MERRITT COLLEGE

RADIOLOGIC SCIENCE PROGRAM

STUDENT HANDBOOK

Student Name: _____

Revised 5/14/2024 jcc

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Introduction

Merritt College is one of four public, comprehensive two-year community colleges maintained by the Peralta Community College District in Alameda County. The college is fully accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC).

RADIOLOGIC SCIENCE PROGRAM MISSION STATEMENT

The purpose of the Radiologic Science Program at Merritt College is to prepare qualified practitioners for competency in the art and science of diagnostic medical imaging. The goals of the program are:

1. Students will be clinically competent.
2. Students will demonstrate effective communication skills.
3. Students will develop critical thinking and problem-solving skills.
4. Students will demonstrate professionalism.

Radiologic Science Program Student Learning Outcomes

Upon completion of the program graduates will be able to:

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in a hospital work environment.
2. Communicate effectively with patients and family members by taking appropriate histories, giving clear instructions, and providing information as needed.
3. Communicate in a professional manner with hospital staff, instructors, and peers.
4. Exercise critical thinking and problem-solving skills by adapting radiographic examinations to individual patient needs and conditions.
5. Establish and maintain satisfactory professional relationships with other members of the health care team.
6. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.
7. Demonstrate a commitment to professional development.

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. An outline of The JRCERT Standards for an Accredited Educational Program in Radiography may be found in Appendix Section 4 of this handbook.

Students may visit the website: www.jrcert.org for an expanded version of the Standards as well as for other accreditation information and program effectiveness data. To make a formal complaint to JRCERT about the program, students may go to http://www.jrcert.org/students/ for instructions.

The program is also regulated by the California Department of Public Health, Radiologic Health Branch, MS 7610, P.O. Box 997414, Sacramento, CA 95899-7414. To make a formal complaint to CDPH-RHB, students may email Marilyn Cantrell, Senior Health Physicist, at Marilyn.Cantrell@cdph.ca.gov.

Description of the Profession

The profession of Radiologic Science or Radiography requires the ability to provide appropriate health care services. Radiographers are highly skilled professionals, qualified by education to perform imaging examinations and carry out responsibilities at the request of physicians. The radiographer applies knowledge of radiation protection, medical ethics and law, equipment operation and quality control, image production and evaluation, radiographic procedures and positioning, pharmacology, and patient care in producing quality radiographs while maintaining safety.

The following are some duties of the Radiographer:

1. Apply knowledge of anatomy and physiology, positioning and radiographic techniques to produce radiographs that accurately demonstrate anatomical structures and pathology.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection to the patient, self and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate life-saving first aid and basic life support procedures when indicated.
7. Detect and report equipment malfunctions.
8. Apply the knowledge of safe equipment operation procedures.
9. Exercise independent judgement and discretion in the performance of medical imaging procedures.
10. Participate in radiologic quality assurance and quality control programs.
11. Provide patient and public education regarding radiologic procedures and radiation safety.

Radiologic Science Organizations

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org

California Department of Public Health
Radiologic Health Branch, MS 7610
P.O. Box 997414
Sacramento, CA 95899-7414

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
www.arrt.org

American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3917
www.asrt.org

California Society of Radiologic Technologists
575 Market St. Suite 2125
San Francisco, CA 94105
www.csrt.org

Class of 2023 at the ASRT Conference in Las Vegas, NV

Radiologic Science Program General Requirements

The program is designed to prepare competent practitioners in the art and science of diagnostic imaging. Upon successful completion of the program, students will graduate with an Associate Degree and will be eligible to sit for the national registry examination required for state and national certification.

The course of study includes instruction in Applied Radiologic Science and clinical experience in affiliated health care facilities. Students are provided opportunities to develop skills in team building, critical thinking, and effective communication. Clinical experience instills appropriate attitudes and fosters affective growth in providing care and responding to the patient's needs. The program seeks to promote professional growth and life-long learning with emphasis on ethical behavior in all aspects of the educational experience.

California law requires that all community college students pay a fee unless special consideration has been allowed.

At any time during the program, if a Radiologic Science student is convicted of a crime including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations, s/he must report this to the American Registry of Radiologic Technologists. All alcohol and/or drug related violations must be reported. A student who believes that this may relate to himself or herself should contact the ARRT and request a "Pre-application Review" of the violation to obtain a ruling on their eligibility for the ARRT examination. This review may enable the student to avoid delays in processing the examination application that is made at the time of graduation. The ARRT contact information can be found on the previous page of this handbook.

Radiologic Science students must maintain currency with all health requirements throughout the two-year program. Students must complete a background check, drug screen, and medical clearance with documentation of immunity to communicable diseases prior to beginning the program. All records must be uploaded onto the student's individual Castle Branch profile. N-95 respirator mask fit tests are provided by the program once each year. All students must participate in fit testing and upload the fit test card (signed by the tester) onto the Castle Branch profile. Generally, TB testing is required every year, other vaccinations should be boosted as needed. All required documents must be uploaded onto each student's profile on CastleBranch. Students are responsible for printing a copy of all pertinent documents to be submitted to the clinical instructor at each assigned clinical education site. Students must print documents for each site they rotate to, whether temporary or permanent.

All Radiologic Science students must obtain CPR (**American Heart Association** Basic Life Support for Healthcare workers) certification prior to program start. CPR certification must be kept current throughout the duration of the student's course of study in the program. Generally, CPR certification is valid for two years. The certification will be verified by the program. The student must retain their original card, upload a copy of the card to their CastleBranch.com profile, and provide a copy to each assigned clinical education site.

At no time are Radiologic Science students allowed to concurrently participate in a second educational program if classes and or clinical times conflict.

Radiologic Science Course Sequence

	1st Sem (Fall)	2nd Sem (Spring)	3rd Sem (Summer)	4th Sem (Fall)	5th Sem (Spring)	6th Sem (Summer)
Monday	3A lec 8 - 9:30 3A lab 9:30-11:30 3A lab 1:30-3:30 5A lab 10:30-11:30 5A lec 12-1:30	2B lec 8 - 9:30 3B lab 11:30-1:30 3B lab 1:30 - 3:30 3B lec 9:30-11:00 2B lab 11:30-1:30 2B lab 1:30 - 3:30	9B Clinical Exp 8 - 5 (8 hours)	9C Clinical Exp 8 - 5 (8 hours)	9D Clinical Exp 8 – 5 (8 hours)	9E Clinical Exp 8 – 5 (8 hours)
Tuesday	1B lec 9 – 12 (first 6 weeks) 1C Clinical Exp. 8 – 2:40 (last 11 weeks)	9A Clinical Exp. 8 - 5 (8 hours)	4A & B Lec 9-12:36 10A lab & lec 1 - 3:40	2C lec 8 - 9:30 2C lab 9:30-11:30 2C lab 12 - 2 5B lec 2 – 3:30	8 lec 8 - 10 7 lec 10 - 11:30 6 lec 12 - 1 6 lab 1 - 3	9E Clinical Exp 8 - 5 (8 hours)
Wednesday	3A lec 8 - 9:30 3A lab 9:30-11:30 3A lab 1:30-3:30 5A lec 12-1:30 5A lab 1:30-2:30	2B lec 8 - 9:30 3B lab 11:30-1:30 3B lab 1:30 - 3:30 3B lec 9:30-11:00 2B lab 11:30-1:30 2B lab 1:30 - 3:30	9B Clinical Exp 8 - 5 (8 hours)	9C Clinical Exp 8 - 5 (8hours)	9D Clinical Exp 8 - 5 (8 hours)	9E Clinical Exp 8 - 5 (8 hours)
Thursday	1B lec 9 – 12 (first 6 weeks) 1C Clinical Exp. 8 – 2:40 (last 11 wks)	9A Clinical Exp. 8 - 5 (8 hours)	4A & B Lec 9-12:36	2C lec 8 - 9:30 2C lab 9:30-11:30 2C lab 12 - 2 5B lec 2 – 3:30	8 lec 8 - 10 7 lec 10 - 11:30 6 lec 12 - 1 6 lab 1 - 3	9E Clinical Exp 8 - 12 10B lec & lab 1 - 3:40
Friday	2A lec 9 – 10:30 2A lab 10:30 – 12:30 2A lab 1:00-3:00		9B Clinical Exp 8 - 5 (8 hours)	9C Clinical Exp 8 - 5 (8hours)	9D Clinical Exp 8 - 5 (8 hours)	9E Clinical Exp 8 - 5 (8 hours)

NOTE: The program runs for two years with minimal breaks (occurring between fall and spring semesters and in mid-spring), students should not schedule any activities that interfere with attendance in any course in the program except during scheduled breaks.

1ST SEM: 1B lecture during the first 6 weeks; clinical experience 1C scheduled during the last 11 weeks on Tue & Thu 8 - 2:30
2A lecture is concurrent but students are assigned either Fri AM or PM lab
3A lecture is concurrent but students are assigned either 9:30 or 1:30 lab
5A lecture is concurrent but students are assigned either Mon. or Wed. lab

2ND SEM: 2B lecture is concurrent but students are assigned either 11:30 or 1:30 lab
3B lecture is concurrent but students are assigned either 11:30 or 1:30 lab

3RD SEM: Clinical Exp. is 8 hours on Mon, Wed & Fri. during the entire summer from the end of the Spring semester to the beginning of the Fall semester.
4A & B and 10A are held for approx. 10 weeks in the summer, please check the college Schedule of Classes. In general, clinical is 12 weeks and classes are 10 weeks in duration.

4TH SEM: 2C lecture is concurrent but students are assigned either 9:30 or 12:00 lab

5TH SEM: 6 lecture is concurrent AND students are assigned either Tues or Thur lab

6TH SEM: Clinical Exp is 8 hrs on Mon, Tue, Wed and Fri and 4 hrs on Thu. for the entire summer
10B is scheduled on Thursday for 4 hours. This combination will total 40 hours. Please check the college Schedule of Classes for the actual duration of 10B.

This class sequence is subject to change without prior notice. Rev 2/18/23.

Radiologic Science Course Sequence

Required Prerequisites:

a) Intermediate Algebra, Math 203 or higher (equivalent may be taken at other colleges).
b) Anatomy and Physiology (must be a two-semester course with a minimum of 8 total units and include a lab. Equivalent may be taken at other colleges).

At Merritt there are two options that qualify:

Bio 20A and 20B (5 units each, 10 units total) OR
Bio 2 and Bio 4 (5 unites each, 10 units total)

c) Survey of Radiologic Technology, RADTE 1A (this course may not be waived for any reason AND must be taken at Merritt College to qualify).
d) Prior degree or completion of Merritt College General Education Requirements

FIRST YEAR			**UNITS**
First Semester (Fall)	RADSC 1B	Introduction to Radiologic Science (Lecture)	2
	RADSC 1C	Introduction to Rad. Science (Clinical Education)	2.5
	RADSC 2A	Radiographic Physics I	2
	RADSC 3A	Positioning I	4
	RADSC 5A	Patient Care I	2
Second Semester (Spring)	RADSC 2B	Radiographic Physics II	4
	RADSC 3B	Positioning II	4
	RADSC 9A	Clinical Experience I (16 hours per week)	4
Third Semester (Summer)	RADSC 4A	Radiation Protection	2
	RADSC 4B	Radiobiology	2
	RADSC 10A	Seminars in Radiologic Science I	1.5
	RADSC 9B	Clinical Experience II (24 hours per week)	4
SECOND YEAR			
Fourth Semester (Fall)	RADSC 2C	Computer/Digital Applications for Medical Imaging	4
	RADSC 5B	Patient Care II	3
	RADSC 9C	Clinical Experience III (24 hours per week)	6
Fifth Semester (Spring)	RADSC 6	Quality Management/Fluoroscopy	2.5
	RADSC 7	Advanced Imaging Procedures	3
	RADSC 8	Sectional Anatomy & Radiographic Pathology	4
	RADSC 9D	Clinical Experience IV (24 hours per week)	6
Sixth Semester (Summer)	RADSC 10B	Seminars in Radiologic Technology II	1.5
	RADSC 9E	Clinical Experience V (36 hours per week)	6
		Total Units	**71**

Student Learning Outcomes (For Program Courses)

Didactic Classroom Courses

1A: Survey of Radiologic Science

1. Decide whether medical imaging is an appropriate career choice.
2. Follow the appropriate steps for applying to the program.
3. Become educated consumers of medical imaging services.

1B: Intro to Medical Imaging

In a simulated classroom environment:

1. Recognize the chain of command and hierarchical structure of an imaging department.
2. Function as a team member in a hospital environment.
3. Properly identify and prepare patients for imaging procedures.
4. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
5. Utilize the radiology information system to retrieve patient demographics, requisitions, images, and transmit data through the PACS system.

2A: Radiographic Physics I

1. Use medical imaging equipment safely and appropriately in the performance of radiography procedures.
2. Protect personnel and patients from unnecessary ionizing radiation during medical imaging procedures.

2B: Radiographic Physics II

1. Use medical imaging equipment safely and appropriately in the performance of radiography procedures.
2. Protect personnel and patients from unnecessary ionizing radiation during medical imaging procedures.

2C: Computer/Digital Applications for Medical Imaging

1. Perform digital quality control tests in a clinical environment.
2. Utilize the Radiology Information System to retrieve patient demographics, requisitions, and transmit data through the PACS system.
3. Utilize Picture Archiving and Communication Systems to transmit and store images.
4. Set appropriate technical factors, acquire images, and critique digital images for quality.

3A: Positioning I

1. Accurately perform basic radiographic examinations of the upper and lower extremities, chest and abdomen, bony thorax, and pelvis.
2. Communicate accurate information and give correct instructions to patients for basic radiographic examinations of the upper and lower extremities, chest and abdomen, bony thorax, and pelvis.
3. Protect the patient, self, and personnel from infectious diseases by observing principles of standard precautions.
4. Protect the patient, self, and personnel from unnecessary radiation exposure.

Student Learning Outcomes (For Program Courses)

Didactic Classroom Courses

3B: Positioning II

1. Accurately perform basic radiographic examinations of the upper and lower gastrointestinal tract, genitourinary system, and the bones of the axial skeleton and cranium.
2. Communicate accurate information and give correct instructions to patients for basic radiographic examinations of the upper and lower gastrointestinal tract, genitourinary system, and the bones of the axial skeleton and cranium.
3. Protect the patient, self, and personnel from infectious diseases by observing principles of standard precautions.
4. Protect the patient, self, and personnel from unnecessary radiation exposure.

4A: Radiation Protection

1. Based on individual patient characteristics and conditions, adapt radiologic procedures and techniques to minimize radiation exposure.
2. Provide accurate information about radiation exposure to patients in a manner that is understandable to the general public.
3. Protect patients, personnel, and members of the general public from unnecessary radiation.
4. Describe cardinal principles of radiation protection.
5. Identify the effective dose limits for occupationally exposed persons and patients.
6. Identify and describe radiation protection devices and detectors employed in diagnostic imaging.

4B: Radiobiology

1. Based on individual patient characteristics and conditions, adapt radiologic procedures and techniques to minimize radiation exposure.
2. Provide accurate information about radiation exposure to patients in a manner that is understandable to the general public.
3. Rank general types of cells, organs, and tissue according to radiosensitivity.
4. Protect patients, personnel, and members of the general public from unnecessary radiation.

5A: Patient Care I

1. Transfer patients in a manner that is safe for patient and radiographer.
2. Prepare contrast media for patient examinations.
3. Observe standard precautions when performing radiography examinations.
4. Use information from patients' medical records to carry out radiographic examinations.
5. Demonstrate awareness of cultural differences relating to health care.
6. Demonstrate sensitivity to the needs of geriatric and pediatric populations.
7. Prepare equipment for oxygen administration.

Student Learning Outcomes (Program Courses)

Didactic Classroom Courses

5B: Patient Care II

1. Solve complex problems encountered in the clinical practice of radiologic technology.
2. Provide culturally cognizant care to patients from diverse backgrounds in the radiology department.
3. Respond appropriately to patient emergencies in the hospital setting.
4. Perform radiologic examinations of patients with central venous lines, chest tubes, endotracheal tubes, enteric tubes, and urinary catheters.
5. Perform venipuncture for the purpose of contrast media administration.
6. Demonstrate sensitivity to special needs of patients with chronic emotional and physical disabilities.

6: Quality Management/Fluoroscopy

1. Reframe a healthcare organization based on identified leadership styles.
2. Design a change process to address a problem in an imaging department.
3. Perform radiographic quality control procedures.

7: Advanced Imaging Procedures

1. Educate patients regarding advanced/specialty medical imaging procedures.
2. Make career planning decisions regarding advanced modality training following completion of the radiography program.

8: Sectional Anatomy and Radiographic Pathology

1. Identify the systematic classification of diseases.
2. Identify the signs and symptoms of diseases.
3. Determine appropriate radiographic examinations and treatments for diseases
4. Demonstrate through presentations sectional anatomy identification, case studies, and image evaluations for necessary technical changes of radiographic examination.

10A: Seminar in Radiologic Science I

1. View experiences with the healthcare system from a patient's perspective.
2. Use critical thinking to collaboratively solve complex problems experienced in clinical practice.
3. Describe special concerns and procedures for imaging pediatric patients.
4. Demonstrate sterile technique as appropriate for medical imaging procedures in the radiology department and surgical suite.
5. Prepare and demonstrate use of surgical equipment for operating room procedures.

10B: Seminar in Radiologic Science II

1. Demonstrate readiness to pass the ARRT registry examination.
2. Demonstrate readiness to pass the California Department of Public Health Radiologic Health Branch Fluoroscopy Examination.
3. Prepare a Cover Letter and Resume suitable for securing employment as an entry-level radiologic technologist.

Student Learning Outcomes (Program Clinical Courses)

Clinical Experience Courses

1C: Intro to Clinical Experience

1. Establish and maintain satisfactory professional relationships with other members of the health care team.
2. Properly prepare patients for imaging procedures.
3. Communicate effectively with patients by taking appropriate histories, giving clear instructions, and providing information as needed.
4. Utilize the radiology information system to retrieve patient demographics, requisitions, images, and transmit data through the PACS system.
5. Use imaging equipment safely and appropriately.

9A: Clinical Experience I

1. Produce diagnostic quality medical images for all basic radiography examinations learned in Positioning I in the clinical environment.
2. Provide compassionate and culturally sensitive care to patients and family members in the clinical environment.
3. Communicate effectively with patients by taking appropriate histories, giving appropriate instructions, and providing information as needed.
4. Communicate in a professional manner with hospital staff, instructors, and peers.
5. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

9B-E: Clinical Experience II-V

1. Produce diagnostic quality medical images in a competent, safe, and compassionate manner for all basic radiography examinations in the clinical environment.
2. Communicate effectively with patients by taking appropriate histories, giving appropriate instructions, and providing information as needed.
3. Communicate in a professional manner with hospital staff, instructors, and peers.
4. Exercise critical thinking and problem-solving skills by adapting radiographic examinations to individual patient needs and conditions.
5. Establish and maintain satisfactory professional relationships with other members of the health care team.
6. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.
7. Function as an effective health care team member by providing services in a manner that complements those performed by other team members.

Additional Program Requirements

Academic Advising Requirements

The American Registry of Radiologic Technologists mandates that all radiologic science program graduates must have a degree before they can take the Radiography Certification Examination.

- For students ***entering the program without a previous degree***, they must submit a petition for the Associate Degree in Radiologic Science at Admissions and Records by the Summer Semester deadline of their graduation year. They must fulfill all General Education requirements and complete all core program courses.

- For students ***who have already obtained a degree*** from an accredited institution before joining the program, they have two choices:

    1. Submit a petition for the Certificate of Completion at Admissions and Records by the Summer Semester deadline of their graduation year.

    2. Submit a petition for the Associate Degree in Radiologic Science at Admissions and Records by the Summer Semester deadline of their graduation year. Please note that this option necessitates that the student has fulfilled all General Education requirements for Merritt College, which might mean additional coursework beyond the core program courses may be needed.

The Program Director has the responsibility to confirm the completion of the degree on the ARRT application for the radiography examination. It is mandatory for all students of the Radiologic Science Program to consult with a Merritt College Counselor during the Spring Semester of their first and second years in the program. This is to ensure that they have met the General Education requirements of Merritt College and/or possess a prior degree from another accredited institution.

During each counseling session, it should be decided whether the student should apply for the Associate Degree in Radiologic Science or the Certificate of Completion. After the counseling appointment in the Spring Semester of the first year, students are required to provide proof of their counseling session, along with their General Education and/or prior degree status, to the program director.

In the final counseling session in the Spring Semester of the second year, the counselor must approve the student for the appropriate petition. This approval must be submitted to the Program Director after the counseling appointment and will be used to assess the student's eligibility to take the ARRT certification examination in Radiography.

Forms for documenting the counseling sessions can be found in the Appendix of this Handbook.

Additional Program Requirements

Service Learning

Service Learning, also known as community service, is a mandatory requirement for graduation from the Merritt College Radiologic Science Program. To meet this requirement, students are required to engage in at least four hours of community service annually. Service-Learning projects should be activities that enhance the health and/or quality of life of the public.

Activities organized by religious institutions such as churches, synagogues, and mosques, are eligible if they serve the public and are not restricted to their members.

Students are advised to select activities that involve interaction with and education of clients or patients, and the application of clinical skills. Suitable activities include presenting about the Imaging profession to high school students, sorting donated items at a food bank, delivering meals on wheels, reading to a resident in a skilled nursing facility, or painting a house for Habitat for Humanity.

Activities that are not suitable include working in the nursery during church services or picking up litter at your child's private school or volunteering during graduation.

Students must submit a "Request for Approval" form describing the activity in advance. If students wish to participate in an independent activity, they must also obtain "Documentation of Independent Activity" at the event.

Program faculty may ask for student help at health or career fairs. These activities meet the Service-Learning requirement and do not need prior approval if a faculty member is present. However, all documentation is still required.

After completing the Service-Learning activity, students must write a brief paper describing the event and their experience participating in it from instructions in the "Reflection Paper Assignment" portion the Service-Learning paper. The paper, along with the accompanying documentation, must be submitted before the final class meeting of the Summer Seminar course each year. Students who fail to complete the Service-Learning requirements will have their Seminar course grade reduced and their program completion delayed until the requirement is fulfilled.

Instructions for completing the reflection paper and documentation forms can be found in the Appendix of this handbook.

Venipuncture Certification

Venipuncture Certificates

In California, students pursuing venipuncture certification must meet specific requirements.

1. **Basic Venipuncture Certificate**:
    - All students are required to complete certification in venipuncture on a model arm.
    - Certification on live human subjects is optional.
    - Students must demonstrate competency on the model arm to achieve this certificate.
    - Afterward, they can attempt Intravenous (IV) starts on human subjects.
    - If venipuncture is not permitted at their clinical site, they may be rotated to a temporary site during the second year of the program to complete optional sticks on live human subjects.
2. **Advanced Venipuncture Certificate**:
    - Students who successfully complete 10 sticks on live human subjects will achieve the Advanced Venipuncture Certificate.

HESI, Clover Learning, Appleton and Lange Exit Examination

To successfully complete the program, students must pass either the HESI, Clover Learning, or Appleton and Lange Exit Examination with a minimum score of 75%. This exam is administered at the end of the Radsc Seminar 10B course, which is the final semester of the program. If a student fails the exam, they will need to coordinate with the Program Director to schedule additional exit exams. Failing students must retake and pass the exam to graduate from the program.

Program Policies and Procedures

Ethics and Professionalism

Professional conduct and behavior are not limited to contact with any single group of people. It is reflected in attitude and in communication with instructors, classmates, physicians, supervisors, as well as patients. As a student, you are expected to perform and conduct yourself on a professional level both clinically and didactically.

All Radiologic Science students are required to meet mandatory professional conduct requirements based on the *Standards of Ethics* for Radiologic Technologists (Appendix Section 5) and the college Rules for Student Conduct. These ethical standards and guidelines are reviewed and approved by the program advisory committee consisting of clinical affiliate managers, clinical instructors, program faculty and student representatives. Students of the program have profound responsibilities to themselves, to the program, to the college and to the profession to maintain a high level of integrity and a personal reputation of honesty and trustfulness. All students are expected to recognize and support the standards. Professional loyalty and dedication to your assigned clinical education facility are required both for your patient's protection and your own future.

Program Policies and Procedures

Honor Code

The principles of honesty and integrity hold significant importance for healthcare professionals, as their decisions and actions directly impact the lives and well-being of their patients. Students are expected to be accountable for their actions, both in the classroom and at clinical education sites. Any form of dishonesty will not be tolerated.

This includes:

- Cheating on exams
- Falsifying academic or clinical records, such as falsifying attendance, evaluations, or competencies
- Disclosing confidential information is strictly forbidden and could lead to expulsion from the program

Cheating is expressly prohibited and could involve:

- Peeking at another student's exam for answers
- Using notes during an exam
- Utilizing communication devices
- Searching the internet for answers during an exam
- Sharing an exam with a student or students who have not taken the exam yet
- Checking another student's graded exam before taking the exam
- Selling or buying exams

Plagiarism, which involves copying another student's work or presenting material without correctly citing sources, is strictly forbidden and could result in expulsion from the program.

The program is obligated to report all honor code violations to the American Registry of Radiologic Technologists (ARRT). Such violations could render a student ineligible to take the ARRT Registry Examination.

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS®

Program Policies and Procedures

Attendance Policy

The Radiologic Science Program at Merritt College aims to uphold attendance and punctuality standards for our student technologists that are akin to those set by our hospital affiliates for their staff. This approach is intended to instill appropriate work habits and enhance the employability of our graduates.

We are also bound to deliver a certain number of instructional and clinical education hours to meet the requirements of the Radiologic Health Branch (RHB) of the California Department of Public Health (CDPH). We must strictly enforce attendance and punctuality policies to ensure that students have met their hourly commitments as per state law upon graduation.

Please refer to the clinical and classroom attendance policies section found in this handbook for detailed attendance requirements.

Program Policies and Procedures

Harassment Policy

The Merritt College Radiologic Science Program is dedicated to creating a learning environment that is free from harassment, and to nurturing a learning community that values the inherent dignity and worth of all its students, faculty, and staff. In line with this commitment, the college and the program have policies in place:

1. to not tolerate any form of harassment
2. to actively promote the prevention of harassment within the campus community
3. to provide students with avenues for seeking either informal or formal resolution

In the context of this policy, "harassment" is defined as any action that hinders the performance or experience of others and is deemed detrimental to the fundamental freedoms of inquiry, work, and study.

"Sexual harassment", as adapted from the Equal Opportunity Commission Guidelines, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- such conduct is explicitly or implicitly made a term or condition of receiving a grade or continuing in the program or clinical education.
- such conduct has the intention or effect of unreasonably interfering with an individual's learning experience or creating an intimidating, hostile, or offensive learning environment.

Students who believe they have been subjected to harassment or sexual harassment are encouraged to report such incidents to the program director. If a student is uncomfortable or unwilling to report such incidents to the program director, they should report to the next level of authority, which could be the Instructional Dean, the Vice President of Instruction, or the Vice President of Student Services. The person who receives the report will investigate the incident and determine the most appropriate course of action based on the circumstances.

FERPA Law Overview

The **F**amily **E**ducation **R**ights and **P**rivacy **A**ct of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school
- The right to demand educational records be disclosed only with student consent
- The right to amend educational records
- The right to file complaints against the school for disclosing educational records in violation of FERPA

There are two types of educational records as defined under FERPA. Each type has different disclosure protection:

- Directory Information – A college or university may disclose this type of information without the written consent of the student. The student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:
    1. Name
    2. Address
    3. Phone number and email address
    4. Dates of attendance
    5. Degree(s) awarded
    6. Enrollment status
    7. Major field of study

- Non-Directory Information – Any information not considered Directory Information. This information cannot be released to anyone without prior written consent. Non-directory information may include:
    1. Social Security Numbers
    2. Student academic information
    3. Race, ethnicity, and/or nationality
    4. Gender
    5. Transcripts; grade reports

Family Educational Rights and Privacy Act (FERPA)

Ethics, Civility and Mutual Respect Policy

Ethics, Civility and Mutual Respect

Members of the Peralta Community College District community are expected to treat other community members with civility and respect:

A. **Unacceptable behaviors**.
   a. Demeaning, intimidating, threatening, or physically or emotionally abusive behaviors that hamper the ability to learn or work in the college environment depart are unacceptable.

B. **Retaliation.**
   a. Retaliation for reporting violations of this policy, for seeking to have prohibited conduct corrected, or for participating in an investigation is prohibited.

C. **Violation.**
   a. A District community member who has violated this procedure is subject to disciplinary action in accordance with established disciplinary procedures. A member of the Board of Trustees who has violated this procedure is subject to public censure by the Board. (The provisions of this administrative procedure shall be in accordance with collective bargaining agreements.)

D. **Restraining Order.**
   a. Any District community member who has obtained a restraining order against another District community member is encouraged to provide a copy of the order to Peralta Police Services for enforcement.

E. **Visitors.**
   a. Visitors, other people, vendors and families of students, staff, and faculty are expected to comply with the provisions of this procedure. Noncompliant behavior may lead to removal from district property.

Approved by the Chancellor: February 22, 2013

Student Accessibility Services (SAS)

Formerly Disability Services Program

The Student Accessibility Services (SAS) office provides assistance to facilitate equal educational opportunities for students who have disabilities.

Our mission is to:

- Empower students with disabilities for success
- Provide services to minimize the limiting effects of a disability
- Advocate for the needs and rights of students with disabilities
- Create a "level playing field" in the classroom and online
- Services are voluntary for qualified students who request services.

Counselors in the program provide counseling on an individual basis to determine academic accommodation needs.

- Academic accommodations/support services may include alternate media and adaptive equipment, sign language interpreting, testing accommodations, classroom note-taking assistance, priority registration, and referral to other campus and community resources.

Our goals are to:

- Focus on the true ability of students
- Determine and provide individualized accommodations
- Foster equal treatment through all Merritt College programs
- Promote awareness of disability rights and the philosophy of equal access

To access SAS services, students must provide current documentation of a verified disability, and make an appointment to meet with a counselor or with the Learning Disabilities Specialist. The SAS Office is located in Building R, Room 109. For information and appointments, call (510)436-2429.

Merritt College's SAS provides the following services:

- Alternate Media Services reformats books and study materials to auditory, large-print, and other formats.
- Computer Access Lab includes state-of-the-art adaptive computer hardware and software.
- Learning Opportunity Program serves students with diagnosed learning disabilities.
- On-campus tram service provides assistance to students with mobility impairments

Receiving services and accommodations will not adversely affect your grade. This information will be kept confidential (FERPA). Please meet with instructors in private as early in the semester as possible to discuss your learning needs.

Policy on "Chain of Command" Reporting

Students who have a complaint or conflict with a person and feel they cannot talk directly to that person should report/complain to the ***next*** person in the chain of command. Students who bypass a link in the chain of command will likely be sent back to the "missing link." If the problem is not resolved at that level, students may then go to the next person in the chain of command.

The Chain of Command at Merritt College:

1. First or Second Year Student
2. Course or Clinical Instructor
3. Program Director: Dr. Jacqueline Custard 510-436-2427 - jcustard@peralta.edu
4. Dean of Allied Health and Public Safety: Ms. Angela Khoo - akhoo@peralta.edu
5. Vice President of Instruction: Ms. Lisa Cook - lcook@peralta.edu OR
   Vice President of Student Services: Dr. Lilia Chaves 510-436-2478 vpss@peralta.edu
6. College President: Dr. David Johnson 510-436-2501 - dmjohnson@peralta.edu
7. Chancellor of Peralta Community College District 510-466-7203 Dr. Tammeil Gilkerson tgilkerson@peralta.edu

The Chain of Command at the Clinical Site:

Verify persons in these positions and specific contact information with your Clinical Preceptor

8. Clinical Preceptor or Technologists
9. Clinical Coordinator
10. Supervisor
11. Manager
12. Imaging Director-------(Parallel with)-----Physicians
13. Chief Operating Officer or Chief Executive Officer

Clinical Policies

Clinical Placements

The Radiologic Science Program at Merritt College is partnered with fifteen clinical sites dispersed throughout the East Bay. Some of these sites are near the college, while others are located as far east as Brentwood, as far south as Hayward and Fremont, and as far north as Vallejo. The program does not guarantee that students will be placed near their homes or at a clinical site with public transportation access. Students are expected to arrange their own transportation to the clinical sites. Unrestricted access to a dependable vehicle is a prerequisite for participation in the program.

The faculty of the program reserves the right to exercise their discretion in assigning students to clinical sites that, in their professional judgment and experience, best meet the students' educational needs. It may be necessary for the faculty to relocate a student to a different clinical site at some point during the program to ensure that clinical objectives are achieved. Students can request temporary or permanent transfers by submitting the "Request for Hospital Transfer" form, which can be found in the Appendix of this handbook. Faculty will consider student-initiated clinical transfer requests and grant or deny them at their discretion. Students are strictly prohibited from directly contacting any clinical site to request a transfer.

The program is committed to providing each student with one clinical placement. However, students who are removed from a clinical site due to behavioral or performance issues are not guaranteed a placement at another site.

In the Merritt College Radiologic Science Program, clinical and academic courses run concurrently. Clinical leaves of absence are allowed for a maximum duration of six weeks and only under the conditions specified in the Clinical Leave of Absence Policy.

Clinical Policies

Temporary Clinical Transfers

Students are encouraged to request a temporary transfer to at least one site other than their "home" hospital, beginning in the Fall Semester of the second year.

Reasons for transfer may include:

- gaining experience and competency with pediatric patients
- developing trauma radiography skills
- completing venipuncture certification
- learning to use different types of equipment

Students must submit transfer request forms to the Clinical Coordinator by July 1st of the first summer to be considered for Fall transfers. Requests for Spring Semester should be submitted by November 1st, requests for Summer Semester must be submitted by April 1st. The Clinical Coordinator will evaluate the requests, seek permission from the Clinical Preceptor and Manager at the transfer site, and schedule as appropriate.

Clinical Policies

Hospital Orientation

All students must attend a hospital orientation at their clinical site by the end of the first semester of the program. This is to assure that all students are "cognizant of clinical policies and procedures." The policies and procedures must, at a minimum, address the following: hazards (fire, electrical, chemical), emergency preparedness, medical emergencies, HIPAA, and Standard Precautions" (JRCERT Accreditation Standards, Standard 5: 2021).

Documentation of attendance must be included in the Clinical 1C portfolio and submitted at the end of the first Fall Semester. All students permanently transferring to a new hospital must attend orientation within the first 3 months following the rotation.

Behavioral Guidelines at the Clinical Site

1. **Policy Adherence**: Comply with all specific policies of your assigned hospital.
2. **Respectful Interactions**: Show kindness, courtesy, and respect to everyone including peers, technologists, instructors, supervisors, physicians, patients, and visitors. Use appropriate titles when addressing individuals. Any form of abusive language, harassment, threatening behavior, or property destruction is unacceptable and may lead to dismissal from the program.
3. **Instructor Privacy**: Respect the privacy of your preceptor. If they have shared their personal contact details, ensure your communications are respectful and appropriately timed. Avoid contacting your preceptor during their personal time.
4. **Following Instructions**: Pay attention and follow the instructions provided by all technologists you work with.
5. **Positive Attitude**: Maintain a cooperative attitude and refrain from showing negative body language. Expressions of boredom or unwillingness to follow instructions are not acceptable.
6. **Humility in Learning**: Approach your learning with humility. Respect the expertise of your preceptors and technologists. View everyone you work with as a potential source of knowledge and skills. Respond to criticism with calm reflection and adjust your practice based on feedback.
7. **Questioning Etiquette**: Feel free to ask questions, but be mindful of the timing, location, and ongoing activities. Never ask questions in front of a patient. Wait for an appropriate time and place, and always ask in a respectful manner.
8. **Building Rapport**: Strive to build positive relationships with fellow students, technologists, patients, and other personnel.

Clinical Policies

Behavioral Guidelines at the Clinical Site

9. **Error Management**: Take responsibility for your mistakes, report them, and make efforts to correct them. If you need help, do not hesitate to ask a preceptor or technologist.

10. **Seeking Guidance**: If you are unfamiliar with a protocol or routine, ask for guidance.

11. **Teamwork**: Collaboration is key in this profession. Work as a team with technologists, sharing responsibility and accountability for the exam outcomes.

12. **Initiative**: Be proactive in assisting technologists wherever needed.

13. **Compassionate Care**: Show compassion and concern in all patient care interactions.

14. **Patient Confidentiality**: All patient information is confidential and must never be discussed in public areas of the hospital. Strictly adhere to the HIPAA Privacy Rule. Violations can lead to severe penalties.

15. **Communication Device Usage**: Be informed that many clinical affiliate sites prohibit the use of communication devices during work hours. Students are not allowed to use cameras or other recording devices to photograph or record any patient or patient records at any time. Some sites permit the use of smartphones as reference tools (for apps like iradtech.com, calculator, medical dictionary, etc.). If allowed, these devices must never be used in the presence of a patient. Students should consult their preceptor about the permitted use of communication devices at their clinical site.

16. **Social Media Conduct**: Students are strictly forbidden from posting sensitive, privileged, or confidential information on social media platforms like Instagram or Facebook. All students must adhere to the following social media rules:

    a. *Patient Information Protection:* Never post any information or photos that could potentially identify a patient's identity or health condition. If there's a reasonable basis to believe that the person could be identified, the posting could violate confidentiality laws and program policy.

    b. Institutional Information Protection: Never imply that you are communicating the views or opinions of the hospital, Peralta community College District, or Merritt College Radiologic Science Program. Avoid actions that might reasonably create an impression that you are communicating on behalf of or as a representative of either institution.

    c. Judicious Posting: Avoid posting anything that is potentially private or internal to the hospital or college without prior approval from the hospital director of corporate communications or the radiologic science program director.

Clinical Policies

Behavioral Guidelines at the Clinical Site

17. **Identification and Dosimeter**: Always wear your identification badge and dosimeter during clinical education.
18. **No Gratuities**: Student technologists are not allowed to accept tips from patients.
19. **No Consumption**: Avoid eating, chewing gum, or using tobacco products when interacting with patients or visitors or in patient areas.
20. **Permission to Leave**: Students must not leave the clinical department without permission from the faculty or department supervisor.
21. **Personal Conversations**: Refrain from personal conversations in the presence of any patient.
22. **Personal Information**: Avoid discussing your personal information with patients.
23. **Soliciting Information**: Students should not solicit personal information from a patient unless necessary for their care. Students are not allowed to contact patients for social interactions.
24. **Professionalism**: Unnecessary conversation and loud talking in radiographic rooms and corridors is unprofessional and should be avoided.
25. **Patient Privacy**: Keep the door closed after the patient has entered the exam room and ensure that the patient is properly gowned and always draped.
26. **Respectful Communication**: Avoid making personal remarks, criticisms, or comments about physicians, patients, associates, or methods of treatment in the presence of a patient.
27. **Physician Advice**: Never advise a patient about retaining or discharging a physician. The patient's faith in their doctor is considered by many to be as healing as any medical treatment.
28. **Cleanliness**: Both the student and staff technologist are responsible for the cleanliness of equipment and accessories of the radiographic rooms they are assigned to work in.
29. **Infection Control**: Follow infection control practices. Change linen after every patient. Disinfect tabletops and upright Buckys when soiled or when any part of a patient's body encounters it. Clean image receptors when soiled. Clean the chin rest of the upright Bucky after each use.
30. **Hand Hygiene**: Use waterless hand sanitizer or wash hands thoroughly before and after each patient contact. Wash your hands after any activity that may have soiled your hands. If your hands are dirty, use soap and water instead of waterless hand sanitizer.

Clinical Policies

Behavioral Guidelines at the Clinical Site

31. **Waste Management**: Dispose of wastepaper, soiled linen, and "sharps" in the proper waste receptacles as soon as possible.

32. **Hospital Supplies**: Use hospital supplies only for their intended purpose. Supplies and equipment must not be removed from the clinical education centers except with express permission from the imaging department manager, and then only for educational purposes.

33. **No Early Departures**: Students must not leave the department for breaks, lunch, or at the end of the day until they have completed an exam (including patient release) or handed it over to another student or technologist. Leaving prematurely is considered patient abandonment and will lead to disciplinary action.

34. **Complaint Procedure**: If you feel mistreated by a student, staff member, supervisor, or physician, immediately report this to either the preceptor or hospital manager, AND a program faculty member or program director. Avoid discussing your complaints with other staff members or students.

Consequences of Unprofessional Behavior: Failure to maintain a professional attitude may result in failure of the clinical course, reduction in clinical grade, corrective disciplinary action, and potential dismissal from the program.

Student Clinical Supervision

Direct and Indirect Supervision

The program mandates that both direct and indirect supervision of students in the clinical education setting be strictly followed. *Direct supervision* is defined as the presence of a Certified Radiologic Technologist in the room throughout the entire radiography examination. *Indirect supervision,* on the other hand, requires a Certified Radiologic Technologist to be in the general work area, ready to assist the student immediately during a radiography examination if necessary.

According to Title 17 of the California Code of Regulations, technologists who supervise students in any aspect of clinical education must hold a California Radiography Certificate and have at least 2 years of post-certificate radiologic technology experience.

Students must be directly supervised, with the technologist present in the room, for all exams that the student has not yet been signed off on. Students can perform exams they are signed off on under indirect supervision, meaning the technologist is available for help if needed, but not necessarily in the exam room. *Exceptions to this rule* include surgery and portable exams, as well as any exam performed by a student on a temporary rotation to a hospital other than their "home base," until a 4th sign-off is achieved at the rotation site.

All repeat examinations must be directly supervised. The supervising technologist must initial the student's portfolio exam log for all repeat exposures. Students must be accompanied by a technologist on all portable exams, regardless of sign-off status. The technologist may be in an adjacent area if the student has signed off on the exam but must be present on the same floor within shouting distance to assist if needed.

All Operating Room (OR) procedures must be directly supervised regardless of sign-off status. This means that the technologist must be in the OR room with the student, not in another room working on another case.

Students on a temporary rotation to a hospital other than their "home base" must be directly supervised for all exams, including those already signed off, until a 4th sign-off is achieved at the rotation site.

Students are not allowed to energize a fluoroscopy unit, i.e., step on the pedal unless they are directly supervised by a physician with a Supervisor Operator Permit and or a technologist with a Fluoroscopy Permit.

All procedures involving the introduction of a foreign body into a patient's body must be directly supervised. This includes, but is not limited to, the insertion of an enema tip for a Barium or water-soluble contrast examination, or the initiation of an IV for contrast administration, regardless of whether the student has achieved competency. Students who have demonstrated proficiency in fluoroscopy procedures that require oral contrast may give the patient the cup of contrast without direct supervision.

Student Supervision

Direct and Indirect Supervision

If students are asked to conduct exams that breach this policy, they should report the infringement to the preceptor, unless the preceptor is the one asking for the exam to be conducted in violation of the policy. Students should also report to the college clinical faculty and the program director. Conducting exams without adequate supervision jeopardizes the patient, the student, the hospital, and the college, potentially exposing them to legal action.

Reporting Requirements:

Any errors, such as a student x-raying the wrong patient, performing the wrong exam, x-raying the wrong part, or placing contrast in the wrong tube or body part, must be immediately reported to the Program Director by both the preceptor and the student. Both parties must include an email with a detailed summary of the event in the report. If an error occurs that puts the patient in danger or exposes them to a health threat, the student should be sent directly to the college to meet with the program director.

Clinical Attendance Policies

Attendance Guidelines for Clinical Experience 1C, 9A, 9B, 9C, 9D, and 9E for 1st and 2nd Year Students:

• Students are required to clock in at the start of each day using Trajecsys from a hospital computer terminal. Clocking in using a phone is not permitted.

• At the end of each day, students must clock out from a hospital computer terminal. Clocking out using a phone is not allowed.

• Students are not allowed to accumulate ("bank") hours in anticipation of an absence.

• All absences necessitate make-up hours. Students must fill out the make-up agreement form on Trajecsys at least 24 hours before making up hours. Both the Clinical Preceptor at the site and the Clinical Coordinator must approve the make-up hours before attendance. Any make-up clinical hours without prior approval will not be counted and will require make-up at the end of the program.

• If the total absences reach four days or more, regardless of make-up hours performed, it will result in a course drop and dismissal from the program, unless the student has a documented medical condition or other emergency and has arranged for a Leave of Absence with the faculty before the fourth day of absence for Clinical Experience 1C, 9A, and 9B.

• If the total absences reach six days or more, regardless of make-up hours performed, it will result in a course drop and dismissal from the program, unless the student has a documented medical condition or other emergency and has arranged for a Leave of Absence with the faculty before the sixth day of absence for Clinical Experience 9C, 9D, and 9E.

• If a student is going to be absent, they are required to call both the hospital clinical site and preceptors and email all college and clinical preceptors at least two hours before the start of the shift.

• The student must also email all radiologic science faculty to inform them of a clinical absence before 6:00 AM on the day of the absence.

Clinical Attendance Policies

Make-up Time for Clinical Absences

All absences accumulated during clinical education must be made up after the absence. All make-up hours need to be approved by both the Clinical Coordinator and the clinical preceptor at least 24 hours before the make-up time. Students are required to use the Make-Up Agreement form on Trajecsys or in the forms section of the student handbook to secure the necessary signatures before arriving at the clinical site for make-up time. Make-up hours carried out before approval from the college and clinical instructor will not be recognized, and these hours will need to be made up at the end of the program.

In accordance with JRCERT requirements, the total weekly classroom and clinical hours should not exceed 40 hours. Students are not allowed to work more than 10 hours in a single day. Students will not be allowed to make up hours beyond the 40-hour weekly limit. Make-up hours can be scheduled between 7:00 AM and 10:00 PM on weekdays, and 9:00 AM to 6:00 PM on Saturdays, subject to approval. First-year students are typically not permitted to work past 6:00 PM on weekdays or at all on Saturdays due to reduced staffing during these times.

Clinical Tardiness

Students are advised to account for traffic and parking in their commute to ensure they arrive at the hospital punctually for their shift. Students who arrive late to their clinical site more than three times in a semester may face disciplinary action, including a reduction of one letter grade from their clinical grade. Students should aim to reach their clinical site fifteen minutes before their shift starts to store personal belongings and review the daily schedule. Students are required to clock in on Trajecsys upon arrival at the hospital and clock out at the end of the day. It is expected that students report to the clinical preceptor or other assigned personnel at or before the official start of the shift.

Students should not leave the department for more than their designated lunch period, typically 30 minutes. It is recommended that students bring their lunch from home to ensure they have enough time to eat and report back to the clinical preceptor or assigned personnel within the designated time frame. Students who return late from lunch or other breaks by more than fifteen minutes, more than three times in a semester, may face disciplinary action, including a reduction of one letter grade from their clinical grade.

Clinical Shift Hours

The exact hours for clinical experience can vary slightly across different hospitals and are set by the clinical preceptor and department manager at each site. Shift times are designed to ensure that students are present when the most diverse and numerous patient exams occur. Students are expected to adhere to the assigned hours and schedule their outside jobs, family responsibilities, doctor’s appointments, etc. so they do not conflict with the clinical schedule. Students are prohibited from setting their own individual shift schedule by coming in early or late and adjusting their departure time to match. Any changes from the schedule must be

Clinical Attendance Policies

Clinical Shift Hours

approved by college faculty and clinical preceptor and must be submitted in written form. It is recommended that students seek opportunities to assist the department or enhance their learning during slow periods in the department. Students are permitted to leave the clinical site before the end of the shift only in times of personal or family emergencies. Any time missed from the clinical experience must be made up without fail.

Clinical Visits from College Faculty

Students in the Radiologic Science program will receive visits from Merritt College's clinical faculty in accordance with the visitation schedule established by the Clinical Coordinator at the start of each semester. There may also be surprise visits from college instructors.

During each visit, whether scheduled or unscheduled, students are required to be available for a meeting with the instructor and be ready to present their review clinical documents.

Students should be ready to collaborate with the visiting faculty on actual patients, participate in retention and practice labs, and take part in image evaluations and other educational activities.

Employment at Clinical Sites

Radiologic Science students are not permitted to be employed or volunteer at the hospital where they are assigned clinical education. This prohibition extends to roles such as a patient services representative, receptionist, scribe, medical assistant, phlebotomist, or transporter, etc. Students are required to disclose employment at affiliate hospitals to the program director prior to clinical education assignment.

Professional Appearance

Professional Appearance

Students engaged in clinical education are expected to always maintain a professional and neat appearance. It is strongly recommended that students shower daily before and after clinical sessions and wear freshly laundered clothing. The use of a deodorant or antiperspirant product is mandatory. Long hair should be styled in a manner that prevents it from falling onto the face or onto the patient. Nails, beards, and mustaches should be kept neatly trimmed.

Jewelry should be minimal and should not be of a type that could get entangled in equipment, hang over a patient, scratch a patient, or be pulled by a patient. Perfumes and colognes should be avoided at the clinical site as strong fragrances may cause nausea in ill patients or exacerbate conditions in patients sensitive to scents. Teeth should be brushed before arriving at the clinical site. After eating, measures should be taken to ensure that breath does not emit an unpleasant odor to patients or staff.

Hand Hygiene

1. Natural nails should be maintained clean and short. The length of natural nail tips should not exceed ¼ inch.
2. The use of nail polish is not allowed.
3. The use of artificial nails, wraps, tips, acrylics, gels, fillers, etc. is not permitted.

Non-compliance with this policy will lead to the student's suspension from the clinical site until the policy is adhered to. The hours missed due to suspension will need to be made up at the end of the program.

Facial Hair Guidelines

The presence of facial hair, i.e., beards or mustaches is not recommended due to the challenges it poses in forming a seal between an N95 respirator mask and the face, potentially posing an infection control risk. Any existing facial hair must be contained within the borders of the N95 mask and must not interfere with the mask's seal. Students are required to shave their beards and mustaches for fit testing.

Non-compliance with this policy will lead to the student's suspension from the clinical site until the policy is adhered to. The hours missed due to suspension will need to be made up at the end of the program.

Professional Appearance

Professional Dress Code

Clothing should be clean and wrinkle free and must include identification that displays including student name and student status. This should include a hospital name tag, identifying the student as an SRT (student radiologic technologist).

Examples of acceptable attire are black or gray scrub tops and pants with comfortable clean athletic shoes and socks. White, gray, or black long sleeve tees may be worn under scrub tops. Scrub jackets should be worn over scrub tops.

The following items are prohibited from being worn during clinical rotation hours:

- audio headphones or hands-free communication devices
- long-dangling earrings
- outdoor jackets
- jogging suits, sweatpants, sweat shirts
- see-through garments of any kind
- necklines exposing cleavage
- crop tops exposing skin between shirt and waistband of pants
- skintight garments including leotards and leggings
- halter or tank tops or any sleeveless tops
- sagging clothes revealing underwear
- shorts, miniskirts
- logo tee-shirts on front or back

Individual hospital clinical locations may have additional guidelines or expectations concerning professional attire and cleanliness. Students are required to comply with the policies that are in place at their designated clinical site.

All attire worn at the hospital should be taken off as soon as feasible after the clinical shift and cleaned. Shoes used for clinical purposes should be easily cleanable with disinfectant or be machine washable without getting damaged. The faculty advises purchasing a pair of shoes solely for clinical use.

Students not adhering to the Professional Appearance and Hygiene policy will be sent home to change clothing and will be required to make up the time missed. Repeated infractions will result in disciplinary action, possibly including dismissal from the program.

Tattoos and Piercings

Each affiliate hospital enforces its own policy regarding visible tattoos and facial piercings. Students must adhere to the policy in place at the clinical site to which they are assigned. Students may be asked to cover visible tattoos with clothing and/or remove some or all facial piercings while participating in clinical education. Students should also be aware that should they rotate temporarily to a new clinical site, they will be expected to adhere to the new site's policy while participating in clinical education there.

Electronic Devices

In the clinical setting, using cell phones and tablets for personal communication can be distracting and bothersome to patients and colleagues. It is considered unprofessional behavior to use such devices in front of patients, colleagues, or supervisors. Student technologists are not allowed to make or receive personal calls or texts while on the clinical floor. Violations may result in warnings and progressive discipline. Importantly, students must never leave a patient unattended during a procedure to respond to a text or phone call, as this is considered abandonment of care and could lead to disciplinary action, including possible dismissal from the program.

Additionally, many hospitals prohibit the use of communication devices for any purpose while on duty. Students should be aware of and adhere to the policy at their assigned clinical education site. Some hospitals allow the discreet use of smartphones as reference tools (for apps like IRad, notes, or medical dictionaries), but these should never be used in the presence of a patient.

Classroom Policies

Behavioral Expectations

1. Always conduct yourself in a professional and considerate manner while in the classroom.
2. Treat your instructor and classmates with respect. It is acceptable to disagree but do so respectfully.
3. Balance listening and speaking time.
4. Avoid using profanity or discussing potentially offensive topics.
5. Raise your hand to participate, ask questions, or make points to avoid interrupting others.
6. Physical violence or inappropriate touching is strictly prohibited.
7. Confirm your instructor's eating and drinking policy in the classroom.
8. Inquire about the smart phone usage policy with your instructor.
9. Cheating, plagiarism, or any form of dishonesty will not be tolerated and may lead to dismissal from the program. Refer to the Honor Code for definitions.

Classroom Tardiness

1. Attendance will be taken within the first 5 minutes of each class period.
2. Tardiness of more than 3 times per semester will result in a one-letter grade deduction.

Absences

While absences are allowed for illnesses and emergencies, excessive absences may lead to program termination.

Attendance Policy for Didactic Courses

Attendance is expected at all course meetings.

- During fall or spring semesters, instructors may drop students if absences exceed the number of class meetings in two weeks, unless special circumstances apply.
- During the summer session, instructors may drop students if absences exceed the number of class meetings in one week, with consideration for extenuating circumstances.

The instructor's decision regarding attendance requirements is final.

Note: Regularly check your email for messages from your instructor.

Instructor and Course Evaluations

Each student will receive an email from the program director containing links to an online evaluation for every instructor and course at the end of each semester. Hospital clinical preceptors will be evaluated by students each November. These evaluations are mandatory as per the program's accrediting body, the Joint Review Committee on Education in Radiologic Technology (JRCERT). Evaluations are anonymous, and students are encouraged to provide constructive feedback. Instructors are required to respond to feedback from students to the program director.

Return to Class and Clinical Following Short-Term Recovery from Surgery, Illness, or Injury

Guidelines for Students Undergoing Surgery, Illness, or Injury

1. If a student undergoes surgery during the program, they must obtain a physician's clearance indicating their safe return to both the classroom and full duty at the clinical site.

2. For students being treated by a physician for an illness, a physician's clearance is necessary before returning to class and clinical duties.

3. In cases of temporary disability due to injury, where clinical participation could endanger the patient or the student, a physician's clearance is required. Students with braces, splints, casts, or other orthopedic treatments restricting range of motion are not allowed to attend clinical sessions.

4. Clearances must be submitted to both the program director and the hospital clinical preceptor before returning to the clinical site. Any missed clinical hours must be made up. Students facing long-term recovery should review the section on Leave of Absence guidelines.

Leave of Absence

Leave of Absence Guidelines for Students

1. Students facing long-term illness, injury, pregnancy, or personal and family crises may qualify for a Leave of Absence from the program. This allows temporary withdrawal with the option to return after a specified period.

2. All Leaves of Absence must be coordinated with program faculty, with terms determined individually based on circumstances. Medical emergencies require a physician's note.

3. Leaves of absence cover up to one year, requiring students to re-enter the program at the start of the semester they left the program the following year. Students needing more than one year's leave must reapply and will be readmitted based on availability.

4. Students unable to attend clinical due to medical reasons but able to attend class may be eligible for a Special Leave of Absence from clinical only. These are recommended for situations like post-surgery recovery. Students will attend didactic courses and make up missed clinical hours at the program's end. Only one clinical leave of absence is granted during a two-year program.

5. Returning after any medical Leave of Absence requires written physician clearance. Students must attend class and clinical without physical restrictions.

Attendance and Testing Policy

Guidelines for Exams, Finals, and Clinical Attendance

1. If a student is absent on an exam or practical day, they must provide a clinician's note or emergency documentation to be allowed to make up the exam or practical.

2. During an exam or practical, students cannot be absent from other courses on the same day without a clinician's note or emergency proof. Failure to comply will result in a letter grade deduction for the exam.

3. When an exam or practical is scheduled, students absent from clinical the day before must present a clinician's note or emergency proof to take the exam or perform the practical.

4. All final exams cover comprehensive content.

5. Students should avoid scheduling conflicting activities during finals week, such as out-of-town trips, medical appointments, or family events. No exceptions.

6. Final exams occur during finals week, as determined by each instructor.

7. In summer courses, the last week of each course serves as finals week.

8. Mandatory attendance is required for all students. Unexcused absence during a scheduled exam results in a zero ("0") averaged into the final grade.

9. Students with documented excused absences on final exams cannot take the exam later. Instead, their grade is based on all earned grades up to that point.

10. During finals week, students must attend clinical hours at the clinical education centers. Failure to do so requires making up unexcused absences at the end of the two-year program or as mutually agreed upon with the Clinical Coordinator and hospital clinical preceptor. Students must complete the clinical makeup agreement and obtain signatures at least 24 hours in advance.

Note: An INCOMPLETE grade may be assigned until all work is completed. ARRT exam results will not be released until satisfactory completion with the college, which could affect employment timing at the program's end.

Clinical records and assessments are entered into Trajecsys. Students must maintain hard copies in a Portfolio, including the ARRT Master Sign-off sheet and the repeat log. Submit these documents by the semester's due date. The clinical preceptor will enter document information into Trajecsys. Late clinical work will receive a one-letter grade reduction. This policy will be strictly adhered to.

Admission, Retention, Disciplinary Action, and Program Re-Admission

Admission and Retention Guidelines for the Radiologic Science Program

Approximately 24 students are selected for admission into the Radiologic Science Program each fall based on completion of admission requirements and the selection process outlined in the program brochure and college catalog.

To continue in the program, students must meet academic and program standards:

- Successfully complete all program courses with a final grade percentage of 75% or higher.
- Students falling below 75% at any point in the semester receive a written warning and counseling from the course instructor.
- A final grade below 75% in any Radiologic Science course results in program dismissal.
- Students can withdraw from program courses but cannot remain in the program after withdrawal.
- Withdrawn students may request re-admission if they meet readmission criteria.

In cases of unsatisfactory performance, instructors counsel students, who should seek assistance as needed.

The instructor of each course will communicate the grading policy to students via the course syllabus. The course syllabus will include the weighting of quizzes, exams, projects, and activities. In the absence of mistakes, incompetence, fraud, or bad faith, the instructor's grade determination is final. Once submitted, grades are not subject to change except by the instructor.

Disciplinary Action

Disciplinary action may be taken against students for violating program, clinical site, or college policies. Violations that could lead to disciplinary action include, but are not limited to:

- Unprofessional conduct, such as gross insubordination, moral improprieties during patient care activities, or failure to maintain patient confidentiality.
- Jeopardizing patient safety.
- Violating program policies.
- Displaying disruptive behavior.
- Physically or verbally abusing colleagues, patients, instructors, or clinical staff.
- Theft or property damage.
- Dishonesty in didactic and clinical courses or procedures.
- Other violations as outlined in the college catalog or clinical policy manual.

Admission, Retention, Disciplinary Action, and Program Re-Admission

Disciplinary Action

The range of disciplinary actions may vary from temporary exclusion from the classroom or clinical site to expulsion from the program. Students dismissed for disciplinary reasons are not eligible for re-entry into the program.

Additionally, the program is obligated to report all suspensions and disciplinary actions to the American Registry of Radiologic Technologists (ARRT). The ARRT may review documents related to incidents and disciplinary actions, potentially affecting a program graduate's eligibility to sit for the Registry examination.

Admission, Retention, Disciplinary Action, and Program Re-Admission

Program Re-admission Guidelines

Students who have withdrawn or were dropped from the program due to one or more of the following reasons may apply for re-entry. The application must be submitted at least six weeks before the desired re-entry semester.

- Health or personal reasons.
- Failed to complete a program course, including Clinical Experience.
- Earned a failing grade in any program course.

Eligibility requirements for re-admission:

1. Complete the Application for Re-admission.
2. Submit the application at least six weeks before the desired re-entry semester.
3. Verification of completed contractual agreements (if applicable).
4. Provide recent medical exam results with updated proof of immunity to communicable diseases.
5. Update background checks and drug screens with a "cleared" status.
6. Maintain current CPR certification.
7. Academic standing of a 2.5 GPA for all completed Radiologic Science courses.

Applications for re-entry will be accepted one time only. The application for re-admission must be made at least six weeks prior to the beginning of the semester that the student wishes to re-enter. Re-admission will be considered at the discretion of the faculty and is on a space available basis. Re-admission applications will be considered on a case-by-case basis. There is no guarantee of re-entry.

Meeting the eligibility requirements does not guarantee acceptance for re-entry. Acceptance for re-entry is at the discretion of the faculty. Upon receipt of the re-admission application and all supporting documents, faculty will review documents and make a recommendation to the program director to accept the student for re-entry, accept contingent on successful clinical interview, or deny re-entry. The student should be advised that if interviewed, the clinical supervisor has the option to contact the supervisor of the previous clinical assignment for a reference. The decision of the faculty to accept or deny re-entry students is final. If re-admission is granted, the student will be notified by mail prior to the beginning of the semester in which she/he wishes re-entry.

A student who withdrew or was dropped due to unsatisfactory performance at a clinical facility is not eligible for re-entry. Any unsatisfactory grade or performance of the re-admitted student will result in termination from the program with denial of further re-admission.

Students are required to take both the didactic classroom and clinical components of the course during the re-admission semester to remain in the program.

Safety Policies

Radiation Safety Officer

The designated Radiation Safety Officer (RSO) for the Merritt College Radiologic Science Program is the Clinical Coordinator, Jerry Hollister, BA, RT(R)(BD). The duties of the RSO are to:

- Assure that all Radiation Safety Policies are being followed on campus and at the clinical sites
- Administer the college dosimetry program
- Review dosimetry reports, assure that dosimetry reports are communicated to students, and to investigate any reading in excess of 60 mRem in any quarterly reporting period

The alternate Radiation Safety Officer is the Program Director, Jacqueline Custard Ed.D., RT(R)(M). The alternate RSO is to fulfill the duties if the designated RSO is unable to do so.

Radiation Safety

Always adhere to sound radiation protection practices. Unsafe practices during procedures are grounds for dismissal from the program. Specific unsafe behaviors include:

- Failing to properly identify a patient or take a complete patient history, resulting in exposures to the wrong patient or body part.
- Intentionally or unintentionally taking exposures on a student or technologist in the energized lab or hospital x-ray exam room.
- Taking exposures on any member of the general public unless expressly ordered by a medical practitioner.
- Attempting procedures under indirect supervision before achieving competency.
- Repeating exposures without direct supervision from a California certified radiologic technologist with at least two years of post-certification experience.
- Taking exposures with the exam room door open or unnecessary persons present.
- Taking exposures on an unshielded patient, regardless of reproductive potential. Always shield patients unless it interferes with demonstrating the clinical area of interest.

Safety Policies

Student Fluoroscopy Policy

As cited in Title 17 CCR, "A student currently enrolled in an approved Diagnostic Radiologic Technology School and Fluoroscopy Permit School, 'under the supervision of an instructor who is a certified radiologic technologist or a certified supervisor or operator,' may assist/perform fluoroscopy pursuant to California Health and Safety Code, section 106975."

Students may not participate in any fluoroscopy procedure until they have completed the Fluoroscopy Orientation and Set-up Competency for each fluoroscopy unit at the clinical site.

Students may not participate in Quality Control testing of lead aprons under fluoroscopy. Students' annual radiation dose is limited; therefore, any dose they receive should be sustained during patient exams only.

Radiation Monitoring

While at the clinical education site:

- The student shall wear a personnel radiation monitoring device (badge) at all times. The badge shall be worn at the collar on the front of the body, outside the lead apron when one is worn.
- The student will be provided with a radiation monitoring badge by the college Radiation Safety Officer in the first semester of the program.
- Any loss, damage, or misuse of radiation monitoring badges must be reported to the clinical supervisor and Radiation Safety Officer immediately. Students who lose, damage, misuse, or refuse to submit monitoring badges are subject to disciplinary action, including probation or dismissal from the program. Delay in reporting will result in the student repeating any clinical hours worked between knowledge of loss or damage and reporting of such loss or damage.
- Lost or damaged radiation monitoring badges must be reported to the Radiation Safety Officer and replaced as soon as possible. Until a replacement badge is received, the student may not participate in fluoroscopy or C-arm procedures. The student may receive a grade deduction for repeated loss of a monitoring badge.
- The student will be provided with a copy of the latest radiation badge report by the Radiation Safety Officer within 10 days of receipt.
- Badges are to be removed if the student is undergoing a procedure as a patient.
- Protect the badge from exposure to radiation, sunlight, excessive heat, and moisture during the time it is not being worn. Do NOT launder your badge with your uniform. When transporting badge from clinical site to home or the college, place it in a bookbag or purse, do not leave it in your car.
- Students may request a copy of their final exposure report upon exiting or graduation from the program. The Radiation Safety Officer recommends that graduates provide the final report to their employer so that the lifetime dose on future reports reflects exposure received while the student participated in clinical education while in the program.

Safety Policies

Guidelines for radiation monitoring and safety

Radiation safety is a critical responsibility and should always be treated with the utmost seriousness.

Personalized Monitoring Badge in the energized lab

- Students must wear their personalized monitoring badge.
- Pocket dosimeters should only be used if a personalized monitoring badge is lost or damaged. If using a pocket dosimeter, students record data on the monitoring form provided by the instructor. Any readings should be documented along with the monitoring badge reports.

Exposure on Energized Machines in the energized lab

- Never make an exposure on an energized machine unless an instructor is present.
- Energized stations remain locked when instructors are absent.
- A sign reading "Exposure Lab in Process, Do Not Enter" is placed outside the door when energized tubes are in use.

Non-Energized Machines

- Non-energized machines are labeled as such.
- If no label is present, assume the machine can produce x-rays.

Radiation Exposure Limits

The program follows NCRP recommendations from Report 91.

- Student radiation exposure should not exceed 100 mRem annually (1 mSv annually or 200 mRem for the total program).

Monitoring and Investigation

- Monitoring badges are processed quarterly.
- Readings exceeding 0.6 mSv (60 mRem) in one quarter are investigated.
- The Radiation Safety Officer (RSO) will visit clinical sites and interview students and check patient exam records to determine safe practices.
- Unsafe practices are corrected before allowing students back to the clinical site.

Radiation Safety with Energized Tubes in the Clinical Site

- Students will remain behind the control panel during radiography exposures.
- Holding patients during radiography exposures is not permitted.
- During fluoroscopy, students will wear shielding apparel and remain as far back as possible to render patient care and assistance.
- Radiation monitoring badges are worn on the outside of the apron at collar level during fluoroscopy.

Safety Policies

Safe Practices with Magnetic Resonance Imaging

Students may not enter the MRI suite or participate in any MRI procedure prior to completing MRI safety instruction on the following topics:

1) Magnet Safety – Preventing Projectile Injuries
2) Emergency procedures in the MRI Suite
3) Magnet Safety – Preventing Patient Injuries from Metal Implants
4) MRI Safety – Preventing Injuries from RF Coils

Training will take place in the RADSC 1B course, prior to students beginning clinical education in the Radsc 1C course.

Students must be screened using the form found in the Appendix of this handbook before entering clinical experience. The MRI screening form must be completed by the students and reviewed and approved by the Radsc 1B instructor prior to the student starting clinical experience.

Students will be screened by the MRI technologist prior to participating in MRI procedures at the clinical site. The MRI screening form must be completed by the students and reviewed and approved by the MRI technologist prior to the student's entrance into the MRI suite.

Students are mandated to notify the program should their screening status change, i.e., pacemaker insertion.

Revised 5/14/2024 jcc

Pregnancy Policy

The faculty of the Merritt College Radiologic Science Program neither endorses nor opposes an individual's reproductive rights. However, it is important to note that participating in the program is highly demanding, both physically and mentally. Students are required to commit at least 40 hours per week to their studies.

Due to the stress associated with the program and the potential negligible radiation risk during clinical education, the faculty advises female students of childbearing capability to take precautions to avoid pregnancy while enrolled in the Associate Degree Radiography Program.

This suggestion is based on the knowledge that:

> "…exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupation dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low."*
>
> "The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus."*

If a student becomes pregnant while enrolled in the program:

1. Declaration of Pregnancy
    - A pregnant individual has the right to declare her pregnancy in writing to the program faculty and assigned clinical personnel. This declaration is in accordance with 10 CFR Parts 19 and 20.
    - However, it is also her choice whether to declare her pregnancy or not.
2. Guidance for Pregnant Students
    - If a pregnant student chooses to declare her pregnancy, she will receive a copy of the U.S. Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13.
    - The student is expected to carefully read the guide, paying special attention to sections related to dose limits for pregnant workers and potential effects on the embryo/fetus due to radiation exposure and non-radiation risks.
    - After reading the guide, the student can submit her written declaration of pregnancy.

Pregnancy Policy

3. Counseling and Testing

    - Program faculty will counsel the declared pregnant student regarding radiation risks and radiation protection principles.

    - Both oral and written instructions will be provided, and the student's comprehension will be tested through a simple written test covering the material addressed in the NRC Regulatory Guide 8.13.

4. Monitoring and Safety Measures

    - The declared pregnant student will be issued a second monitoring badge to be worn low on the abdomen, under the apron. This badge monitors the fetal dose during pregnancy.

    - Although risks to the unborn child are minimal under normal working conditions, the NRC recommends ensuring that the dose to the embryo/fetus during the entire pregnancy does not exceed 0.5 rem (5 mSv).

    - Section 20.1208 also requires licensees "to make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman".

5. Collaboration and Schedule Modification

    - The declared pregnant student, clinical supervisors, and program faculty will work together to decide the best method for minimizing radiation exposure to the fetus. The student has the right to continue in the program without modification of the clinical schedule if desired.

    - However, program faculty will collaborate with the clinical supervisor to modify the schedule if the student desires so that exposure is minimized to the fullest extent possible. Some methods that might be used include:

        1. Reducing the time spent in radiation areas.

        2. Wearing shielding over the abdominal area.

        3. Maintaining extra distance from radiation sources when feasible.

    - A health physicist can estimate the probable dose to the unborn child during the normal nine-month pregnancy period and inform the student of the amount. If the predicted dose exceeds 0.5 rem (5 mSv), the student, clinical staff, and program staff will work out schedules or procedures to limit the dose to the recommended 0.5 rem (5 mSv) limit.

    - If a schedule change is necessary, the student should understand that the usual two-year program completion time may need to be extended to ensure all clinical objectives are met.

Pregnancy Policy

Important Points:

"It is important that the student inform the program faculty, in writing, of her condition as soon as she realizes she is pregnant **if the dose to the unborn child is to be minimized."***

a. Declared pregnant students are not required to provide program officials with a physician's note. However, if the physical demands of clinical education become too difficult during pregnancy, the student may request a clinical leave of absence. Any missed time must be made up within one year upon returning to clinical education (as per program policy)[2].

b. Pregnant students may choose to take a leave of absence from the program for the duration of their pregnancy. Students who elect to take the leave of absence rather than continuing in the program are expected to return within one year as per program policy. Students who do not re-enter the program within one year must reapply if they wish to return and will be individually assessed for clinical and didactic requirements.

6.Pregnancy Undeclaration

- Students who have previously declared their pregnancy may choose to "undeclare" it in writing at any time, including after delivery.
- The pregnancy "undeclaration" must be communicated in writing to the program director.

7.Treatment of Undeclared Pregnant Students

- If a pregnant student chooses not to declare her pregnancy, she will be treated like any other student.
- Specifically, she will not receive a fetal dose monitoring badge, nor will she be given the option of clinical schedule changes due to the pregnancy.

*U.S. Nuclear Regulatory Commission: Regulatory Guide 8.13. Retrieved 5/7/2024 Regulatory Guide 8.13, Revision 1, Instruction Concerning Prenatal Radiation Exposure. (nrc.gov)

Standard Precautions

Radiologic Science students must adhere to recognized Standard Precautions procedures. The following are basic guidelines for body substance precaution.

1. Handling Blood and Body Substances
    - Treat all blood and other body substances as potentially infectious.
    - Wash or gel your hands before and after any patient or specimen contact.
2. Glove Usage
    - Wear gloves when handling blood or body substances.
    - After removing gloves, wash or gel your hands.
3. Splash Precautions
    - Wear gloves when anticipating splashes with blood or body substances.
    - Use a mask for Tuberculosis (TB) or other respiratory organisms.
    - Wear protective eyewear and a mask if splatter with body substances is expected.
4. IV Procedures and Safety
    - Wear gloves when starting or removing an IV from a patient.
    - Immediately deploy safety needle devices upon removal from a patient.
    - Dispose of used syringes, needles, or other “sharps” in the properly marked container without recapping used needles.
5. Linen and Specimens
    - Treat all linen as soiled and potentially infectious.
    - Handle all specimens as if they are infectious.
6. Emergency Preparedness
    - Know the location and proper use of resuscitation equipment.

Remember that these are general guidelines. Always refer to your clinical site’s specific policies and protocols for additional details. If you have any doubts, consult your clinical instructors or supervisors for clarification. Safety is paramount in radiologic science, and adherence to precautions ensures the well-being of both patients and healthcare workers.

Venipuncture and Intravenous Contrast Policy

1. Assisting with Contrast Injection
    - Students are allowed to assist with contrast injection following venipuncture.
    - This assistance must occur under direct supervision by a qualified radiologic technologist, nurse, or radiologist.
    - Proper training and adherence to instructions from Patient Care II and Positioning II are essential.
2. Performing Venipuncture for Contrast Administration
    - Students can perform venipuncture for contrast administration on human subjects. However, they must first successfully complete 10 venipunctures on the model arm during the Patient Care II class.
    - Written permission from the radiology department manager is required.
    - Students should follow all department policies related to venipuncture for contrast media.
3. Supervision and Certification
    - Until students complete 10 successful venipunctures on human subjects, they must be directly supervised by a physician, nurse, or IV certified technologist.
    - After meeting the requirements, students will receive an Advanced Level IV Certificate from the Merritt College Radiologic Science Program.
4. Patient Criteria
    - Students may perform venipuncture on adult patients only (those over 18 years old). Infants and children are excluded.
5. Attempts and Unsuccessful Venipunctures
    - Students are allowed a maximum of two attempts per patient or one if that aligns with department policy. If unsuccessful, other qualified personnel should take over.
6. Central Venous Access Lines
    - Under no circumstances should students inject iodine contrast into a central venous access line.

7. Auto Injection and Monitoring
    - Students performing venipuncture for auto injection must remain in the room. Continuous visual and palpation monitoring of the injection site is necessary throughout the entire procedure.
    - If the scan must begin before the injection is complete, the student should not perform venipuncture for the exam.
    - In case of extravasation, department protocol must be followed.
8. Safety Measures
    - Students should use devices with “engineered sharps protection” (such as shielded or retractable needles) during venipuncture.
    - Do not remove any “sharp” from a venipuncture site unless it has an “engineered sharps protection” device (needle shield).

Injury and Exposure Policy

For **Injuries** sustained during your clinical training at the hospital *(except for needle sticks, TB, and body fluid exposures)*. Workers' Compensation (peralta.edu)

Follow these steps:

- In case of an emergency, proceed directly to your hospital clinical site's Emergency Department.
- If the situation is not an emergency, call the **Company Nurse Injury Hotline** at **1-888-770-0929**.
- Provide them with the **Group Code ASCIP**, and they will guide you on accessing the appropriate medical treatment.
- Remember to follow this procedure even if the injury appears insignificant.

Give this address to the billing department at the medical facility for billing for your care:

Peralta Community College District
Risk Management Department
ATTN: Carrie Burdick Risk Management (peralta.edu)
333 E. 8th St.
Oakland, CA 94606

To ensure proper billing to the insurance company for your Worker's Compensation injury and prevent you from being personally responsible for the bill, follow these steps:

1. **Complete the DWC1 Form**:
    - Fill out the **Employee's Claim for Worker's Compensation Benefits (DWC1)** form.
    - You can find this form in the back section of your clinical portfolio or the appendix of the student handbook.
    - It is crucial to complete this form within **24 hours** of the injury.
2. **Supervisor's Report**:
    - An instructor must also fill out the **Supervisor's Report of Employee Injury** form.
    - This form is also located in the back section of your clinical portfolio and the appendix of the student handbook.
3. **Immediate Action**:
    - Scan the completed claim forms **IMMEDIATELY**.
    - Email them as an attachment to the program director at **jcustard@peralta.edu**.
    - Keep the original forms and bring them to class on the next scheduled class day.

Remember to act promptly to ensure proper documentation and timely processing of your Worker's Compensation claim.

Injury and Exposure Policy

For **Needle Sticks, Possible TB exposure and/or body fluid exposures** to mucous membranes or non-intact skin.

Follow these steps:

- Inform the department manager about the exposure incident.
- The patient must be held for potential testing. If the patient is an outpatient, they should not be permitted to leave the department until the injury has been reported to the department manager and the Infection Control supervisor has been informed.
- Adhere to any guidelines provided to you concerning the hospital's protocol for pathogen exposures. Obtain the contact details for the Radiology department manager and the Infection Control supervisor.
- Take this information to the treatment center as they may need to get in touch with clinical affiliate personnel.

Dial the **Company Nurse Injury Hotline** at **1-888-770-0929**. Provide them with the **Group Code ASCIP** and you will be guided to receive the appropriate medical care.

Provide the following address to the medical facility's billing department for your care charges:

Peralta Community College District
Risk Management Department
ATTN: Carrie Burdick Risk Management (peralta.edu)
333E. 8th St.
Oakland, CA 94606

This will ensure the insurance company is billed correctly for immediate and follow-up treatment and testing, preventing you from being personally liable for the bill. The treatment should include hepatitis immunity testing and a baseline HIV test. The hospital may also test the source patient for Hepatitis B and HIV.

1. Complete the **Employee's Claim for Worker's Compensation Benefits (DWC1)** form, which can be found in the appendix of the student handbook. This should be done within **24 hours** of the injury.
2. Additionally, fill out **the Peralta Community College Exposure Incident Report**, also located in the appendix of the student handbook. An instructor should also complete the **Supervisor's Report of Employee Injury** form, found in the Appendix section 3 of the student handbook.
3. Scan and email the report promptly to the program director at jcustard@peralta.edu. Retain the original documents and bring them to the program director on the next scheduled class day.

Remember to act promptly to ensure proper documentation and timely processing of your Worker's Compensation claim.

Injury and Exposure Policy

For **Needle Sticks, Possible TB exposure and/or body fluid exposures** to mucous membranes or non-intact skin

Please **note that for needlestick injuries**, a baseline HIV test is required. This test will establish your HIV status prior to exposure.

- The test should be conducted immediately after the exposure, ideally within a few hours.
- Follow-up tests are necessary at six weeks, three months, six months, and one-year post-exposure, or as recommended by the physician at the referred facility.
- When you go for testing, request the physician to provide written results of your tests.
    - If all your tests return negative, no further action is required. However, if your baseline test is positive, it indicates that you were HIV positive prior to your hospital exposure, and therefore, Workers Compensation will not cover any services.
    - If your baseline test is negative and any subsequent tests turn out positive (assuming you have not engaged in any personal activities that risk HIV exposure), Workers Compensation will be responsible for covering health services related to HIV infection and AIDS.

Remember to act promptly to ensure proper documentation and timely processing of your Worker's Compensation claim.

Clinical Performance, Due Process, and Student Grievance Procedure

Clinical Performance

The Radiologic Science Program follows the Merritt College Student Grievance and Due Process Policy, *with the exception of, dismissals related to clinical performance*. The college's clinical preceptors are tasked with the responsibility and authority to evaluate, assess, and grade a student's academic performance in line with the program's defined clinical standards.

The clinical preceptor has the power and duty to remove a student from clinical experience and expel a student from the program for justifiable reasons or cause. In this context, "cause" is defined as a situation where the preceptor, based on their professional judgement, determines that the student's clinical performance is below the acceptable patient care standard as outlined in the program objectives and evaluation requirements, and poses a significant risk to the patient's health and welfare.

In the clinical environment, the student operates under the direct or indirect supervision of the clinical preceptor and the assigned college instructor, depending on the student's level of competency. The student is directly accountable to the clinical preceptor and the assigned college instructor. Instructors and preceptors are obligated to comply with and enforce the requirements of the program, the college, the hospital, state, and federal regulations.

The college instructor and the clinical preceptor has the undisputed authority to remove a student from the clinical setting if the student's behavior, performance, or condition poses a threat to another person.

The program may suspend the student from further clinical education until a thorough investigation has been conducted and a decision regarding disciplinary action has been made. The student will be informed of the disciplinary action as soon as possible in a campus meeting with program faculty and, if possible, the division Dean, the Vice President of Instruction, or the Vice President of Student Services.

Students demonstrating behaviors potentially influenced by alcohol, drugs, or emotional illness may be expelled from the clinical setting due to unsafe conduct. Unsafe medical care refers to any action or lack of action by the student that endangers the physical or emotional well-being of a patient or another individual.

Students who breach safe radiation protection practices may also be expelled from the clinical setting for unsafe conduct. Such unsafe behavior will be documented in the "Student Unsafe Performance Report" found in the forms section of the appendix of the student handbook and reported to the relevant authorities based on the specifics of the incident.

A college instructor or preceptor can immediately remove a student under this policy if the student's performance presents an immediate and significant risk to the patient's health and welfare. If written notice is impractical, the clinical preceptor or college instructor should, where feasible, provide the student with an oral explanation for the removal and complete the written notice of disciplinary action as soon as possible after a thorough investigation of the incident, ideally within 3 business days.

Clinical Performance, Due Process, and Student Grievance Procedure

Clinical Performance

A college instructor, clinical preceptor, or manager can ***suspend or permanently remove a student from clinical education for unsafe, unprofessional, disruptive behavior, or any behavior that conflicts*** with the hospital's policies or mission.

- In case of suspension, hospital staff must notify the program director as soon as possible by phone at 510-436-2427 or email jcustard@peralta.edu. A written account of the incident must be emailed as soon as reasonably possible.

- College faculty will decide the appropriate disciplinary action considering the incident. The faculty will arrange a meeting with the student within 3 business days to inform him or her of the action.

- The student may not return to clinical until they have met with the faculty.

In cases where a student is ***removed from a clinical site due to performance or behavioral issues***, faculty will review all documentation of incidents and performance evaluations leading to the removal to decide the best course of action. Faculty may choose to:

1. Return the student to the clinical site on probation with a performance improvement plan.
2. Transfer the student to a different clinical site on probation with a performance improvement plan.
    - If the student is being considered for transfer, the clinical preceptor and/or manager of the new site have a right to know the reason the student was removed from the previous site and to review any relevant incident reports or performance evaluations, as well as to request an interview with the student if desired.
    - The clinical preceptor/manager has the right to allow or refuse the transfer.
    - If a transfer site cannot be identified among existing clinical affiliates, the student will be dismissed from the program.
3. Dismiss the student from the program.
    - In situations where the instructor determines that cause exists for removal and dismissal from the program, where prior counseling has not led to improvement in the student's clinical performance, and where there is substantial but not immediate danger to the patient, the instructor may remove the student upon providing the student with written notice of intent to dismiss.
    - The written notice of intent to dismiss should detail the facts leading to the decision to remove the student, the reasons for the dismissal, and summarize any prior counseling given to the student.
    - The notice should be hand-delivered to the student, emailed, or sent by certified mail, return receipt requested.

Clinical Performance, Due Process, and Student Grievance Procedure

Due Process

Upon ***receipt of the notice of intent to dismiss,*** the student may request an immediate hearing under Section 11 of the procedures of this policy if such a request is made in writing within three days of receipt of the notice.

Alternatively, the student may choose to appeal the removal and intent to dismiss through the District's "Student Academic Grievance Hearing Procedure", as provided in Section 11 of the procedures of this policy. Students wishing to appeal a dismissal decision should contact either the Vice President of Student Services or the Vice President of Instruction.

- A student who requests an immediate hearing under Section 11 of this procedure will be allowed to attend all classes except clinical experience until a finding is made by the Allied Health Student Grievance Committee.
    - If the Committee's findings recommend that the clinical preceptor of college instructor's decision be upheld and this finding is accepted by the Vice President of Student Services, the student may continue the appeal procedures under this Policy but shall not be allowed to attend further clinicals.
    - If the Committee finds that the clinical preceptor or college instructor's decision was without cause as defined above or based on mistake, fraud, bad faith or incompetence, and this finding is accepted by the Vice President of Student Services, the student may continue to attend classes except for clinical experience, pending any appeal made by the clinical preceptor or college instructor.

A student who successfully appeals the removal and dismissal decision will be reinstated into the program. The college will assist the student in making up any clinical education lost during the appeal process.

Clinical Performance, Due Process, and Student Grievance Procedure

Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance

I. Definitions

A. "Days" shall mean working days of the District.

B. Where the procedure refers to active participation by a District administrator, such as the Vice President of Student Services, or the Vice President of Instruction, that reference also includes any person appointed as designee.

C. "Cause" is defined in Board policy 4.44.

D. "Mistake", "fraud", "bad faith", or "incompetence" shall be interpreted under Education Code Section 76224.
https://california.public.law/codes/ca_educ_code_section_76224

II. Allied Health Student Grievance Hearing

A. Student Rights

A student who has been removed by an instructor for cause under this policy has the right to an Allied Health Student Grievance Hearing under the following conditions:

1. The student requests an immediate hearing within three days of receipt of the notice of intent to dismiss.
2. The request is submitted in writing to the Vice President of Student Services or the Vice President of Instruction.
3. The student submits an approved complaint form as described in the District's "Student Academic Grievance Hearing Procedure", section B.2 within business days of receipt of the notice of intent to dismiss.
AP-5530-Student-Rights-and-Grievance-Procedure.pdf (hubspotusercontent00.net)

B. Hearing Procedure

1. An immediate hearing will be arranged within seven days of receiving the complaint and the request for such a hearing. Both the student and the instructor will be informed about the date of the hearing at least three days in advance.
2. The composition of the Allied Health Student Grievance Hearing Committee will be as follows:

a. The Vice President of Instruction, who will preside over the Committee.
b. A faculty member from the program who is not involved in the grievance, or if necessary, another faculty member from a related health program will be jointly appointed by the PFT and the Academic Senate.
c. A faculty member from a related health program who is not part of the grievance will be jointly appointed by the PFT and the Academic Senate.
d. An administrator from the College, excluding the Vice President of Student Services who will be appointed by the College President.
e. A student from a program that is not implicated in the grievance who will be appointed by the College President.

Clinical Performance, Due Process, and Student Grievance Procedure

Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance

The committee will oversee the hearing and, based on the evidence and testimonies presented, will propose a recommendation to the Vice President of Student Services. A consensus from at least three members of the Committee is required for a recommendation to the college President. The Committee is required to produce a written report that includes a summary of the evidence, an overview of the parties' positions, factual findings, and conclusions on whether the dismissal was justified or if the instructor's evaluation was influenced by fraud, mistake, bad faith, or incompetence. The committee will then propose a recommendation to the college President on whether to reverse or uphold the student's dismissal. If there are any dissenting opinions within the committee, those members can attach a minority report to the final written report. The Committee's written report should be issued within two days after the conclusion of the hearing and the submission of evidence by the parties.

C. Role of the College President

The College President has the authority to accept, reject, or return the Committee's recommendations for further consideration. The President will inform the student, instructor, and committee of his or her decision based on the Committee's factual findings.

D. Decision Appeal

The "Appeal Process" outlined in the "Student Academic Grievance Hearing Procedure" should be followed to contest the decision made by either the Vice President of Student Services or the Vice President of Instruction, as applicable.

Student Academic Grievance Hearing Procedure

Rights of the Student

A student who has been dismissed from the clinical internship class for a valid reason under this Policy has the option to file a formal grievance. The grievance can allege mistake, fraud, bad faith, or incompetence in the evaluation of the student's performance, as per the District's "Student Academic Grievance Hearing Procedure". However, using this procedure does not grant the student the right to an immediate hearing as previously described.

B. The Procedure

The stipulations of the "Student Academic Grievance Hearing Procedure" are applicable, with the exception that the "College Grievance Committee" will be replaced by the Allied Health Student Grievance Committee as previously described.

Student Complaint Policy and Procedure

The Merritt College Radiologic Science program is committed to respecting all members of our campus community and providing a quality educational experience for all students. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. Complaints related to this policy are student complaints apart from those requiring invoking the grievance procedure (i.e., room cleanliness, room temperature, room lighting, and faculty issues). Students may file complaints if they believe a problem is not governed by other Peralta Community College District grievance policies.

Procedure

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

A student complaint form should be submitted to the Radiologic Science Program Director. It should contain (at a minimum) the date and time of the alleged conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other people who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. Submit using this form Microsoft Word - MC General Student Complaint Form Aug. 2020.doc (merritt.edu)

- The complaint should be submitted within ten (10) business days of the alleged conflict or action.
- Students shall submit complaints directly to the Program Director either
    - in person by meeting with the Program Director
    - emailed directly to the Program Director

Upon receipt of a completed complaint form, the Program Director will review the information provided, meet with the student within 10 working days, and initiate an investigation if needed.

- The Program Director may attempt to resolve the complaint by encouraging discussion between the student(s) and the faculty member/student or by taking the appropriate action to resolve the complaint.
- Every effort will be made to resolve the complaint; however, the resolution of all complaints may not be possible at the department level. Serious complaints may need to be forwarded to the appropriate personnel or department. A review of the complaint with others in the chain of command may be used when deemed appropriate and beneficial to the process. The Program Director will notify appropriate people and request any information or documentation needed to resolve the complaint.
- If the student is not satisfied with the outcome of the complaint, the student may contact Student Services Student Complaint & Grievance Process – Student Services (merritt.edu) to pursue filing of a formal grievance.

Documentation

A record of all complaints and their resolution will be documented, and the records will be kept in the Program Director's office, the S Building, Room 343. Adopted from Mt. San Antonio College spr 2023

Radiologic Science Program Contingency Plan

Purpose

The purpose of this contingency plan is to ensure the safety and well-being of students, faculty, and staff in case of catastrophic events, natural disasters, adverse weather conditions, or pandemics that disrupt the typical learning process while continuing educational activities within the Radiologic Science Program. It outlines procedures for addressing disruptions to normal operations, including campus closures, clinical site closures, or faculty absences. The plan outlines procedures for transitioning face-to-face learning activities to online or hybrid formats.

Communication and Notification

1. **Campus or Clinical Site Closures:**

    - In the event of campus or clinical site closures, the program director will promptly communicate with students, faculty, and clinical instructors.
    - The communication channels may include email, program website, and phone notifications.
    - Students will be informed about adjustments to classroom instruction, clinical rotations, and assignments.
    - All face-to-face learning activities may be shifted to online or hybrid settings. Students will be notified via email and if virtual classes are required, they will be conducted using the Canvas platform and Zoom. Students are expected to attend synchronously. Students will need reliable internet access and a computer to participate in online assignments. Those lacking necessary equipment should notify their instructors for assistance.
    - The clinical coordinator will communicate with clinical sites, clinical instructors, and students regarding clinical schedule needs and adjustments. Clinical schedules will be developed accordingly.

2. **Return to Classroom Instruction:**
    - All program faculty will follow the Contingency Plan until it is determined that the normal program operations can be resumed.
    - Merritt College administration will communicate with the program director and faculty when normal program operations can be resumed.
    - The program director will communicate with all program faculty via phone call and to students via email when the program transitions back to normal operations.
    - Program faculty will develop an action plan to transition back to normal operations and work with Merritt College administration to acquire any necessary resources.
    - Individual course instructors will communicate with their students on how the transition back to normal operations will proceed.

- The program director will oversee the complete transition back to normal operations and assist wherever needed. The program director is expected to keep open lines of communication to ensure a smooth transition.

3. Return to Clinical Experience:

- The program will adhere to institutional policies.
- Students will return to clinical sites when deemed safe by faculty.
- Students may be reassigned to different clinical facilities to accommodate safety measures.
- Adequate personal protective equipment (PPE) will be provided to ensure student safety.
- The clinical education plan will be reviewed and revised to ensure equitable learning experiences across different facilities.
- The program will keep clinical affiliates informed of safety measures and educational plans.

4. **Faculty Absences:**

- If a faculty member experiences an unforeseen circumstance (e.g., leave of absence), the program will designate other faculty members to cover classes during their absence. Faculty members will collaborate to ensure seamless coverage of classes.
- Lesson plans and materials will be shared among faculty to maintain consistency. Lectures may be pre-recorded, and students may attend asynchronously.

5. **Loss of Faculty:**

- Remaining faculty and the program director will assume additional workload until further accommodation is made.
- Canvas shells will allow remaining faculty to substitute teach on short notice and may teach remotely via the Canvas platform.
- Faculty can access work email from home.

6. Review and Updates:

- The contingency plan will be reviewed annually or as needed.
- Any modifications or updates will be communicated to all stakeholders at the semi-annual program advisory committee meetings and to communities of interest to ensure everyone is familiar with the procedures outlined in the plan.

Appendix Forms and Sections

FORMS:

APPENDIX SECTIONS

MERRITT COLLEGE
Radiologic Science Program

MRI Student Screening

Facility Name: _____

Address: _____

City, State, Zip: _____

Student Name: _____ Date: _____
Please Print

WARNING: THE MRI SYSTEM MAGNET IS ALWAYS ON
The MRI system has a very strong magnetic field that may be hazardous to persons entering the exam room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, ALL visitors are required to fill out this form BEFORE entering the MRI exam room.

Remove all metallic objects before entering the MRI exam room, including:

- Hearing aids
- Cell phone and pagers
- Keys
- Eyeglasses
- Hair pins and barrettes
- Jewelry (including body piercing jewelry)
- Watch
- Safety pins
- Money clip and coins
- Credit cards, bank cards and magnetic strip cards
- Pens
- Pocket knife
- Nail clipper
- Steel-toed boots/shoes
- Tools
- All loose metallic objects

(Continue to next page)

MERRITT COLLEGE
Radiologic Science Program

MRI Student Screening

Check **Yes** or **No** in the space below:

	Yes	No		Yes	No
Aneurysm clip(s)			Artificial or prosthetic limb		
Cardiac Pacemaker			Any type of prosthesis or implant		
Implanted cardioverter defibrillator (ICD)			Any metallic fragment or foreign body		
Electronic implant or device			Any internal or external metallic object		
Magnetically-activated implant or device			Body piercing jewelry		
Neurostimulation system					
Spinal cord stimulator			Hearing Aid		
Cochlear, otologic or ear implant			History of working with sheet metals		
Insulin or infusion pump			Other implant not listed:		
Implanted drug infusion device			Other device not listed:		

Consult the MRI Technologist if you have any questions or concerns BEFORE you enter the exam room!

STUDENT ATTESTATION
I attest that the information on this form is correct to the best of my knowledge. I have read and understand the contents of this form and had the opportunity to ask questions regarding my safety in the MRI exam room. I understand that I am mandated to notify the program should my screening status change.

Student Signature: _____ Date: _____

TECHNOLOGIST USE
Screening performed by (print name) _____

Technologist Signature: _____

Revised 5/14/2024 jcc

MERRITT COLLEGE
Radiologic Science Program
Student Documentation of Counseling - Spring Semester of the First Year

Student's Name: _____

Date of Counseling Appointment: _____

Counselor's Name: _____

Upon examination of this student's transcripts from all colleges attended, I have determined that:

(circle all that apply)

a. This student has earned a prior degree from an accredited institution (Associate, Bachelors, Masters, Doctorate).
Completion date if applicable: Please fill in_____

b. This student has satisfied the general education requirements for Merritt College.

c. This student has not satisfied the general education requirements for Merritt College.
If "c" was circled, which general education requirements have not been satisfied?

Based on my review of this student's transcripts I would recommend that this student submit in the summer semester of the graduation year

(circle one or both)

a. A petition for certificate of completion.

b. A petition for the Associate degree in Radiologic Science.

I have informed the student that either the petition for the Associate degree or the petition for the certificate of completion must be filed to graduate. I have discussed this process with the student.

Counselor signature Date

Please give this form to the student to return to Dr. Jacqueline Custard jcustard@peralta.edu

Thank you for your assistance with this matter!

MERRITT COLLEGE
Radiologic Science Program
Student Documentation of Counseling - Spring Semester of the Second Year

Student's Name: _____

Date of Counseling Appointment: _____

Counselor's Name: _____

Upon examination of this student's transcripts from all colleges attended, I have determined that:

(circle all that apply)

a. This student has earned a prior degree from an accredited institution (Associate, Bachelors, Masters, Doctorate).
Completion date if applicable: Please fill in_____

b. This student has satisfied the general education requirements for Merritt College.

c. This student has not satisfied the general education requirements from Merritt College.

if "c" is circled, which general education requirement have not been satisfied?

Based on my review of this student's transcripts, I would recommend that this student submit in the summer semester of the graduation year

(circle one or both)

a. A petition for certificate of completion.

b. A petition for the Associate degree in Radiologic Science

I have informed the student that either the petition for the associate degree or the petition for the certificate of completion must be filed by the deadline for summer semester graduation to graduate.

I have discussed this process with the student.

*The deadline date for submitting a petition for summer is*_____

_____

Counselor signature Date

Please give this form to the student to return to Dr. Jacqueline Custard jcustard@peralta.edu

Thank you for your assistance with this matter!

MERRITT COLLEGE
Radiologic Science Program
Student Learning

Request for Approval of Independent Activity

Student's Name: _____

Proposed date(s) of activity: _____

Description of activity: _____

Name of Agency or Contact Person: _____

Phone Number of Agency or Contact Person: _____

Email Address of Agency or Contact Person: _____

College Instructor Signature for Approval of Activity:_____

Student Learning Documentation of Independent Activity

Student's Name: _____

Activity: _____

Date of Activity: _____

Name of Agency or Contact Person: _____

Phone Number of Agency or Contact Person: _____

I certify that the above-named student has completed _____ hours of unpaid work with our agency/organization.

_____

Printed Name Signature Date

Student Learning Reflection Paper Assignment

After the service-learning activity, write a short paper one-to-two-page double spaced paper summarizing the event you participated in. Include a description of the activity and your role in the event. A list of the skills you practiced at the event should be included. For example, EKG or blood pressure monitoring, patient education, communication skills, bone density, etc. List any new skills you learned by participating in the event. List new ideas to think about because of your participation in the event. Give a description of any encounters with the public, event organizers or participants that struck you as particularly interesting or meaningful. Explain how you helped your community by participating in this event and what you received by participating in this event.

MERRITT COLLEGE
Radiologic Science Program
Application for Readmission to the Program

Date: _____

Student's Name: _____Student ID Number: _____

Current Address: _____

Phone Number: _____

E-Mail Address: _____

Previous Clinical Site: _____Last Semester Attended: _____

Reason for withdrawal or dismissal from the program: _____

Briefly describe why you wish to reenter the Merritt College Radiologic Science Program in the space provided:

Provide documentation of any of the following.

1. List relevant coursework completed and attach all transcripts.
2. List volunteer work completed in the interim and attach letter of verification from supervisor listing duties performed and hours completed.
3. List any type of self-improvement activities that you wish to have considered and attach proof of career counseling, study skills, workshops, seminars, therapeutic counseling etc.
4. List receipt of any financial assistance you wish to disclose that will allow you to work fewer hours and provide additional study time and attach proof of receipt for scholarships, grants, government assistance, etc.
   Note: You are not required to provide documentation of any activity that you do not wish to share with the radiologic science faculty, however it will not be considered in the evaluation of your request for readmission.

MERRITT COLLEGE
Radiologic Science Program
Request for Hospital Transfer Form

Instructions: Your request will be considered by the faculty, clinical coordinator and clinical instructor at your "home" clinical site and requested clinical site.

Students may transfer only upon approval by the college and both clinical sites.

Please complete the following form and have it signed by your "home" clinical instructor or supervisor and return it to the college instructor.

Student's Name: _____Date: _____

Home Clinical Site: _____

Temporary Clinical Site: _____

List desired objective (s) for the requested temporary rotation.

1.

2.

3.

Request type: ☐ Temporary ☐ Permanent

For temporary transfers, please indicate start _____and end dates_____

Clinical Instructor

Name	Signature	Date

College/Clinical Instructor

Name	Signature	Date

☐Approved ☐Denied.

MERRITT COLLEGE
Radiologic Science Program
Student Unsafe Performance Report

Date: _____Time: _____

Student's Name: _____Clinical Site: _____

Reported by: _____ Role/title: _____

Instructions: Describe the unsafe performance by the student using the **SBAR** format where "**S**" is a concise statement of the problem, "**B**" is pertinent and brief information related to the situation, "**A**" is analysis and considerations of options (what you found/think), "**R**" is the action requested/recommended (what you want).

Situation:

Background:

Assessment:

Recommendation:

Additional corrective actions taken for patient care/exam taken at the clinical site:

_____

Clinical Instructor Signature Date

_____

Department Manager Signature Date

_____

Disciplinary Action Taken by College after Conference Signature Date

MERRITT COLLEGE
Radiologic Science Program
Acknowledgement of Radiation Risk During Pregnancy

I _____ acknowledge that I have received counseling

from _____regarding my clinical educational responsibilities during my pregnancy.

It is clear to me that there is a decreasingly small probability that my student training will in any way adversely affect my pregnancy. The information listed below has been made available to me to demonstrate that the additional risk during pregnancy is much less than that for most occupational groups. I further understand that, although I may be assigned to low exposure duties and provided with a second radiation monitor, these are simply added precautions and do not in any way convey that any assignment in this department is especially hazardous during my pregnancy.

"Instruction concerning prenatal radiation exposure,

NRC Regulatory Guide 8:13, Washington DC; June 1999, US Nuclear Regulatory Commission."

_____

Student Signature Date

_____

Program Director/College Instructor Date

MERRITT COLLEGE
Radiologic Science Program
Pregnancy Declaration/Declaration Notification

Pregnancy Declaration

This document should serve as an official declaration to the faculty of the Merritt College Radiologic Science Program that I am pregnant.

I agree to read:

1) The Pregnancy Policy
2) The US Nuclear Regulatory Commission Regulatory Guide 8.13
3) Submit to counseling regarding radiation risk doing pregnancy

I agree to the terms for continuance stated in the pregnancy policy.

I understand that I will be allowed to continue in the program only with written documentation from my physician permitting me to attend class and clinical training with no restrictions.

My expected date of delivery is: _____

Physician Name and address: _____

_____

Student Name Student Signature Date

_____

Program Director Signature Date

Pregnancy Undeclaration

This document shall serve as official undeclaration of pregnancy to Faculty of the Meritt College Radiologic Science Program. As of the date below, I have undeclared my pregnancy.

_____

Student Name Student Signature Date

_____

Program Director Signature Date

Merritt College Radiologic Science Program

Receipt of Student Handbook

- I have received a copy of the *Student Handbook.*
- It is my understanding that if I have any questions regarding the content of this document, I may contact any Radiologic Science Program faculty member for further clarification.
- I understand that I am responsible for the information contained in this document.
- I also understand that I will be expected to abide by the policies contained in this document and subsequent versions and revisions supplied to me throughout my didactic and clinical education.

_____

Student Signature Date

_____

Student Name (please print)

_____

Faculty signature Date