and clinical setting.

**Procedure**
1. If the student is not currently registered with the Disability Resource Center (DRC), the first step is to contact Margo Dobbins at (650) 949-7038 or by email at dobbinsmargo@foothill.edu to provide documentation of disability.
2. Students already registered with the DRC will meet with Margo Dobbins to have their requested accommodations reviewed. Accommodations for the classroom, laboratory, or clinical setting will be considered according to reasonableness on a case-by-case basis. As the primary consideration of this program is for the safety of the patient and others, accommodations that compromise patient care, are determined unsafe, or that otherwise fundamentally alter the nature of the program or activity, are not considered to be reasonable.
3. The student, DRC Specialist, and the Allied Health Program Director will meet to develop a comprehensive accommodation plan including clinical setting as appropriate.

A student denied accommodation may request an individualized determination to assure that the denial is not a result of disability discrimination by contacting the college ADA Coordinator, Vice President of Student Services, Denise Swett, 650/949-7228 or swettdenise@foothill.edu.

**Program Document Confidentiality and Management**

**Policy:**
Students are required to keep personal data current with the Program. Changes in address, phone numbers, email address, and names must be given to the Program Director. All student information and records will be maintained in a secure locked location in accordance with the Family Education Rights and Privacy Act (Buckley Amendment). All Program instructional materials are kept in locked faculty offices or locked in the Division Office.

**Procedure**
All student information and records will be held in confidence and shared only with individuals who have a right-to-know or have been designated with written authorization from the student.
Student admission information, clinical and competency evaluations, and health records, are retained for three years. After three years the information is disposed of in a secure method sanctioned by the College. All current Student admission information, clinical and competency evaluations, and health records are kept in a locked faculty office.

In the clinical setting, all student information and evaluations are kept in a locked office at the clinical site. All student information is held in confidence in the clinical setting.

**Student Safety and Workplace Hazards**

**Policy**
Foothill College Radiology Technology Program maintains a safe environment for student learning through student education and adherence to state and federal laws and regulations.

**Procedure**
Students are given instruction on proper body mechanics, communicable disease, standard precautions, and radiation safety and monitoring in the orientation course, RT 50, and again in the first quarter of the Program in the patient care course, RT54A, and the radiation physics course, RT52A. These subjects are reinforced throughout the didactic curriculum. In the clinical facilities, an orientation is given at the beginning of each rotation that covers student safety protocols. In the Radiology laboratory and darkroom, all hazardous materials are clearly marked and information on accidental exposure is posted.

**Bereavement Leave**

**Policy**
A reasonable amount of time will be allowed for grief and funerals of immediate family members of students in the Program.

**Procedure**
Bereavement leave must be scheduled through the Program Director. Because of many potential variables, the amount of time allowed will be determined on a case-by-case basis. The student will be asked to present a memorial leaflet upon return. This time does not need to be made up.

**Jury Duty Summons**

If a student receives a summons for jury duty, immediately inform the Program Director. A letter will be provided to you to include with your reply to the summons. This letter may influence the court to delay your jury service to the end of the Program, however, there is no guarantee.
**Attendance and Punctuality**

**Classroom and Laboratory**

**Policy**
Punctuality is an important quality for students entering a health career. Habitual tardiness and absenteeism will be evaluated early and if not corrected during a probationary period, the student will be dismissed from the Program.

**Procedure**
The following are standing procedures for Radiologic Technology courses unless an R.T. instructor specifies otherwise:

- The student will not be absent from a course in a given quarter more times than the class meets in a week.
- The student will not be tardy to class.
- When the student misses a class, it is the responsibility of the student to contact the instructor in advance and make arrangements for missed work.

*See Clinical Education Section for Clinical Attendance and Punctuality*

**Harassment**

**Policy**

Members of the college community—students, faculty, staff, and visitors—must be able to work in an atmosphere of mutual respect and trust. It is the policy of the Foothill-De Anza Community District to provide an educational environment free of harassment, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications that creates a threatening learning environment.

**Procedure**

A student who believes that he/she has been a victim of harassment in the classroom, laboratory, clinic, or general campus needs to report the occurrence to the Program Director or Clinical Coordinator. The student will be asked to document the occurrence in writing. If the harassment occurred on campus, the Program Director will forward the information to the Dean of Biological and Heath Sciences and the Dean of Students within two (2) working days, upon which an investigation and, if applicable, formal sanctions will occur. If the harassment occurred in the clinical site, the Program Director will notify the clinical instructor or person of authority in the clinical facility within two (2) working days. The Program Director will closely monitor the clinical site’s process for resolution. If no action is taken within one week, the Program Director will forward the information to the Dean of Students and the College legal counsel.
College and the Radiology Program consider harassment of any kind unacceptable and takes immediate action to investigate and remedy the situation.

**Student Pregnancy**

**Policy**
The philosophy of the Foothill College Radiologic Technology Program is to provide all students a safe environment for clinical experience and training. Furthermore, students in procreative age and/or diagnosed pregnant are assigned and monitored in an environment that should be within the regulations of the Prenatal Radiation Exposure set out by the U.S. Nuclear Regulatory Commission.

**Procedure**
*In compliance with Nuclear Regulatory Commission regulations regarding the declared pregnant student, female students have the option whether or not to inform Program officials of pregnancy.*

A student who has chosen to declare her pregnancy will be allowed to choose one of the following options for completing the Program. With notification of the Program Director, the student may change from one option to another at any time during the pregnancy as long as all Program objectives, courses, and competencies are completed.

**Options:**

1. Continuing the Program without modification or interruption. This means the student would agree to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the individual instructor(s) and Foothill College.

2. Continuing the Program with modification of clinical assignments. This means the student would have the choice to delay clinical assignments and/or competencies in areas such as fluoroscopy, MRI, angiography, portables, and surgery. Even though every effort would be made for the student to accomplish the aforementioned clinical assignments and/or competencies during the 22 months of the Program, the Program may need to be extended to accomplish this.

3. Students may take a three-month (1quarter) leave of absence from the clinical setting. The student would be expected to remain in didactic courses. The clinical assignment would be extended to comply with the 2100 clinical hours required by the California Department of Public Health, Radiologic Health Branch.

4. Students may take a one-year leave of absence from both the didactic and clinical portion of the Program.
**Stipulations:**
For all the previous options, the declared pregnant student must follow the stipulations listed below.

1. Student will sign and date the declared pregnancy statement.
2. Student will present a letter from the attending physician releasing the student to continue in the Program.
3. Student will meet with the Radiation Safety Officer, Program Director, and Clinical Instructor to discuss options and protection measures.
4. Student will not be present inside an examination room when any radiation exposure is made.
5. Student will not hold or restrain a patient receiving diagnostic or other ionizing radiation.
6. Student will wear a minimum of two dosimeters, one at abdomen level and the other at the level of the collar. The abdomen level dosimeter will be recorded as “abdomen dose” and will be monitored monthly for the entire gestation.

If monitoring records demonstrate the unborn child has received in excess of 5 millirem per month and/or 50 millirem per term, the student will be immediately removed from the clinical setting and reassigned to an area of duty in which radiation hazards or exposure are not factors.

*The student may revoke her declaration of pregnancy at any time. Withdrawal of a pregnancy declaration must be in writing and given to the program director.*
CLINICAL EDUCATION

Assignment of Clinical Education Rotations

Students will rotate to four different clinical sites during the 22 months in the program. The first rotation will be during the orientation course and the fall quarter of the first year. The second rotation will be during winter and spring quarter of the first year. The third rotation will be during summer of the first year and fall of the second year. The fourth and final rotation will be during the winter and spring quarters of the second year. For each clinical rotation, the Clinical Coordinator will assign the student to one of the clinical sites. Many factors are involved in the rotation assignment. These include, but are not limited to, student hardship, previous rotation, and faculty input on student’s abilities and needs.

Student Removal from Clinical Facility

Students are not removed or moved from clinical facilities unless one of the following situations occur:

- Clinical facility does not meet JRCERT STANDARDS for supervision or Clinical Instructor availability. The Program will place students in another facility.
- Clinical facility closes. The Program will move students to another facility.
- Clinical facility requests student be removed due to unacceptable or illegal actions by the student, which violate the Program’s clinical policies and standards. The student will be removed from the facility and placed on suspension. The Due Process procedure will be initiated and completed to determine if the student will be dismissed from the Program or moved to another facility. The student will only be moved one time after being asked to leave a facility.

Liability Insurance

All students will be covered by Foothill College for clinical liability. The liability insurance is contracted and paid for by the College.
Clinical Supervision

To insure that students have adequate and proper supervision, this policy is to be dated, posted, and reviewed annually by technologists in all clinical education centers. Each technologist will sign and date the Clinical Supervision Signature Sheet affirming that they have read and understand the Foothill Clinical Supervision Policy.

Policy

Foothill College Radiologic Technology Students will adhere to the JRCERT STANDARDS regarding direct and indirect supervision while in the clinical environment.

Procedures

All students will be under **direct supervision** 100% of the time during the following radiographic procedures and in the following radiographic areas:

- Any radiographic procedures in which the student has not passed competency
- All repeats
- All portables
- During Off-Hour Assignments
- During the injection of contrast media
- Pediatric cases 8-years and younger
- Emergency Room trauma spines
- Operating Room
- Newborn Intensive Care
- CT
- Angiography
- Mammography
- MRI

**Direct supervision**, as defined by the JRCERT, falls under the following parameters:

- A qualified radiographer reviews the procedure in relation to the student’s achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student’s knowledge.
- A qualified radiographer is present during the conduct of the procedure.
- A qualified radiographer reviews and approves the procedure.
- A qualified radiographer is present during student performance of any repeat of an unsatisfactory radiograph.

Once students have passed a competency exam for a radiographic procedure they may perform that procedure with **indirect supervision**.

**Indirect supervision**, as defined by the JRCERT falls under the following parameters:

- A qualified radiographer is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or locations where a radiographic procedure is being performed. The availability applies to all areas where ionizing radiation equipment is in use.
Foothill College Radiologic Technology Program will adhere to the following guidelines:

- **Orientation and 1\textsuperscript{st} quarter** of the Program students are under direct supervision 100% of the time.
- **2\textsuperscript{nd} quarter of the first year** of the Program students may be under indirect supervision for ambulatory outpatient chests and KUB’s once recheck of competencies has been completed.
- **3\textsuperscript{rd} quarter of the first year** of the Program students may continue to do ambulatory outpatient chests and KUB’s with indirect supervision. Students may also perform with indirect supervision extremity exams for which competency was demonstrated during the 2\textsuperscript{nd} quarter of the Program.
- **Summer quarter of the first year to Program completion** students may perform with indirect supervision on all exams which they have demonstrated competency after recheck of competency has been completed.

**Pediatric Cases**

100% direct supervision during the first three quarters of the Program

From summer of the first year until Program completion students will adhere to the following guidelines:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 years old and younger</td>
<td>Direct supervision</td>
</tr>
<tr>
<td>8 – 10 years old</td>
<td>Supervisory approval</td>
</tr>
<tr>
<td>10 years &amp; older with competency completed</td>
<td>Indirect supervision</td>
</tr>
</tbody>
</table>

**Contrast Media Injection**

- The student will be under direct supervision of a technologist during the injection of contrast material.
- The student may not release a patient after the injection of contrast media. A technologist or physician must assess the patient.
- The student may not remove needles from patients per the State of California.
**Dress Code**

The dress code for students while in the clinical setting is to be professional at all times. If a student fails to follow guidelines he/she will be sent home from the clinic and the time missed must be made up.

The Program dress code takes precedence over the department dress code unless the department code is stricter.

<table>
<thead>
<tr>
<th>Dress Code  (male and female)</th>
</tr>
</thead>
</table>

| First Year (3 Quarters) Uniform Attire | • Solid navy unisex top and pants (scrubs)  
• Cargo pockets recommended on the scrub pants |
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Year (4 Quarters) Uniform Attire</td>
</tr>
<tr>
<td>--------------------------------------</td>
</tr>
</tbody>
</table>
| Lab Coats | • All white, clean, pressed, unstained, no logos, mid-thigh  
• The lab coat is to be worn over the scrubs if the student gets cold.  
• No sweaters or sweatshirts  
• A long sleeve T-shirt may be worn underneath the scrubs |
|--------------------------------------|
| Shoes | • Clean, all white, all black, or all brown running/walking shoes with low heels  
• Professional clogs are acceptable and socks must be worn. |
|--------------------------------------|
| Miscellaneous | • Current dosimeter must be worn at the collar.  
• Foothill student identification tag must be worn.  
• Jewelry should not be excessive and should be professionally functional.  
• Body Piercing: the individual radiology departments will determine appropriateness of body piercing.  
• Body Art: the individual radiology departments will determine appropriateness of body art. You may be required to cover it.  
• Acrylic or artificial nails are not allowed in the clinical setting. |
|--------------------------------------|
| Personal Hygiene | • Students must practice good personal hygiene.  
• No strong or pervasive odor of any kind.  
• Hair must be clean and a natural color.  
• Long hair (below the shoulder) must be pulled back and secured. |
**Clinical Vacations, Holidays, and Scheduled Time Off**

Students in the Foothill College Radiologic Technology Program will have all quarter breaks and legal holidays recognized by the college. In the first year, all clinical time missed time must be made up before the beginning of the next quarter. In the second year of the Program, students will have additional scheduled and unscheduled days to use for illness or personal business. In the second year of the Program, days off beyond the allotted amount will need to be made up at the end of the Program and before qualifying to take the board examination.

**Scheduled and Unscheduled Time Off**

**Orientation & First Year: Fall through Spring**

<table>
<thead>
<tr>
<th>Orientation</th>
<th>All time missed must be made up before the beginning of the next quarter.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>All time missed must be made up before the beginning of the next quarter.</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>All time missed must be made up before the beginning of the next quarter.</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>All time missed must be made up before the beginning of the next quarter.</td>
</tr>
</tbody>
</table>

**Summer Quarter First Year – Fall Quarter Second Year**

*Scheduled Days* - *Winter Break plus one float day (8 hours)*

<table>
<thead>
<tr>
<th>Summer Quarter</th>
<th>Two unscheduled days* off (16 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All time missed over the 16 hours must be made up before the beginning of the next quarter.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Two unscheduled days off (16 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All time missed over the 16 hours must be made up at the end of the Program.</td>
</tr>
</tbody>
</table>

- Unscheduled days can only be used during the quarter acquired. They do not roll over from quarter to quarter.
Winter & Spring Quarter Second Year

Scheduled Days - Spring Break and two days off during January to June

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Scheduled Days</th>
<th>Time Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter</td>
<td><strong>Two unscheduled days off (16 hours)</strong></td>
<td>Made up at end</td>
</tr>
<tr>
<td></td>
<td>All time missed over the 16 hours must be</td>
<td>of the Program.</td>
</tr>
<tr>
<td></td>
<td>made up at the end of the Program.</td>
<td></td>
</tr>
<tr>
<td>Spring Quarter</td>
<td><strong>Two unscheduled days off (16 hours)</strong></td>
<td>Made up at end</td>
</tr>
<tr>
<td></td>
<td>All time missed over the 16 hours must be</td>
<td>of the Program.</td>
</tr>
<tr>
<td></td>
<td>made up at the end of the Program.</td>
<td></td>
</tr>
</tbody>
</table>

Scheduled time off cannot be:
- used during a day when class is in session.
- carried over from rotation to rotation.
- used to shorten the length of the Program.

**Clinical Environment**

**Breaks and Lunches**
Students will observe the department policy for breaks and lunch periods. Not returning from breaks on time can affect the student’s grade under Attendance & Punctuality.

**Day Shifts**
Day shifts are scheduled between the hours of 7:00 am and 4:30 pm. If the student and the clinical instructor agree that the start time will be 7:00 or 7:30 am, the clinical instructor must be present during those times.

**Off-Hour Assignment**
The Off-Hour Assignment includes both evening and weekend shifts and will commence during the winter or spring quarter of the second year.

Students who are scheduled to rotate to a facility that does not offer evening or weekend hours must complete their Off-Hour Assignments prior to their rotation.

The following guidelines must be adhered to:
- Direct supervision from a qualified radiologic technologist is required at all times during the Off-Hour Assignment. A technologist must be assigned to the student.
- Students must pass the portable competency before beginning Off-Hour Assignments.
- Evening assignments will extend between the hours of 1:00 pm and 9:30 pm.
- Weekend assignments will extend between the hours of 8 am and 4:30 pm.
The Off-Hour Assignment will consist of four eight-hour shifts in any of the following combinations. The combination may be requested by the student.

- Two weekend day shifts
- Two weekend pm shifts
- Four pm shifts in the same week

*See Off-Hour Expected Outcomes in the Second Year Clinical Education Manual and the Off-Hour Clinical Assignment Competency in the Student Clinical Competency Handbook.

**Specialty Rotations**

**CT / Angiography / MRI**
During the second year, the student will do three one-week rotations in CT, Angiography and MRI. Fall Quarter of the Second Year, the student will spend one week per modality in two of the following: CT, Angiography, MRI. Winter/Spring Quarter of the Second Year, the student will spend one week in the modality not observed in the Fall Quarter.

**Elective**
During Winter/Spring Quarter of the Second Year the student will spend one week in an elective modality. The student may choose from any of the following modalities as their elective: MRI, CT, Angiography or Mammography. Elective rotation options may be restricted by what is available at the clinical site.

**Mammography**
All students have the option to do a mammography rotation during the second year of the Program. Before clinical placement, students must have completed the Foothill College Mammography Course.

**Clinical Attendance and Punctuality Grading Criteria**
To demonstrate professional responsibility and accountability, students must maintain high standards in attendance and punctuality.

- The student is expected to be in his / her assigned room no less that 5 minutes prior to starting time.
- The student is expected to observe the limits for breaks and lunch periods.
- The student will not leave the clinical setting early without prior approval from their instructor.
- If the student is going to be late or absent for any reason, they are expected to phone between 7:00 a.m. and 8:00 a.m. the morning of the absence.
- It is the student’s responsibility to ensure that proper notification is given. Asking another student or relative to give this notification is not considered proper, except under emergency conditions.

An absence from the clinic will be stated as an occurrence. Each illness or unexcused absence is one occurrence. A student may have an illness that lasts more than one day; consecutive days for
the same illness will be counted as one occurrence. For an occurrence of more than two days the student needs to present a doctor’s note upon returning to the clinic.

Each day or additional time taken over the allotted scheduled time off will be counted as individual occurrences. Students who are tardy over 30 minutes will have the time deducted from their unscheduled time and it will count as an occurrence. Students who are tardy under 30 minutes will make up the time on the same day.

**Orientation and First Year Policy**
All lab or clinical time missed during summer orientation and the first three quarters must be made up before the start of the next quarter. It is the students’ responsibility to schedule make-up time with the clinical instructor. If a student comes into the clinic with a contagious illness, he/she will be asked to leave and make up the time missed before the start of the next quarter.

During the first three quarters of the Program, students may have one occurrence per quarter without an effect on their grade.

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero – 1</td>
<td>Occurrence A = 4.0</td>
</tr>
<tr>
<td>2</td>
<td>Occurrences B = 3.0</td>
</tr>
<tr>
<td>3</td>
<td>Occurrences C = 2.0</td>
</tr>
<tr>
<td>4</td>
<td>Occurrences D = 1.0</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example:
- One occurrence and one tardy will equal 4.0 = A grade.
- No occurrences with two tardies will equal 3.0 = B grade.
- Two occurrences with three tardies will equal 1.0 = D grade.
  (Two occurrences = 3.0. Three tardies = [-2]; 3.0 minus [-2] = 1.0 = D grade.)

**Summer Quarter First Year and Second Year**

**Unscheduled Time Off**
Starting in the summer quarter of the first year and continuing until the end of the Program, students may have two unscheduled days off (16 hours) per quarter without an effect on their grade. This unscheduled time off must be taken in minimum increments of 4 hours with each increment counting as an occurrence. The grading period extends to the Friday during finals week.

**Make Up Time**
Summer quarter first year students must make up any hours missed beyond the sixteen hours of unscheduled time off before the start of the fall quarter.
Second year students must make up any hours beyond sixteen hours of unscheduled time at the end of the Program. Time made up at the end of the Program commences the first Monday after graduation.

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero – 2</td>
<td>Occurrences</td>
</tr>
<tr>
<td>3</td>
<td>Occurrences</td>
</tr>
<tr>
<td>4</td>
<td>Occurrences</td>
</tr>
<tr>
<td>5</td>
<td>Occurrences</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example:
- Two occurrences with one tardy will equal 4.0 = A grade.
- Two occurrences with two tardies will equal 3.0 = B grade.
  \(4.0 - [-1 \text{ for two tardies}] = 3.0 = B\)
- Three occurrences with three tardies will equal 1.0 = D grade.
  \(3.0 - [-2 \text{ for three tardies}] = 1.0 = D\)

Each day or additional time taken over the allotted unscheduled time off will be counted as individual occurrences. A reduction in grade in punctuality and dependability will also affect your grade in other areas: co-worker hospital relationships and job performance.

**Clinical Evaluations**

**Student Evaluation**

Both the clinical instructor, who is an employee of the clinical site, and a college instructor, who is a faculty member of Foothill College Radiologic Technology Program evaluate students in the clinical setting. Students receive a mid-quarter evaluation and a final quarter evaluation for each of the seven quarters of the Program. Students are required to obtain an observation sheet per week from a technologist or instructor who has observed their performance. Students are evaluated on professional behavior, communication skills, technical abilities, patient care, critical thinking, and co-worker relationships. (See Clinical Education Manual for Evaluation) Students are also required to successfully complete the required competencies for the quarter. (See Student Competency Manual) Each quarter of the Program students are required to produce and present a presentation pertaining to a radiographic procedure being studied in the current curriculum. The student’s final evaluation and course grade is the culmination of these course requirements.

**Clinical Facility and Clinical Instructor Evaluations**

Students will have an opportunity to anonymously evaluate both the clinical facility and the clinical instructor after each 6 month rotation. Evaluations will be conducted by the Clinical Coordinator or the Program Director on the Foothill Campus.
Injury to Student in Clinical Setting

Should a student sustain any injury while in the clinical environment at anytime during his or her training, the injury should be reported to the college instructor immediately. If first aid or medical attention is needed, this should be obtained where convenient. If possible, the student should come to Foothill College Health Services. Workmen’s Compensation is handled through the Health Services. The proper forms must be filled out for the student to receive coverage. The student must notify health services within 72 hours of the injury. The following are guidelines for the student to follow.

1. If injury is NOT serious in nature, report to the college Program Director. 
   (650) 949-7563
2. If injury requires minor first aid treatment or medical attention, student must notify Program Director and go to the College Health Services within 72 hours.
3. If immediate first aid or medical attention is needed, the student may be treated at the clinical facility emergency room. However, student must report injury and treatment to Program Director and College Health Services within 72 business hours.
4. Students will be required to fill out Workers’ Compensation forms for Foothill College. These will be completed at the College, not the clinical facility. The completion of these forms insures the College will cover the student’s medical costs.
5. For all injuries, the clinical affiliate needs to complete the Student Injury Report, found in the Appendix and send it to the Program Director.

Injury to Patient

If a student is responsible for injury to a patient, report this to the college instructor and the clinical instructor. The student’s liability insurance is covered by Foothill College and proper forms need to be completed. Also, a copy of the incident report filled out at the hospital should be forwarded to the Program Director. The hospital staff has different liability insurance than the student. Do not intermingle the two.

Important: If the student was not responsible, the student should sign the report but designate his/herself as a witness.

Disaster Plan

The purpose of the disaster plan is to alert the Foothill College Radiologic Technology students to their responsibilities during a disaster in an affiliate hospital or clinic. The plan will also inform the affiliate of their responsibilities to the student during a crisis.

External Disaster

The first year students will be notified by a supervisor or “charge” person that they are relieved of all responsibilities in the radiology department and will be dismissed when it is safe to do so. The student will report to the college the following day for further assignments.
A supervisor or “charge” person will notify the second year students that they are relieved of all patient care responsibilities in the radiology department. The second year student will have a choice of assisting with auxiliary responsibilities in the radiology department or going home. If they choose to stay, they must report to the radiology department supervisor or charge person for their assignment.

**Internal Disaster**
First and second year students will follow the internal policy of their affiliate radiology departments.

**Radiology Employee Strikes**

Due to supervision requirements students will not be present in radiology departments during employee strikes. Students will contact the Program Director if they encounter a strike situation.

**BE Tipping**

First year students may insert enema tips at the start of spring quarter with direct supervision.

* Students may not inflate the rectal retention catheter under any circumstances.
APPENDIX I

DECLARED PREGNANT STUDENT STATEMENT

I __________________________, in accordance with current state and national regulations, choose to declare that I am pregnant. My estimated date of conception is _________________. My estimated date of delivery is _________________.

As a declared pregnant student I shall observe the pregnancy policy as adopted by Foothill College in accordance with the regulations of the National Bureau of Radiologic Health.

I choose to follow option __________ in the pregnancy policy with the understanding I can change options by notifying the Program Director.

I understand that during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 50 millirem. I understand that if records show the unborn child has received 45 millirem or greater at the time of this declaration, the unborn child is permitted to receive an additional dose of no more that 5 millirem during the term of the pregnancy. More information may be obtained by reading the U.S. Nuclear Regulatory Commission’s Pregnant Worker’s Guide found at: http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rg/8-13/

_____________________________  _________________
Signature of Student            Date

Receipt of Declaration Acknowledged:

_____________________________  _________________
Program Director                Date
TO: WHOM IT MAY CONCERN

FROM: Christine Vo, Benefits Manager

DATE: July 31, 2013

RE: Authorization of Medical Services for Work-Related Injuries

Dear Health Care Provider,

____________________ is an Allied Health student enrolled at Foothill College.

He/she has experienced an accident involving blood and/or other potentially infectious materials (OPIM) on

Date: __________________________ while working with you
Patient __________________________ at the following facility
Facility __________________________ (name of location)

The Cupertino Medical Center will provide the medical treatment for this injury and I would appreciate your assistance. If your patient will consent, a history of the person’s potential risk/past history of illness(es) with hepatitis B, hepatitis C, or HIV would be of great help for medical follow-up. Additionally, if your patient will consent to serologic testing for hepatitis B, hepatitis C, or HIV it would be very helpful. All medical records should be sent to:

U. S. HealthWorks Medical Group
10050 Bubb Road, Suite #3
Cupertino, CA 95104
Phone: 408-996-8805
Fax: (408) 996-8015
Monday-Friday 8:00 am – 7:00 pm
Saturday 9:00am – 4:00pm

Foothill-De Anza Community College District will pay for this visit and testing. Please submit the bill to:

Sedgwick CMS
P.O. Box 14479
Lexington, KY 40512
Phone: (510) 302-3000
Fax: (510) 302-3064

If you have any questions during normal business hours, Monday - Friday, 8am – 5pm. please contact Christine Vo, Benefits Manager, at (650) 949-6224 or via email: VoChristine@fhda.edu. Thank you for your cooperation and assistance in providing medical treatment for this Foothill College student.

Foothill College RT Program 2013 -2015 65
APPENDIX III

STEPS FOR INJURY OF STUDENT IN THE CLINICAL SETTING

1. If injury is NOT serious in nature, report to the college Program Director. (650) 949-7569

2. If injury requires minor first aid treatment or medical attention, student must notify Program Director and go to the College Health Services within 72 hours.

3. If immediate first aid or medical attention is needed, the student may be treated at the clinical facility emergency room. **However, student must report injury and treatment to Program Director and College Health Services within 72 business hours.**

4. Students will be required to fill out Workers’ Compensation forms for Foothill College. These will be completed at the College, not the clinical facility. The completion of these forms insures the College will cover the student’s medical costs.

5. For all injuries, the clinical affiliate needs to complete the following Student Injury Report and send it to the Program Director.

```
STUDENT INJURY REPORT

Date of injury: ________________________

Type of Injury: ________________________

Describe how injury occurred: ____________________________________________

____________________________________________________________________

Date and time Program Director was notified: ____________________________

How was injury attended? _____________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

_________________________________________  ___________________________
Student Signature                        Clinical Instructor Signature
```
APPENDIX IV

STEPS FOR REPORTING STUDENT RADIATION SAFETY INCIDENTS

1. Incident shall be reported to the Program Director as soon as possible.

2. For all incidents, the clinical affiliate or laboratory instructor needs to complete the following Student Radiation Safety Report and send it to the Program Director.

STUDENT RADIATION SAFETY INCIDENT REPORT

Date of incident: __________________________

Type of incident: __________________________

Describe how incident occurred: ________________________________________________________

Date and time Program Director was notified: ________________________________

How was incident attended? ___________________________________________________________

________________________________________________________

________________________________________________________

Student Signature ____________________________________________________________________

Clinical Instructor Signature ________________________________________________________
Appendix V

Foothill College Radiologic Technology Program
Radiation Safety Incident Form

<table>
<thead>
<tr>
<th>Name of School</th>
<th>RHB School ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foothill College</td>
<td>1011</td>
</tr>
</tbody>
</table>

The following students have received in excess of the acceptable monthly DDE dosage per the Program’s Radiation Safety Policy: *May not exceed 25 mRem per quarter and/or must not exceed 100 mRem per year.*

<table>
<thead>
<tr>
<th>Name (last, first, middle)</th>
<th>Address (number, street, city, state, zip)</th>
<th>DDE Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form is reported to the CDPH-RHB within 30 days of a radiation safety accident/incident.

I certify that all information provided in this report is true and correct.

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
APPENDIX VI
Foothill College
Radiologic Technology Program
Student Complaint Form

Name of Student: ___________________________ Date: ________________

Student contact information (phone/email): ______________________________________

_________________________________________________________________________

Date and Location of Incident: ________________________________________________

_________________________________________________________________________

Description of Incident: _____________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Student Name  Student Signature  Date

Foothill College RT Program  2013 -2015  69
Follow-up: What steps have been taken to resolve the complaint / issue?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Instructor’s Name: ______________________________ Date ________________
### APPENDIX VII

**Foothill College**  
**Radiologic Technology Program**  
**Student Grievance**

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Clinic</th>
<th>Laboratory</th>
</tr>
</thead>
</table>

**Name of Student**  
________________________

**Date of Occurrence**  
________________________

**Explanation of Grievance**  
________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

**Student Signature**  
________________________  
**Date**  
________________________

**Program Director Signature**  
________________________  
**Date Received**  
________________________
APPENDIX VIII

Foothill College
Biological and Health Sciences Division
Dean’s Student Grievance Form

Please complete the following, so the Dean can better understand and/or help you with your problem. This form will be forwarded to the Director in preparation of a meeting. Guests/family members are not permitted in meetings with the Dean.

Name of Student ___________________________ Date ____________

Student contact information (phone/email) ____________________________

Program: _______________________________________________________________________

Problem: _______________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Prior to meeting with the Dean, you are required to meet with the Instructor and Program Director in an attempt to resolve this issue. Please indicate the outcome of these meetings:

Date I met with Instructor: ___________ Instructor’s Name: ________________

The outcome of the meeting was:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Date I met with Program Director: ___________ Director’s Name: ___________

The outcome of the meeting was:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Please indicate the pages of the student manual or portion of the green sheet that your complaint is in reference to:

_______________________________________________________________________________

_______________________________________________________________________________
APPENDIX IX

Foothill College
Radiologic Technology Program
Office Conference

<table>
<thead>
<tr>
<th>Verbal</th>
<th>Written</th>
<th>Probation</th>
<th>Suspension</th>
<th>Classroom</th>
<th>Clinic</th>
<th>Lab</th>
</tr>
</thead>
</table>

Name of Student: ___________________________  Date: __________________

**Reason for Conference:**

**Recommendations and Timelines:**

Student Comments:  ______________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Student:  ______________________________________

Instructor:  ______________________________________

Instructor:  ______________________________________
# APPENDIX X

## Conference Record

<table>
<thead>
<tr>
<th>Conference</th>
<th>Verbal Warning</th>
<th>Written Warning</th>
<th>Probation</th>
<th>Suspension</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Laboratory</td>
<td>Hospital/Ambulance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s Name_____________________________________________________________

Date of Incident______________ Date of Conference_________________________________________

<table>
<thead>
<tr>
<th>X</th>
<th>Reason For Counseling</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Integrity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Empathy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-Motivation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appearance/Personal Hygiene</td>
<td></td>
</tr>
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Follow-up (Include specific expectations, clearly defined positive behavior, actions that will be taken if behavior continues, dates of future counseling session, etc):

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I have read this notice and understand it.

Student Signature__________________________________________ Date:  ________________________

Faculty Name & Signature___________________________________ Date:  ________________________
APPENDIX XI

HUBERT H. SEMANS LIBRARY
RESOURCES FOR THE RADIOLOGIC TECHNOLOGY STUDENT

Semans Library, on the Foothill Campus, provides students access to books, periodicals, and audiovisual material related to the field of Radiologic Technology. To view a list of resources go to the library home page at http://www.foothill.edu/library/.
INDEX

A
Academic Honor Code, 37
Cheating, 37
Plagiarism, 37
Accreditation Organizations, 12
Angiography Rotation, 59
ARRT, 2, 3, 4, 7, 12
Artificial nails, 56
Assignment of Clinical Education Rotations, 53
Attendance and Punctuality
  Classroom and Laboratory, 50
  Clinical Attendance and Punctuality Grading Criteria, 59
  Make Up Time, 60
  Orientation and First Year Policy, 60
  Summer Quarter First Year and Second Year, 60

B
Background Screening Policy, 31
BE Tipping, 63
Bereavement Leave, 49
Body Art, 56
Body Piercing, 56
Breaks and Lunches, 58

C
Calendar, 26
California Department of Public Health, 2, 9, 12, 21, 51
Cell Phone Policy, See Social Media Policy
Clinical Evaluations
  of Clinical Facility and Clinical Instructor, 61
  of student, 61
Complaint Policy, See Student Complaint Policy
Conference Record, 74
Confidentiality Agreement, ii
Confidentiality and Management, 48
Confidentiality Standard, 11
Continuing Education, 29
Contrast Media Injection, 55
Course Progression, 46
Criteria for Successful Program Completion, 2
CT Rotation, 59
Curriculum Description, 16
Curriculum Outline, 15

D
Day Shifts, 58
Description of the 1st Year, 28
Description of the 2nd Year, 28
Disability Accommodations, 41
Disaster Plan, 62
Dress Code, 56
Due Process
  for Student Evaluations, 45
  for Student Grievances, 39

E
EOPS, 44
Equal Learning Opportunities, 42
Ethics Standard, 7
Evening Shifts. See Off-Hour Assignment
External Disaster, 62

F
Financial Aid, 25
Financial Expenses, 23

G
Grading Criteria, 45
Grievance
  Dean’s Student Grievance Form, 72
  Due Process, 39
  Student Grievance, 71

H
Harassment, 50
Health Services, 12, 34, 43, 62, 65
Holidays, 57
Hygiene, 56

I
Injury to Patient, 62
Injury to Student in Clinical Setting, 62
  Injury Report, 66
  Steps for Injury, 66
Internal Disaster, 63

J
Jewelry, 56
JRCERT, 2, 12, 44, 53, 54
Jury Duty Summons, 49

L
Liability Insurance, 53
Library Resources, 75
Library Services, 44

M
Make Up Time, 60
Mammography Rotation, 59
MRI Rotation, 59

N
Nuclear Regulatory Commission, 51

O
Off-Hour Assignment, 58
Office Conference Form, 73

P
Phone List
  Clinical Affiliates, 13
  College Administrators, 11
  College Instructional Staff, 11
  College Resource Personnel, 11
  Medical Director, 12
Potentially Infectious Materials Form, 65
Pregnancy
  Declared Pregnant Student Statement, 64
  Policy, 51
  Potentially Pregnant Student Statement, iii
Professional Conduct, 35
Professional Development, 29
Program Description, 2
Program Goals, 1
Program Mission, 1
Program Reentry, 47
  for Academic Dismissal, 47
  for Students With Disabilities, 48
Program Standards, 3
Psychological Services, 44

R
RADIATION SAFETY AND PROTECTION POLICY, 7
  Annual Occupational Dose Limits, 8
  Patient Safety Practices, 9
  Radiation Protection Related to Fluoroscopy, 9
  Student Dose Limit Protocol, 8
  Student Radiation Exposure Reports, 8
  Student Radiation Monitoring, 7
  Student Safety Practices, 9
Radiation Safety Incident Form, 68
Radiation Safety Incidents, Steps for Reporting, 67
Radiologic Health Branch. See CA Department of Public Health
Resolution of Allegations of Non-Compliance of JRCERT STANDARDS, 44

S
Safety and Workplace Hazards, 49
Scholarships, 25
Social Media Policy, 38
Specialty Rotations
  Angiography, 59
  CT, 59
  Mammography, 59
  MRI, 59
  Off-Hour Assignment, 58
Standard Precautions and Communicable Disease, 34
Strikes, 63
Student Activities, 29
Student Advisement, 43
Student Complaint Policy, 41
Student Removal from Clinical Facility, 53
Student Selection and Admission, 30
Student Services, 43
Substance Abuse, 36
Supervision
  2nd quarter of the first year, 55
  3rd quarter of the first year, 55
  direct, 54
  indirect, 54
  of contrast media, 55
  orientation and 1st quarter, 55
  pediatric cases, 55
  policy, 54
  summer quarter of the first year to Program completion, 55
Suspension, 36

T
TB Exposure, 34
TB testing, 5
Technical Standards, 5, 6
Textbooks, 22
Time Off
  scheduled and unscheduled, 57
Tutorial Center, 43

V
Vacations, 57
Veterans Assistance and Services, 43
Vision Statement, 1

W
Weekend shifts. See Off-Hour Assignment