

FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

STUDENT
HANDBOOK



2019 – 2021

Note: Program requirements, as well as policies, are changed from time to time. New or revised requirements and/or policies become effective when this handbook is revised, and the additions and/or revisions supersede any previous requirement and/or policy in past use, whether in writing or in past practice.

**FOOTHILL COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM**

I _____ have read the Student Handbook and
 Print Name
understand the policies and guidelines of the Radiologic Technology Program.

Signed _____

Dated _____

**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 _____

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:

1. Read the United States Nuclear Regulatory Commission's Pregnant Worker's Guide included in Appendix I of the Student Handbook.
2. Read the Declared Pregnant Student Statement included in Appendix I of the Student Handbook.
3. Read the Pregnancy Policy in 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 maybe 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
Policy on Advanced Standing	3
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
2016-2018 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.....	30
Standard Precautions and Communicable Disease.....	34
Student Professional Conduct.....	35
Suspension	36
Substance Abuse	36
Academic Honor Code.....	37

Social Media Policy	39
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.....	48
Bereavement Leave.....	50
Jury Duty Summons.....	51
Attendance and Punctuality Classroom and Laboratory.....	51
Harassment.....	51
Student Pregnancy	52
Clinical Education	
Assignment of Clinical Education Rotations	54
Student Removal from Clinical Facility	54
Liability Insurance	54
Clinical Supervision.....	55
Dress Code	57
Identification Markers.....	58
Dosimeters	58
Clinical Vacations, Holidays, and Scheduled Time Off.....	58
Clinical Environment	60
Off-Hour Assignments.....	60
Specialty Rotations	60

Clinical Attendance and Punctuality Grading Criteria	61
Orientation and First Year	61
Summer Quarter First Year and Second Year	62
Clinical Evaluations	63
Clinical Facility and Clinical Instructor Evaluations.....	63
Injury to Student in Clinical Setting	63
Injury to Patient.....	64
Disaster Plan	64
Radiology Employee Strikes.....	65
BE Tipping.....	65
MRI Safety Policy.....	65
Appendix I.....Declared Pregnant Student Statement.....	66
Appendix II.....Authorization of Medical Services for Work Related Injuries.....	67
Appendix III.....Steps for Injury of Student in Clinical Setting	68
Appendix IV.....Steps for Reporting Student Radiation Safety Incidents.....	69
Appendix V.....Radiation Safety Incident Form	70
Appendix VI.....Student Complaint Form.....	71
Appendix VII.....Student Grievance Form.....	73
Appendix VIII....Dean’s Student Grievance Form	74
Appendix IX.....Office Conference Form	75
Appendix X... Library and Media Resources	76

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 with emphasis on patient centered care and radiation protection.

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 procedures that require situational critical analysis.
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 23 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 provided 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 sixteen hours per week in the clinical setting. During the last four quarters of the Program the emphasis shifts to eight 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 affiliate clinics and hospitals during the 23 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.
14. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
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 there after. 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.
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.

Issue	Description	Standard	Examples Of Necessary Action	Initials
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & asses patient health needs	Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians and staff in person or over the phone. Hear blood pressure.	
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in radiologic technology.	View and evaluate recorded images for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure and technical qualities.	
Tactile	Use of touch	Tactile ability sufficient for physical assessment and assistance while operating radiographic and medical instruments & equipment	Perform patient assessment and positioning while operating complex radiographic equipment in a safe and accurate manner.	
Mobility	Physical ability, strength & stamina	Physical abilities & stamina sufficient to perform required functions of patient radiographic care	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.	
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to provide safe & effective patient care.	Execute the small muscle hand and finger motor movements required to safely perform venipuncture and other patient care procedures.	
Communication	Speech, reading, writing Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication Interaction with patients, families, students, instructors, physicians & staff. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures, interpret patients response and provide documentation following ethical & legal guidelines	
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds Identify needs of others.	Establish rapport with patients, families, and colleagues	
Behavioral	Emotional & mental stability	Functions effectively under stress	Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs	
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations.	

Print Name _____

Signature _____

Date _____

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 or image receptors 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. **Refer to the Dosimeter Policy in the Student Handbook.**

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.'

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. Within 10 days of receipt of the reports, the RSO reviews and signs them. Students then initial the exposure report indicating that they are aware of their quarterly exposure levels during the next available class meeting. The RSO reviews the radiation exposure reports and unusual exposure levels or developing trends are referred to the Clinical Instructor who then reports it to the Affiliate RSO for further investigation. 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 RSO and unusual exposure levels or developing trends are researched at length to get to the source. If a student's quarterly level exceeds 25% of the maximum annual dose or 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. Twenty-five percent of the maximum annual dose was selected as the level of investigation due to the program being on the quarter system and to allow intervention if needed during a student's rotation.

If the student incurs a radiation safety incident in the clinic, the Clinical Instructor shall fill out the *Student Radiation Safety Incident Report* 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 must not hold patients or image receptors 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 (Title 17, Chapter 5, Subchapter 4.5, Section 30417) 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 until they have proven competency with a procedure and then may be under indirect supervision.
- 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 must not hold patients while the fluoroscopy 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.

College Instructional Staff		
Rachelle Campbell	Instructor Program Director Radiation Safety Officer	(650) 949-7469 campbellrachelle@fhda.edu
Melissa Wu	Instructor Clinical Coordinator Radiation Safety Officer: Second Alternate	(650) 949-7593 wumelissa@fhda.edu
Zohreh Jazaeri	Adjunct Instructor	jazaeriz@pamf.org
Chris DeMaggio	Adjunct Instructor	cdemaggio@hazelhawkins.com
Tom Bunio	Adjunct Instructor	Buniotom@fhda.edu
College Administrators		
President	Thuy Thi Nguyen	(650) 949-7200
Division Dean	Ram Subramaniam	7472
Division Office	Biological & Health Sciences	7249

College Resource Personnel		
Admissions & Records		(650) 949-7325
Bookstore		7308
Campus Safety		7313
Counseling		7423
Disability Resource Center		7038
Emergencies		7911

Evaluations Specialist		7231
Financial Aid		7245
Library Services	Circulation & Reserve	7611
	Reference Questions	7608
Psychological Services		7910
Student Health Services		7243

Medical Director		
Chairman and Medical Director	Dr. Volney Van Dalsem III	Clinical Professor & Medical Director of Outpatient Imaging
		Stanford Hospital & Clinics
		300 Pasteur Drive
		Palo Alto, CA 94305
Accreditation Organizations		
JRCERT	Joint Review Committee on Education in Radiologic Technology	
CDPH-RHB	CA Dept. of Public Health - Radiation Health Branch	
Licensing Organizations		
ARRT	American Registry of Radiologic Technologists	
CRT	CA Department of Public Health; Radiologic Health Branch: State Certification	

CLINICAL AFFILIATE PHONE LIST

Affiliate	Clinical Instructor	Manager / Director
El Camino Hospital	Carmon Allen	Josh Schreckengost
2500 Grant Rd.	(650) 988-7525	
Mountain View, CA 94040	Carmon_Allen@elcaminohospital.org	
(650) 940-7049		
Hazel Hawkins	Erin Perez	Darlene De Brito
911 Sunset Drive	(831) 636-2650	
Hollister, CA 95023	eperez@hazelhawkins.com	
(831) 636-2650		
Palo Alto Medical Foundation: San Carlos Center	Leslie Laguana	Raymond Fellers
301 Industrial Road	(650) 596-4180	
Diagnostic Imaging 190	MarpurL1@pamf.org	
San Carlos, CA 94070		
(650) 596-4180		
Palo Alto Medical Foundation @ Mt. View	Zohreh Jazaeri / Leticia Oseguera	Soraya Kilpatrick
701 E. El Camino Real	650-934-7773	
Mt. View, CA 94040	jazaerz@pamf.org	
(650) 934-7730		
Palo Alto Medical Foundation @ Sunnyvale		
301 Old San Francisco Road		
Sunnyvale, CA 94086		
(650) 934-7700		
Palo Alto Medical Foundation @ Palo Alto	Joanne Nelson	Angela Hurlburt
795 El Camino Real	(650) 853-2175	
Palo Alto, CA 94301	NelsonJ2@pamf.org	
(650) 853-2163		
Regional Medical Center	Mark Porter	Steve Walters
225 North Jackson Ave.	(408) 259-5000 ext. 2540	
San Jose, CA 95116	Mark.Porter@HCAHealthcare.com	
(408) 259-5000		

Stanford Hospital	Alissia Forristal: 1st Years	Judy Woods
300 Pasteur Drive	Page (650) 723-8222, ID 15344	
Palo Alto, CA 94305	Aforristal@stanfordhealthcare.org	
(650) 723-7030		
	Judi Contento: 2nd years	
	Page (650) 723-8222, ID 13516	
	jcontento@stanfordhealthcare.org	
Valley Medical Center	Lynda Vega: 1st Years	Dianne Tiernan
751 So. Bascom Ave.	(408) 793-5692	
San Jose, CA 95128	lynda.vega@hhs.sccgov.org	
(408) 885-6368		
	Nanette Salazar: 2nd Years	
	(408) 793-5692	
	nanette.salazar@hhs.sccgov.org	
UCSF – Mount Zion	Chester Lim	Alpana Patel Camilli
1600 Divisadero Street	(415) 885-3675	
San Francisco, CA 94115	Chester.lim@ucsf.edu	
UCSF – Parnassus	Lisa Burke	Alpana Patel Camilli
500 Parnassus Avenue	(415) 353-8782	
San Francisco, CA 94143		
UCSF – Orthopaedic Institute	Jessica Nemeth	Jeff Geiger
2nd Floor	(415) 514-6125	
1500 Owens Street		
San Francisco, CA 94158		
UCSF – Mission Bay	Vanessa Aycock / Michael Ng	Jeff Geiger
1975 4 th Street	(415) 476-1568	
San Francisco, CA 94002	Jennifer.howard@ucsf.edu	
Palo Alto Medical Foundation @ Fremont	Shannon Moran	Rita Hiatt
3200 Kearney Street	(510) 498-2812	
Fremont, CA 94538	MoranS3@pamf.org	
(510) 498-2812		

RADIOLOGIC TECHNOLOGY PROGRAM CORE CURRICULUM OUTLINE

First Year	QUARTER HOURS
Summer Session	
AHS 50A Introduction to Allied Health Programs	1.5 Units
RT 50 Orientation to Radiation Science Technology	2 Units
RT 53 Orientation to Radiologic Technology	4 Units
	Total 7.5 Units
Fall Quarter	
RT 51A Fundamentals of Radiologic Technology I	4 Units
RT 55A Principles of Radiologic Technology I	3 Units
RT 53A Applied Radiographic Technology I	4.5 Units
RT 53AL Applied Radiographic Technology Laboratory I	1 Unit
RT 54A Basic Patient Care for Imaging Technology	2 Units
	Total 14.5 Units
Winter Quarter	
AHS 50B Interprofessional Patient Competencies	0.5 Unit
RT 51B Fundamentals of Radiologic Technology II	4 Units
RT 55B Principles of Radiologic Technology II	3 Units
RT 53B Applied Radiologic Technology II	4.5 Units
RT 53BL Applied Radiologic Technology Laboratory II	1 Unit
RT 54B Law and Ethics in Medical Imaging	2 Units
	Total 15 Units
Spring Quarter	
RT 51C Fundamentals of Radiologic Technology III	4 Units
RT 55C Principles of Radiologic Technology III	3 Units
RT 53C Applied Radiologic Technology III	4.5 Units
RT 53CL Applied Radiologic Technology Laboratory III	1 Unit
RT 54C Imaging Pathology	3 Units
	Total 16 Units
Summer Quarter	
RT 64 Fluoroscopy (8 weeks)	4 Units
RT 72 Venipuncture (10 weeks)	1.5 Units
RT 53D Applied Radiologic Technology IV (10 weeks)	9 Units
	Total 14.5 Units
Second Year	
Fall Quarter	
RT 62A Advanced Modalities in Imaging	3 Units
RT 63A Radiographic Clinical Practicum I	10.5 Units
RT 52D Digital Image Acquisition and Display	3 Units
RT 61A Radiology Research Project I	1 Unit

		Total 17.5 Units
Winter Quarter		
RT 61B	Radiology Research Project II	1 Unit
RT 62B	Special Procedures & Equipment	3 Units
RT 63B	Radiographic Clinical Practicum II	10.5 Units
RT 65	Mammography	3 Units
		Total 17.5 Units
Spring Quarter		
RT 62C	Professional Development in Radiology	3 Units
RT 63	Advanced Radiographic Principles	3 Units
RT 63C	Radiographic Clinical Practicum III	10.5 Units
		Total 16.5 Units

Total Quarter Hours: 119 Units

CURRICULUM DESCRIPTION

RT 50 ORIENTATION TO RADIATION SCIENCE TECHNOLOGIES 2 Units

Prerequisite: BIOL 40A, 40B and 40C or equivalent; RT 200L; AHS 200 or medical terminology course of 2 units or greater.

Corequisite: RT 53
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 50A INTRODUCTION TO ALLIED HEALTH PROGRAMS 1.5 unit

Prerequisite: ENGL 1A, or 1AH, or 1S & 1T and MATH 105.
One and a half 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. Introduction to peer reviewed research study and understanding of the data analysis of research. Intended for students who have applied and been accepted into Allied Health Programs.

AHS 50B INTERPROFESSIONAL PATIENT COMPETENCIES 0.5 unit

One half 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. Introduction to peer reviewed research study and

understanding of the data analysis of research. Intended for students who have applied and been accepted into Allied Health Programs.

RT 51A FUNDAMENTALS OF RADIOLOGIC TECHNOLOGY I 4 units

Prerequisite: RT 50

Three hours lecture and one hour 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: RT 51A

Three hours lecture and one hour 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: RT 51B

Three hours lecture and one hour 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 52D DIGITAL IMAGE ACQUISITION AND DISPLAY 3 units

Prerequisite: RT 55C

Three hours lecture

Digital radiography and PACS

RT 53 ORIENTATION TO RADIOLOGIC TECHNOLOGY 4 Unit

Corequisite: RT 50

Twelve hours laboratory

Orientation to the field of Radiologic Technology with emphasis on clinical participation.

RT 53A APPLIED RADIOGRAPHIC TECHNOLOGY I 4.5 Units

Prerequisite: RT 53

Sixteen hours clinical

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

Prerequisite: RT 50

1 Unit

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 4.5 Units

Prerequisite: RT 53A
Sixteen hours clinical

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

Prerequisite: RT 53A 1 Unit
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

Prerequisite: RT 53B 4.5 Units
Sixteen hours clinical

Continuation of skill development in positioning, technique selection, protection, and clinical observation practicum.

RT 53CL APPLIED RADIOGRAPHIC TECHNOLOGY LABORATORY III

Prerequisite: RT 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 9 Units

Prerequisite: RT 51C; RT 53C
Thirty-two hours clinical for 10 weeks

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: RT 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: RT 54A; ENGL 1A, 1AH, 1S & 1T or ESLL 26.
Two hours lecture

storage, and distribution. Sectional anatomy of the head, neck, thorax, abdomen, pelvis, vertebral column, and extremities.

RT 62B SPECIAL PROCEDURES AND EQUIPMENT 3 Units

Prerequisite: RT 62A
Three hours lecture

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.

RT 62C PROFESSIONAL DEVELOPMENT IN RADIOLOGY 3 Units

Prerequisite: RT 62B
Three hours lecture

Professional development in radiography, continuing education, and advanced modalities opportunities.

RT 63 ADVANCED RADIOGRAPHIC PRINCIPLES 3 Units

Prerequisite: RT 62B
Three hours lecture

Special emphasis on advanced radiographic physics, technique, protection, and positioning for registry examination preparation. Continued clinical experience and image analysis.

RT 63A RADIOGRAPHIC CLINICAL PRACTICUM I 10.5 Units

Prerequisite: RT 53D
Thirty-two hours clinical

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.

RT 63B RADIOGRAPHIC CLINICAL PRACTICUM II 10.5 Units

Prerequisite: RT 63A
Thirty-two hours clinical

Special radiographic equipment, imaging modalities, and special radiographic procedures. Radiographic anatomy and pathology. Related clinical experience.

RT 63C RADIOGRAPHIC CLINICAL PRACTICUM III 10.5 Units

Prerequisite: RT 63B
Thirty-two hours clinical

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.

RT 64 FLUOROSCOPY 4 Units

Prerequisite: RT 55C or Current Certification in Radiologic 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: RT 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: RT 51C or current Certification in Radiologic Technology. Current Health Care Provider CPR card.
One hour lecture, two hours laboratory

Principles and practices of intravenous injection. Includes theory, demonstration and application of venipuncture equipment and solutions, puncture techniques, complications, and post puncture care. Meets State of California qualifications for didactic certification in venipuncture for Radiologic Technologists.

REQUIRED TEXTBOOKS FOR RADIOGRAPHY COURSES

*Instructor syllabus published for each course within the Program.

Fall Quarter 1st year

Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Bushong	<i>Radiologic Sciences for Technologists</i>
Torres	<i>Basic Medical Techniques and Patient Care in Imaging Technology</i>

Winter Quarter 1st year

Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Bushong	<i>Radiologic Sciences for Technologists</i>
Sherer	<i>Radiation Protection in Medical Radiography</i>
Towsley-Cook	<i>Ethical and Legal Issues</i>

Spring Quarter 1st year

Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Bushong	<i>Radiologic Sciences for Technologists</i>
Eisenberg	<i>Comprehensive Radiographic Pathology</i>

Summer Quarter 1st year

Bushong	<i>Radiologic Sciences for Technologists</i>
Pepper	<i>Pharmacology and Drug Administration for Imaging Technologists</i>

Fall Quarter 2nd year

Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Kelly	<i>Sectional Anatomy for Imaging Professionals</i>
Fauber	<i>Radiographic Imaging & Exposure</i>

Winter Quarter 2nd year

Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Peart	<i>Mammography and Breast Imaging</i>

Spring Quarter 2nd year

Saia	<i>Appleton & Lange's Review for the Radiography Examination</i>
Saia	<i>Radiography Prep</i>
Bontrager	<i>Radiologic Positioning and Related Anatomy</i>
Bushong	<i>Radiologic Sciences for Technologists</i>

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. Health insurance coverage is required by our clinical affiliates. Students must be able to produce proof of coverage if asked.
4. For the 23-month Program, the estimated costs are as follows:

Orientation & Fall Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees per unit in State*	\$31.00
Enrollment Fees per unit Out of State*	\$144.00
Textbooks	\$600.00
Lab Coats, Uniforms, Shoes	\$ 200.00
Parking Fees	\$ 46.65
Radiation Monitoring	\$ 50.00
Name Badge	\$ 3.00
Syllabus Fees	\$ 120.00
Lead Markers	\$40.00
Background Check	\$65.00
Drug Test	\$35.00
Fit Test	\$25.00
Physical and miscellaneous tests (Campus Health Center cost is approximately \$200 if no additional vaccinations required: Physical, Titters, 2-step TB, Vision and Hearing tests only.)	Per Medical Plan
Bloodborne Pathogens Modules	\$12.50
Electronic Program Management System	\$35.00
CPR	\$70.00
Trajecsyst	\$150.00

Winter Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Spring Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Summer Quarter 1st year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$75.00
Parking Fees	\$20.00
Radiation Monitoring	\$25.00
Syllabus Fees	\$40.00
Bloodborne Pathogens Modules	\$12.50

Fall Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$100.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Winter Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

Spring Quarter 2nd year

Basic Fees*	\$50.00-\$52.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$144.00
Textbooks	\$150.00
Application Fees for State / National Board Exams	\$400.00
Parking Fees	\$26.65
Syllabus Fees	\$60.00

*For current registration fees, please visit: <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>

**Foothill College
Radiologic Technology Program
2019-2021 Calendar**

July 2019

15 Orientation begins on Foothill campus

August 2019

5 Orientation Students begin clinical rotation

September 2019

2 Labor Day Holiday – No students in clinic

10 Orientation Students last day of clinic

12 Orientation Wrap Up – Foothill Campus

13 1st years last day of clinic

23 Fall quarter begins / 2nd years first day in clinic

24 CI meeting at Foothill

24 New 1st years in clinic

November 2019

11 Veteran's Day – No students in clinic

28-29 Thanksgiving Holiday – No students in clinic

December 2019

5 1st years last day of clinic

10 CI meeting

13 2nd years last day in clinic

January 2020

6 Winter quarter begins / 2nd years begin new clinical rotation

7 1st years first day of clinic

20 Martin Luther King Holiday – No students in clinic

February 2020

5-7 ACERT Conference

14 Lincoln's Birthday Holiday – No students in clinic

17 Washington's Birthday Holiday – No students in clinic

March 2020

19 1st years last day in clinic

24 CI meeting

27 2nd years last day in clinic

April 2020

30-3 Spring Break 1st and 2nd year students

6 Spring quarter begins / 2nd years return to clinic

7 1st years return to clinic

May 2020

25 Memorial Day Holiday – No students in clinic

June 2020

18 1st years last day in clinic

22 CI meeting – Foothill Campus

23 2nd years last day in clinic

25 Program Graduation

26	Commencement
July 2020	
3	Independence Day Holiday – No students in clinic
6	1 st years begin new clinical rotation
8	1 st years first day of class at Foothill College
13	Orientation Begins on Campus
August 2020	
3	Orientation Students begin clinical rotation
September 2020	
7	Labor Day Holiday – No students in clinic
8	Orientation Students last day in clinic
10	Orientation Wrap-up, Foothill College Campus
11	1 st years last day of clinic
21	Fall quarter begins / 2 nd years first day in clinic
22	New 1 st years in clinic
24	CI meeting at Foothill
November 2020	
9	Veteran's Day – No students in clinic
26-27	Thanksgiving Holiday – No students in clinic
December 2020	
3	1 st years last day of clinic
8	CI meeting
11	2 nd years last day in clinic/Last day of quarter
January 2021	
4	Winter quarter begins / 2 nd years begin new clinical rotation
5	1 st years first day of clinic
18	Martin Luther King Holiday – No students in clinic
February 2021	
12	Lincoln's Birthday Holiday – No students in clinic
15	Washington's Birthday Holiday – No students in clinic
March 2021	
18	1 st years last day in clinic
23	CI meeting
26	2 nd years last day in clinic/Last day of quarter
29-2	Spring Break 1 st and 2 nd year students
April 2021	
5	Spring quarter begins / 2 nd years return to clinic
6	1 st years return to clinic
May 2021	
31	Memorial Day Holiday – No students in clinic
June 2021	
17	1 st years last day in clinic
21	CI meeting – Foothill Campus
22	2 nd years last day in clinic
24	Program Graduation
25	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 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 three 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 11-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.
6. 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 up to 8 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. At the end of winter 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 agreement for a baccalaureate degree with California State University at Northridge.

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.
2. The completed online applications are first reviewed by the Radiologic Admission Committee to assess completion of primary admission criteria.
3. Due to the fact that there may be more applicants than spaces available, admission status will be determined by a lottery.
4. 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.
5. Applicants will be notified via email of provisional acceptance or non-acceptance by May 1.

Procedure

- a. The Radiology Admission Committee is composed of the Radiology Program Assistant, the Program Director, Clinical Coordinator, and Program Faculty.
- b. Student applications are received through the online application system, reviewed, and compiled onto an Excel worksheet by the Program assistant. Once the student completes the online application, an email is generated that includes a PDF of their completed application.
- c. The list of student applicants is then forwarded to the Program Director. The Program Director along with the Clinical Coordinator and Program faculty for final review to verify eligibility for the lottery. All eligible applicants are assigned a number by the Excel program.
- d. Students will be selected randomly by lottery. If spaces become available before instruction begins a random lottery selection will occur. All applicants are notified via email of their Program status by May 1.

Foothill College Background Screening Policy and Procedure

To comply with Joint Commission, 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.

STUDENT INSTRUCTIONS FOR FOOTHILL COLLEGE RADIOLOGIC TECHNOLOGY

About CastleBranch

CastleBranch is a secure platform that allows you to order your background checks and eLearning tracker online. Once you have placed your order, you may use your login to access additional features of **CastleBranch**, including document storage, portfolio builders and reference tools. **Castlebranch** also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

E-Learning - This package includes online courses available through Castlebranch's eLearning Center. When courses are completed, certificates of completion may be downloaded to your CastleBranch account.

Payment Information - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

F059 – Background Check + eLearning + Drug Screening + Medical Form Management

You will then be directed to set up your **CastleBranch** account.

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 both before and after contact with every patient or when touching items or surfaces in the immediate patient care environment. Running water, soap, and about 15-20 seconds of friction is usually sufficient.
- Alcohol based gel can be substituted for soap and water both before and after patient care contact as long as the student's hands are not visibly soiled. Hands should be rubbed together using the alcohol-based gel until hands are dry.
- Gloves should be worn when under the risk of contact with:
 - liquid or semi-solid body substances
 - blood
 - urine
 - stool
 - Hands must be washed/gel'd 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 Kaiser Occupational Services Clinic within three days of exposure unless otherwise instructed. They will fill out Worker's Compensation Paperwork and obtain a baseline TB test. The Worker's Compensation paperwork will be submitted to the Program Director within 72 hours of exposure. The student will be TB tested again at the Kaiser Occupational Services Clinic 8 - 10 weeks later.
- 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 Dean 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.

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.
3. Being expelled.

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/Smart Watches - *Cell phones/Smart Watches 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.

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf>

<http://fhdafiles.fhda.edu/downloads/aboutfhda/5530ap.pdf>

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 to 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

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) 650/949-7017 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 Compliance Officer, 650/949-7389.

For additional information, please contact the Disability Resource Center.

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

Your Rights Under Section 504 of the Rehabilitation Act <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 and off-hour assignments.

The Foothill College Radiologic Technology Program allows for voluntary observation and participation in mammography. All students have the option to do a mammography rotation during the spring quarter of the second year of the Program. Before clinical placement, students must have completed the Foothill College Mammography Course, RT 65. Male students wishing to rotate to Mammography will initiate this request through their Clinical Instructor. If the affiliate cannot accommodate the request, the Program Director or Clinical Coordinator will arrange placement at a clinical site that can accommodate the student.

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 a Foothill College counselor during the fall quarter of the first year to ensure their education plan is structured to meet the Program's requirements. A 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 a 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
Teaching and Learning Center
STEM Success Center
Library Services
Media Center
Extended Opportunity Program & Services (EOPS)
Cooperative Agencies Resources for Education (CARE)
Veterans Resource Center
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.

Objective Evaluation Methods

True / False Testing
Multiple Choice Testing
Fill-in-the-Blank Testing
Mix and Match Testing
Problem-Solving Testing
Identification Testing
Competency Testing
(Any Combination of the Above)

Subjective Evaluation Methods

Critical Thinking Activities
Essay Testing
Skill Testing
Overall Clinical Evaluation
Problem-Recognition Testing

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

Didactic Scale

92 – 100% = A
82 – 91% = B
72 – 81% = C
Below 72% = D

Clinical Scale *

95 – 100% = A
87 – 94% = B
80 – 86% = C
Below 80% = D

* 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. 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. If a student receives an overall D grade in any didactic or clinical course, he/she will be required to repeat the course, thereby extending the Program. The student will not be allowed to graduate or complete the Program until the course is successfully completed.
3. If a student receives a second D grade in a subsequent didactic course the student will be dismissed from the Program.
4. 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.
5. If a student receives a second D grade in a subsequent Clinical Evaluation Category, overall clinical course grade, or didactic course, the student will be dismissed from the Program.
6. If a student receives an overall D grade in any clinical course during the first 6 quarters of the program and does not receive any additional D grades in subsequent clinical courses, he/she will be required to repeat the course during the summer following RT63C.
7. 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. Any subsequent D's in a Clinical Evaluation Category or an overall clinical grade will result in dismissal 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 with a passing score 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 not reapply to the Program. Due to a change in the California Education Code, Title 5, Section 55040, courses passed with a "C" or better may not be repeated. As the Radiologic Technology Program is competency based, students dismissed from the program are unable to start over in the program and rebuild vital knowledge and skills necessary to ensure patient safety in the clinical setting.

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 the DRC at (650) 949-7038 to provide documentation of disability.
2. Students already registered with the DRC will meet with the DRC 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 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 as soon as possible.

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 courses, RT 50 and RT 53, 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 and clinical curriculum. In the clinical facilities, an orientation is given at the beginning of each rotation that covers student safety and workplace safety protocols. In the Radiology laboratory and darkroom, all hazardous materials are clearly marked and information on accidental exposure is posted.

Campus Emergency Procedures

Emergency Notification System

- Foothill-De Anza has implemented an emergency notification system to enable students to stay informed when critical and serious emergencies including sudden power outages or school closures occur on campus or District property. This includes, but is not limited to, information via text message, recorded voice message, and e-mail.
- Students should configure telephone contact information through MyPortal. On the home page, Set Up Emergency Notification > Configure Your Emergency Notification Preferences.

Police Department

- Foothill College has an on-campus police department that is staffed with regular, sworn police officers who have been trained in police procedures and emergency response. The Foothill College Police Department is located on the ground floor of the Campus Center in Room 2103.

Power Outage

- During a power outage, remain calm. During the day, classes may continue. A college official will notify the instructor if daytime classes will continue. If the power outage occurs in the evening, college police and officials will determine if it is safe to conduct classes. The classroom and lab have battery-powered flashlights available for use during such an event.

Medical Emergency

- While on campus call 911 or 408-924-8000 if using a cell phone.

Bomb Threat

- If a bomb threat is received, the instructor will be notified by District Police or a representative of the Administration. Upon receiving such notification the classroom/lab will be evacuated to Parking Lot 5.

Chemical/Hazardous Materials Spills or Leaks

- In the event of a chemical or hazardous material spill or leak, confine the spill or leak if possible. Move unaffected individuals out of the area. If the spill or leak has contacted skin or clothing, rinse the area for a minimum of 15 minutes. Notify District Police at 9-1-1.
- If the spill or leak continues to be a risk for others, students will be instructed to evacuate to Parking Lot 5.

Earthquake

- In the event of an earthquake, move away from the windows, duck under a desk or other hard surface, protect your head and neck. Students will remain in the classroom/lab until the shaking stops – evacuating during an earthquake places the student at risk for getting injured from falling debris. Once the shaking has stopped, students shall evacuate to Parking Lot 5 and remain there until an “All-Clear” notification has been issued.

Explosion

- In the event of an explosion, students are to take immediate cover under a desk or other hard surface and protect their head and neck. As soon as possible following an explosion, students will evacuate to Parking Lot 5.

Fire

- If there is a fire in the classroom or lab, pull the nearest fire alarm and/or call 9-1-1.
- In the event of a fire, students will be instructed to evacuate to Parking Lot 5. Once they have reached the evacuation location, they shall remain there until an “All Clear” notification has been issued.

Violent/Dangerous Person (Active Shooter)

- In the event of a violent or dangerous person on campus, immediately lock the classroom, close the blinds and turn off all lights. Remain in the classroom until an “All Clear” notification has been issued by a college or police official.
- If students are on campus but not in a classroom: Run - Hide - Fight
Run - If there is a shooter and you can safely get away, do so. Get as far away as possible and take cover.
Hide - If escape isn't possible, take cover. If possible, lock/blockade doors, turn off lights, and remain quiet. If unable to secure area, hide out-of-sight.
Fight - If you cannot run or hide, commit to fighting.

If the primary evacuation location is deemed unsafe or inaccessible, the alternate destination is the Football Field.

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 Health 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. Foothill 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 in writing, 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 23 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 1,850 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 23 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 ensure 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
- Hysterosalpingograms
- 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 must be present during student performance of any repeat of an unsatisfactory radiograph and verifies by initialing the student log sheet.
- A qualified radiographer must evaluate all images prior to images being repeated, sent or the patient being released. Verbal affirmation must be obtained from the radiographer regarding repeats, sending images and releasing patients.

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.
- A qualified radiographer must be present during student performance of any repeat of an unsatisfactory radiograph and verifies by initialing the student log sheet.
- A qualified radiographer must evaluate all images prior to images being repeated, sent or the patient being released. Verbal affirmation must be obtained from the radiographer regarding repeats, sending images and releasing patients.

Complying with the policy is the student's responsibility. Students violating this policy will be subject to grade deduction, probation and possible expulsion from the program.

Foothill College Radiologic Technology Program will adhere to the following guidelines:

- **Orientation, 1st quarter and 2nd quarter of the first year** of the Program students are under direct supervision 100% of the time.
- **3rd quarter of the first year** of the Program students may perform 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 2nd 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:

8 years old and younger	Direct supervision
8 – 10 years old	Supervisory approval
10 years & older with competency completed	Indirect supervision

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, RN or physician must assess the patient.

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.

Dress Code (male and female)	
First Year (3 Quarters) Uniform Attire	• Solid navy unisex top and pants (scrubs) • Cargo pockets recommended on the scrub pants
Second Year (4 Quarters) Uniform Attire	• Uniform scrub top and pants of choice. Must meet clinic's uniform policy.
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 plain 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.

Identification Markers

Students will use their own initialed RIGHT and LEFT markers to properly identify patient anatomy. These markers are to be used during radiology labs and at the clinical facilities. Under no circumstances will a student lend their marker to anyone, or borrow anyone else's marker. If a student loses a marker, it is their responsibility to purchase a new one. Faculty will place the first order for new students (students assume payment responsibility) but additional orders are the responsibility of the student.

Dosimeters

All students will pay for dosimeters twice during the course of the program, once during the summer prior to starting their clinical rotations and again during the summer starting their second year of clinical rotations. These radiation monitoring devices are considered to be part of the daily clinical uniform, and are to be worn at all times while in clinical and in the energized laboratory. Any student who loses or misplaces their dosimeter cannot be on the clinical floor until the badge has been found or replaced. Care of the dosimeter is the responsibility of the student. Any damage or loss of the badge must be reported to the Clinical Instructor and the program's Radiation Safety Officer immediately. Students who lose or misplace their badge must go directly to campus to pay for a replacement badge. Losing or forgetting to bring a dosimeter to clinic will result in a grade reduction in the Clinical Evaluation under Radiation Protection.

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. Starting in Orientation through Spring Quarter of the first year of the program, all clinical time missed time must be made up before the beginning of the next quarter. Beginning in Summer Quarter of the Program, students will have additional scheduled and unscheduled days to use for illness or personal business. Days off, beyond the allotted amount provided during the last four quarters of the program, will need to be made up at the end of the Program and before qualifying to take the board examination. Scheduled days off may not be used during the last week of any quarter during the program.

Scheduled and Unscheduled Time Off

Orientation & First Year: Fall through Spring

Orientation	All time missed must be made up before the beginning of the next quarter.
Fall Quarter	All time missed must be made up before the beginning of the next quarter.

Winter Quarter All time missed must be made up before the beginning of the next quarter.

Spring Quarter All time missed must be made up before the beginning of the next quarter.

Summer Quarter First Year – Fall Quarter Second Year
Scheduled Days - Winter Break plus one float day (8 hours)

Summer Quarter ***Two unscheduled days* off (16 hours)***
All time missed over the 16 hours must be made up at the end of the Program.

Fall Quarter ***Two unscheduled days off (16 hours)***
All time missed over the 16 hours must be made up at the end of the Program.

- 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

Winter Quarter ***Two unscheduled days off (16 hours)***
All time missed over the 16 hours must be made up at the end of the Program.

Spring Quarter ***Two unscheduled days off (16 hours)***
All time missed over the 16 hours must be made up at the end of the Program.

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 and/or lunch 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 Off-Hour Clinical Assignment Competency in the Student Clinical Education Manual.

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 spring quarter of the second year of the Program. Before clinical placement, students must have completed the Foothill College Mammography Course, RT 65. Male students wishing to rotate to Mammography will initiate this request through their Clinical Instructor. If the affiliate cannot accommodate the request, the Program Director or Clinical Coordinator will arrange placement at a clinical site that can accommodate the request.

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 than 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 prior to their start time 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.

Attendance			Tardies
Zero – 1	Occurrences	A = 4.0	1 Tardy = (0) value
2	Occurrences	B = 3.0	2 Tardies = (-1) value
3	Occurrences	C = 2.0	3 Tardies = (-2) value
4	Occurrences	D = 1.0	4 Tardies = (-3) value
			5 Tardies = (-4) value

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.

Attendance			Tardies
Zero – 2	Occurrences	A = 4.0	1 Tardy = (0) value
3	Occurrences	B = 3.0	2 Tardies = (-1) value
4	Occurrences	C = 2.0	3 Tardies = (-2) value
5	Occurrences	D = 1.0	4 Tardies = (-3) value
			5 Tardies = (-4) value

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 for two tardies] = 3.0 = B)

- Three occurrences with three tardies will equal 1.0 = D grade.
(3.0 – [-2 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) For the first five quarters 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 Clinical Instructor and Program Director 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 complete all applicable forms within 72 hours of the injury. The following are guidelines for the student and Clinical Affiliate to follow.

1. The student should alert the Clinical Instructor and seek appropriate medical attention either from Kaiser ON-THE-JOB Occupational Health Center or the affiliate's Emergency Department as needed.
2. The Clinical Instructor should contact the Program Director immediately via phone, 650- 949-7469, or via email with full details about the injury so that a Supervisor's

Claim and Safety Report can be completed. This form must be completed by the Program Director within the first 24 hours from the time of injury.

3. For all injuries, the clinical affiliate needs to complete the Student Injury Report, found in the Appendix and send it to the Program Director.
4. The student will be required to fill out Workers' Compensation forms for Foothill College. These forms will come from the College, not the clinical facility. The completion of these forms insures the College will cover the student's medical costs. Forms, available online (<http://hr.fhda.edu/benefits/workers-comp.html>), should be downloaded by the Clinical Instructor and completed by the student.
 - State of California Employer's Report Form (Form 5020)
 - Worker's Comp Report of Injury Form
 - DWC-1
5. Have the student submit forms to the Program Director within 72 hours of the injury.

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 during winter quarter with direct supervision only after didactic instruction has occurred.

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

MRI Safety Policy

Policy

Upon entering the program all students are made aware of MRI Safety Precautions in the RT 50 Orientation course. MRI Safety is reviewed in greater detail in the second year during the RT62A course.

Procedure

RT50 - Orientation

- 1) Students are introduced to the MRI environment.
- 2) MRI Safety Video shown.
- 3) Each student completes a screening sheet.
- 4) The original completed screening sheet is placed in the student's program folder.
- 5) A copy of the completed screening sheet is forwarded to the student's clinical site where it is reviewed by the Clinical Instructor. If the student indicates they have any of the specified issues on the form, the CI will review the form with the Radiologist who will determine if the student can be in the MRI environment. If it is determined that the student may not be in the environment, they will be informed of what sort of medical screening could be used to clear them. The CI would then reassign the student until cleared.
- 6) All students attesting they have received MRI Safety information in the RT50 course will sign a signature sheet.

RT62A

- 1) Steps 1 and 2 are repeated.

RT63A, B and C – Clinical Courses

- 1) Each student must be screened at the clinical affiliate prior to any MRI rotations.
- 2) A copy of the completed screening sheet is forwarded to the student's clinical site where it is reviewed by the Clinical Instructor. The screening sheet will be placed in the student's clinical folder. If the student indicates they have any of the specified issues on the form, the CI will review the form with the Radiologist who will determine if the student can be in the MRI environment. If it is determined that the student may not be in the environment, they will be informed of what sort of medical screening could be used to clear them. The CI would then reassign the student until cleared.

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 or revoke my declaration of pregnancy by notifying the Program Director in writing.

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 than 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/docs/ML0037/ML003739505.pdf>

Signature of Student

Date

Receipt of Declaration Acknowledged:

Program Director

Date

APPENDIX II
Authorization of Medical Services for Work-Related Injuries



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity

TO: WHOM IT MAY CONCERN

FROM: Christine Vo, Benefits Manager

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 been injured or 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 Kaiser ON-THE-JOB Occupational Health 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:

Kaiser ON-THE-JOB Occupational Health Center
10050 N. Wolfe Road
Suite SW1 - 190
Cupertino, CA 95014
Phone: (408) 236 - 6160
General phone number: (800) 464 - 4000
Monday – Friday: 8:30am - 5:00pm, Closed for lunch: 12:30pm - 1:30pm

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

Sedgwick CMS
P.O. Box 14535
Lexington, KY 40512
Phone: (877) 809-9478
Fax: (859) 280-4950

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.

APPENDIX III

STEPS FOR INJURY OF STUDENT IN THE CLINICAL SETTING

1. The student should alert the Clinical Instructor and seek appropriate medical attention either from Kaiser ON-THE-JOB Occupational Health Center <http://hr.fhda.edu/benefits/workers-comp.html> or the affiliate's Emergency Department as needed.
2. The Clinical Instructor should contact the Program Director immediately via phone, 650-949-7469, or via email with full details about the injury so that a Supervisor's Claim and Safety Report can be completed. This form must be completed by the Program Director within the first 24 hours from the time of injury.
3. For all injuries, the clinical affiliate needs to complete the Student Injury Report send it to the Program Director.
4. Forms, available online (<http://hr.fhda.edu/benefits/workers-comp.html>), should be downloaded by the Clinical Instructor and completed by the student.
 - State of California Employer's Report Form (Form 5020)
 - Worker's Comp Report of Injury Form
 - DWC-1
5. Have the student submit forms to the Program Director within 72 hours of the injury.

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

Name of School	RHB School ID
----------------	---------------

Foothill College	1011
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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.*

Name (last, first, middle)	Address (number, street, city, state, zip)	DDE Exposure

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.

Name and Title	Telephone Number
Signature	Date

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: _____

Student Name	Student Signature	Date
--------------	-------------------	------

Follow-up: What steps have been taken to resolve the complaint / issue?

Instructor's Name: _____ Date _____

**Foothill College
Radiologic Technology Program
Student Grievance**

Classroom	Clinic	Laboratory
-----------	--------	------------

Name of Student _____

Date of Occurrence _____

Explanation of Grievance _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.Student Signature _____

DateProgram Director SignatureDate 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

Verbal	Written	Probation	Suspension	Classroom	Clinic	Lab
--------	---------	-----------	------------	-----------	--------	-----

Name of Student: _____ Date: _____

Reason for Conference:

Recommendations and Timelines:

Student Comments: _____

Student: _____

Instructor: _____

Instructor: _____

APPENDIX X

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/>.



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