



# **Policy and Procedure Manual**

## **Radiologic Sciences Department**

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# Introduction

The Radiologic Sciences' Policy and Procedure Manual is a living document. It is reviewed and revised annually. Each revision is published and distributed to all involved parties.

Policies and procedures are subject to revision based upon changing regulations from the state and federal governments, accreditation procedures, and college and clinical policies and procedures. Students and all other involved parties are subject to any new or revised policies that may occur throughout the length of the program, regardless of the date they began the program.

A receipt acknowledging the distribution of this document shall be considered proof of having received the material, as well as acknowledgment and acceptance of the policies within. Furthermore, the recipient understands that any revision supersedes all previous editions.

This manual contains policies, rights, and responsibilities pertinent to the Radiologic Sciences department and the Diagnostic Medical Imaging program (DMI). Please refer to the current General Catalog of City College of San Francisco (CCSF) for information regarding college-wide policies.

The DMI program in the Radiologic Sciences department at City College of San Francisco is Radiologic Sciences accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is recognized by the American Registry of Radiologic Technologists (ARRT).

The Radiologic Sciences department will provide all persons with equal education opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender or gender identification/expression, marital or domestic partner status, sexual orientation, disability, AIDS/HIV status, medical conditions, status as a veteran, citizenship, genetic information, or any other category protected by law except for those students who do not meet the health, physical, and mental requirements of the profession.

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# Radiologic Sciences

## Mission Statement

The Radiologic Sciences department at CCSF is dedicated to the advancement of the allied health care industry by providing educational opportunities that foster ethical and compassionate behavior, professional development, and a respect for human diversity. Our values accomplish this mission through the department's acronym: **CCSF RADSCI**

## Values

Compassionate patient care

Continued pursuit of learning

Sensitivity to the learning needs of our students

Fair and equitable treatment for all

Respect for all

Accountability and ethical behavior

Diversity consciousness

Service to the community and the advancement of the profession

Commitment to excellence in the Radiologic Technology Profession

Integrity of the educational process

## Vision

To provide superior educational opportunities that ensure CCSF Radiologic Sciences graduates are among the highest qualified radiologic technologists in the industry.

## **JRCERT Standards**

The DMI program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182 [www.jrcert.org](http://www.jrcert.org)  
(312) 704-5300 or e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.

The JRCERT is recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography and radiation therapy), Standards for an Accredited Educational Program in Magnetic Resonance, or Standards for an Accredited Educational Program in Medical Dosimetry.

### **Compliance with JRCERT Standards**

Because the Diagnostic Medical Imaging Program at City College of San Francisco is accredited by the JRCERT, the program will always strive to be in compliance with the JRCERT Standards for an Accredited Educational Program in Radiologic Sciences.

If a student determines the program is not in compliance with any standard:

- The student must submit a written narrative explaining the program's noncompliance to the program director
- Upon receipt of a letter, the DMI program will review it to determine if the non-compliance issue exists.
- The program director will respond to the noncompliance letter within 10 semester instructional days
  - If the program finds noncompliance, the program faculty will develop a plan to resolve the issue and bring the program into compliance
- If the party filing the letter is not satisfied with the results, a meeting will be scheduled with the program director to determine if noncompliance still exists.
  - If the program director determines noncompliance is still present, a plan will be drafted to solve the non-compliance issue
- If the results of this meeting are still unsatisfactory to the party filing the letter, a meeting can be scheduled with the Dean of the department and/or the JRCERT

Students have the right to report program infractions of the standards to the JRCERT.



## Standards for Accreditation

This Program meets or exceeds the “Standards for an Accredited Educational Program in Radiologic Technology” (Standards) as published by the JRCERT. Students may request an individual copy of the Standards from the program director. Students have the right to report program infractions of the Standards to the JRCERT.

Inspection of all accreditation documents is available through the program director or clinical coordinator. The JRCERT is dedicated to excellence in education and to the quality and safety of patient care through educational programs in radiation and imaging sciences.

The Standards for an Accredited Educational Program in Radiologic Sciences (JRCERT, 2021) are as follows:

- **Standard One, Accountability, Fair Practices, and Public Information:** The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.
- **Standard Two, Institutional Commitment and Resources:** The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program’s mission.
- **Standard Three, Faculty and Staff:** The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.
- **Standard Four, Curriculum and Academic Practices:** The program’s curriculum and academic practices prepare students for professional practice.
- **Standard Five, Health and Safety:** The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.
- **Standard Six, Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement:** The extent of a program’s effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

## Program Effectiveness Data

Published program effectiveness data and a link to JRCERT’s program effectiveness data is available on the Radiologic Sciences Departmental website.

## **Goals & Student Learning Outcomes**

Upon graduation from City College of San Francisco's Diagnostic Medical Imaging Program, students will be able to perform the following goals and outcomes:

### **Goal 1: Students will demonstrate CLINICAL COMPETENCE**

- 1.1: Students will apply positioning skills
- 1.2: Students will practice radiation protection

### **Goal 2: Students will demonstrate CRITICAL THINKING**

- 2.1: Students will analyze radiographic images
- 2.2: Students will manipulate technical factors

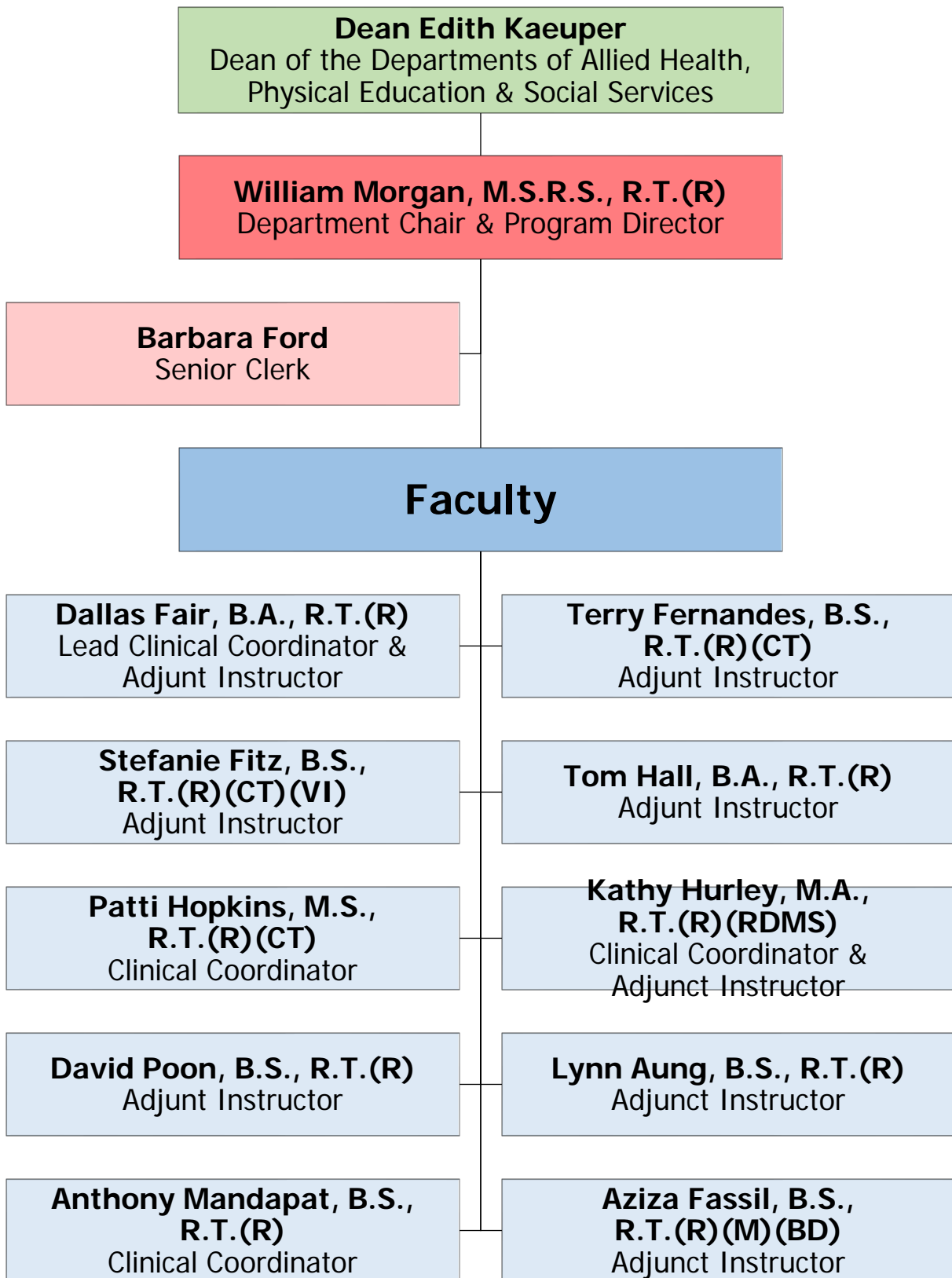
### **Goal 3: Students will demonstrate an understanding of PROFESSIONALISM**

- 3.1: Students will demonstrate professional ethics
- 3.2: Students will demonstrate an appreciation for radiologic sciences

### **Goal 4: Students will demonstrate effective COMMUNICATION skills in the medical environment**

- 4.1: Students will demonstrate oral communication skills
- 4.2: Students will practice written communication skills

## Organizational Chart



# Code of Conduct

## CCSF's Student Code of Conduct

The official [CCSF Student Code of Conduct](https://ccsf.edu/code-of-conduct) can be found on the ccsf.edu website. Enrollment within the Radiologic Sciences department is considered implicit acceptance of the CCSF Student Code of Conduct. CCSF's processes are designed to educate and, where appropriate, sanction those students who violate college regulations. We seek both to promote a student's sense of responsibility by enforcing accountability and to protect our community, when necessary, which may mean removing or restricting those who pose a threat to others.

## Faculty Responsibilities

### Currency in Didactic Instruction

When our instructors speak from experience, it is current. Our instructors have decades of experience in the field of radiology. Many faculty members serve on various statewide and national committees that determine the future of radiologic technology practice, and these faculty members hold multiple degrees and credentials.

### Superior Laboratory Facilities

The CCSF Radiologic Sciences department strives to maintain current equipment that reflects what is used in the clinical setting. This ensures that students develop strong skills that accompany them into the medical environment.

### Strong Clinical Affiliates

The Radiologic Sciences department affiliates with hospitals that are among the most highly rated hospitals in the country. All clinical affiliates provide an emphasis on excellent customer service. Our affiliates are set in a dynamic urban environment, which provides experience with a diverse patient and professional population.

This combination of excellence in didactic and clinical instruction opportunities ensures the CCSF Radiologic Sciences department will fulfill its vision now and in the future.

## **Equal Opportunity Statement**

The Radiologic Sciences Department is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the Radiologic Sciences Department to provide all persons with equal educational opportunities in all of its programs and activities regardless of race, color, national origin, ancestry, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. This will include anyone perceived as having these characteristics or associated with anyone having these characteristics. The compliance officer for purposes of this policy is the District Title 5/EEO/ADA/ Title IX Compliance Officer, 50 Frida Kahlo Way, B213, San Francisco, CA 94112, (415) 452-5053.

Further, the Radiologic Sciences Department does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures or for cooperating in an investigation.

The Radiologic Sciences Department complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds.

The compliance officer/coordinator for purposes of this policy is the District Title 5/EEO/ADA/Title IX Compliance Officer, 50 Frida Kahlo Way, B213, San Francisco, CA 94112, (415) 452-5053. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Title 5/EEO/ADA/Title IX Compliance Officer.

## Harassment Policy

The Radiologic Sciences Department is committed to providing a workplace and an educational environment free of harassment and mistreatment. The Radiologic Sciences Department defines mistreatment as follows: "Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of discrimination based on race, religion, ethnicity, sex, age or sexual orientation; sexual harassment; psychological cruelty; and physical punishment."

The Radiologic Sciences Department will treat all aspects of the complaint procedure confidentially to the extent reasonably possible. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. Upon receiving a complaint, or being advised that violation of this harassment policy may be occurring, the Department Chair will be notified and will follow CCSF's [Student Complaints and Grievances](#) protocol.

# **Student Health and Technical Standards**

## **Americans with Disabilities Act**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, CCSF makes reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Disabled Students Programs and Services (DSPS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. To assist students, the office has books on tape, recorders, and adaptive software that can be lent to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with DSPS, Rosenberg Library, room 323. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by DSPS. Specific information on filing a grievance is available through DSPS.

The Director of DSPS serves as the ADA Coordinator: (415) 452-5481

## **Background Check**

A background check is required. The student will incur the cost for this procedure. Students must complete this background check upon admission to the program and prior to any clinical placement.

- A positive background check finding will require the student to follow the ARRT pre-application procedure during the first semester in the program and prior to any clinical placement. This procedure is located at [www.ARRT.org](http://www.ARRT.org) and the student will incur all costs.
- Failure to complete and pass the ARRT pre-application procedure and ethics review before clinical placement will be cause for program dismissal
- Clinical rejection due to any positive background check finding regardless of the ARRT ethics review process will be cause for program dismissal
- Any change in felony or misdemeanor status while in a Radiologic Sciences department program will result in the student following the step above and may be cause for program dismissal

## **Drug Screening**

Drug screening is required. The student will incur the cost of this procedure. Students must pass a drug screen upon admission to the program and prior to clinical placement.

- Positive drug screens (including marijuana) can be cause for program dismissal
- Students may be required to submit to subsequent randomly conducted drug screening tests while in a Radiologic Sciences department program
- Any change in drug screening status while in a Radiologic Sciences department program may also be cause for program dismissal

## **Cardio-Pulmonary Resuscitation (CPR) Certification**

All students must maintain a current CPR certification (card) in Basic Life Support (BLS) – Adults and Children, prior to entering and throughout their clinical assignment. The course must be designated for provider or healthcare worker. Failure to have a current card will preclude the student from beginning or remaining in the clinical assignment until renewed. All time missed due to non-compliance will come from PTO/Conference time or must be made up.

Recommended courses:

- American Heart Association: "BLS Provider"
- American Red Cross: "BLS/CPR for Healthcare"

Courses which do not meet CPR certification requirements:

- American Heart Association: "Heartsaver"
- American Heart Association: "CPR Anytime"
- American Red Cross: "CPR Certification"
- American Red Cross: "AED Certification"

## **Health Requirements**

Once enrolled in a Radiologic Sciences department program, students are required to have certain vaccinations and positive titer results per San Francisco Health Department and clinical affiliate site policy. In addition, the student must satisfactorily complete a physical examination given by an appropriately licensed health care provider and proven to be physically able to perform the functions of this profession. Also, the student must successfully pass a drug screen. The student will incur all costs of these activities. Clinical placement is dependent upon completing and passing all health requirements. Failure to comply with any health requirements may be cause for program dismissal. All health requirements must be met before clinical placement.



# Program Entrance Health Requirements

## Immunization Proof (Titer)

A titer is a laboratory result based on a blood sample; it shows whether you have antibodies in your blood. The student must furnish proof of a laboratory issued titer report on all of the following:

- Rubeola
- Rubella
- Mumps
- Varicella
- Hepatitis B
  - Hep B vaccines can be acquired one of two ways:
    1. Standard Hep B vaccine (consists of three vaccine injections)
      - 1<sup>st</sup> injection
      - 2<sup>nd</sup> injection given one month after the first injection
      - 3<sup>rd</sup> injection given six months after the first injection
    2. HepB-CpG/Heplisav-B (consists of two vaccine injections)
      - 1<sup>st</sup> injection
      - 2<sup>nd</sup> injection given four weeks after the first injection
  - If a student's blood does not show antibodies, a second vaccination and titer must be done.
    - If again the student's blood does not show antibodies, a letter from the physician on official letterhead is required as evidence of the lack of the student's immune system to create antibodies
    - All illnesses incurred by the student because of this lack of immune system response will not be the responsibility of CCSF, the Radiologic Sciences department, or the clinical affiliate
    - Lack of Hep B antibodies may be cause for the student to have limited clinical placement options or none at all

### **Vaccination Proof (non-titer)**

Vaccination proof (non-titer) is a document from a healthcare provider documenting you have received a vaccine. The student must furnish proof of vaccination for:

- COVID-19 vaccine or booster
  1. Lack of COVID-19 vaccine or booster may be cause for the student to have limited clinical placement options or none at all
- Tdap vaccine or booster (must be dated within five years of program entrance)
- Seasonal influenza (flu) vaccine
- Tuberculin test (TB) (must be dated within six months of program entrance)
  1. The first TB test upon program entrance can be acquired one of two ways:
    1. Two separate purified protein derivative (PPD) skin tests done within 1-4 weeks of each other
      - Chest x-ray if needed
    2. One QuantiFERON-TB (QFT) blood test
      - Chest x-ray if needed

## **Continuing Student Health Requirements**

### **Tuberculin Test (TB)**

- Once yearly a TB test can be acquired one of two ways:
  1. One purified protein derivative (PPD) skin test
  2. QuantiFERON-TB (QFT) blood test
- If a chest x-ray is required due to a positive result, the chest x-ray must be repeated once yearly

### **Seasonal Influenza (Flu) Vaccine**

- Every year a student must get a new seasonal influenza (flu) vaccine

# Curriculum Sequence

The Radiologic Sciences DMI program is an Associate of Science degree program (AS). The following course sequence **does not include** CCSF AS degree graduation requirements. Students should consult with a counselor to ensure all graduation requirements are being met.

## Fall Start

1st Semester – Fall		Units
DMI 49	Intro to Radiologic Technology	3
DMI 50A	Intro to Medical Radiography	3
DMI 52	Patient Care & Staff Relations	3

2nd Semester - Spring		Units
DMI 50B	Radiographic Physics & Equipment	2.5
DMI 51A	Radiographic Anatomy & Positioning	7
DMI 51B	Radiographic Exposure Factors	2

3rd Semester - Summer		Units
DMI 62	Clinical Education I	5

4th Semester - Fall		Units
DMI 70	Radiation Protection	2
DMI 56	Pathology	3
DMI 57	Multiplanar Imaging	3
DMI 63	Intermediate Imaging Procedures	2
DMI 64	Clinical Education II	5

5th Semester - Spring		Units
DMI 54	Interventional Radiology	2
DMI 65	Advanced Imaging Procedures	2
DMI 66	Clinical Education III	5
DMI 72	Mammography	3

6th & 7th Semester - Summer & Fall		Units
DMI 68	Clinical Education IV	13
DMI 69	Clinical Education V	6
DMI 100	Registry Exam & Career Prep	1

## Spring Start

1st Semester – Spring		Units
DMI 49	Intro to Radiologic Technology	3
DMI 50A	Intro to Medical Radiography	3
DMI 52	Patient Care & Staff Relations	3

2nd Semester - Fall		Units
DMI 50B	Radiographic Physics & Equipment	2.5
DMI 51A	Radiographic Anatomy & Positioning	7
DMI 51B	Radiographic Exposure Factors	2

3rd Semester - Spring		Units
DMI 70	Radiation Protection	2
DMI 57	Multiplanar Imaging	3
DMI 63	Intermediate Imaging Procedures	2
DMI 62	Clinical Education I	5

4th Semester - Summer		Units
DMI 64	Clinical Education II	5

5th Semester - Fall		Units
DMI 54	Interventional Radiology	2
DMI 56	Pathology	3
DMI 65	Advanced Imaging Procedures	2
DMI 66	Clinical Education III	5
DMI 72	Mammography	3

6th & 7th Semester - Spring & Summer		Units
DMI 68	Clinical Education IV	13
DMI 69	Clinical Education V	6
DMI 100	Registry Exam & Career Prep	1

## **Program Length and Advanced Standing/Transfer**

The Radiologic Sciences DMI program is 30 months in length, requiring the student to complete the Associate of Science degree requirements with a major in Diagnostic Medical Imaging and acquire eligibility for the national certification examination. If a student has an associate or higher degree prior to program admittance, they must still matriculate into the CCSF system and obtain an AS in Diagnostic Medical Imaging, prior to graduation from CCSF. For CCSF degree requirements, see the appropriate section of the [CCSF Catalogue](#).

Advanced standing and/or transfer from another Radiologic Science program into a CCSF Radiologic Sciences department program is not considered.

## **Clinical Education**

The clinical education portion of this program is the “laboratory,” wherein the student applies the knowledge and skills gained on campus to the practice of radiologic technology. While the application of these skills is of paramount importance, an almost equally important experience is the establishment of desirable qualities in patient and staff relationships, professionalism, attendance, and punctuality. In short, clinical education offers the student an opportunity to become a well-rounded professional who will be an asset to any medical imaging department, office, or clinic.

There are specific objectives for each clinical semester, and it is the joint responsibility of the Clinical Preceptor at each affiliate to schedule the students to enable them to achieve their competencies and the student to notify the Clinical Preceptor if any competencies have not been available or were not attained for any reason. Further, students are assigned to a radiographer who will give direct or indirect supervision, whichever is required. The clinical experience systematically requires the students to assume and master more difficult tasks as they progress through the program.

Students are evaluated on an ongoing basis, and grades are sent to the college twice in the spring and fall semesters and once in the summer session. The program officials will review all records periodically to ensure that students are achieving appropriate competencies. The student must pass all 1<sup>st</sup> and 2<sup>nd</sup>-semester course requirements with a final grade of “C” or higher to achieve clinical placement.

Clinical students are not to replace radiology staff at any time during the program. This matter is part of the legal agreement between the college and the clinical affiliates. Students assigned to areas without adequate staffing must be reassigned to appropriately supervised areas.

## Venipuncture Certification

All students **must complete** the venipuncture certification procedure prior to the completion of a Radiologic Sciences department program in accordance with the California Health and Safety Code Section 106985. The student will:

- Receive a total of ten hours of instruction, including all of the following:
  - Anatomy and physiology of venipuncture sites.
  - Venipuncture instruments, intravenous solutions, and related equipment.
  - Puncture techniques.
  - Techniques of intravenous line establishment.
  - Hazards and complications of venipuncture.
  - Post-puncture care.
  - Composition and purpose of antianaphylaxis tray.
  - First aid and basic cardiopulmonary resuscitation.
- Perform ten venipunctures under supervision.

## Program Standards

### Cell Phones and Personal Electronic Devices

The use of cell phones and personal electronic devices (cell phones, tablets, etc.) are prohibited in the classroom (unless allowed by the course instructor). Audio or video recording of Radiologic Science department faculty is prohibited.

During clinical hours, cell phones, and personal electronic devices must remain in the student storage area unless otherwise instructed by the clinical site. Because situations do occur, family members should be given the number of the hospital radiology department and informed about how to reach you in an emergency. Only telephone calls of an emergency nature may be made or received by students during clinical hours.

### Controlled Substances

It is a violation of CCSF's Student Code of Conduct for students to unlawfully use, sell, distribute, or possess, or be present on campus or in a clinical affiliate site, while under the influence of any controlled substance as listed in the California Health & Safety Code (except as expressly permitted by law and evidenced by medical authorization). It is also a violation of the same code for students to use, sell, or distribute any poison classified by laws defining controlled substances while on District property or at District functions. Finally, it is a violation of the same code to unlawfully use, possess, offer, arrange, or negotiate the sale of any drug paraphernalia.

## **Orientation**

A "New Student Orientation" will be provided to students accepted and entering their first semester of a Radiologic Science department program. The orientation includes information including, but not limited to, radiation safety, program structure, and policies and procedures.

A "Clinical Orientation" will be provided to students at the beginning of each clinical semester. The orientation includes information including, but not limited to, indirect/direct supervision, MR safety, and competency evaluations.

## Dress Code

Radiologic Sciences department students are expected to convey a professional appearance or image and are expected to be neat and clean during their didactic and clinical semesters. Failure to be appropriately dressed will result in being sent home with the loss of clinical hours, which will affect your final grade.

- The entire uniform (scrub top, bottom, undershirt, and shoes) must be clean, ironed, without missing buttons/fasteners, and free of spots
- Navy blue hospital-style scrubs must be worn in the clinical setting, and a white lab coat may be required by your hospital
  - Underwear must not be visible through the uniform or above the pant waist level
  - If an undershirt is worn, it must be white, black, gray, or navy blue
  - Hospital surgery scrubs shall only be worn when the student is scheduled for surgery
  - A CCSF patch must be sewn on the left shoulder of all scrub tops and lab coats
  - A CCSF identification badge stating "Student Radiographer" must always be worn visibly on the chest
- All white or all black closed-toe shoes are required
- Daily personal hygiene must be maintained
  - Cologne or perfume is forbidden
  - Hair must be clean, well-groomed, and worn off the collar or tied back and of a natural color
  - Beards must not be longer than ¼ inch in length; however, some hospitals may not accept any facial hair at all. If you are assigned to that type of hospital, you must comply with their rules
  - Fingernail polish must be clear or natural in color
    - No artificial nails are allowed per the CDC
- Jewelry
  - One ring, one pair of post earrings, and a wristwatch is permitted
    - Earrings may not extend beyond the ear lobe
    - Hoops are not permitted at any time
    - No other body piercings are allowed due to MRI safety protocol
- Makeup should be subtle if used
- Tattoos must be covered with suitable clothing or bandages and not be visible

## **Social Media**

The Radiologic Science department urges all students to be conscious and careful when using social media. It is illegal to post x-ray images of patients on social media without the patient's written consent. It is not illegal to use x-ray images of patients for advancement in medical care within academia.

Currently, there is no way to erase digital content. Inappropriate use can diminish your personal reputation as well as the reputation of CCSF and/or the Radiologic Sciences department. False and defamatory comments spoken and heard are called slander, and when these comments are written and published, it is called libel. Together, slander and libel are referred to as defamation. Legal actions can be taken when inappropriate content is published and confidentially is compromised.

Posting of information relative to clinical sites, technologists, patients or their families, and faculty/didactic course content is considered an unethical breach of confidentiality. This will be considered a direct violation of HIPAA and the professional conduct to which you have agreed to adhere by entering a radiologic science program. Any posting of this nature will result in disciplinary action, which may include dismissal from the program.



# Academic Standards

Academic standing in a Radiologic Sciences department program is based on the accumulation of course grades and clinical performance during each academic phase of the curriculum: the didactic phase and the clinical phase. Radiologic Sciences department students need to understand these guidelines, take responsibility for keeping up with their studies, and appropriately address any issues before they impede their academic performance.

- A GPA of 2.0 or higher must be maintained for all CCSF courses
- All Radiologic Sciences department courses must be passed with a grade of C (75%) or better
  - The final grade that is assigned to a student is the purview of the course instructor who teaches the course
  - No Radiologic Sciences department courses can be taken as "Pass/No Pass"
- Course failure is grounds for dismissal from the Radiologic Sciences department
- Students must be eligible for CCSF graduation one year prior to matriculation from a Radiologic Sciences department program regardless of any current degree

## Grading Scale

To meet the standards established by JRCERT and the ARRT, students are required to meet the following Radiologic Sciences department grading scale standard:

A	92-100%
B	84-91.9%
C	75-83.9%
D	67-74.9%
F	<66.9%

It is the policy of the Radiologic Sciences department instructors and clinical instructors not to round up final grades.

## Plagiarism

Plagiarism is defined as the unauthorized use of the written language and thought of another author without proper quoting or citing and representing him/her as one's own.

Based upon the severity of the findings, appropriate disciplinary action will be taken, including, but not limited to, the following: the opportunity for resubmitting with corrections to receive a lower letter grade, failure in the course, academic probation, or dismissal from the program.

## Credit Hours

All credit courses are awarded units of semester credit. The method used to award credit hours is determined and outlined by the California Community Colleges Chancellor's Office.

$$\text{Units of Lecture and Lab Credit} = (\text{Total Contract Hours} + \text{Outside of Class Hours}) / 52.5$$

- Lecture total contract hour to outside of class hour ratio is 1:2. Meaning, for every one hour of lecture, the student studies for two hours outside of lecture.
- Lab total contract hour to outside of class hour ratio is 3:0. Meaning, for every three hours of lab, the student studies for zero hours outside of lab.
- The college recognizes 17.5 weeks per semester.

Example:

- DMI 51A (lecture and lab) – 7 units
  - DMI 51A lecture meets two days a week for three hours each
    - Total Contract Hours = 6 hours per week x 17.5 weeks (105)
    - Outside of Class Hours = 12 hours per week x 17.5 weeks (210)
    - $105 + 210 = 315$
    - $315 / 52.5 = 6$
    - The lecture is 6 units
  - DMI 51A lab meets one day a week for four hours each
    - Total Contract Hours = 4 hours per week x 17.5 weeks (70)
    - Outside of Class Hours = 0
    - $70 / 52.5 = 1.3$  (rounding to the nearest increment of credit awarded)
    - The lab is 1 unit

# Clinical Standards

## Scope of Practice for the Radiologic Technology Student

- 1) Providing optimal patient care
- 2) Receiving, relaying, and documenting verbal, written, and electronic orders
- 3) Corroborating a patient's clinical history with the procedure and ensuring information is documented and available for use by a licensed practitioner
- 4) Verifying informed consent for applicable procedures
- 5) Assuming responsibility for patient needs during procedures
- 6) Preparing patients for procedures
- 7) Applying principles of ALARA to minimize exposure to patient, self, and others
- 8) Performing venipuncture as prescribed by a licensed practitioner
- 9) Starting, maintaining, and/or removing intravenous access as prescribed by a licensed practitioner
- 10) Identifying and responding to emergency situations
- 11) Applying the principles of patient safety during all aspects of patient care
- 12) Performing diagnostic radiographic and noninterpretive fluoroscopic procedures as prescribed by a licensed practitioner
- 13) Optimizing technical exposure factors in accordance with the principles of ALARA
- 14) Assisting the licensed practitioner with fluoroscopic and specialized radiologic procedures

## **Assignments (Placements)**

The primary clinical assignment is based on geography when possible and is the responsibility of the Radiologic Sciences department. Rotation of clinical assignment is based on clinical education, which may not be available at the primary clinical assignment. Students shall be assigned to a room or area (OR, portables, etc.) according to their standing in the program. This will ensure that students are not scheduled above the level of their academic experience. Concurrent with their assignment to a room or area, students shall also be assigned to a radiographer when possible; however, all student work must be reviewed by a radiographer prior to submitting a study for interpretation.

If an affiliate is unable to offer a given competency, the Clinical Preceptor shall allow the student to do a simulation of the examination (competency). The simulation must meet all standards. The student will need to repeat a simulated exam in each subsequent clinical semester until completion on a patient.

The Radiologic Sciences Department will not use vaccination status in assigning primary or rotation clinical assignment. Neither vaccinated or unvaccinated students who meet exception criteria will receive preferential primary or rotating clinical site assignment. Clinical sites may prohibit unvaccinated students from performing exams in certain areas (ex. surgery, the emergency department, etc.).

## **Clinical Transfer Request**

It is the intent of the Radiologic Sciences department to provide each student a means to resolve any issue arising from the clinical setting. A student or clinical affiliate may request a transfer at any time. Only one clinical transfer, for any reason, will be allowed during the entire course of the program.

If the Office of Student Conduct and Discipline is involved with the student during any point of the clinical transfer request process, the clinical transfer request transfer process will be suspended until the Office of Student Conduct and Discipline closes the case.

### **Clinical Affiliate Request for Transfer**

- The Clinical Preceptor must submit a formal written request for transfer
  - The request must cite reasons for the request
  - The request must be sent to the Program Director, Department Chair, and Lead Clinical Coordinator
- The student will be removed from the clinical affiliate immediately
- All attempts will be made to find a new clinical affiliate for the student
  - If a clinical affiliate can accept the student
    - All time missed must be made up
  - If no new clinical affiliate can accept the student, the student will be dismissed

### **Student Request for Transfer**

- Student must be in good academic standing in all courses
- Student must submit a formal written request to transfer
  - The request must cite reasons for the request
  - The request must be sent to the Program Director, Department Chair, and Lead Clinical Coordinator
- Upon submission, the process for transfer begins, and the request for transfer cannot be withdrawn at any time
- Transfer approval is at the sole discretion of the Department Chair
  - If the transfer is granted
    - All time missed must be made up
    - If no new clinical affiliate can accept the student, the student must choose to voluntarily withdraw from the program or remain at the current clinical site
  - If the transfer is denied, the student must choose to voluntarily withdraw from the program or remain at the current clinical site

## **HIPAA and Electronic Medical Records**

All patient records are confidential in nature. Requests for information concerning a patient should be referred to the supervising technologist or the Clinical Preceptor. Students are expected to maintain confidentiality in a professional manner. In accordance with Health Insurance Portability and Accountability Act (HIPAA) of 1996, all patient information will be confidential. Students will maintain the privacy of protected health information by: limiting discussion of protected health information to private areas and conference rooms; not discussing health information outside the health care facility unless such discussion is with an appropriate faculty member and in private; not discussing protected health information with other students; refraining from copying any part of the medical record for use outside of the health care facility.

## **Insurance**

Liability insurance is provided by the college provided the student is officially enrolled in the appropriate Radiologic Sciences department clinical course. Students may consider additional insurance if they wish. Workman's Compensation is provided by CCSF provided the student is officially enrolled in the appropriate Radiologic Sciences department clinical course.

Students are not covered by insurance

- If they are not officially enrolled in a course
- Before 6:30 am and after 6:30 pm
- During weekends, holidays, Spring Break, or semester intercessions

## **Incident - Patient**

If any adverse incident occurs with a patient, it is the student's responsibility within 24 hours of occurrence to

- Contact Clinical Preceptor and notify of the incident
- Follow clinical site's policy on reporting patient incidents
- Complete "Patient Incident Form" through Trajecsyst

## **Incident - Equipment**

If any adverse incident occurs with any piece of equipment, it is the student's responsibility within 24 hours of occurrence to

- Contact Clinical Preceptor and notify of the incident
- Follow clinical site's policy on reporting equipment incidents
- Complete "Equipment Incident Form" through Trajecsyst

## **Magnetic Resonance Imaging (MR) Safety Practices**

Prior to entering the clinical environment, the program designates a time period for instruction on MRI safety guidelines and/or provides an instructional video.

Before any student is allowed to perform a rotation in MR, the "MR Safety Screening Form" must be completed and reviewed by the Clinical Preceptor and the MR supervisor. If a student is contraindicated to perform a rotation in the MR area, the Clinical Preceptor will adjust the student's clinical requirements to ensure the safety of the student.

A student is required to notify the Clinical Preceptor and Program Director if any information on the "MR Safety Screening Form" changes.

## **Radiation Safety Practices**

To minimize exposure, students must properly utilize imaging equipment, accessories, exposure factors, and proper patient positioning. Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

## **Radiologic Markers**

Students are responsible for purchasing their own left and right markers. These markers shall have three initials on them for identification purposes. If the markers are lost, it is the responsibility of the student to purchase any additional sets needed.

## Record Maintenance

All official documents must be kept on Trajecsys (TRS) and in the student's clinical book until requested by the program officials. The student's record maintenance will be checked for currency at each clinical affiliate visit (clinical site visit) by the Radiologic Sciences department program officials or the Clinical Preceptor. It is the responsibility of each student to maintain current records of the following:

- Attendance
- Clinical Binder
  - ARRT Radiography Didactic and Clinical Competency Requirements
  - Clinical Competencies
    - Completed competencies must be listed on TRS accurately for them to be accepted. It is the student's responsibility to ensure all competencies are listed appropriately.
    - Hard copies of completed competencies cannot be kept in the clinical binder.
  - Daily Report (Daily Log Sheet)
    - The Daily Log Sheet must be completed in its entirety
    - The student's daily report must reflect all radiographic procedures and activities of the student
    - All examinations must indicate supervision by the signatures of the technologist or other official to whom the student is assigned
    - All repeat examinations must be documented and signed by the supervising technologist
    - All fluoroscopy cases must include Certified Radiologic Technologist (CRT) license number (RHF#) and exam duration
    - All fluoroscopy cases (including surgical and IR) and exam time must be recorded in TRS



## **Competency-Based Goals, Evaluations, and Examination**

Clinical competencies have been formulated to coincide, as much as possible, with the academic experience of the students and represent the minimum achievement expected during a given semester.

The clinical education evaluation is called "Student Clinical Evaluation" and is found on TRS. This form must be completed by the Clinical Preceptor and reviewed by the student. The student must review the "Student Clinical Evaluation" and submit all end-of-semester clinical documents to successfully pass the course.

Each competency exam must be recorded in TRS by the supervising technologists. All technologists who approve a competency for a student must have been licensed by the Radiation Health Branch in California for a minimum of two years and be currently certified by the ARRT.

## **Daily Log Sheet**

The Daily Log Sheet enables the student to enter exams they have completed daily. It is the responsibility of the student to correctly complete all required fields. The student must also identify pediatric patients (any patient under 18 years of age). The radiographer to whom the student is assigned must "critique" the images and sign the appropriate columns on the Daily Log Sheet as the supervising radiographer. All repeat radiographs must also be logged separately and have a separate radiographer signature as the supervising radiographer.

## Scheduling

Student schedules are the responsibility of the designated Clinical Preceptor and are guided by the specific competencies for that semester. There is a mutual responsibility of both student and Clinical Preceptor to continue to seek resolution when the student is not able to achieve the competencies due to lack of available examinations.

Students shall be scheduled for no more than eight hours of clinical education per day. This does not include lunch.

- Students are not allowed to do any overtime
- Students are not allowed to forgo lunch to leave early, start late, or accumulate compensation time except for conference days
- Students are to begin their day according to the schedule provided by their Clinical Preceptor and end their day 8.5 hours later
- If a student arrives late (more than five minutes), they are not allowed to stay extra time to make up the difference. They are considered tardy, and the time is lost. Any time lost will need to be made up at the end of the semester. See "Attendance – Clinical" on how to make up time lost.

Commencement of the day must coincide with the clinical experience required. No student schedule shall begin before 6:30 am nor extend beyond 6:30 pm or include Saturdays, Sundays, Spring Break, holidays, or semester intercessions. Students shall not be scheduled for more than five consecutive days during any seven consecutive day period. All student schedules should be in writing and posted in a designated area and given to the student whenever possible.

## **Supervision**

All radiography students shall have direct supervision during clinical education until a competency is evaluated and satisfactorily completed. Students shall never have less than indirect supervision. Supervision means responsibility for, and control of, quality, radiation safety, and technical aspects of all radiographic examinations and procedures.

### **Direct Supervision**

Direct supervision is defined by JRCERT as supervision provided by a qualified radiographer present in the room while the examination is performed.

- A qualified radiographer must
  - Review the procedure in relation to the student's achievement,
  - Evaluate the condition of the patient in relation to the student's knowledge
  - Be physically present during the conduct of the procedure
  - Review and approve the procedure and/or image
  - All repeat, pediatric, surgical, mobile, and trauma radiographs must be performed under direct supervision regardless of the level of competency

### **Indirect Supervision**

Indirect supervision is defined by JRCERT as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

- "Immediately available" is interpreted by the Radiologic Sciences department faculty as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed and within speaking distance
- The student must have successfully completed and passed a clinical competency on the examination they are about to perform. The competency must be passed and reported in TRS.
- The student must demonstrate the knowledge, patient care skills, and confidence for the exam that they are about to perform
- A qualified radiographer must
  - Evaluate the condition of the patient in relation to the student's knowledge
  - Indirectly supervise the student throughout the entire procedure
  - Review and approve the procedure and/or image

# Professional Conduct and Disciplinary Procedures

Professional behavior refers to the characteristic conduct that reflects the commonly held values and beliefs of the Radiologic Sciences Department, City College of San Francisco, and the clinical affiliates. At all times, students are expected to conduct themselves in a professional manner and abide by the highest standards of academic honesty, ethics, and professional conduct.

The following are considered essential requirements for Radiologic Sciences department students and are part of the students' academic review:

- Personal hygiene, grooming, and timeliness
- Interpersonal relations and collegiality
- Handling stress, setting priorities, and time management
- Honesty and integrity
- Maturity, dedication, and initiative
- Professionalism
- Academic progression

Any breach of professionalism, as described within this Policy and Procedure Manual, but not limited to, CCSF policy, Radiologic Sciences department policy, clinical affiliate site policy, JRCERT policy, ARRT Code of Ethics, or scope of practice of the radiologic technology student which may occur during a student's tenure (didactic and clinical semesters) within the Radiologic Sciences department program will result in disciplinary action. The student shall be informed of the unsatisfactory performance that has led to the disciplinary measures.

Unsafe, unethical, illegal, or inappropriate/unprofessional behavior may result in removal from the classroom or clinical affiliate site and immediate dismissal from the program without the possibility of readmittance. Any student employed as a paid or unpaid radiologic technologist prior to program completion by any institution is cause for immediate program dismissal.

Disciplinary actions in the academic or clinical setting shall fall into one of the following categories: coaching/warning/reprimand, departmental probation, or dismissal.

## **Coaching, Warning, and Reprimand**

A coaching is given to a student to allow them a written record of opportunities for improvement.

Warnings and reprimands are formal notifications to a student that they have violated professional conduct, and a record will be placed in the student's departmental academic record. A warning can be either verbal or written. A reprimand is written. Coaching, warnings, and reprimands are cumulative and remain with the student regardless of graduation, withdrawal, dismissal, or readmittance.

## **Departmental Probation**

Departmental probation means a process or period in which a student's fitness for academic progression, performing examinations, or other related professional tasks associated with education as a student radiographer are closely observed and assessed.

The program officials and clinical affiliates will review all documentation and determine if the student is eligible to resume previous non-probationary status or be dismissed. If the student fails to show significant improvement as deemed appropriate by the program officials and the clinical affiliate after the probationary period or the end of the semester (whichever comes first), the student will be dismissed.

## **Dismissal**

Dismissal means removal and termination of status from the Radiologic Sciences departmental programs.

A student may be dismissed for poor academic performance or any breach of professionalism as described in the following documents; this list may not be all-inclusive and must follow all state legal and ethical regulations: CCSF policy, Radiologic Sciences department policy, clinical affiliate policy, JRCERT policy, and ARRT Code of Ethics.

- A student dismissed for failed coursework is eligible to reapply to a Radiologic Science department program
- A student dismissed for any reason other than failed coursework is not eligible to reapply to a Radiologic Science department program

## **Grievance Policy and Appeals**

It is the intent of the Radiologic Sciences department to provide each student a means to resolve an academic or non-academic issue arising from the application of the Radiologic Sciences department policies and procedures.

Decisions regarding anything in this section are subject to CCSF policies as set forth in the Catalogue under General Information, referring specifically to the student's right to due process. The [Office of Student Affairs](#) has the responsibility to ensure the implementation of this due process.

### **Appeal a Grade or Appeal a Dismissal Due to a Failing Grade**

The process to appeal a grade or a dismissal due to a failing grade can be found on the CCSF Student Affairs website [CCSF Student Complaints and Grievances](#) under "Step 1: Informal Complaint Process; Academic Matters: Grade & File Review Complaint Process." The process begins by the student requesting a meeting with the instructor and/or department chair.

The California Code of Regulations (Title 5, Section 55025) states, "In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency."

### **Appeal a Dismissal Due to Reasons Other Than a Failing Grade**

The process to appeal a dismissal due to a reason other than failing a grade is as follows:

1. Submit a written narrative explaining the basis of the appeal to the Radiologic Sciences Department Chair
2. The Radiologic Sciences Department Chair will respond with an appeal decision, in writing, within 10 semester instructional days
3. Upon receipt of the Radiologic Sciences Department Chair's appeal decision or if the Radiologic Sciences Department Chair fails to resolve the appeal within 10 semester instructional days, the student may continue the appeal process by requesting a meeting with the Dean over the Radiologic Sciences Department

### **File a Grievance or File a Faculty Complaint**

The process to initiate a grievance or faculty complaint (both academic and non-academic) can be found on the CCSF Student Affairs website: [CCSF Student Complaints and Grievances](#). The process begins with the "Informal Complaint Process."

## Readmission

A student dismissed for failed coursework or academic non-progression is eligible to reapply to a Radiologic Sciences department program; however, students dismissed due to clinical transfer requests or for reasons other than failed coursework or academic non-progression are not eligible to reapply. The student must reapply during the posted admission date range. All application requirements must be met include the seven-year recency requirement.

- Prior Radiologic Sciences department coursework and clinical hours will be negated from the student's file
- Prior communications and/or disciplinary actions will remain on the student's file
- A student may be readmitted only once
- Students reapplying must submit a written statement regarding how they improved to meet qualifications for this application that are documented and verifiable
- Readmission based on a student's voluntary withdrawal is at the sole discretion of the Department Chair
- If readmitted
  - the student must petition the [Office of Student Affairs](#) for permission to repeat all appropriate Radiologic Sciences courses regardless if the prior course(s) have been passed with a C or better
  - the student must repeat all expired requirements in the Health Packet

# Attendance

## Attendance - Didactic

Students are expected to attend class regularly and punctually. If a student is absent or tardy excessively, the instructor can drop the student from the class any time up to and including the last day to drop a class as specified in the Calendar of Instruction.

Excessively is defined in the course's syllabi or, if excessively is not defined in the course's syllabi, it is defined as three occurrences, whether consecutive or non-consecutive, of arriving late, leaving early, or absent.

## Attendance - Clinical

Students are expected to attend class regularly and punctually. Absences beyond internship PTO and/or conference days and tardiness must be made up during the semester they occurred.

- Students who will be tardy must, on the day of tardiness
  - Email their Lead Clinical Preceptor
  - Email their Lead Clinical Coordinator
  - Call and speak directly with (or leave a voice message for) the Lead Clinical Preceptor
- Students who miss a clinical day must, on day of absence
  - Email their Lead Clinical Preceptor
  - Email their Lead Clinical Coordinator
  - Call and speak directly with (or leave a voice message for) the Lead Clinical Preceptor
- All clinical time missed must be made up during the semester it occurred in four- or eight-hour blocks of time
- If two or more consecutive days are missed, an official note from your provider must be provided to return to the clinical environment
- No more than two consecutive days can be asked off using either/or PTO and conference days
- Being absent without permission/notification will reduce the final grade by one letter
- Three or more occurrences of being more than five minutes late or leaving early will reduce the final grade by one letter
- Students cannot make up tardy time by staying late



## **Bereavement Leave**

Students are allowed bereavement leave in the event of a death in the immediate family. Immediate family is defined as a parent (including foster and stepparents), child, spouse/same-sex domestic partner, brother, sister, parent-in-law, son or daughter-in-law, brother or sister-in-law, stepchild, foster child, grandparent, grandparent-in-law, and grandchild.

- Bereavement leave is handled on an individual basis
- Typical bereavement leave is three days
- Clinical students may need to make up time missed
- Proof of family member's passing must be provided upon request

## **Conference Days**

Conference days are granted by the faculty when exchanging one learning experience for another such as attending the Radiologic Health Branch Annual Meeting or California Society of Radiologic Technologists Annual Meeting.

- Proof of conference day must be submitted upon request
- Conference days can be used at any time during externship or internship
- To request a conference day, contact the Lead Clinical Preceptor and Lead Clinical Coordinator at least 24 hours before the date is requested
- Conference days cannot be used
  - to finish the program/semester early
  - during grading periods or finals
  - consecutively
  - to extend a long weekend

## **Flex Days**

- Didactic classes are not held on CCSF Flex Days
- Clinical classes are held on CCSF Flex Days

## Holidays

Didactic and clinical classes are not held on official CCSF holidays. Clinical students do not need to make up for the clinical time missed. Official CCSF holidays:

- Martin Luther King, Jr. Day
- Lunar New Year
- President's Day
- Cesar Chavez Day
- Memorial Day
- Spring Break
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Indigenous People's Day
- Semester Intercession

Clinical students will need to make up time if a hospital observes a holiday other than an official CCSF holiday and the hospital staff is on "holiday staffing/skeleton crew."

## Hospital Strikes

Clinical students whose hospital's radiology department is on strike will not attend clinical on that day. It will be the decision of the program officials if clinical students need to make up for clinical time missed.

## Internship PTO

A total of three PTO days are allowed during Internship. PTO days do not need to be made up.

- To request PTO, contact the Lead Clinical Preceptor and Lead Clinical Coordinator at least 24 hours before the date PTO is requested
- PTO cannot be used
  - to finish the program/semester early
  - during grading periods or finals
  - consecutively
  - to extend a long weekend/break

## Jury Duty

It is strongly encouraged to defer jury duty to semester intercessions and breaks.

- Clinical students will need to make up time missed
- Official jury duty paperwork must be submitted
- The Radiologic Sciences department will not provide letters to help defer jury duty

## **Leave of Absence**

Students enrolled in a Radiologic Sciences department program are permitted to request a leave of absence due to medical conditions or personal reasons. Leave of absence for personal reasons cannot be granted if the student is not in good academic standing at the time the request is made.

- A leave of absence can be granted for up to one semester
- Leave of absence requires approval from the Program Director
- Leave of absence without approval from the Program Director is considered a voluntary withdrawal
- Upon completion of the leave of absence, the student must request readmission to the academic program in writing. The Program Director will determine if readmission after completion of leave of absence is approved after consultation with the student and faculty.
- Upon return from a leave of absence, the returning student may be required to affirm continued compliance with the health and technical standards of the Radiologic Sciences department program. In addition, students returning from a leave of absence may be required to complete additional coursework or testing in order to meet academic requirements or to increase chances for the student's academic success in the program.

## **Voluntary Withdrawal**

Application for voluntary withdrawal from a Radiologic Sciences department program must be made formally in writing to the Department Chair. A formal withdrawal letter may preclude the student from applying for readmission. The Department Chair may request a personal interview before the withdrawal is granted.

Readmission after a voluntary withdrawal is at the sole discretion of the Department Chair.

# Student Injuries

## On Campus Student Injury

Whenever a student becomes sick or injured, first aid should be requested as soon as possible from the CCSF [Student Health Services](#) department, (415) 239-3110.

## Clinical Site Student Injury

1. Seek medical care
  - a. Emergency: go anywhere
  - b. Non-Emergency: go to one of the [Designated Treatment Facilities](#)
2. Student responsibilities
  - a. Notify Program Director, Clinical Coordinator, and Clinical Preceptor of injury
  - b. Fill out "Student Injury Report" on TRS
  - c. Fill out [Claim Form \(DCW-1\)](#) and send it to Program Director and Clinical Coordinator
  - d. Speak with triage nurse, (855) 850-2249
3. Program Director or Clinical Coordinator responsibilities
  - a. Complete Claim Form (DCW-1) after student submits their copy
  - b. Fill out [Employer's Report of Injury](#)
  - c. Fill out [Supervisor's Report](#)
4. Submit all documents to Worker's Comp Liaison
  - a. [ljonesbey@ccsf.edu](mailto:ljonesbey@ccsf.edu)
  - b. Fax: (415) 701-5864

## Designated Treatment Facilities

For Injuries Occurring During Normal Business Hours	For Injuries Occurring After Normal Business Hours
<ul style="list-style-type: none"> <li>• <b>St. Francis Health Center</b> 24 Willie Mays Plaza (415) 972-2249 Monday - Friday: 7:30am - 5:00pm</li> <li>• <b>CPMC - Davies Campus</b> Castro &amp; Duboce Streets (415) 600-6600 option 2 Monday - Friday: 8:00am - 5:00pm</li> <li>• <b>Kaiser – Mission Bay</b> 1600 Owens Street, San Francisco, CA (415) 883-2000 Monday - Friday: 8:00am - 5:30pm</li> <li>• <b>Kaiser - Occupational Health Services (Opera Plaza)</b> 601 Van Ness Avenue, Suite 2008 (415) 833-9600 Monday - Friday: 8:30am - 5:00pm</li> <li>• <b>San Francisco International Airport Medical Clinic</b> <b>International Terminal Main Hall</b> Level 3, "A" Side (650) 821-5600 Monday - Friday: 7:00am - 7:00pm</li> <li>• <b>Sonora Regional Medical Clinic</b> 1000 Greeley Rd Sonora, CA 95370 (209) 532-3161</li> <li>• <b>St. Francis Treatment Room</b> 1199 Bush Street, Suite 160 San Francisco (415) 353-6305 Monday - Friday: 9:00am - 5:00pm</li> <li>• <b>Valley Care Occupational Health Services</b> 4000 Dublin Blvd, Suite 150 Dublin, CA 94568 (925) 416-3562 Monday - Friday: 8:00am - 5:00pm</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CPMC – Davies Campus</b> Castro &amp; Duboce Streets (415) 600-0600</li> <li>• <b>CCSF Injury Reporting/24 Hour Nurse Hotline</b> (855) 850-2249</li> <li>• <b>Kaiser - Emergency Department</b> 2200 O'Farrell Street at Baker, San Francisco (415) 833-3300</li> <li>• <b>Kaiser - Urgent Care</b> 2238 Geary Blvd., 3rd Floor, San Francisco (415) 833-2200 Monday - Friday: 5:30pm-7:30pm Saturday - Sunday: 9:00am-5:00pm</li> <li>• <b>Saint Francis Memorial Hospital Emergency Department</b> 1150 Bush Street (415) 353-6300</li> <li>• <b>Sonora Regional Medical Hospital</b> 1000 Greeley Rd Sonora, CA 95370 (209) 532-3161</li> </ul>

# **Pregnancy & Paternity**

Pregnancy declaration is voluntary and remains the prerogative of the student. It is encouraged that the student informs the Department Chair or Program Director in writing of the pregnancy. The program has the duty to inform a pregnant student of the American College of Radiologists (ACR) radiation exposure policies regarding the possibility of “wrongful” birth and the potential for fetal damage, as well as the National Council on Radiation Protection (NCRP) statement on monthly dose equivalent to the fetus.

If the student decides to notify the Department Chair or Program Director, they must complete the following steps

1. Submit the following forms
  - Declaration of Pregnancy
  - Student’s Statement to Physician
  - Physician’s Declaration of Student’s Pregnancy
2. The student must choose one of these options (each option is detailed below)
  - 1) Written Withdrawal of the Declaration of Pregnancy
  - 2) Request for Voluntary Withdrawal from the Program
  - 3) Request for Leave of Absence Due to Pregnancy
  - 4) Request for Program Continuance with No Modification or Interruption
  - 5) Request for Program Continuance with Partial Modification or Interruption

## **Written Withdrawal of the Declaration of Pregnancy**

The pregnant student may withdraw the declaration of pregnancy. Such a declaration must be made in writing and submitted to the Program Director. The student may exercise this option at any time during their pregnancy.

## **Request for Voluntary Withdrawal from the Program**

The pregnant student may request a voluntary withdrawal. The student may exercise this option at any time during their pregnancy.

## **Request for Leave of Absence Due to Pregnancy**

The pregnant student may request a leave of absence due to pregnancy by formal written letter to the Department Chair or Program Director. The student may exercise this option at any time during their pregnancy.

- The pregnant student may take up to three full semesters (one full year) leave of absence from both the didactic and clinical portion of the program, and readmittance is contingent upon placement in the subsequent semester provided there is space available
- Leave of absence cannot be less than one full semester and must be taken in increments of a full semester
- The student must withdraw (or receive an incomplete) from all courses in progress and retake them entirely upon return
- All didactic and clinical course work must be completed prior to program completion
- If the student does not contact the program when the leave of absence expires, the student will be dismissed

## **Request for Program Continuance with No Modification or Interruption**

The pregnant student and their obstetrician must submit a written agreement to have the student attend and complete all classes, clinical assignments, and competencies in a manner consistent with their peers within the guidelines set forth by the individual instructor(s) and CCSF's Radiologic Sciences department. This option is contingent upon the mutual agreement between the assigned hospital, the student, the Department Chair, and Program Director.

If the student so decides, they may continue under the following requirements:

- The student shall review and implement radiation safety practices as outlined in their copy of NRC appendix 8.13.3
- The student shall wear exposure monitoring devices as determined by the NCR's recommendation
- The student shall wear a wrap-around lead apron during exposure to radiation. Lead aprons of 0.5 mm lead equivalent can attenuate 88% of the beam at 75 kV; above 75 kV, aprons with 1.0 mm lead are recommended
- The student shall purchase an additional fetal radiation monitor, at their own expense, to wear at waist level for the duration of the pregnancy
- The student shall participate in all scheduled clinical rotations areas as assigned

## **Request for Program Continuance with Partial Modification or Interruption**

The pregnant student and their obstetrician must submit a written agreement to have the student attend and complete all classes, clinical assignments, and competencies in a manner consistent with their peers within the guidelines set forth by the individual instructor(s) and CCSF's Radiologic Sciences department. This option is contingent upon the mutual agreement between the assigned hospital, the student, the Department Chair, and Program Director.

If the student so decides, they may continue in the program:

- The student would have the choice to delay clinical assignments and/or competencies in areas such as fluoroscopy, MRI, interventional radiography, portables/mobile radiography, and surgery
- Every effort will be made for the student to accomplish the clinical assignments and/or competencies during the student's pregnancy and/or remaining time in the program
- If the student is not able to complete all clinical goals and assignments, additional clinical hours may be required
- The student shall purchase an additional fetal monitor, at their own expense, to wear at waist level for the duration of the pregnancy

## **Paternity**

A new biological parent, partner of a pregnant person, surrogate, or adoptive parent may request a leave of absence by formal written letter to the Department Chair or Program Director.

- The student may take up to three full semesters (one full year) leave of absence from both the didactic and clinical portion of the program, and readmittance is contingent upon placement in the subsequent semester provided there is space available
- Leave of absence cannot be less than one full semester and must be taken in increments of a full semester
- The student must withdraw (or receive an incomplete) from all courses in progress and retake them entirely upon return
- All didactic and clinical course work must be completed prior to program completion
- If the student does not contact the program when the leave of absence expires, the student will be dismissed



# Standard (Universal) Precautions

A consistent approach must be used to handle body substances from all people, to prevent the transmission of infectious agents. This approach is called "Standard Precautions."

Guidelines for the prevention of infectious diseases and nosocomial infections are established by the U.S. Centers for Disease Control and Prevention. Standard precautions combine universal precautions and body-substance precautions for all patients regardless of diagnosis or possible infectious status. All contact with body fluids and secretions, except sweat, are to be avoided by health care workers.

"Standard Precautions" must be used with all patients.

## Hand Hygiene

Hand hygiene is frequently called the single most important measure to reduce the risks of transmitting organisms from one person to another or from one site to another on the same patient. The concept of hand hygiene includes hand washing, or in the absence of visible soiling, the use of approved alcohol-based products for hand disinfecting.

## Gloves

Gloves are worn for three important reasons in hospitals. First, gloves are worn to provide a protective barrier and to prevent gross contamination of the hands when touching blood, body fluids, secretions, excretions, mucous membranes, and non-intact skin; the wearing of gloves in specified circumstances to reduce the risk of exposure to bloodborne pathogens is mandated by the Occupational Safety and Health Administration (OSHA) bloodborne pathogens final rule. Second, gloves are worn to reduce the likelihood that microorganisms present on the hands of personnel will be transmitted to patients during invasive or other patient-care procedures that involve touching a patient's mucous membranes and non-intact skin. Third, gloves are worn to reduce the likelihood that the hands of personnel contaminated with microorganisms from a patient or a fomite can transmit these microorganisms to another patient. In this situation, gloves must be changed between patient contacts and hands washed after gloves are removed.

Wearing gloves does not replace the need for hand hygiene because gloves may have small, non-apparent defects or may be torn during use, and hands can become contaminated during the removal of gloves. Changing gloves is recommended when the provision of care requires touching equipment that is moved from room to room. Failure to change gloves between patient contacts is an infection control hazard.

## **Isolation Procedures**

Isolation procedures are not initiated until a diagnosis of a suspected infectious disease is proved. Because the causative agent was present before the diagnosis was established, the transmission of the infectious disease may often occur before isolation had begun.

Isolation focuses on special techniques for only those body substances identified as containing the effective agent. Other substances are handled without the awareness that they also may be colonized with the same microorganism. For example, a person may be isolated for a wound infection, and the same organisms may be present in his sputum and be spread to others by that route. Students will observe the following as appropriate:

- Contact Precautions
- Droplet Precautions
- Airborne Precautions

Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposure, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

# Physical Facilities and Radiation Protection Program

## Radiation Safety Officer (RSO)

The designated RSO is the Program Director and the alternate RSO is the Clinical Coordinator.

## Radiologic Equipment

Appropriate space, equipment, and supplies for supervised education are available in and enough quantity for all students.

The equipment located in the Cloud Hall Radiologic Science Imaging Laboratories, (Rooms 240 and 241) is the property of CCSF. However, it is in every students' and instructors' best interest to ensure that the equipment is maintained in a working order that is conducive toward its intended purpose(s). Additionally, it is important that the equipment is operated safely and used for its intended purpose(s). Therefore, a list of policies and procedures follows to which students and instructors must adhere.

- Radiologic equipment is cleaned and returned to its original station after use. This includes but is not limited to phantoms, grids, cassettes, sponges, and shields.
- Radiologic equipment will be operated for only its intended purpose
- Radiologic equipment shall not be used to expose humans or animals, living or not, to ionizing radiation
- Any equipment malfunctions must be reported to the Department Chair or Program Director immediately
- Neither students nor instructors shall use any equipment for which they have not received instruction and been deemed competent to use
- The computer equipment shall be used for only its designated purpose which is to procure and display image data. No one shall use the equipment to access the internet unless instructed to do so during a class.
- No individual may change or alter any configuration, display, or program on the computer terminals
- Every effort shall be made to maintain the integrity of the equipment
- The CR/DR equipment shall be used only under the supervision of an instructor
- The radiologic equipment shall be used only with the permission and under the general supervision of an instructor
- All safety procedures for equipment use as designated by an instructor shall always be followed

## **Radiation Protection Procedures**

- Students shall observe the As Low as Reasonably Achievable (ALARA) rule
- Students shall exercise the three cardinal principles of radiation protection
  - Minimize time of exposure
  - Maximize distance from the source of exposure
  - Shield oneself from the source of exposure using the appropriate thickness of lead equivalent. This includes mobile radiography examinations in the clinical facilities.
- Students may operate equipment and make radiation exposures in the laboratory and at the clinical education centers only when directly supervised by a qualified academic or clinical faculty that is both CRT and ARRT certified until they have demonstrated competency
- Students or faculty observing equipment malfunction or irregularities shall inform the program officials immediately
- Radiation exposures are not allowed on any person or living animal in the energized laboratories; exposure to any person for educational purposes is strictly prohibited and is grounds for immediate dismissal
- Exposures on campus must not be made until all people have exited the room and the door is securely shut
- At the clinical affiliate medical centers, students must always use shielding when exposing patients to radiation for the purpose of obtaining a radiograph unless it interferes with the examination

## **Radiation Monitoring Device**

- All students entering controlled areas in which it is probable that they may receive an exposure must wear a radiation monitoring device. This applies to the energized laboratories on campus and at the clinical sites.
- Radiation monitoring devices shall always be worn at the collar level.
- At the beginning of a Radiologic Sciences department program, a radiation monitoring device shall be issued to each enrolled student. The cost of this monitor is the responsibility of the student.
- The radiation monitoring device shall be read by the student between the 1<sup>st</sup> and 5<sup>th</sup> of every month
  - All radiation monitoring device readings are considered whole body exposure unless otherwise indicated
  - A radiation monitoring device that exceeds 50 mrem per month shall require an investigation. This investigation shall include the completion of a Radiation Incident Report (Addendum E).

- Radiation monitoring device readings above the effective dose equivalent shall be reported in writing to the Radiation Health Branch of the State of California Department of Public Health
- Radiation monitoring devices are only to be worn for designated educational activities
- The RSO shall review all radiation monitor readings
- In accordance with the Title 10 Code of Federal Regulations, part 20, the Radiologic Health Branch of the California State Department of Public Health must be notified if any student or faculty receives an overexposure using the following criteria:
  - Immediate Notification: a total effective dose equivalent of 25 rems (0.25 Sv) or more, a lens dose equivalent of 75 rems (0.75 Sv) or more or a shallow-dose equivalent to the skin or extremities of 250 rad (2.5 Gy) or more
  - 24-Hour Notification: a total effective dose equivalent exceeding 5 rems (0.05 Sv); or a lens dose equivalent exceeding 15 rems (0.15 Sv)
- The radiation monitor report is to be presumptive evidence of exposure to the individual
- Any unusual incidents in which it is discovered that a monitor has been exposed, but not the student, for example, if the badge was left in a fluoroscopy room, or accidentally irradiated during luggage inspection at the airport, requires that the student complete a "Radiation Incident Report" available on the Radiologic Sciences department website
  - At the time that the Radiation Incident Report is submitted, the student will receive a counseling session regarding the safe application of the monitor, as well as the ALARA principles
  - Future incidents may result in the student being placed on probation or dismissed from the program
- If a student loses their radiation monitor, they must notify the program officials to have it replaced. The student must pay the fee required. Until the monitor is replaced, the student cannot participate in any laboratory activities, nor participate in fluoroscopy, portable, or surgical procedures.
- Radiation monitor analysis results shall be kept on file indefinitely