

# **SAN JOAQUIN GENERAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY**

In academic affiliation with  
SAN JOAQUIN DELTA COLLEGE

## **RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK 2024**

REV. 04/06, 05/07,  
05/08 08/08, 04/09  
05/10, 05/11, 05/12  
05/13, 10/13, 12/13b  
05/14+, 07/14, 06/15  
10//15, 06/16, 06/17 jsj,  
4/18 jtc  
1/19 jtc, 4/19 jtc, 12/19 jtc  
8/20 jtc, 12/20jtc, 06/21 jtc  
1/22jtc, 11/22jtc, 3/24jtc

## TABLE OF CONTENTS

<b>Section I: Policies, Standards, and General Information</b>	<b>Page</b>
<b><u>Program Officials</u></b>	4
I. Introduction	5
A. Radiology as a Profession	6
B. School's Mission and Goals	7/8
C. Policy on Nondiscrimination/Technical Standards	9
D. Standards Review	9
II. Applications	
A. Application Procedure	10
B. Application Process	10
C. Transfer Policy	11
D. San Joaquin Delta College Registration	11
E. Tuition and Expenses	11
F. Financial Aid	12
G. Student Services through Delta College	12
H. Grievances/Complaints	12
III. Dress Code Policy	13
IV. Screening	
A. Physical Examination	13
B. Background Checks / Background Clearance	14
C. Drug Screening	15
V. Policies	
A. Student Records	16
B. Student Conduct	17
C. Sexual Harassment	18
D. Attendance	18/19
Procedure for Reporting	19
• Evening & Holiday Rotations	21
• Vacation & Holiday Time	21
E. Lunch and Break	21
F. Employment	22
G. Professional Liability Insurance	22
H. Health Insurance and Workman's Compensation	22
I. Communicable Diseases	22
J. Tuberculosis	22
WORKMAN'S COMPENSATION POLICY & PROCEDURE	23
K. Parking	24
L. Drop/Withdrawal	24
M. Library Checkout	25
N. Counseling	25
O. Student Pregnancy	25

VI.	Grievance/Complaints Procedure	26
VII.	Emergency Situations	27
VIII.	Certification / Accreditation	27
	A. JRCERT	27
	Standards / Compliance / Complaints	
	B. ARRT	28
	C. California	29
IX.	Venipuncture	29
X.	Graduation and Program Completion Requirements	29
XI.	Identification Badges	30
XII.	Radiation Protection Policy	30
	• Dosimetry	31
	• High Dosimeter Reading	31
	• Reporting High Dosimeter Readings	32
<b>SECTION II: Clinical / Didactic</b>		<b>Page</b>
I.	Clinical and Didactic Correlation	32
II.	Clinical Check Sheets –prior to entering clinical	33
III.	Clinical Training	
	A. Student Regulations	36
	B. Room Obligations	36
	C. Terminal Competencies	37
IV.	Academic Standards -Curriculum	38
V.	Clinical Education	38/39
VI.	Didactic / 2-Year Plan (a. Academic Hours and Units)	40
VII.	Tentative / Transitional 2-Year Plan	41/42
VIII.	Academic Calendar	43
IX.	Clinical & Didactic Student Objective (Location)	44
X.	Graduation Day	44
XI.	Course Description (Location) / Official Start Date	44
	Disability support services	
XII.	Veterans Information Supplement	45
XIII.	Signature Page VA & SHB	46
XIV.	Contingency plan	47

**SAN JOAQUIN GENERAL HOSPITAL  
SCHOOL OF RADIOLOGIC TECHNOLOGY**

**PROGRAM OFFICIALS**  
**MEDICAL ADVISOR / DIRECTOR**

Tony Ha, M.D.  
Chief Radiologist  
(209)468-6224

**DIRECTOR OF MEDICAL IMAGING**

Evette Quiroz, CRA, MBA, RT (R) (M)  
School Administrator / Dean  
(209)468-6232

**PROGRAM DIRECTOR**

Jerrold Camara, MS, RT (R) (CT)  
(209)468-6236, email-jcamara@sigh.org

**INSTRUCTOR/CLINICA INSTRUCTOR**

Jason Thind, BS, RT (R) (CT)  
San Joaquin General Hospital  
(209)468-6233

**CLINICAL INSTRUCTORS**

Christina Love, BS, RT (R)  
St. Joseph's Medical Center  
(209)467-6363

Lori Cabrera Duenas, RT (R)  
Lodi Memorial Hospital  
(209)333-5108

Rebecca Tucker, BA, RT (R)  
Sutter Gould Medical Foundation  
(209)521-6097

**SCHOOL ADDRESS**

San Joaquin General Hospital  
School of Radiologic Technology  
P.O. BOX 1020 (500 W. Hospital Road  
French Camp, CA 95231)  
Switchboard: (209)468-6000

**INTRODUCTION**  
**San Joaquin General Hospital**  
**School of Radiologic Technology**

This is the official handbook of San Joaquin General Hospital's School of Radiologic Technology.

**Purpose**

1. This handbook is primarily for the student to provide information about the School of Radiologic Technology, application and admission policies, the policies governing student life, sequence of courses, grading policies, and the requirements for graduation and certification.
2. Secondly, it should serve as a guide (and hopefully answer many questions) for all who work with our students and potential students (faculty, staff, clinical instructors, managers, advisors and counselors).

As a new student to the program, you are required to read and sign the signature page, which is the last page in this manual, and return it to the Program Director the first day of class or during orientation). You are responsible for knowing and adhering to the contents of this handbook. You are encouraged to retain a copy of it as a reference while you are a student. Students registered with Delta College are subject to the guidelines and regulations of both our School and the College.

**Background Information**

The School is located on the campus of San Joaquin General Hospital, which is conveniently located just off I-5 in French Camp, approximately 5 miles south of Stockton. San Joaquin General Hospital is a teaching hospital-medical center, with affiliations to the University of California Medical Centers at Davis, San Francisco, North State Medical School and Stanford University. San Joaquin General Hospital also has training affiliations with the University of the Pacific and San Joaquin Delta College.

The hospital is a division of San Joaquin County Health Care Services whose mission is dedicated to a philosophy of excellence in providing health services, education, and professional training in an integrated system that values the hospital quality of life, family interaction, and respect for both clients and employees. The Agency is committed to the delivery of community-oriented, culturally sensitive, and affordable health care throughout San Joaquin County.

San Joaquin General Hospital's School of Radiologic Technology is a 24-month hospital-based program established in 1959. We meet the standards of accreditation as described by the Joint Review Committee on Education in Radiologic Technology, (JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300), (most recent assessment visit and award, July 2015: 8 years maximum accreditation). The School also meets the standards established by the California Department of Public Health, Radiologic Health Branch, P.O. Box 997414 Sacramento, CA, 95899. The School was evaluated by the State's Bureau of Radiologic Health in March of 2017 and found to be fully compliant with the state's standards.

Clinical experience affiliations are provided by San Joaquin General Hospital, St. Joseph's Medical Center (Dignity Health), and Adventist Health Lodi Memorial Hospital. All Radiologic Technology didactic courses and laboratories are taught at the Hospital School. The School awards graduates a "Certificate of Completion" after satisfying all program requirements. This qualifies the graduate to take the National licensure exam.

However, most employers require both State Certification and National Registry. Beginning in 2015, an Associate degree is required to sit for national boards to become registered American Registry of Radiologic Technologist (ARRT). A partnership with San Joaquin Delta College began in 1971. Students attending the Hospital's School receive college credit for courses taken at the hospital school (currently 83.5 semester units). Students must presently satisfy both general education and core prerequisite coursework prior to applying to the program. It is our intention that students will complete degree requirements from the college and certificate requirements from our school concurrently rendering them eligible and qualified to sit for national boards. For example, program completers must have both the Certificate and an Associate Degree. The Hospital's School is not involved in the awarding of degrees. The School only notifies the college of courses in Radiologic Technology that have been completed by students in the program. In 2013 we began requiring that the additional course/degree requirements (including all general education requirements) be completed before applying to the program. Most of the required general education classes are available as both day and evening coursework. Delta offered the AS degree in Radiologic Technology for the last time in the spring of 2017. They now award an intermediary Associate degree in Health Science to students who have completed the General Education Core and one or two semesters in a health science major –which includes Radiologic Technology.

A career as a Registered or Licensed Radiologic Technologist is personally and professionally rewarding. It enables the individual to contribute to quality patient care as a valued member of a health care team.

### **RADIOLOGY AS A PROFESSION**

Since Wilhelm Conrad Roentgen's discovery of x-rays in 1895, the field of radiology has expanded rapidly and has become an indispensable diagnostic tool for health care.

Radiology is a profession dedicated to the diagnosis and treatment of disease using x-rays, radium, and radionuclides. It is a diversified field, offering the individual the potential for achievement and professional advancement and the opportunity to contribute to the quality patient care offered by the health care team.

Medical Imaging also includes the fields of Nuclear Medicine, Magnetic Resonance Imaging (MRI), Computerized Tomography, Mammography, and Ultrasound. More recently Picture Archiving and Communication Systems (PACS) have become a part of this realm --combining facets of two worlds, imaging and informatics. These fields require additional training and/or licensure. More and more post graduate programs are being made available with distance learning and online options.

Radiography was traditionally the art and science of recording on photographic film x-ray images of tissues, bones, organs, and vessels. With recent advances the health care enterprise has entered a digital revolution.

The Radiologic Technologist is the licensed professional who produces quality radiographic images on digital image receptors (previously radiographic film) using x-rays and digital acquisition systems. These recorded images are interpreted by the Radiologist (a physician whose specialty is the interpretation of medical images) to access the presence or absence of disease processes and traumatic injuries. Radiation is an indispensable diagnostic tool of modern medicine. However, it has the potential of inflicting considerable harm to the body's tissues and organs. Radiologic Technologists, being the health care professionals responsible for performing radiographic examinations, must be thoroughly trained in anatomy and positioning as well as technical factor computations, radiation physics, and radiation biology to guard against potential radiation hazards to themselves and their patients.

### **SCHOOL MISSION & GOALS**

Our hospital-based School of Radiologic Technology is a major component of San Joaquin General Hospital's Diagnostic Imaging Department. As such, we share their values, dedication, and commitment to providing the highest quality health care, education, and training. Our educational program remains community-oriented, culturally sensitive, and highly affordable.

**Mission:** The School of Radiologic Technology is dedicated to providing the preparation necessary for students to become well-educated, fully competent, highly motivated entry-level medical imaging professionals. The school is committed to the student and the community by promoting continued professional growth, fostering teamwork, and providing opportunities for advanced career development.

**Program Overview:** The school strives to develop professionals by fostering an environment of academic and clinical excellence and diversity. To facilitate a continued development of personal and professional goals we believe that the student must build upon a broad academic foundation of knowledge, skills, and abilities. We provide students with the technical education to safely and competently perform radiologic procedures and respond to the needs of patients with competence and compassion. Foremost we foster a global knowledge base and promote the development of strong communication skills, creativity, self-direction, critical thinking, and commitment to life-long learning.

In fulfillment of our mission we nurture strong affiliations with the local San Joaquin Delta Community College as a source for all non-major supplementary and supporting coursework and with Clinical facilities housing state of the art modalities.

## Goals and Student Outcomes

1. **Clinical Performance** - Students will demonstrate technical ability to produce high quality images, patient care, and radiation protection when performing radiographic exams.
  - a. The student will demonstrate competency in positioning, technical skills and equipment knowledge.
  - b. The student will demonstrate competency of all ARRT specified procedures.
  - c. The student will demonstrate appropriate radiation protection.
2. **Communication** – Students will effectively communicate in oral, written, and electronic form with patients, customers, and other members of the health care team.
  - a. The student will demonstrate competence in verbal, electronic, and written communication.
  - b. The student will demonstrate competence communicating with diverse populations, ages, and situations.
  - c. The student will demonstrate quality patient care to a variety of populations, ages, and acuities.
3. **Critical Thinking** – Students will effectively utilize critical thinking, problem solving, and decision-making skills in the practice of Radiography within the health care setting.
  - a. The student will demonstrate critical thinking through improvisation when encountering challenging exam situations.
  - b. The students will produce comparable images by adopting adjustments to clinical factors and account for different backgrounds, ages, and pathologies.
  - c. The student will be able to identify overall image quality and make appropriate adjustments.
4. **Professional Development** – Students will demonstrate professionalism during all aspect of their training and dedication to professional growth.
  - a. The students will demonstrate professional conduct. This includes attendance, punctuality, initiative, ethics, empathy towards patient care and teamwork.
  - b. Students are satisfied with their educational experience and adequately prepared to enter the field of Radiologic Technology.
5. **Program Effectiveness** - Students are adequately prepared to become entry level Radiologic Technologists in the field of Radiologic Technology.
  - a. Program completion rate does not fall below 75%.
  - b. Graduates pass the ARRT on the first attempt.
  - c. Graduates are gainfully employed within one year of graduation.
  - d. Graduate exit survey indicates that the program adequately prepared them for a career in Radiologic Technology.
  - e. Employers indicate SJGH graduates satisfy entry level performance expectations.
  - f. The program helps fulfill the local community's need for competent, entry level Radiologic Technologists.



The San Joaquin General Hospital School of Radiologic Technology provides a rigorous and concentrated curriculum designed to provide the student with the requisite skills to become licensed as a Radiologic Technologist. Refer to Section II of this manual for curriculum sequence and to the Delta College Catalog for course descriptions.

The clinical experience includes exposure to all diagnostic imaging procedures and modalities including nuclear medicine, ultrasound, computed tomography, radiation therapy, and magnetic resonance imaging.

The School is part of San Joaquin General Hospital (and maintains affiliations with), St. Joseph's Medical Center and Adventist Health Lodi Memorial Hospital for gaining clinical experience.

### **POLICY ON NONDISCRIMINATION / TECHNICAL STANDARDS**

The School of Radiologic Technology does not discriminate against any applicant for admission because of age, race, creed, color, political affiliation, sex, physical handicap, national origin, sexual orientation or any veteran status. Applicants should be aware, however that the occupation of a Radiologic Technologist requires a considerable amount of lifting, bending and operation of heavy equipment. Physical status and mental capabilities must be such that the applicant can perform all duties required of a Radiologic Technologist which include but are not limited to: the ability to participate in patient-technologist communication; to give verbal commands; to lift objects well over 25 pounds; to bend; to transfer patients from the x-ray table to a cart or wheelchair; to perform mathematical calculations, interpret written material and perform hand/eye coordinated maneuvers. **All students will fulfill the requirements at each clinic site to which they are assigned.**

### **REVIEW OF NATIONAL ACCREDITATION STANDARDS & CALIFORNIA SYLLABI**

The School's policies and curriculum are based on the "Standards for an Accredited Educational Program in Radiologic Sciences" as established by the Joint Review Committee on Education in Radiologic Technology. There were 6 standards by which our program was assessed in 2015 and will be reevaluated in 2021 with the new standards:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Integrity                       | 4. Health and Safety                 |
| 2. Resources                       | 5. Assessment                        |
| 3. Curriculum & Academic Practices | 6. Institutional / Programmatic Data |

JRCERT standards are currently under a long revision process to be completed in 2019 which may make the assessment process more concise. Present considerations will delete standard #1 and standard #6.

We have also referenced the state syllabi in constructing some of our curriculum: Syllabi on (1.) Radiography / Radiation Protection and (2.) Fluoroscopy / Radiation Protection of the California State Radiologic Health Branch. These documents are all available for review in the Program Director's Office. The State does not intend to update these resources and will discontinue their availability on their website as there are many excellent publicly available resources to reference instead.

Students are encouraged to visit the JCERT website ([www.jrcert.org](http://www.jrcert.org)) to review the standards.

## **APPLICATION PROCEDURE**

**Application Requirements:** Application to the School of Radiologic Technology is open to all people who meet the minimum requirements. **No in-progress coursework will be considered.**

Prior to applying, you must meet the following **requirements:**

1. High School graduation or equivalency.
2. Be at least 18 years of age by July 1 of the current year.
3. Completion of 8 prerequisite core classes (**or equivalents**): With a letter grade.
  - **English Composition:** (Eng. 1A, 2A, 1B, and 1D )
  - **Human Anatomy:** (at Delta College Bio 31),
  - **Human Physiology:** (at Delta College Bio 32) (or equivalents),
  - **Math:** Stats 12, Stats 12EX, 37, or Psych 2 (Math 92g/s is still accepted) or higher than any of the previously listed classes
  - **Medical Terminology:** (HS 36 at Delta),
  - **Intro to Psychology:** (Psych 001) **or Intro to Sociology** (Soc 1A),
  - **Fundamentals of Computer Science:** (CS 11)
  - **The above must be taken prior to HS 85**
4. Completion of one of the following two options:
  - An Associate degree and the 8 prerequisite core classes.
  - Completion of all general education coursework that would assure concurrent graduation with a Certificate from the School and an Associate degree from Delta College. The general education coursework must include the seven prerequisite core classes. At the time of this writing, Delta Associate degree requirements show that an additional 4 classes would satisfy this requirement: **Public Speaking, Humanities, and American Institutions and 22-23 catalog NEW ethnic studies requirement (ETHNS 33,34,35,36)**. Consult the Delta College catalog and/or consult with a counselor to determine if you meet their current degree requirements.
  - (2024) Take and pass the survey class to Rad Tech.

If your '*prerequisite verification*' is lacking any of the required information, it will not be considered. **The responsibility of seeing that all prerequisite verification materials are received on time belongs to the applicant. No in-progress coursework is allowed.**

## **APPLICATION PROCESS**

All application materials must be received by the cutoff date. Those who pass the (HS85) course will be placed into a lottery to determine their start date for the program. The first 12-14 will begin the program that year while the rest will be put on a waiting list for the following year(s). This will be done on the last night of the class. The first 12-14 selected will then be given an application. The remaining will get their application before their start date.

Those selected for provisional entry into the program will be required to attend a one-day mandatory orientation session, complete 40 hours of observation in Radiology, and

successful passage of RAD 10 before you are granted official enrollment into the program. The 40 hours of observation must be done at **SJGH**.

### **TRANSFER POLICY**

San Joaquin General Hospital School of Radiologic Technology does not accept transfer students from other Radiologic Technology Programs.

### **SAN JOAQUIN DELTA COLLEGE REGISTRATION**

Because we have a contractual agreement with Delta College to provide college credit for our courses, students selected into the Radiography Program are required to enroll and register for all Radiologic Technology courses through San Joaquin Delta College prior to the start of each term. Students failing to register or attend the first three class sessions will be dropped from the course and subsequently from the program.

Students are required to pay each semester's tuition fees to San Joaquin Delta College and meet the residency requirements of the college as stated in the San Joaquin Delta College catalog.

### **TUITION AND EXPENSES and Refund Policy**

**Fees:** Course fees are based on "California Community College Enrollment Fees" as established by the Legislature. Fees are payable upon enrollment to S.J. Delta College and subject to change. Fall '17 resident tuition is \$46.00 per unit. Consult Delta's catalog for non-resident fees. The two-year program carries ~83.5 semester units.

#### **Mandatory cost (non-refundable) \***

Delta Tuition-(refundable through Delta depending on drop date)	\$ 3,841
Delta Tuition Non-resident (\$27,054)	
Application Fee*	\$100
Textbooks*-	\$ 900
Uniforms*-	\$ 300
Certifications/exams*-	\$ 775
Miscellaneous cost* (liability insurance, drug screen, background)	\$ 250
Facility fee due by the end of your 1 <sup>st</sup> and 2 <sup>nd</sup> year*.	\$ 1,000 x 2
Graduation cost* (pins, certificate, sashes)	\$ 100
<b>Total Approx.-</b>	<b>\$ <u>8,166</u></b>

The student may be expected to undergo additional background checks throughout the two-year program to satisfy the requirements of the different clinical rotations. They will be responsible for bearing the costs of these as well. Fees are subject to change please check prior to the program start date.

## **FINANCIAL AID**

For general information regarding financial aid, grants, scholarships and loans, the student should contact the Financial Aid Office of San Joaquin Delta College. The training program is approved for qualified veterans. Enrollment certification forms for Veterans' benefits should be obtained from the Delta Veterans' Office. Many of our students also qualify for California Board of Governors Fee Waivers (BOG).

## **STUDENT SERVICES AVAILABLE THROUGH DELTA COLLEGE**

In recognition of our contract with Delta, by enrolling through Delta College you are afforded and have access to all the **student services** and support programs available to Delta College students. Some of these include but are not limited to:

- Records
- Bookstore
- Disability Support Programs
- Extended Opportunity Programs
- Financial Aid / Scholarships
- Veterans' Services / GI Bill
- Food Services
- Guidance & Counseling
- Tutoring
- Library Services
- Computer Laboratories.
- Assessment
- Career Development
- Employment Services / Job placement
- Campus Parking

These services and many more are discussed in detail within the Delta College Student Handbook along with phone numbers and physical location addresses for each of the relative programs. Many are also elaborated on in detail throughout the Delta College webpage and their general course catalog. Their handbook is online at the Delta College webpage. Direct hyperlinks to online information from an extensive list of "student resources" can be accessed directly from your student portal on the Delta College website. These cover a wealth of information to include: Special Programs, Student Life, Student Labs, Library Sources, Bookstore, Counseling / Advisement Programs, and Financial Aid.

## **GRIEVANCES/COMPLAINTS**

Upon entering the program, any concerns involving a student's involvement in the program will be addressed through the school only (San Joaquin General Hospital) . . . any grievances/complaints will be addressed to the school. These would include any aspect of your radiography education and might involve concerns occurring within the classroom, laboratories, and clinical education settings. The School's grievance policy is included elsewhere within this student handbook (*see Section I, Number VI*).

The Delta College Grievance Policy is also found within the Delta College Student handbook. This should be referenced should the student have a concern with any of the student services or programs at Delta College as listed above and believes "that a college decision or action has adversely affected his/her status, rights, or privileges as a student".

## **STUDENT DRESS CODE POLICY**

Students will wear professional attire with a lab jacket or scrubs, no logo or sports teams. . Please check with the clinical instructor at your site for specific policy at your clinical site regarding acceptable colors or prints. Hospital issued scrubs may only be worn in surgery and specials and are not to be taken home. Shoes will be uniform shoes or comfortable athletic shoes. No open toed shoes/high heels. All students will wear socks. When attending initial hospital orientation students will dress in appropriate hospital attire.

1. Uniforms and shoes are to be clean and neat.
2. Long hair must be pulled back or placed in a manner which does not contact the patient during positioning or other related activities.
3. Mustaches and beards must be neatly trimmed.
4. Perfume and cosmetics are to be used in moderation.
5. Jewelry is to be conservative. Dangling or hooped earrings, obstructive necklaces, and most facial piercings are prohibited due to health and safety issues.
7. Excessively long natural or false fingernails are prohibited due to infection control policies.
8. Any jewelry or dress that is not in keeping with the health and safety policies of the clinical affiliate are not permitted.
9. Students violating appearance standards are subject to disciplinary action:
  - a. First Offense --Verbal warning and sent home to change. Absent time will be made up the same day.
  - b. Second Offense --Written warning and sent home to change. Absent time will be made up the same day.
  - c. Third Offense -- Student will be dismissed from the program

## **PHYSICAL EXAMINATION / SCREENING**

All students selected for the Program will be required to pass a physical examination screen given free by the Hospital's Employee Health prior to final acceptance into the program. Employee Health hours are M-F 8:30 – 5:00. The physical screening will consist of:

1. **Verification or required vaccines** or titer to include: rubeola, rubella, mumps, varicella, poliomyelitis, tetanus-diphtheria, and COVID(*at this time may change in the future*). (An immunization record form will be provided at program orientation.)

2. **Skin tests** for tuberculosis (PPD). Students exhibiting a positive skin test are required to have a chest x-ray and possible follow-up check-ups by Bret Harte Clinic. Students accepted into the program may also be required to have additional PPD tests at 6-month intervals. Hepatitis-B vaccine is presently required at all clinical sites. Clinical affiliates may also require alcohol and drug screening. The student is responsible for any relative costs.
  
3. **Flu shot-** If a student elects not to receive a flu shot, then they must wear a mask while in the clinical setting during flu season.

### **BACKGROUND CHECKS and DRUG TESTS**

All students are required to obtain a background check at their own expense prior to participation in the clinical environment. We have an agreement with Certified Background at Castlebranch.com where these can be requested online. (If your questions and cannot find answers online call their customer service number: 888.723-4263). Our Package Code is SD57 for the Background Checks; and SD57dt for the Drug Test. Additional information may be provided during orientation. The process should be initiated promptly to allow ample time for processing and return of results prior to the 1<sup>st</sup> day of clinical. Any consequential late start dates may affect reductions in the students' personal time. The student is responsible for the cost of the background check and testing (currently about \$53 for the background check and \$35 for the drug test). Fees are payable directly to Castle Branch / Certified Backgrounds. Results will be made available to the Program Director. To facilitate our transition, you should provide a hardcopy of this to the school office.

### **BACKGROUND CLEARANCE POLICY**

Background checks are commonly completed on health care personnel including students. Most of our affiliate clinical sites now require background clearance of all students assigned to their facilities prior to their rotation start date. Applicants selected into the program will be required to complete the background clearance at their expense as part of their clinical requirements for admission, and with each of the hospitals (if required) prior to any subsequent rotations. The student should complete this requirement well ahead of any scheduled start date to avoid the loss of any personal time. A student that does not obtain background clearance ***will be disallowed participation in the clinical rotation, a required component of the program, and subsequently, (if nonattendance becomes excessive) completely withdrawn.*** The applicant's space in the program will be forfeited. Potential applicants are strongly encouraged to assess their personal criminal background prior to applying to the program. The affiliate health care facilities will have the final determination as to student placement. Factors that will affect clearance include: Acts of violence, sexually violent crimes, recent (less than 7 years) arrests and/or convictions (a partial list). Following is a more complete description of screen scoring:

## **DRUG SCREENING POLICY**

The School of Radiologic Technology requires a mandatory drug screening tests of students prior to enrollment onto the program. Failure to pass or a refusal will result in denial into the program. Students may have a random drug screening during the two-year program based on the sponsoring institutions Reasonable Suspicion Policy. A hospital policy may interpret a refusal to undergo a drug screen as an admission of impairment and disallow subsequent participation, followed by dismissal. Challenges to actions regarding the preceding policy may be addressed through the program's grievance procedure. Drug testing may also be requested through Certified Background at [certifiedbackground.com](http://certifiedbackground.com). Our Drug Test package code is SD57dt or SD57ds (for drug screen).

### **Background Screen Scoring**

#### **Definitions**

- **Non-Conviction:** Any disposition other than a plea of guilty, no contest or a finding of guilt. Non-convictions can be one of three categories.
  - **Passing:** Non-conviction leading to charge being dismissed, expunged, not guilty verdict or acquittal of defendant.
  - **Failing:** Any adjudication withheld/deferred where the charge was not dismissed, expunged.
- **Passing Disposition:** Any non-conviction disposition leading to the case being dismissed, expunged, not guilty verdict or acquittal of defendant.
- **Failing Disposition:** Any disposition resulting in a conviction or non-conviction (adjudication differed/withheld) that has **not** led to the case being dismissed.
- **Healthcare Related Misdemeanor:** Any misdemeanor crime related to the following categories:

Theft	Assault and/or Battery	Contributing to Delinquency
Embezzlement	Simple Assault	Any child-related sexual activity
Forgery	Domestic Violence	Any nonconsensual sexual activity with child or adult
Fraud	Resisting Arrest	Sale and/or possession of a controlled substance
Misuse of Credit Card	Obstructing Officer	Public intoxication/drunkenness
Unauthorized Use	Evade Officer/Lawful Arrest	Elder abuse/neglect
Shoplifting	Weapons Charges	
Receiving Stolen Property	Stalking	
Unemployment or Worker's Compensation Fraud	Menacing	
Worthless Check	Child Abuse/Neglect	
	Child Endangerment	

#### **Pass**

Score all candidates as "pass" for the following conditions:

- Any misdemeanor or felony offense with a disposition date older than 7 years, **except for any misdemeanor or felony violent crimes, nonconsensual sexual crimes,**

**and crimes against children with a failing disposition.**

- Any misdemeanor or felony crime with a passing disposition.
- Any misdemeanor marijuana offense over two years old in the state of California.
- Any misdemeanor (or lower) traffic violations.

**Fail**

Score all candidates as “fail” for the following conditions:

- Any case with a failing disposition for misdemeanor or felony violent crimes, nonconsensual sexual crimes, and crimes against children regardless of elapsed time from disposition date.
- Any other felony crime with a failing disposition within the last 7 years.
- Any healthcare related misdemeanor crime with a failing disposition within the last 7 years (except in California, exclude misdemeanor marijuana convictions more than two years old).
- Any controlled substance offence with a failing disposition within the last 7 years (except in California, exclude misdemeanor marijuana convictions more than two years old).

(Challenges to actions regarding the above policy may be addressed through the program’s grievance procedure.)

**STUDENT RECORDS POLICY**

Records of student activities are maintained and will include the following:

1. Transcripts of high school, college or university as applicable / to include final transcript upon graduation
2. Academic references
3. Pertinent medical history
4. Attendance records
5. Laboratory experiments performed (returned to student)
6. Clinical education progress reports including procedure logs
7. Quarterly Instructor and Clinical Instructor student progress report
8. All courses taken (classroom, laboratory, and clinical); grades received, and units awarded, if any
9. Radiation monitoring

Student records relating to courses taken (classroom, laboratory and clinical) grades received, units awarded shall be kept indefinitely, as will all radiation monitoring records. All transcripts and associated records are available to the student for review. All records will be maintained in a secure environment. Written consent of the student will be required before releasing personally identifiable material about the student. Information, which is specified as being exempt from student consent for release, as prescribed by the Family Rights and Privacy Act of 1974 (Buckley Amendment) may be



disclosed at the option of the School of Radiologic Technology. Students must report immediately any changes in the following:

1. Name
2. Telephone number
3. Address

### **STUDENT CONDUCT POLICY**

Students are always expected to maintain professional conduct. Student conduct, which is contrary to established behavioral patterns for the medical profession are not tolerated. Proper warnings during student counseling sessions will be given during the training program. Warnings will consist of the following:

- 1) Verbal, documented warning
- 2) Written reprimand
- 3) Failure to correct behavior immediately following written reprimand will result in dismissal from the Program.

Misconduct of a serious or dangerous nature may result in disciplinary action beginning at the more advanced steps. This may include immediate dismissal.

Types of behavior warranting warnings include, but are not limited to:

- 1) Insubordination (**serious**)
  - a. Failure to recognize the authority of the instructor and Radiologic Technologists.
  - b. Disruptive classroom behavior showing disrespect for the instructor and students
- 2) Continual tardiness to class or clinical rotation
- 3) Absent without authorized leave
- 4) Taking extended breaks or lunches or more breaks than permitted
- 5) Failure to report absences
- 6) Substance abuse (drugs, alcohol, etc.)(**serious**)
- 7) Violating patient confidentiality (**serious**)
- 8) Unsafe clinical procedure (**serious**)
  - a. Violation radiation protection standard
  - b. Leaving patients unattended in precarious situations
- 9) Cheating on examinations or assignments (**serious**)
- 10) Equipment abuse
- 11) Failure to provide safe and empathetic patient care (**serious**)
  - a. Failure to treat patients with kindness and courtesy
  - b. Failure to preserve patient's dignity
    1. Leaving patient uncovered
    2. Leaving the exam room door open when occupied by patient
- 12) Excessive use of the telephone for personal calls
- 13) Failure to comply with the Program's appearance standards

- 14) Disrespectful behavior towards the hospital's Staff
- 15) Violation of hospital parking policy
- 16) Excessive absences. Refer to the attendance policy (Page 16).
- 17) Failure to abide by departmental and school policies
- 18) Eating, drinking, or chewing gum in the presence of patients or in clinic
- 19) Failure to comply with the hospital's policy regarding smoking
- 20) Congregating in the hallways or on cell phone in clinic/class
- 21) Loud or boisterous behavior in a clinical or classroom environment
- 22) Theft of personal or hospital property (**serious**)
- 23) Fighting, either verbal or physical on hospital grounds (**serious**)
- 24) Sexual Harassment (see below)
- 24) Hazing or any act that injures, degrades or disgraces an individual (**serious**).

### **SEXUAL HARASSMENT POLICY**

Sexual harassment in the workplace or educational setting is a violation of the law. Neither the hospital nor the school will tolerate any form of sexual harassment. Students who feel that they are being sexually harassed should immediately inform the Program Director or Department Manager. Students violating the schools, hospitals, or Delta's sexual harassment policies will be dismissed. Please refer to the department policy and the Delta student catalog for further definition of sexual harassment and procedures for reporting.

### **ATTENDANCE POLICY / PERSONAL LEAVE**

Students are expected to maintain an excellent attendance record. Students are expected to be in the classroom/clinic 40hrs a week 8hrs a day. Total time off scheduled for students in a given academic year exceeds 230 total hours. This includes 1 week of vacation in each of June and December, 10 holidays, and 2 weeks of Personal Time. In accordance with hospital proceedings students are no longer provided time off for floating holidays or birthdays. Personal time should be used with discretion for illnesses or to tend to personal business. Except in extreme, extenuating circumstances, unexcused absences and absences exceeding the scheduled time allowed will be made-up after the proposed graduation date. All make-up days need to be approved by the Program Director and Clinical Instructor of the site involved in advance.

Continuous poor attendance will be cause for dismissal from the Program. The disciplinary procedure (see previous policy –Conduct Policy) will be initiated when absences become excessive. Excessive absences are considered those exceeding 1/6 of the scheduled class time or any absences exceeding the 80 personal leave hours allowed (pregnancy or other authorized leave excepted).

Examples: If absences exceed 1/6 of scheduled class times a student may be dropped from the program. Or, for cumulative leave hours:

- A student with less than 24 hours remaining in their personal leave bank will be notified that their leave may become excessive and given a verbal warning.
- No obvious effort to improve or exceeding the allotted personal time by any negative hours the student will receive a written reprimand.
- Additional absences more than 40 hours, student will be dismissed from the program.
- All negative hours will be made up after graduation at SJGH.
- If a student has negative hours within the first 5 months the student may be dismissed from the program.

Unexcused clinical absences of any amount, and any clinical absences over those allowed will affect semester grades as evaluated on the Professional Development Evaluation form. The grading system for the clinical participation segment is as follows:

<u>DAYS</u>	<u>GRADE</u>	Up to 3	= B	Up to 5	= D
0 – 1	= A	Up to 4	= C	More than 5	= F

Students who do not attend the first three class sessions of either clinical or didactic instruction will be dropped from the Program unless the student has advised and obtained prior approval for absence from the program director.

Personal time should be used for: doctor appointments, personal illness, immediate family illnesses, or personal days off.

Bereavement leave of 3 days/year for immediate family is also allowed in accordance with County Personnel Policy –this will be deducted from your personal leave bank,

Absences more than 3 days or chronic absences due to illness will require a physician’s verification. Not calling in when taking time off by 9:00 am will be considered an unexcused absence for the entire day (with a subsequent automatic 4-hour deduction from personal leave time. Tardiness greater than or equal to 6 minutes will count against your personal leave time. All absences or major tardies must be documented on the appropriate leave request form. Foregoing this documentation and/or notification may result in a minimal 4-hour charge to your leave balance. **All unexcused absences will need to be made up after the established graduation date.**

### **PROCEDURE FOR REPORTING ATTENDANCE IN RADIOLOGIC TECHNOLOGY SCHOOL**

The purpose of this procedure is to standardize the method for collecting and reporting student attendance in the Radiologic Technology Program. This procedure will be used in all the affiliates to this school.

#### I. Time Clock - Clinical Setting

- A. Each affiliate should have a time clock for recording the starting time and ending time each day in the clinical setting.
- B. Students can only clock in and out on their personal card. They cannot punch cards for classmates or ask any other person to punch their card.
- C. The timecards shall be collected, and the attendance recorded on the school's monthly

attendance records. The totals will be transferred to the Delta College attendance record and submitted each month. The school's attendance record will be filed in each student's personal file and kept indefinitely.

- D. Only the time recorded by the time clock will be considered official, handwritten times will not be accepted unless approved by the Program Director or his designee. His signature beside the written time on the card will note this approval.

## II. Classroom Records

A. Classroom or Didactic attendance will be kept separate from Clinical attendance. The Instructor will record the attendance for each day on the monthly attendance form. The total Didactic hours will be transferred to Delta College attendance records and submitted each month.

B. Classroom attendance will be recorded at the beginning of each class by the instructor.

C. If the class period ends before the normal time; all students shall return to the clinical setting and punch in unless told otherwise by the Instructor. The Instructor will note and sign each attendance record indicating if absences are excused.

## III. Make-up Time

- A. In extenuating circumstances, and with prior permission from the Program Director and Clinical Instructor special arrangements may be allowed for students to make-up absences in the clinical setting by one of the following methods:

1. Using existing compensatory/vacation time
2. Attending clinic on weekends and Holidays - (Make up time that would result in working over 40 hrs. per week or 8 hrs. per day is Voluntary) (Clinical Instructor must be in attendance)

- B. The time between 7 p.m. and 5 a.m. the next day is not acceptable for making up time.

- C. Typically, no more than 16 hours/semester may be made up in this manner and under no circumstances would this arrangement ever allow for completion of more than 25% of the total clinical hours.

- D. Students making up time should participate in patient exams in areas where the time was missed. Make-up time cannot be used for special projects or homework. Patient log will be used to confirm your participation in exams and time of attendance.

- E. **In all other cases excessive absences will be made up after the student's proposed graduation date.**

- F. Didactic absences: Will be deducted from personal leave. The student is responsible for making up any work missed.

- G. Senior students must have fulfilled all attendance requirements before taking the ARRT or State test or receiving a certificate of graduation. Requirements are based on total clinical and didactic time. See State Requirements for approved schools to determine what the hourly requirements are.

## IV. Reporting Absences and Falsifying Records

- A. Students must fill out and submit a "**Time Off / Time Earned Request**" form (including name, date, time, reason earned or used, and indicate class or clinical) for each of the following circumstances:

1. Absences from clinical or didactic environments.
2. All make-up time (post grad) (Form must be signed by on-duty technologist).
3. Vacation / Comp time earned (working holidays, etc.).
4. Vacation / Comp time used.

B. Any students punching timecards for anyone other than themselves or otherwise falsifying attendance records will be subject to progressive disciplinary action, which could lead to dismissal from the Program.

**ANY MEDICAL PROBLEM WHICH REQUIRES HOSPITALIZATION OR LONG-TERM CARE FROM A PHYSICIAN SHOULD BE DISCLOSED. A WRITTEN STATEMENT/RELEASE FROM THE DOCTOR MUST BE PROVIDED PRIOR TO RETURNING TO THE ASSIGNED CLINICAL TRAINING CENTERS.**

**FAILURE TO COMPLY WITH THIS RECOMMENDATION MAY FORFEIT THE RIGHT OF THE STUDENT TO DISABILITY AND MALPRACTICE CLAIMS.**

**Reporting Absences to the Clinic:**

All absences must be reported prior to 9:00 AM. Failure to report a tardiness or absence will result in disciplinary action and an unexcused absence being recorded. Failure to promptly provide the obligatory leave slip upon return to class/clinic will result in leave being recorded as unexcused. These should be dated on the day they are submitted.

1. Notify the school office of your absence by calling (209) 468-6236.
2. Call your assigned clinical site to notify them of your absence.
3. Follow up with a documentary "Leave Request" slip upon return to campus (for final approval). **All unexcused absences will be made up after graduation.**

**EVENING ROTATIONS**

In consideration of the relative educational value, students are required to participate in evening clinical rotations during the 2 years to gain skills and experience distinctly different than daytime rotations. Goals and objectives for this rotation are available in the school office.

**VACATION TIME/HOLIDAYS**

In addition to the personal leave / personal time mentioned on page 16, students will receive two weeks of scheduled vacation per year. One week will be in December and one week in June. The exact dates will be published with that year's clinical schedule. All students will also receive time off for the 10 approved county holidays per year along with their birthday.

**STUDENT LUNCH AND BREAK POLICY**

Students are allowed one 30-minute lunch period and two 15-minute breaks on clinical days. Lunch times vary with the area of rotation. Students are to ask permission from their supervisor before taking lunch or breaks as departmental situations vary and may warrant break or lunch postponement.

## **EMPLOYMENT POLICY**

It is against state law for an unlicensed individual to take x-rays unless participating in an approved educational program. Students who may be employed in a Radiology dept. in other capacities after school hours are cautioned that to take x-rays under such circumstances is in violation of the law and could result in expulsion from the school and inability to take the licensing exams.

## **STUDENT PROFESSIONAL LIABILITY INSURANCE**

All students will be required to provide proof of Professional Liability Insurance coverage to the Program Director and to San Joaquin Delta College, prior to participation in Clinical experience. Policy information is available from the School Office.

## **HEALTH INSURANCE AND SERVICES**

It is recommended that students have some form of private health insurance as no insurance is provided for students by the school.

## **COMMUNICABLE DISEASES**

Students having or having been exposed to communicable diseases are considered a potential threat to patients' well-being. Students are to immediately report any type of infection such as: upper respiratory, conjunctivitis, strep throat, to the Program Director Or Clinical Instructor.

Depending upon the type of infection, a student may be removed from direct patient contact. The type and duration of any action taken will be consistent with the policies established by the Hospital.

## **TUBERCULOSIS POLICY**

All students are required to have a yearly skin test or chest x-ray as part of their yearly physical. Any student, regardless of clinical site, who receives notice that they may have been exposed to TB is to follow this procedure:

1. Notify the program Director of your exposure and obtain the necessary forms.
2. Report to SJGH Employee Health for your post-exposure TB test. Notify the Program Director and your clinical instructor of the test results.
3. If follow-up treatment is necessary, obtain a Workman's Compensation form from S.J. Delta College Contracts and Insurance office.
4. Obtain a Delta College accident report form. This form must be given to the Program Director within 24 hours.

Any student who participates in an exam involving a known active TB patient must wear a personally fit mask. Consult your instructor on how to obtain a respirator.

### **WORKMAN'S COMPENSATION POLICY & PROCEDURE**

All injuries occurring during instructional hours whether in classroom or clinic should be covered by San Joaquin Delta College's Workman's Compensation policy.

Immediately report any injury to the program director or your clinical supervisor prior to seeking treatment so that Delta College accident report and Workman's Compensation forms may be provided. You should initially and immediately call the "Company Nurse" (risk management). They will evaluate the incident and refer you for treatment as necessary.

Any injury of a serious or unstable nature may be treated immediately at your clinical site. Paperwork will be completed by your clinical supervisor and submitted to Delta within 24 hours.

In such an event "Delta College" should be named as the responsible party for billing purposes. Failure to follow correct Workman's Compensation procedure may result in your being billed directly by the service provider, with potential, subsequent referral to collections. To avoid this inconvenience familiarize yourself with the policy on the following page and keep the card in your possession for immediate reference.

#### **If a student should become injured in clinic**

**021317**

The following is Delta College's Policy copied from their website for your information and your convenience. You can access it directly by following the links on the left. The card to the right will be printed and provided to each group of students for a quick reference in the event of an incident.

- ⇒ <https://www.deltacollege.edu/>
- ⇒ [Faculty & Staff Resources](#) (bottom of page)
- ⇒ [Shared Resources](#) (3<sup>rd</sup> section)
- ⇒ [Company Nurse / Workers Compensation](#) (left column)

\* \* IN CASE OF WORKPLACE INJURY OR ILLNESS\* \*



If you have experienced a work-related injury or illness, effective December 1, 2015, Company Nurse should be the first call the injured student makes at 1-877-518-6702. It is accessible 24 hours / 7 days a week. All claims should be reported within 48 hours of the injury.

The Company nurses are registered nurses who use their medical training and clinical experience to treat injured student and assess job hazards. Company Nurse will be able

to direct the injured student as to whether they can be treated as first aid or if they should immediately go to the worker's comp clinic (Dameron Industrial Relations.)

The process is very simple. Employees, supervisors, and students must follow these steps for work-related injuries.

- Students should immediately notify their supervisor of the injury.
- If the injury is life threatening, **seek emergency care immediately** – Call 911.
- Call the Company Nurse at 1-877-518-6702 any time medical treatment is needed. If the student is unable to call Company Nurse, the student's supervisor should make the call for the student.
- A nurse who answers the hotline will gather information and make a care recommendation and advise the student on the next step.
- The Company Nurse will send the claim form to the Department of Human Resources. Additional information and signatures will be required by the student and their supervisor. An Instructor will contact the student to complete this process.

**The student will need to be cleared by a company nurse before returning to clinical**

When contacting Company Nurse, please provide Search Code QS146 to expedite the process. If you have questions, please contact Suzanne Franco at 209-954-5016, or Rhonda Lobosco at 209-954-5062.

### **PARKING POLICY**

Students shall abide by parking policies established by each clinical site.

### **DROP/WITHDRAWAL POLICY**

Students failing to meet attendance, academic, and clinical standards as outlined in this handbook and/or the Delta Catalog will be dropped from the Program. **Students failing to register for required classes through Delta College will be considered to have voluntarily withdrawn from the program.** Voluntary withdrawal from the program should include written notice to the Program Director and an exit counseling session. Refunds of fees and student transcript entries are according to Delta College policy. (See Delta's Catalog on their online webpage.)

Students will be allowed one re-entry to the program following a withdrawal or dismissal. Students who are dismissed or withdrawal will not be reconsidered for five years. Students wishing to re-enter must follow the same standard application and selection procedure (approved leave of absence excepted). Prior courses completed may need to be repeated for recency credit and information renewal. Due to the nature (and/or seriousness) of the infraction (integrity, drugs, moral turpitude) an applicant may be denied re-admission (academic, behavioral and conduct reasons).



## **SCHOOL REFERENCE LIBRARY CHECKOUT POLICY**

All books removed from the Education Office, whether for a brief period or for a longer period, must be checked out. A checkout folder will be kept beside the bookcase. Persons checking out books will list the author, book title, reference number, and date removed. Student and/ or staff signatures are required.

When returning books, give them to the Program Director or Clinical Instructor. The date of return will be entered in the checkout folder.

- School Library Hours: M-F 7:30 AM to 4:00 PM
- Hospital Library Hours: M-F 8:00 AM to 4:30 PM
- Delta College Library Hours: M-Th 7:30 AM to 9:30 PM, F 7:30– 3:30, Sat. 1-5

Delta College has several Radiography titles within their campus library. In addition, they have subscriptions to e-journals and e-books for your use. Some of these, including current texts may be in their reserve section. Please check with their library staff for the location of all library resources.

## **COUNSELING**

Counseling and advisement are always available to students and will be scheduled on a regular basis to discuss student progress. Students who want extra counseling should make an appointment with the appropriate faculty member.

## **STUDENT PREGNANCY POLICY**

If a student becomes pregnant during training, she has the legal option of voluntarily declaring herself pregnant. A “declared pregnant woman” is one “who has voluntarily informed her school, in writing, of her pregnancy and the estimated date of conception” (10CFR 20.1003). This declaration allows a pregnant student to take advantage of a lower fetal dose limit and fetal dose monitoring.

The pregnant student also has the option to continue within the program without modification or interruption of her educational plan. Other options might include modification of clinical assignments or a leave of absence from the program. It is the position of NRC that a student be allowed to make an informed decision based upon her individual needs and preferences.

The student also has the option of withdrawing her declaration of pregnancy if she so chooses. The lower dose limit for the embryo/fetus will remain in effect until the student withdraws her declaration of pregnancy in writing or is no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

A student contemplating a declaration of pregnancy may meet with the Program Director to discuss the potential consequences of embryonic and fetal radiation exposure and be provided the Nuclear Regulatory Commission (NRC) Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure", to read and discuss (as well as any other publications required by hospital department policy). She may then make an informed decision for herself and her unborn child as whether to or not declare herself pregnant.

During her pregnancy, when in the radiographic environment, the declared pregnant student will wear an additional abdominal badge under her protective apron during all fluoroscopic procedures, and at abdomen level for all other radiographic exam. The student is responsible for practicing all radiation protection procedures as instructed.

NCRP recommends a monthly equivalent dose limit of 0.05 rem ((0.5mSv) to the embryo/fetus once the pregnancy is known. Occupational exposure dose will continue to be monitored at established regular intervals. The abdominal badge will be monitored to ascertain that the maximum permissible dose equivalent to the fetus resulting from occupational exposure does not exceed 0.5 rem (500 millirem) (delivered at a uniform monthly exposure rate) during the entire gestation period. In the event that the embryo/fetal dose might exceed this limit reasonable accommodations would be considered allowing the student to safely continue in her regular learning activities.

These accommodations may include clinical scheduling considerations for fluoroscopic, portable, and surgical assignments. If necessary, the student may be removed from the clinical environment until after the child's birth. Every effort will be made to make accommodations that will allow the pregnant student to remain in training. The student must understand, however, that graduation from the Program may be postponed, as all fluoroscopic, portable, and surgical rotations must be completed as well as academic studies prior to graduation.

If necessary, the student will be permitted to remain in training past the set graduation date in order to complete all necessary academic and clinical assignments. The student will not complete training until all requirements for graduation, as established by the California State Department of Health, the Joint Review Committee on Education in Radiologic Technology and the School of Radiologic Technology, have been met. Any student electing to remain in training during pregnancy does so voluntarily and releases the Hospital, San Joaquin County Health Care Services and the School of Radiologic Technology from all responsibility in connection with possible consequences, which may occur due to embryonic or fetal radiation exposure. Female students of childbearing age will sign a release that they have read this policy and understand it.

### **GRIEVANCE/COMPLAINT PROCEDURE (S)**

Informal Grievance or Complaint-please contact Program Director to present complaint and obtain complaint form. All complaints are filed in the student's personnel file.

Formal Grievance- Within 5 days of occurrence, the student grievant should first attempt to resolve the complaint by informal consultation with the Program Director.

If a resolution is not reached regarding the problem, the complaint is entered as a formal grievance:

- 1) Write a brief statement explaining the nature of the complaint including, such facts as time, date, place, and action that is cause for review (within 10 school days) to Director of Diagnostic Imaging.
- 2) Director of Diagnostic Imaging will arrange a meeting within 5 school days after receipt of the written statement, with the Faculty Director, Director of Diagnostic Imaging and Dean of Health Sciences Delta College.
- 3) Within 5 school days, the student shall receive a written decision regarding the grievance.
- 4) Student may accept or reject the decision within 10 school days following the decision.
- 5) If the decision is rejected, the student shall submit the grievance report and all communications with respect to the grievance to the Hospital Director for review and **a final decision is made within 10 school days.**

Every attempt shall be made to resolve the matter at the lowest possible level. The Student will remain active in the Program during the grievance procedure until the final decision is made. **Grievances regarding student services at Delta College would be a concern of Delta College and handled through DC as referenced elsewhere within this student handbook. (See policy on Student Services and relative elaboration) (08/09)**

### **EMERGENCY SITUATIONS**

Students should familiarize themselves with the appropriate emergency responses in each clinical facility. Emergency responses will be covered for each clinical facility during the orientation period of the Program.

### **JRCERT COMPLIANCE / COMPLAINTS / POLICY**

We maintain ongoing accreditation with the Joint Review Committee on Education in Radiologic Technology and continuous approval by the State of California Department of Public Health, Radiologic Health Branch to provide training and education to students in the field of Diagnostic Imaging. JRCERT is our accreditation body. To remain compliant, we religiously strive to adhere to a set of standards designed to assure quality, integrity, efficiency, and effectiveness in imparting quality imaging skills to our students. The program is structured upon and evaluated against this set of standards. These standards address program compliance in each of the following general areas:

- |  |   |
|--|---|
| <b>1. Accountability, Fair Practices,<br/>and Public Information</b> | <b>Resources</b>                            |
| <b>2. Institutional Commitment</b>                                   | <b>3. Faculty and Staff</b>                 |
|  | <b>4. Curriculum and Academic Practices</b> |

## 5. Health and Safety

## Assessment

## 6. Programmatic Effectiveness

A complete set of Standards and their relative objectives are available for review within the Program Office or online. These may be elaborated on in part or whole in our Introduction to Radiography class. We take pride in exercising a great effort to adhere to each of these standards in maintaining a quality education program for our students. If you have difficulty interpreting these standards, please discuss this directly with the Program Director. If you feel that we are not living up to any one of them (compliant with) or potentially in violation of a JRCERT policy, please let us know --and discuss this with the program director or other program representative. If you remain unsatisfied with our discussion and wish to make a formal complaint, please put this in writing and share with the program director. If we are unable to resolve any issue to your satisfaction you will be directed to submit your written, signed complaint to the national JRCERT office.

JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606, (312) 704-5300) and is approved by the California State Department of Health, Radiologic Health Branch, (P.O. Box 997414, Sacramento, CA 95899-7414, (916) 327-5106

### JRCERT's sequence of action

JRCERT follows due process upon receipt of a written, signed allegation, which indicates that one of their programs may not be in substantial compliance with one of the six standards or may be in violation with a JRCERT accreditation policy.

Upon receipt of complaint the JRCERT's CEO will be delegated to facilitate investigations and resolution to determine the existence and extent of noncompliance or violation. They will acknowledge receipt of a written complaint to the complainant within 20 days indicating therein that an infraction either may or may not exist. If it is decided or determined that an infraction does indeed exist, they will then set about gathering information. The JRCERT will first determine whether non-formal resolution was attempted (or considered nonproductive). They will then notify the sponsor's CEO and Program Director of the complaint and substance of the allegation. A program response will be required within 30 working days. The JRCERT will determine whether a violation or infraction does exist relative to the Standards or Policies, promulgate a course of action and notify the program within 10 days. If a violation does exist, the program will then have 30 days to correct or resolve any pending issues. If the JRCERT is satisfied with the resolution the program director and sponsor's CEO will be notified and the accreditation status reaffirmed. A record of any such complaints and relative action will be retained in program files indefinitely.

### ARRT REGISTRY

Beginning in 2015 program completers must have a degree to sit for the national board exam. Means and guidelines have been affected to potentiate concurrent graduation

from our school (SJGH) and the contract college (DC). Students will either enter the program with a degree or will have completed Delta's general education component so as to assure concurrent completion of a degree with graduation from the school. The school provides a certificate; the college provides the degree. We encourage a degree check early in the program to assure that all non-program (degree) requirements have been satisfied prior to graduation. Only after graduation from the school and verification of a degree will your eligibility be certified to the ARRT for examination. Successful passing of the ARRT examination entitles the individual to be known as a Registered Technologist in Radiography and use the initials "R.T. (R)" after his/her name.

If you have been convicted of a felony or misdemeanor other than speeding or parking violations, it is recommended that you request a pre-application review by the ARRT prior to beginning your studies.

### **California Certification**

Radiologic Technologists working in the State of California must be licensed by the State of California Department of Health Services, Radiologic Health Branch. Successful completion of the ARRT examination entitles the individual to apply for state certification without additional testing (via a unidirectional reciprocal agreement), provided all other state eligibility requirements are met.

Individuals not meeting ARRT exam requirements or those having other reasons to do so may take a state certification exam. To certify in Fluoroscopy, you will need to apply for a separate state-certification. This can be done at the same time as applying for the state certification. Many employers presently require this certification. Contact the Program Director or state Radiologic Health Branch for more details.

### **Venipuncture Policy**

Section 106985 of the California Health and Safety Code authorizes a radiologic technologist, under the general supervision of a physician and surgeon, a registered nurse or a person the physician or nurse has previously deemed qualified to provide personal supervision to perform venipuncture in the upper extremity for the purpose of administration of contrast materials, provided the technologist has received sufficient education and training as outlined in the code, which beginning in 2013 requires an additional 10 supervised punctures on live subjects and competency verification in their place of employment. The code further states that schools for radiologic technologists shall include instruction of venipuncture in their curriculum.

Students will ordinarily obtain venipuncture training during their first year of training. The student will be issued a certificate following satisfactory completion of both the didactic and clinical components of training. This certificate must be signed by both the didactic and laboratory instructor to be valid. Additional competency assessment and verification will need to be completed post-certification at site of employment.

Students must follow department policy regarding the performance of venipuncture. All venipuncture performed by students must be under the direct supervision of either a technologist who is certified in venipuncture, a registered nurse, or a physician.

## **GRADUATION and PROGRAM COMPLETION REQUIREMENTS**

Students qualifying for graduation from the San Joaquin General Hospital, School of Radiologic Technology must satisfy the following requirements:

1. Successful completion of each course with at least a "C" grade. Passing scores for examinations is 80%. All didactic courses must be taken and passed in sequence. Any incomplete clinical experience or missed time beyond the allotted hours (in the second year) will be made-up after graduation. The graduation certificate will be withheld until all program requirements have been completed. Verification to ARRT for testing will require both graduation and degree status.
2. Attendance at the School for a period of 24 months including vacation and holiday time allocations.
3. Maintenance of an overall 2.5 grade point average, clinical and academic combined.
4. Demonstration of clinical competency in all aspects of general radiography and fluoroscopic radiography necessary to assume a position as a Radiologic Technologist.
5. Must fulfill the terminal competencies as outlined in the Master Plan for Education, ARRT requirements, and this handbook.
6. In order to meet program requirements each student must complete a minimum of 3359 hours of clinical and academic training. (Due to State and/or program regulations requiring a minimum number of hours of instruction, there is no provision for early release from the program)
  4. Complete by participation and evaluation of no less than 2000 Radiologic examinations.
  5. Program completion in addition to a Certificate of Completion from the School must have a college degree prior to being certified to sit for the ARRT board exam.

### **IDENTIFICATION BADGES**

Each student is issued a photo identification badge that is always to be worn, while in attendance, with the picture and classification visible. If the badge is lost or a name change has occurred, contact the Personnel Department immediately. The badge is to be returned to the School at program completion.

### **RADIATION PROTECTION**

Students are expected to follow all radiation protection policies and protocols established at their clinical sites. (See the departmental policy guide for your facility.)

The following applies to first semester students prior to the successful completion of the radiation protection segment of Introduction to Radiography (Rad 10).

1. The first 4 weeks of the first semester the student may not actively participate in exams other than to assist the technologist as part of the "Tech Assistant" rotation.

2. The first 4 weeks of the first semester the student may not be present in the fluoroscopy room during exposure.
3. The first 4 weeks of the first semester the student may observe, with the technologist's permission, from the safety of the control booth.
4. **At no point are students ever to hold patients or image receptors during any radiographic procedures.**

Following successful completion of the radiation protection segment of Rad 10 and RAD 11, first semester students may participate in exams following established standards of supervision.

### **RADIATION DOSIMETRY BADGES**

A radiation badge (dosimeter) will be issued to each student and is to be worn daily while in the clinical setting. We presently provide a chest dosimeter. It should be worn at chest level between the waist and collar. If you wear a protective lead apron the badge should be worn at collar level outside of the apron. Badges will be exchanged bimonthly and it is the student's responsibility to turn in the old badge for a new one. Radiation badges are not to be worn during an individual's personal x-ray examinations. They are for occupational exposure only.

If the badge is damaged, exposed accidentally, washed, or lost, the student is to report the incident immediately to the Program Director. All badges must be turned in upon termination of schooling. A cumulative radiation exposure report may be sent to the student after the last radiation report is received. This report should be kept indefinitely in order to monitor lifetime occupational exposure.

The report of your previous month's as well as your cumulative reading is posted outside the door of the School Office. Each student should place their initials next to their name once they have reviewed their readings within 7 school days upon receipt.

### **HIGH DOSIMETER READING**

If it is determined that a bimonthly dosimeter reading is above the normal limit per review of the Radiation Safety Officer, the Radiology Manager and/or Program Director will initially meet with the individual affected (be it technologist or student) to gather additional information relative to the circumstances surrounding the cause of the high reading. Additionally, an observation and documentation of the Tech/student's clinical performance habits will occur. –i.e., was this attributable to a determinable cause: mobile radiography, fluoroscopy, nuclear medicine, or specials? A written documentation of the clinical activities would also be obtained from the student / tech covering the monitoring period in question. If the results and activities do not offer a likely correlation, further counsel and notification will be made with dosimeter company (Landauer).

#### **The Improvement Plan:**

The student / tech will be counseled by the Radiation Safety Officer and the Health Physicists may be consulted and a correction plan devised. Dependent upon the extent or severity (level of exposure) this may involve an adjustment of the student's clinical

assignment for a specified period. Restrictions may be implemented to assure that the individual's dose tolerance level or allowable cumulative dose totals do not exceed 4 Rem/yr. (NRC maximum allowable occupational dose = 5 Rem/yr.). If deemed necessary, the individual could be monitored more frequently to assure adherence to decreased monthly or weekly dose levels. If the dose exceeds 4 REM per year or 1 REM per quarter the student will be reassigned. (Amended 04/18)

### **Reporting High Dosimeter Readings or Operator over Exposure to X-radiation (09/09)**

Any incidence of student overexposure to x-radiation (i.e., dosimeter readings which occur above the acceptable tolerance threshold) will be reported to California Department of Public Health within 10 days of such occurrence. (Typically, this would be an occupational exposure exceeding 50 millisieverts (5 Rem) in one year or 12.5 mSv (1.25 Rem) per calendar quarter). In November 2013 we modified our tolerance threshold to reflect a level below NRC regulations. We now require that readings above 40 millisieverts (4 Rem/yr.) and 10 mSv/quarter (1.0 rem) be promptly reported (w/in 10 days). (Amended 12/13)

This narrative report should indicate an initial assessment of the incident to include:

- The name of the individual student affected
- A general statement of what occurred (i.e., an unusually high dosimeter reading / unacceptable reading(s)).
- Did any relative personal injury occur? Was there any need for medical examination or attention?
- The place where the incident occurred.
- The time period during which the incident occurred.
- An estimation of dose or the actual reading or level of exposure.
- Potential cause or narrative of events leading to this incident.
- Particulars of any investigations into the incident and the results of this investigation.
- Particulars of any initial steps taken (or improvement plan affected) to rectify the incidence.
- The name and signature of person (or persons) completing this report.

A copy of the above inquisition and findings will be maintained within the student's record file and be made available to CDPH if requested. This completed initial report will be emailed and a hardcopy of the same report is sent via surface mail to CDPH in Sacramento.

### **CLINICAL AND DIDACTIC CORRELATION**

The clinical environment is designed to correlate all phases of the didactic instruction with examinations performed in the clinical setting. The student must first complete and successfully pass didactic and relative laboratories. After having passed practical examinations in the classroom, the student is permitted to perform examinations on patients under direct supervision of a licensed Technologist. The examinations a student can perform are listed in their clinical competency workbook. The student



cannot enter the exposure room(s) until after successful completion of radiation protection instruction.

Final terminal competency evaluations will be performed by the Clinical Instructor or approved Program Director designee before the student can perform examinations under general supervision. These exams will be logged in the competency-based Radiologic Technology workbook and on a master log, which lists all competencies required for graduation and by the ARRT.

In addition to patient exams, the student will perform examinations on the phantom during their technical laboratory sessions. Positioning, technical ability, image evaluation, and other clinical knowledge are evaluated during these laboratories. The students can incorporate learned material from the classroom with first-hand experience in the clinical setting. Direct supervision is required prior to demonstrating competence in each area. Setting of exposure factors must be done under direct supervision until the student has successfully completed their course in Radiographic Technique.

At any time, upon request by the Program Director or Clinical Instructor, the student will provide random sets of images from exams that they have completed. These will be evaluated for radiographic quality.

## **CLINICAL PREPARATIONS**

### **To be completed before starting the program and at each of the clinical sites**

For the duration of the 2-year program students need to remain drug free, compliant, and current with the following matters. We maintain a personal record file for each student within the program office. *(Failure to complete these requirements may prevent you from entering the school of radiologic technology and having to reapply).*

- **Immunizations**, [provide copies to the Program Director],
- **Background clearances**, [provide copies to the Program Director],
- **CPR certification** (professional level, American Heart Association) [provide copies to the Program Director].
- **Malpractice / Liability Insurance** (this must be purchased annually, prior to starting your first clinical and prior to beginning your second year clinical) [provide copies to the Program Director]. --\$1 million/claim, \$3 million/aggregate
- **Course registration** (due to records and insurance requirements you cannot be allowed to attend classes, laboratories, or clinicals until you have registered for the relative course). Any missed days will be deducted from your personal hours.

Unfortunately, each of the facilities has their unique set of requirements. Just because you have satisfied the requirements of one facility does not mean that you will have satisfied the requirements of all facilities. If additional tests or immunizations are called for and completed at another facility, there may be a cost involved. This is one of the incidental costs of the program. Be prepared to satisfy the requirements at each clinical affiliate to which you may be assigned. And be prepared to pay the costs. You should start your preparation for each clinical assignment early by contacting the HR where you will be attending. Allow at least 3 to 4 weeks for completion of individual clinical

requirements so that you will not have to miss any valuable clinical time (and or potentially delay your graduation date),

## SJGH

Initially all students will be required to complete a TB test and have their immunization records checked and updated at San Joaquin General. PPD must be repeated annually.

**Malpractice/Liability Insurance** \$1 million/claim, \$3 million/aggregate

**CPR/BLS** –Professional level, American Heart Association. These are typically valid for 1 year or 2 years. These can be renewed or recertified at SJGH if scheduled. If you are not allowed to enter a clinical rotation due to an expired CPR certification the clinical time missed will be deducted from your personal leave account.

### St. Joseph’s Medical Center

A couple of things must be done before being cleared to start clinicals at St. Joseph’s. You will need to have completed a background check, a 7-panel drug screen, and a TB skin test. Your Program Director will provide a compliance checklist to Sandra Thayer in HR verifying that these have been done (well in advance of your scheduled start date). She in turn will ask you to come in for a hospital I.D. badge and schedule you for a Monday morning orientation session. **Orientations are only done on Monday mornings and you must have an appointment.** Start early, weeks before your scheduled start date, to allow time to complete everything . . . so that you will not have to miss any valuable clinical time or lose any personal time. If needed, both the background check and the drug screen can be arranged through ‘Certified Background’.

- **TB signs and symptoms** questionnaire and 1, 2, or 3
  1. 2-step TB skin test if no PPD w/in 12 months
  2. 1-step TBst with negative PPD w/in 12 months
  3. Chest radiograph for Students with proof of positive TBst
- **Background Screening** --failure to pass this background check will prohibit you from participation in the clinical activities of the facility and you will subsequently be dropped from the program.
- **Hepatitis B vaccination** or titer or statement of refusal
- **Immunizations:**
  - Rubella (vaccination after 1<sup>st</sup> BD, serology, or born before 1957),
  - Rubeola (vaccination after 1<sup>st</sup> BD, serology, or born before 1957),
  - Chicken pox / Varicella (documented vaccination)
  - Flu shots will be required and verified during flu season.
  - COVID-
- **7-panel drug screen** w negative results
- **Malpractice / Liability Insurance** --\$1 million/claim, \$3 million/aggregate
- **CPR/BLS** –Professional level, American Heart Association.

## Lodi Hospital

A computer-based hospital/departmental orientation will be required before starting at Lodi. Contact the clinical instructor at this facility at least two weeks prior to you scheduled rotation start date.

- **PPD:** Negative PPD or Chest x-ray w/in 6-months.
- **Immunizations:**  
Tetanus-Diphtheria (w/in last 10 years),  
Mumps, Measles,  
Rubella (if born after January 1, 1958),  
Poliomyelitis (documentation), and  
any other vaccination required of hospital employees.  
Hepatitis B trivax series (or signed statement declining series)  
COVID
- **Malpractice/Liability Insurance** \$1 million/claim, \$3 million/aggregate
- **CPR/BLS** –Professional level, American Heart Association.
- Your information will be given to the clinical instructor at Lodi and someone from there will contact you.

## Sutter Gould Medical Foundation

A computer-based departmental orientation will be required before starting at Sutter. This will be done through **my clinical exchange**. Contact the clinical instructor at this facility at least two weeks prior to you scheduled rotation start date.

- **PPD:** Negative PPD or Chest x-ray w/in 6-months.
- **Immunizations:**  
Tetanus-Diphtheria (w/in last 10 years),  
Mumps, Measles,  
Rubella (if born after January 1, 1958),  
Poliomyelitis (documentation), and  
any other vaccination required of hospital employees.  
Hepatitis B trivax series (or signed statement declining series)  
COVID
- **Malpractice/Liability Insurance** \$1 million/claim, \$3 million/aggregate
- **CPR/BLS** –Professional level, American Heart Association.
- Your information will be given to the clinical instructor at Lodi and someone from there will contact you.
- Pass a drug screen
- Pass a background.

Most facilities will accept a prior background check completed at another hospital or through Certified Background. But it may have to have been completed within the year.

To assure that you do not miss any valuable clinical time, lose any personal time, and/or delay your established program completion date, allow yourself ample time to make the appropriate appointments and complete the requirements of each clinical facility well in

advance of your scheduled start date. None of the facilities including SJGH provide the results of your testing directly to the program. Where you are required to provide verification of your current insurance coverage and CPR, it is recommended that you obtain copies of your immunization screening from occupational health, any PPD updates, and/or background testing done here or at any of our affiliate sites and provide these to the program office to be maintained within your student file. This will alleviate some future disharmony when trying to gather and provide the appropriate documentation for the different clinical sites. All clinical sites assigned must be attended. If you are unable to complete one of the clinical components this may affect your graduation.

### **CLINICAL TRAINING STUDENT REGULATIONS/POLICY**

- I. Clinical instruction is correlated with each academic segment of the curriculum.
  - A. Student performance criteria in the clinical setting.
    1. You will receive instruction in the classroom on each positioning exam.
    2. You must successfully pass written and practical examinations before being permitted to perform exams on patients under direct supervision.
    3. Exams you are permitted to perform on patients will be listed on your clinical terminal competency workbook.
      - a. You are only allowed to perform those exams, which you have successfully passed during practical examinations.
      - b. These exams are to be done under DIRECT SUPERVISION until the 4th criterion is met.
    4. You are evaluated on clinical examinations by supervising Technologists. When you feel confident you will take a clinical terminal competency examination in the presence of the Clinical Instructor or Program Director. Once you have completed a terminal competency for a particular exam you will be able to perform such exams under GENERAL (Indirect) SUPERVISION.
  - B. Definitions:
    1. **DIRECT SUPERVISION:**
      - a. A qualified Technologist reviews the requisition for the examination and checks your clinical competency summary. A qualified Technologist reviews the condition of the patient in relation to your clinical experience.
      - b. A qualified Technologist provides assistance during the examination and checks final positioning and technical factor selection. A qualified Technologist reviews and approves the finished radiographs.
    2. **GENERAL (Indirect) SUPERVISION:**
      - a. That supervision provided by a qualified Technologist IMMEDIATELY AVAILABLE to assist students regardless of the level of student achievement.
      - b. A technologist must approve your images prior to them being turned in.
      - c. **REPEAT EXAMS ARE ALWAYS DONE WITH THE ASSISTANCE OF A QUALIFIED TECHNOLOGIST PRESENT IN THE ROOM.**

\*\* A *qualified technologist* is defined as a technologist holding ARRT certification or equivalent. Limited permit technicians are not permitted to supervise students or approve student films. Students failing to follow supervision or repeat policy will be

subject to disciplinary action: First Offense: Documented verbal warning. Second Offense: Formal written warning. Third Offense: Dismissal from the program.

### **STUDENT ROOM OBLIGATIONS**

Each student will be responsible for the following in his or her assigned area. Your performance in your area will be reflected on your clinical grade.

1. Keep rooms stocked and organized.
2. Stock linen in room every day (or as needed).
3. Stock cupboards every day (or as needed).
4. Keep lead aprons and gloves clean, available, and appropriately hung.
5. Keep dressing rooms clean. This is everyone's responsibility, but don't wait for everyone else to do it!!
6. Clean x-ray table with disinfectant after each patient during the course of the day.
7. Each student is responsible for monitoring of the bathroom adjacent to his or her assigned room. If cleaning is needed, call housekeeping.
8. All students are responsible for general tidiness in the department.
9. You are not to study in your room unless there is absolutely nothing else to do.
10. You are responsible for initiating questions in your area, carefully observing the procedures, helping as much as you are allowed, and for learning as much as you can while in your specific area. If you have any questions about your responsibilities or where to find supplies for your area, please ask!

### **TERMINAL COMPETENCIES**

1. Use and interpret written medical communications.
2. Position patient and imaging system to perform routine radiographic examinations.
3. Demonstrate competency in all 37 mandatory Radiologic procedures (+6 patient care mandatories) and at least 15 of the 34 elective procedures identified by ARRT.
4. Select appropriate contrast material for demonstration of anatomical structures.
5. Demonstrate knowledge of human structure, function, and pathology common to the radiographic environment.
6. Anticipate and provide basic patient care, comfort, and emergency aid.
7. Apply principles of body mechanics.
8. Perform basic mathematical functions in computing exposure factors.
9. Modify standard procedures to accommodate for physical and pathological conditions.
10. Describe the principles and procedures of image processing.
11. Determine exposure factors to obtain diagnostic quality, low dose radiographs.
12. Adapt exposure to radiographs for various pathological conditions, equipment and accessories to maintain optimal radiographic quality.
13. Describe the principle factors affecting detail, distortion, contrast, and density, and their relationship to mA, kVp, time, and distance.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Describe the basic principles of Computerized Tomography, Ultrasound, Digital Subtraction Radiography, Nuclear Medicine, Radiation Therapy, and MRI.
16. Describe components and specific functions of devices comprising the x-ray circuit.
17. Be able to perform routine portable radiography and surgical examinations.

18. Describe the responsibilities of the Technologist to the patient, hospital and radiographic environment.
19. Perform image filing, editing, retrieval, and office procedures.
20. Describe the benefits and destructive potentials of ionizing radiations.
21. Apply the principles of safe radiation protection for self, patient, and others.
22. Describe the radiation units employed in assessing radiation exposure.
23. Demonstrate knowledge and skills relating to quality assurance.
24. Demonstrate the ability to utilize a common-sense approach to radiographic procedures and patient care.
25. Must successfully pass each course with a "C" average with an overall 2.5 GPA.

### **ACADEMIC STANDARDS**

The School of Radiologic Technology requires that all students admitted to the Program maintain a C average. Passing scores for examinations is 80%. Terminal Exam Competencies require a score of 80% to pass. The following course grading system will be applied

<u>ACADEMIC</u>	<u>GRADE POINTS</u>	
<u>SUBJECT GRADE</u>	Clinic	Whole points are required for a letter grade. Students must complete each selected course with no lower than a 2.5 (C) average and maintain an overall 2.5 (C) G.P.A., academic and clinical combined, to remain in training and qualify for graduation.
Class	A = 3.70 - 4.00	
92 - 100 = A	B = 3.00 - 3.69	
86 - 91 = B	C = 2.50 - 2.99	
80 - 85 = C	D = 1.00 - 2.49	
70 - 79 = D	F = 0.00 - 0.99	
Below 70 = F		

### **CLINICAL STANDARDS**

Clinical grades are based on clinical performance, terminal competency grades, and room evaluations as assessed on the Professional Development Clinical Evaluation. Room Evaluations are due the week following the end of that rotation. Room Evaluations turned-in more than two weeks late will not receive credit.

Students who are terminal competency eligible must complete a minimum of five exam competencies per semester (three per summer session) unless all routine and required competencies have already been completed. Students who do not complete the minimum will receive an incomplete clinical grade for that semester. 2<sup>nd</sup> year students will also be rechecked on competencies already completed. A minimum of four rechecks will be done each semester.

Students failing to maintain a 2.5 cumulative grade point average based on a 4.0 scale, or who otherwise do not satisfy the terminal competencies as established by the program, will not be permitted to graduate or take the National Registry Exams.

### **CLINICAL EDUCATION**

Each student will complete by participation and evaluation no less than 2000 Radiographic examinations during their 24 months of clinical rotation. You will

demonstrate competency in all 37 mandatorys (+6 mandatory patient care activities) and at least 15 of the 34 elective procedures identified by ARRT. Further, you will observe the following “minimum” totals (California BRH, title 17) in satisfying these competencies.\*

1. Each student will keep adequate and separate records of the following:
  - a. Procedures performed independently.
  - b. Procedures performed as an assistant.
  - c. Images or procedures repeated, including reasons for repeating.
2. It is understood that most, but not necessarily all, of the procedures listed below will be carried out in medical imaging facilities.

CATEGORIES	PROCEDURES	NUMBER OF PROCEDURES	
		Minimum	Optimum
Chest	Lungs, heart	200	400
Bony skeleton	Upper extremities, including shoulder girdle; lower extremities; spine, Including pelvis and hips; rib cage and sternum; skull; sinuses; facial and nasal bones; mandible; mastoids, TMJ, etc.	400	800
Gastrointestinal And genitourinary	Esophagus, upper gastrointestinal tract, small bowel, colon; urography (excretory, retrograde), KUB, cystogram, urethrogram, etc.	200	400
Vascular studies And contrast Studies	Angiography, aortography, arteriography, venography, myelography, sialography, arthrography, hysterosalpingography, etc.	50	200
Special studies And Medical Imaging Modalities	Tomography, scanography, eye foreign body localization, mammography, CT, MRI, DEXA, Ultrasound **	50	100
Portable and Surgical Procedures		50	100
Elective Procedures		(50)	100
TOTAL		(1000)	2100

\*\* Each student will perform or assist in the performance of these exams.

**Policy for Mammography:**

*According to Standard One objective 1.2*

The radiography program sponsored by **San Joaquin General Hospital** has revised its policy, effective **12-1-2020**, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

### **DIDACTIC 2-Yr Plan**

(UNDERGOING A TRANSITIONAL PERIOD RESULTING FROM A LATER PROGRAM START DATE –COURSE SEQUENCE REMAINS BUT TERMS MAY VARY)

	<b>COURSE TITLE</b>	<b>MAX. HOURS</b>	<b>CREDITS</b>
Rad. 10	Introduction to Radiography	63	3.5
Rad. 11	Radiographic Positioning & Terminology	162	6.0
Rad. 12	Radiographic Anatomy	36	2.0
Rad. 13	Principles of Radiographic Technique	72	4.0
Rad. 14	Image Processing	18	1.0
Rad. 20	Advanced Radiographic Positioning & Terminology	118	4.0
Rad. 21	Advanced Radiographic Anatomy	36	2.0
Rad. 22	Fundamentals of X-Ray & Radium Physics	72	4.0
Rad. 23	Positioning & Technical Laboratory	36	0.5
	Positioning Practice	100	
	Clinical Training 1 <sup>st</sup> year	1224	19.0
Rad. 30	Intermediate Positioning and Technology Laboratory	36	0.5
Rad. 31	Advanced Positioning and Technical	72	1.0



	Laboratory		
Rad 32	Sectional Anatomy	63	2.0
Rad. 40	Senior Review, Advanced Radiation Protection, & Fluoro Systems	108	6.0
Rad. 41	Radiographic Pathology and Film Critique	54	3.0
Clinical Training 2 <sup>nd</sup> year		1224	22.0
Two Year Totals (clinic & didactic)		3394 hrs.	80.5 credits

### **Tentative / Transitional 2 Year Plan (2016 forward)**

Starting in 2016 we moved the Student/Program start date forward from July 1 to mid-August. We worked closely with Delta College to make it as seamless as possible -- fitting into a workable 2-year scenario without affecting any major changes in the curriculum. This was achieved by moving 1 didactic class forward each semester and taking the first summer clinical and moving to the end in which to do electives.

<b><u>First year:</u></b>	<b><u>Radiologic Technology</u></b>	<b><u>Maximum Lecture / Lab Hours</u></b>
<b><i>Fall:</i></b>		
Rad 10 Introduction to Radiography (3.5 sem units)		<b>63 / 0</b>
Rad 10A/B <i>Beginning and Intermediate</i> Clinical Lab (6)		(clinical)
Rad 11 Radiographic Positioning and Terminology (6)		<b>90 / 72</b>
Rad 12 Radiographic Anatomy (2)		<b>36 / 0</b>
<b><i>Spring:</i></b>		
Rad 13 Principles of Radiographic Technique (4)		<b>72 / 0</b>
Rad 14 Image Processing (1)		<b>18 / 0</b>
Rad 20 Advanced Radiographic Positioning and Terminology (4)		<b>54 / 64</b>
Rad 20A Advanced Clinical Lab (8)		(clinical)
Rad 21 Advanced Radiographic Anatomy (2)		<b>36 / 0</b>
<b><i>Summer:</i></b>		
Rad 23 Positioning and Technical Lab (0.5)		<b>0 / 36</b>
Rad 22 Fundamentals of X-ray and Radium Physics (4)		<b>72 / 0</b>
Rad 30A Senior Clinical Lab (5)		(clinical)
<b><u>Second year:</u></b>		
<b><i>Fall:</i></b>		
Rad 30 Intermediate Positioning and Technical Lab (0.5)		<b>0 / 36</b>
Rad 30B Advanced Senior Clinical Lab (10)		(clinical)
Rad 31 Advanced Positioning and Technical Lab (1)		<b>0 / 72</b>
Rad 32 Sectional Anatomy (2)		<b>27 / 36</b>
<b><i>Spring:</i></b>		
Rad 40 Senior Review, Adv Rad Protection, & Fluoro Systems (6)		<b>108 / 0</b>
Rad 40A Radiographic Laboratory (9)		(clinical)

**Summer:**Rad 43 **Capstone** Clinical Lab (3) (clinical)2-yearTotal: 630 / 316  
Lecture / Lab Hrs**ACADEMIC TOTALS**

	<u>HOURS</u>	<u>UNITS</u>
First Year	613	27
Second Year	<u>333</u>	<u>12.5</u>
	946	39.5

**CLINICAL TOTALS**

	<u>HOURS</u>	<u>UNITS</u>
First Year	1224	19
Second Year	<u>1224</u>	<u>22</u>
	2448	41

**TOTAL ACADEMIC AND CLINICAL HOURS**

	<u>HOURS</u>	<u>UNITS</u>
Academic	946	39.5
Clinical	<u>2448</u>	<u>41.</u>
	3394	80.5

**CLINICAL 1ST YEAR**

Summer	Rad 10A	162	3.0 Units
Fall	Rad 10B	342	3.0 Units
Spring	Rad 20A	432	8.0 Units
Summer	Rad 30A	288	5.0 Units
		1224 Hrs	19 Units

**CLINICAL 2ND YEAR**

Fall	Rad 30B	558	10.0 Units
Spring	Rad 40A	504	9.0 Units
Capstone Clinical	Rad 43	162 Hr	3.0 Units
		1224 Hrs	22 Units

## Radiologic Technology Annual Academic Calendar

### Class of 2024

### Class of 2025

Month	Week	Seniors	Juniors	Administration
Aug	1	Finish Summer Classes (1 <sup>st</sup> year)		Summer Grades Due
	2	Start Fall Classes (2 <sup>nd</sup> year)	Start Program w/Fall Classes (1 <sup>st</sup> year)	Start Classes
	3			Start Fall Rad Anatomy Positioning Class Initial Orientation - SJGH
Sept	1			
	2			
	3			
Oct	1			
	2			
	3	Register for Spring Semester	Register for Spring Semester	
Nov	1			
	2			
	3			
Dec	1			
	2	Finals Week	Finals Week	Fall Grades Due
	3			
	4	Christmas Break (40 hrs)	Christmas Break (40 hrs)	Christmas Break
Jan	1	Spring Semester Starts	Spring Semester Starts	
	2			
	3			
Feb	1			
	2			
	3			
Mar	1			
	2			
	3			
Apr	1			
	2			
	3			
May	1			New Student Orientation
	2			
	3	Register for Summer Semester	Register for Summer Semester	
	4	Finals Week	Finals Week	Spring Grades Due
June	1	Summer Break Jrs. (40 hrs) to Srs	Summer Break Jrs. (40 hrs) to Srs	
	2			
	3		Venipuncture Lab	
	4		Start Technique Labs	
July	1			Register for Fall Semester
	2		Annual Reorientation - SJGH	
	3	Register for Fall Semester (incoming)	Register for Fall Semester	
	4	Graduation		

#### Holidays Observed (10)

New Year's, Martin Luther King, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Day after, Christmas.

Additional Students B-Day

### CLINICAL AND DIDACTIC STUDENT OBJECTIVES

Objectives for each course are provided with the course syllabus.

Objectives for each clinical rotation area are found on the area evaluation form available in the school office.

### **Graduation Day / Passing on the Baton**

Checkout is typically on Thursday and Graduation on Friday evening. We try to reserve a location a couple of months in advance. Then have invitations printed with the time and location so that you can invite your friends and families (along with the printing of programs and certificates). We have been successful, 95% of the time booking one of the forums at Delta College. But it is your graduation so if you want to reserve another location let us know so we can work with you and get the invitations straight.

Most years we might reserve a forum for 1:00 pm until 9:00 pm even though the graduation per se might go from 6 until 8 with a reception (when at Delta) at Danner Hall across the courtyard. At 1:00 pm the junior students will meet the senior students at the forum, help set-up, help decorate, practice entering the graduation area, and learning to operate audio-visual equipment which may be used.

By involving both classes, the senior class will pass on the tradition / pass on the teaching to next year's (and successive) graduating class(es).

### **COURSE DESCRIPTIONS**

Descriptions of all courses can be found in the Delta Catalog (printed and online), in the individual course syllabi, and within the Master Plan in the school office.

### **Official Start Date**

The general start date to our program is the second week in August of each year. This start date is contingent on the passage of Rad 10 Intro to Radiology. This class must be passed with an 80% or higher. Once this class is passed the student is then officially enrolled in the Rad Tech program.

**Disability support services (ADA) Policy.** – Students requesting accommodations must self-identify. Disability verification must be submitted to determine reasonable accommodations. Accommodations must not fundamentally alter curriculum or completion of the radiologic technology program certificate. Accommodations are based on individual functional and/or educational limitations as supported from an appropriate certified professional.

**Not all Policies are contained within this handbook.**

**Veterans Information Supplement to  
Radiologic Technology Student Handbook  
San Joaquin General Hospital  
School of Radiologic Technology**

2016/

Name of Institution: San Joaquin General Hospital – School of Radiologic Technology  
Physical Address: 500 W. Hospital Rd., French Camp, CA 95231 / Mailing Address:  
P.O. Box 1020, Stockton, CA 95201 / Telephone: (209) 468-6236 / Emergency: (209)  
468- 6000 / FAX: (209) 468-6038 / E-mail jcamara@sjgh.org

Accreditation: See pages 4, 7, & 25 of Student Handbook / Approved for training of  
veterans and eligible persons under provisions of Title 38, United States Code.

---

The information contained in this supplement is true and correct in content and policy.

---

Signature of Program Director

Date

Program Officials and Faculty: See page 4 of Student Handbook.

VA Certifying Officials: Jerrold Camara, Program Director or Evette Quiroz, Dept.

Manager; Instructional Facilities: Classroom instruction takes place on the San Joaquin  
General Hospital campus. We use the exposure rooms within the Hospital Diagnostic  
Imaging Department as energized laboratories. Clinical rotations take place at San  
Joaquin General Hospital, St. Joseph's Medical Center, Dameron Hospital, and Lodi  
Memorial Hospital.

Entrance Requirements and Application Procedure: See pages 7 & 8 of Student  
Handbook.

Enrollment Policy: See pages 8 & 9 of Student Handbook.

Conduct Policy: See pages 15-16 of Student Handbook.

Attendance Policies: See pages 16-19 of Student Handbook

Credit Evaluation Policy and Progress Policy: See pages 17, 35-39 of Student  
Handbook and individual course syllabi.

- *If academic standards are not maintained as described in the student handbook, the  
student will be dropped from the program at the end of the semester of which the  
unsatisfactory grade was assigned.*

Refund Policy: See Drop/Withdrawal policy page 22 of Student Handbook and Delta  
College catalog.

Instructional Schedule: Students are required to attend the 24-month program normally  
Monday through Friday 8:00 to 4:30. The exact class schedule is published prior to the  
registration period for each semester. Class information is available at the Delta College  
bookstore or on the web at [www.deltacollege.edu](http://www.deltacollege.edu). Course codes will be provided prior  
to the beginning of each registration period.

Clinical lab instruction includes exposure to all routine radiographic procedures with  
additional rotations through Computed Tomography, Magnetic Resonance Imaging,  
Ultrasound, Nuclear Medicine, Radiation Therapy, and Special Procedures.  
Course descriptions are published in the S.J. Delta College Catalog, schedule of  
classes, and on the Delta College web site at [www.deltacollege.edu](http://www.deltacollege.edu).

Program Costs:

“California Community College Enrollment Fee” as established by the Legislature. All fees are payable All program course fees are based on resident and non-resident status according to the catalog in place upon enrollment to S.J. Delta College and are subject to change. The current cost is \$46.00 per unit for residents. Consult the college catalog for non-resident fees. The two-year program carries 83.5 semester units. (See 2-year plan, pg. 41/42 –due to program changes, currently undergoing revision)

The student is also responsible for all required textbooks (approx. \$600.00), uniforms (approx. \$200.00), transportation, certification exam fees, lab supplies, and professional liability insurance premiums and miscellaneous cost. There is a \$2,000 facility fee for the two-year program.

Vacations and Holidays: See page 20 of Student Handbook.

Advisory: For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-800-827-1000.

**SIGNATURE PAGE / VA**

I have received a copy of the San Joaquin General Hospital Veterans Information Supplement to the Student Handbook.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

SAN JOAQUIN GENERAL HOSPITAL  
SCHOOL OF RADIOLOGIC TECHNOLOGY

**SIGNATURE PAGE / Student Handbook**

I, \_\_\_\_\_, have read the Student Handbook for the School of Radiologic Technology which includes policies governing academic achievement, admissions, radiation protection, attendance, continuation, and graduation requirements.

I understand and accept these policies as stated in the handbook and will abide by all Rules and regulations of the School of Radiologic Technology during the time that I am in training.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

San Joaquin General Hospital  
School of Radiologic Technology  
P.O. Box 1020  
Stockton, CA 95201  
(209) 468-6236 / [jcamara@sigh.org](mailto:jcamara@sigh.org)

### Contingency plan

In the event of an unexpected shutdown the program may have to make adjustments depending on the circumstances.

#### **The following goals and objectives will be followed:**

1. To maintain the safety of all students and faculty
  - Keep all parties safe with the student's long-term educational goals in mind.
2. To operate the program as close to normal as possible.
  - Coordinate actions with sponsoring institution, Delta college, and clinical sites.
  - Continue to operate as much as possible either online or through self-studies.
  - Hours may be modified according to each situation that arises.
  - If a program shutdown occurs and clinical and/or classes are suspended, the student's graduation date may be affected. Each student will receive a copy of the of the current situation, which is signed by the student and program director and placed in the student's personnel file.
3. To maintain open communication among program, clinical sites, and students.
  - Notify all students, faculty, clinic sites of the current situation.
  - Provide updates as needed.