Moorpark College

Radiologic Technology

Student Handbook

Summer 2025

Name_____

Radiologic Technology Student Handbook

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Moorpark College Radiologic Technology Program

Goals Mission Statement

The mission of the Moorpark College Radiologic Technology Program is to prepare the student to graduate as a qualified, competent, compassionate radiographer and member of the health care team.

Program Effectiveness Goals

The program faculty will guide the student in the acquisition of the following skills, knowledge and values:

G1. The graduate will be prepared for employment as a competent entry-level Radiologic Technologist who possesses the technical, anatomical, physiological and theoretical knowledge and cognitive skills required by the American Registry of Radiologic Technologists (ARRT).
G2. The graduate will be prepared to pass the national (ARRT) certification examination for full licensure as a Radiologic Technologist.
G3. The graduate will communicate effectively; with clients, health care team, and others in the health care setting with sensitivity to age, gender and cultural diversity.
G4. The graduate will demonstrate critical thinking and problem-solving skills needed to provide safe, high quality client care.
G5. The graduate will demonstrate professionalism and will be encouraged to pursue lifelong learning and membership in professional organizations.

Benchmarks

- ARRT pass rate of not less than 85% on first attempt within six months of graduation.
- Average program graduation and completion of not less than 70% per year.
- 75% of the sampled graduates, who seek employment, will obtain employment within one year of graduation.
- 90% of sampled employers will report satisfaction with entry level skills Moorpark College Radiologic Technology graduates.
- 90% of sampled employers will report satisfaction with communication skills of Moorpark College Radiologic Technology graduates.
- 90% of sampled employers will report satisfaction with critical thinking skills of Moorpark College Radiologic Technology graduates.
- 90% of the sampled graduates will rate the overall program as good to excellent.

Student Learning Outcome Goals

G1. Students will demonstrate clinical competence when performing radiological procedures.
G2. Students will communicate effectively with patients, health care team and others with sensitivity to age, gender and cultural diversity.
G3. The student will demonstrate critical thinking and problem-solving skills needed to provide safe, high quality patient care.
G4. The student will graduate and be prepared for employment as a competent entry-level Radiologic Technologist.

Program Effectiveness Data

All program effectiveness data is posted on the college website:

Program effectiveness data is also in the attachments p.80

Graduation Requirements

Graduation is a certification that the program standards and curriculum requirements have been met and that the student has committed no act, which, if committed by a licensed person, would be grounds for disciplinary action. The requirements for graduation are:

1. All required general education courses are completed.
2. All required program courses have been completed with a grade of 75% or better.
3. All clinical competencies required by the American Registry of Radiologic Technology (ARRT) are completed.
3. The programs required number of clinical hours are completed.

Accreditation Agencies

- American Registry of Radiologic Technologist (ARRT)
  651-687-0048
- California Department of Public Health- Radiological Health Branch (RHB)
  916-327-5106
- Joint Review Committee on Education in Radiological Technology (JRCERT)
  312-704-5300

Testing Agency:

- American Registry of Radiologic Technologists (ARRT) 651-687-0048

Moorpark College/Clinical Affiliates Address & Phone Numbers

Clinical Affiliate	Clinical Preceptor	Director/Manager
Los Robles Regional Medical Center	Omar Zavala, RT (R)	Jenny Whitener
215 West Janss Road	Omar.Zavala@hcahealthcare.com	805-370-4282
Thousand Oaks, CA 91360	805-370-4282 FAX 370-4590	
Kaiser Permanente Medical Center	Karen Ruballo, BSRT (M)	Anahit Alaverdyan
13652 Cantara St.	Karen.M.Ruballo@kp.org	818-375-3508
Panorama City, CA 91402	818-375-4207 FAX 818-375-3239	
Kaiser Permanente Medical Center	Kelli Scanlon, RT (R)	Mike Bruce
5601 DeSoto Ave	Kelli.Scanlon@kp.org	818-719-2525
Woodland Hills, CA 91367	818-719-2700	
Simi Valley Adventist Hospital	Coleen Warn, RT (R)	
2975 N. Sycamore Dr.	QuickCM@ah.org	805-955-6360
Simi Valley, CA 93063	805-955-6361 FAX 579-6041	
Providence Holy Cross Medical Center	Andrew Diehl, RT (R)	Alex Cervantes
15031 Rinaldi St.	Andrew.Diehl@providence.org	818-496-4490
Mission Hills, 91345	818-496-1875 FAX 898-4451	
Providence St. Joseph Medical Center	Brittanie Huffman, RT (R)	Deborah Harris
501 S Buena Vista St.	Brittanie.Huffman@providence.org	818-847-4101
Burbank, CA 91505	818-847-6960 FAX 818-843-4924	
Camarillo Hospital	Shelly Gadbois, RT (R)	Melissa Nahrstedt
2309 Antonio Ave	Shelly.Gadbois @chw.edu	805-988-2700
Camarillo, CA 93010	805-389-5655 FAX 389-5671	
St John Regional Medical Center	Roxie Baca, RT (R)	Melissa Nahrstedt
1600 N Rose Ave	Roxie.Baca@commonspirit.org	805-988-7047
Oxnard, CA 93030	805-988-2872 FAX 981-4438	
Henry Mayo Newhall Hospital	Shawn Pavlik, RT	Michael Flores
23845 McBean Parkway	pavliksr@henrymayo.com	661-200-2000
Valencia, CA 91355	661-200-2000	

Moorpark College Health Science/Radiologic Technology Faculty
805-378-1433 FAX 805-378-1548

Carol Higashida	Dean	805-378-1400 ext 4719	chigashida@vcccd.edu
Christina Lee MSRN	Nursing Coordinator	805-378-1433	clee@vcccd.edu
Bob Darwin, MS, BSRT	Program Director	805-553-4777	rdarwin@vcccd.edu
Armine Torabyan, MS, BSRT	Clinical Coordinator	805-553-4778	atorabyan@vcccd.edu
Lydia Basmajian	Health Science Counselor	805-378-1400 ext 4604	lbasmajian@vcccd.edu

Accreditation Agencies

California Dept. of Public Health, Radiological Health Branch (RHB)	916-327-5106
Joint Review Committee of Education in Radiologic Technology (JRCERT)	312-704-5300
American Registry of Radiologic Technologists (ARRT)	651-687-0048

WELCOME

Congratulations and welcome to the Moorpark College Health Sciences Associate Degree Radiologic Technology Program. You have worked hard to get here, and your efforts have paid off. During the next two years you will be learning the concepts and skills necessary in your chosen career. This will be a busy yet rewarding time and we look forward to working with you.

History of the Health Science Department

The Associate Degree in Nursing Program began in 1981 at Moorpark College and was awarded accreditation in 1983. In 1990 the Associate Degree in Radiologic Technology Program was initiated, with the help of a generous donation of funds and equipment from Kaiser Permanente. Professor Jo Ann Moore, the Program Director of Radiologic Technology at that time, developed the curriculum for the new program under the guidance of Professor Brenda Shubert, the Health Sciences Coordinator. In March 1992, the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the CA Dept. of Public Health awarded accreditation to the Associate Degree in Radiologic Technology Program. The Department of Health Sciences at Moorpark College was established with the addition of the Radiologic Technology Program.

The Health Science Department now includes degrees in Health Information Management, Nursing, Radiologic Technology, certificates in Emergency Medicine Technician (EMT), Optical Technician, Nutrition, and Nuclear Medicine. The Health Sciences Department also serves the health-care professional community by offering courses in continuing education. These programs are recognized for their commitment to excellence and their innovative leadership in education.

The faculty, students and graduates are responsible for the excellent reputation of the Moorpark College Health Sciences Department.

This Student Handbook explains the policies/procedures, and your responsibilities while in the program. Please read this Student Handbook and continue to utilize it as a reference throughout your 2 years in the program.

Again, Welcome to the Radiologic Technology Program.

Bob Darwin, MS, BSRT – Program Director

Section I

Curriculum Guide
Associate Degree in Radiologic Technology

Admission Process

- This 24-month Radiography Program prepares the graduate to perform all diagnostic procedures in an X-ray department, as well as in other health care settings.
- Overall minimum 2.5 GPA in ALL attempted college coursework.
- The application period for this program is **February 1st to February 28th** yearly.
- Applications must be submitted to the Health Sciences Department (HSC 120) with official sealed transcripts from **ALL** colleges attended including Moorpark, Ventura and Oxnard.
- Radiologic Tech. website: http://www.moorparkcollege.edu/departments/academic/radiologic_technology.shtml

STEP 1:
Prerequisite Courses for Application to the Radiologic Technology Program
Students must complete these courses with a grade of "C" or better by the time of their application. Meet with the Health Sciences Counselor for a transcript evaluation.

Courses	Units
NS M19 Medical Terminology, previously named **HS M19**	3
ANPH M01 Human Anatomy and Physiology or **ANAT M01** And **PHSO M01** (Prerequisite: 1 year of H.S. Chemistry or Chem. M11 or M12 and ANAT M01 (or concurrent enrollment)	6 or 8
MATH M03 Intermediate Algebra or higher (MATH M07 required for Bachelor's degree articulation with CSUN)	5
ENGL M01A English Composition	4
RADT M17 Health Care Ethics	3

Note: A current and valid American Heart Association Basic Life Support (AHA BLS) for the Healthcare Professional (CPR card) must be presented before enrollment in RADTM10A.
Admission to the program is dependent on clearance of: Health Appraisal, Background Check and Drug Screen.

Technology/Computer Expectations
Medicine, health care, and radiologic technology are highly technical fields requiring technology/computer skills. It is highly recommended that students are comfortable using a computer, have basic word processing, e-mail, and Internet navigation skills, and be familiar with chat rooms.

STEP 2:

Required General Education Courses

These courses are necessary for the Associate Degree and must be completed prior to graduation. Please refer to General Education list for appropriate courses to fulfill these areas. All General Education courses must be completed in order to sit for the licensure exam.

Biological Science-(Recommended **BIOL M01** or **M02A**)	3
*Physical Science - Course of Choice	3
American History/Institutions - Course of Choice	3
Social Science-Course of Choice (Highly Recommend - **COMM M04)**	3
Fine/Performing Arts - Course of Choice	3
Humanities - Course of Choice	3
English Composition - **ENGL M01A**	4
Communication/Analytical Thinking – **MATH M03 or higher**	3
Physical Education (Kin. Or Dance)….Course of choice	1

***Note: for bachelor's degree articulation with CSUN, take PHYS M10A and M10B with labs.**
(Highly recommend COMM M04 even if Social Science requirement is completed by taking another course)

Radiography Course Sequence
Level I First Year

Summer Semester #1 (9 weeks)

Course	Clinical Hours per week	Units
RADT M09 Basic Patient Care Skills in Radiology		0.5
RADT M10A Intro to Radiographic Technology		2
RADT M10B Intro to Radiographic Technique		2
RADT M10AL Lab 5 hrs/week for 6 weeks at campus lab	35 hrs. (five 7-hour days per week for 3 weeks at a clinical site)	2.5

Fall Semester #1 (18 weeks)

RADT M01A Radiographic Practice I		3
RADT M01AL Radiographic Clinical Lab I	14 hrs. (two 7-hour days per week for 18 weeks)	4.5
RADT M01B Radiographic Technique I		3
RADT M01BL Radiographic Technique Lab I		1
RADT M11 Radiographic Lab I		1

Spring Semester #1 (18 weeks)

RADT M02A Radiographic Practice II		3
RADT M2AL Radiographic Clinical Lab II	14 hrs. (two 7-hour days per week for 18 weeks)	4.5
RADT M02B Radiographic Technique II		3
RADT M02BL Radiographic Technique Lab II		1
RADT M12 Radiographic Lab II		1
RADT M15 Venipuncture	12 hrs. (two 6-hour Saturdays in April)	0.5

Radiography Course Sequence
Level II Second Year

Summer Session #2 (11 weeks)

RADT M49 Radiographic Practicum	28 hrs. (four 7-hour days per week for 10 weeks)	4.5

Fall Semester #2 (18 weeks)

RADT M03B Radiographic Pathology		2
RADT M03 Advanced Radiographic Technique		4
RADT M03L Radiographic Clinical Lab III	32 hrs. (four 8-hour days per week for 18 weeks)	10.5

Spring Semester #2 (18 weeks)

RADT M04 Radiographic Fluoroscopy		1
RADT M04L Radiographic Clinical Lab IV	32 hrs (four 8-hour days per week for 18 weeks)	10.5
RADT M14 Radiographic Film Critique Lab		1

RADT M122 Independent Study:
Is a post-graduation elective opportunity for students to attend clinical during the summer semester after graduation. The student must have clinical preceptor approval in order to participate. This is only available at the second year agency. Students are not allowed to return to the first year agency.

Estimated Costs -Two Year Radiography Program

(Does not include living expenses)

Uniform		$250
Radiation Dosimeter (OSL)	Included in lab fees RADT M10L, RADT M49	$50
Registration $46 per unit (subject to change)	66 units	$3036
Books	Approximately	$2000
Other registration fees		$150
Physical Exam, vaccinations, CPR and Fire card	Approximately	$200
Background ck/drug screening		$150
ARRT Exam and CA Licensure	State and National Certifications	$500
Graduation Fees		$50
Trajecsys		$150
TOTAL (approximately)**:**		**$6500**

Associate Degree Radiologic Technology Philosophy

The Associate Degree Radiologic Technology Program is an integral part of the Health Science Department of Moorpark College. The Philosophy, curriculum, and objectives of the program are designed to develop the intellectual, social, and cultural potential of each student in accordance with Moorpark College's stated mission.

The philosophy of the radiography program is based upon a set of beliefs shared by the faculty. The faculty believes that radiography is a helping service, dedicated to the diagnosis and treatment of clients. As members of the health care team, we value caring, integrity, ethical practice, diversity, education, service and quality. It is of utmost importance that the radiographer is compassionate, sensitive to cultural diversity and age differences and able to communicate with the client, the health care team and others. The radiographer must be competent in performing radiographic procedures and proficient in critical thinking and problem-solving skills to safely manage client care.

It is the intention of the faculty to provide an atmosphere of learning and role modeling. Learning activities and clinical practicum experiences are organized to enable students to become competent and compassionate radiographers.
Students and graduates are encouraged to make education a lifelong process and to stay current by participating in continuing education and to join professional medical imaging organizations.

General Radiography Program Design

The program curriculum is designed to include the knowledge and cognitive skills as defined by the American Society of Radiologic Technologists (ASRT). The program complies with The Standards as defined by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Department of Public Health in the State of California. The program is twenty-four months long and includes approximately 2000 clinical practicum hours. The program is also competency based as required by the American Registry of Radiologic Technologists (ARRT), meaning that the student must demonstrate competency in Radiologic Procedures during the clinical practicum. Upon successful completion, the student will be awarded an Associate in Science Degree in Radiologic Technology and will be eligible to sit for the ARRT Exam (American Registry in Radiologic Technology) and apply to the California Department of Public Health for a California license in Radiography (C.R.T)

During the two-year program, each student will participate in two major clinical education assignments. Both major rotations have been portioned so that each one contains approximately the same number of clinical education hours. Minor rotations for observation in other advanced imaging areas will be scheduled during the second year. Clinical practicum participation is during the day shift only not earlier than 6:00 AM and not later than 7:00 PM. The time is assigned by the clinical affiliate

First Year -Level I Students Overview

Summer Semester I: The first summer is an introduction to Radiography and is nine weeks long. It begins with six weeks of lecture and lab on campus and concludes with an additional 3 weeks of clinical orientation at the clinical site.

Fall and Spring Semesters I: Students participate in two clinical days per week, Monday and Friday for 17 weeks, 7 hour days during the Fall and Spring semesters. Students also attend lecture and lab classes Tuesday through Thursday on campus.

Second Year - Level II Students Overview

Summer Semester II: Students participate in four clinical days per week; Monday through Thursday for 10 weeks, 7 hour days. Students are permitted to make arrangements for some evening shift clinical work experience if desired. (No later than 10 PM and not as a permanent rotation)
At the end of this semester, the first major clinical rotation is concluded, and the student will be assigned to their second major clinical rotation to begin with the Fall Semester.

Fall and Spring Semesters II: Students participate in four clinical days per week; Monday, Tuesday, Wednesday, and Thursday for 17 weeks, 8 hours per day during Fall and Spring semesters. Students are permitted to participate in some evening shift clinical practicum as needed for their education. (No later than 10 PM and not as a permanent rotation) Students also attend lecture and lab classes on campus Friday.

Program Course Sequence

First Year - Level I

Summer Semester I:

RADT M10A/10B/10AL Introduction to Radiologic Technology and Radiologic Technique. Introduction to the medical imaging profession, radiology department, radiation safety and protection, equipment manipulation, and basic electricity and magnetism. Radiographic positions and procedures of the cardiopulmonary system and abdominal cavity.

RADT M09 Basic Skills for the health care provider
Basic client care including but not limited to vital signs, universal precautions, body mechanics, client transfer, aseptic technique, etc.

Fall Semester I:

RADT M01A/M11/01AL. Lecture, Skills Lab, Clinical Practicum Lab
Radiographic positions and procedures of the cardiopulmonary system, bony thorax, abdominal cavity, upper and lower extremities and related joints and procedures of the complete spinal column. Clinical training is Monday and Friday, 7 hour day.

RADT M01B/10BL
Principles of Radiation Interaction and Radiographic Technique I

Intro to the role of the radiographer, function and manipulation of CR and DR equipment, production of radiation, interactions with matter, image quality factors, technical factors used in the production of x-rays and radiation protection.

Spring Semester I

RADT M02A/M12/2AL Lecture, Skills Lab, Clinical Practicum Lab
Radiographic positions of the skull and sinuses as well as contrast media and fluoroscopic studies of the spine, joints, urinary, gastrointestinal and biliary tracts and the radiographer's role during fluoroscopy. An introduction to C-arm procedures and other imaging modalities is also included. Clinical training is Monday and Friday, 7-hour day.

RADT M2B/2BL Principles of Radiation Interaction and Radiographic Technique II
Basic principles of radiation protection and radiobiology. It also includes problem solving, quality assurance, digital systems, state, and national radiation usage regulations.

RADT M15 Venipuncture for Diagnostic Imaging.
Provides practice of basic venipuncture techniques in upper extremity for the sole administration of contrast media plus an introduction to EKG. Successfully completing course and performing 10 venipunctures, at a clinical site under direct supervision of physician will comply with state regulations for venipuncture for medical imaging certification.

Program Course Sequence

Second Year Level II

Summer Semester II

RADT M49. Radiographic Practicum.
Ten weeks summer intersession course; four days per week, 7 hours per day Monday through Thursday. Provides clinical experience in a pre-assigned clinical affiliate. Focuses on improvement and reinforcement of clinical competencies and cognitive skills.

Fall Semester II

RADT M03/03L. Lecture, Clinical Practicum Lab
Introduces the advanced radiography student to advanced imaging specializations in the radiation sciences. Students will participate in four clinical days per week, Monday through Thursday for 17 weeks, 8-hour days, for continual refinement of the competencies already achieved in previous semesters. Computed Tomography (CT) and cross-sectional anatomy are included. Students will be able to start rotating to CT.

RADT M03B Radiographic Pathology.
Introduces the radiography student to various types of disease processes seen radiographically.

Spring Semester II

RADT M04/14/04L). Lecture, Skills Lab, Clinical Practicum Lab
Introduction to radiographic fluoroscopy, image critique and a review of the boards. Students will participate in four clinical days per week, Monday through Thursday for 17 weeks, 8-hour

days, for continual refinement of the competencies already achieved in previous semesters. Students will be rotating through CT.

As a final compliment to clinical assignments, the student will observe the following advanced imaging areas: Ultrasound, Special procedures, Heart Cath Lab, Radiation Therapy, Nuclear Medicine and Magnetic Resonance.

Section II

Policies and Procedures
Associate Degree in Radiologic Technology (ADRT)

The following policies and procedures developed by the Health Sciences faculty at Moorpark College are designed to assist the student in making progress toward realistic academic, career and personal goals. You are responsible for familiarizing yourself with and adhering to these policies and procedures while you are a student in this program.

Concurrent enrollment in theory and clinical courses

Courses are taken on campus concurrently with supervised clinical practicum lab at the clinical education sites. It is necessary to pass the classroom lecture/lab courses and any concurrent clinical laboratory course to advance to the next semester. For successful completion of a Health Sciences program a minimum grade of C is necessary in all courses required for the major. The student must maintain an overall GPA of 2.5 to continue in this program.

Transfer of Courses

Many of the courses assigned to the Radiography Program are transferable to bachelor's degree programs. The courses may be applied as a foundation for advanced work at the discretion of the accepting institution. Please check articulation agreements with surrounding colleges and universities for more detailed information.

Transportation

Each student is responsible for his or her own reliable transportation to the extended campuses for clinical practicum laboratory experience. The clinical sites extend from Northern Ventura County to the Northeastern portions of the San Fernando Valley with an approximate 40-mile radius from Moorpark College.

Admission Procedure

To qualify for admission to the radiographic program, each student must satisfactorily complete the qualifying requirements specified in the Moorpark College Catalog. Please refer to a current catalog for the complete, detailed information.

Readmission

All requests for readmission are subject to review by the Advanced Placement Committee faculty. If a student's record indicates deficiencies in health and safety such that the faculty considers the student a risk to clients or others, the student may be denied readmission.

Priority will be given to the applicant who has withdrawn in good standing from the Moorpark College Health Sciences Program. As space may be limited, a student who failed or withdrew and whose overall record makes it unlikely they can successfully complete the program may be denied readmission, upon recommendation of the Advanced Placement Committee. (Example: 2 program withdrawals)
Readmitted students must repeat all courses included in the semester of readmission.

Denial of Admission

Due to space limitations, the following factors may result in denial of admission:
Applicants who have failed or withdrawn from any Radiologic Technology Program and whose overall record makes it unlikely she or he can successfully complete the program may be denied initial or advance placement admission. Applicants whose record indicates deficiencies in health and safety such that the applicant is considered a risk to clients or others.

Suspension/Dismissal for Unsafe Behavior:

If the student is evaluated by the instructor to be unprofessional, unethical, or unprepared and therefore unsafe in client care, the student may be suspended immediately from the clinical area in accordance with the Education Code, Article 3: 76031, 76032, 76033.
An instructor may suspend a student for five days pending a hearing arranged by the College President. During this period of suspension, the student shall not return to the class from which they were suspended without the concurrence of the instructor of the class.
A hearing committee makes a recommendation to the President to sustain or deny suspension. The President makes recommendations to the Chancellor who will recommend to the Board of Trustees if the student is to be expelled.

Clinical Probation

Clinical probation is the clinical status of a student radiographer who has accumulated five Unsafe or Unacceptable Practice Acts (UPA). After five UPAs, the student will meet with program officials to establish whether the student will be recommended for dismissal.

Probation for Clinical Unsafe Behavior

The student and faculty meet to develop a remediation plan and a behavioral contract. If the student fails to meet the terms of the contract, the student receives a Fail (F) for the course.

Course Repetition

If a student fails or withdraws from one of the concurrent courses, class, skills lab or clinical practicum, upon readmission to the program, all courses must be repeated (Example RADT M01A, M11, M01AL, M01B and M01BL)

Withdrawal or Fail

If a student withdraws or fails, the student must attend an exit interview counseling session with the Program Director to document the problem, develop a remediation plan and determine future for readmission. Students who failed to attend an exit interview will have to apply to the program again and will not be considered for advance placement status. Enrollment space for readmission is limited and a student who has failed or withdrawn from a program whose overall

record makes it unlikely to successfully complete the program may be denied readmission. No student leaving the program is guaranteed readmission. All program materials must be turned in at the exit interview (dosimeter, hospital ID badge).

Advancement

Advancement or promotion from one course to another is based upon the successful completion of all course requirements within the previous course.
This includes

- Grade of C (75%) or better
- Satisfactory completion of all prerequisites and co requisites
- Satisfactory attendance record
- Personal qualities that meet the program standard for professional conduct identified in this Handbook

Classroom Grading

- The grading criteria are established in each class. The minimum passing grade in the Radiologic Technology Program is 75% = C. Any course grade of <75% will receive a transcript mark of "F".
- The established grading scale is:
  90-100 = A
  80-89 = B
  75-79 = C
  <75 = F
- Extra credit points may be given at the discretion of each radiography faculty. Extra credits point will not be given to raise a failing grade to passing

Transfer/Advanced Placement

Moorpark College does not take transfer or advance placement students from another college or program.

Denial of Admission

Due to space limitations, the following factors may result in denial of admission:

- Applicants who have failed or withdrawn from <u>any</u> Radiography Program and whose overall record makes it unlikely she or he can successfully complete the program may be denied admission.
- Applicants whose record indicates deficiencies in health and safety such that the applicant is considered a risk to clients or others.

Advanced Placement for Limited Permit X-Ray Technician

The advanced placement candidate must

- Hold a current California X-ray Technician Limited Permit (XT) for chest/extremities/torso-skeletal and have one year full time equivalent work experience.

- Complete all prerequisites and required coursework for the ADRT
- Make an appointment with Program Director and Health Science Counselor to evaluate work experience and recommended course of study.

Students who meet qualifications will be admitted to the Level I Summer Semester

Pre-Application to ARRT

- **IMPORTANT NOTICE:** Before enrolling in the program, it is the responsibility of anyone with a misdemeanor or criminal felony record, to pre-qualify with the ARRT to assure eligibility for licensure.
- American Registry of Radiologic Technologists (ARRT)

1255 Northland Drive St Paul MN 55120-1155 Phone 651-687-0048 www.arrt.org

Information and requirements are subject to change, please consult Program officials for most current information.

Requirements Upon Acceptance:

Complete the following forms and turn in to the Health Sciences Office.
1. Complete Moorpark College Health Appraisal (Physical Examination)
2. Purchase Radiologic Technology Student Handbook and ARRT Competency Handbook.

Professional Conduct

As a student of the program, you have accepted a great responsibility for yourself and your profession in the maintenance of higher professional and ethical standards.

1. Maintenance of client privacy and confidentiality is an example of your ethical and legal responsibility to the profession. All medical information requires the strictest confidence, and you must follow Health Insurance Portability and Accountability Act (HIPAA) regulations. Client records are not to be copied or removed from the clinical facility. An UPA will be issued to any student who does not follow this procedure.
2. Students are to be in the hospital area for scheduled or approved activities only.
3. Smoking, eating and drinking are allowed only in approved areas.
4. Hospital ID badges should be removed when not on the premises (i.e., going shopping).
5. Hospital supplies and equipment are not to be taken for personal use.

Ethical Conduct for Radiologic Technologists

The Code of Ethics for each Health Science professional identifies the fundamental moral and ethical values necessary in clinical practice. This code serves as the basis for evaluations of the personal qualities the student is expected to develop throughout the course of study.

Code of Ethics for the Profession of Radiologic Technology
American Registry of Radiologic Technologists

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Faculty Expectations of Student Performance

To assist in your success, the following guidelines have been provided as expectations of student behavior. There will be other additional requirements, which are specific to a module, or clinical rotation, which will be discussed by the instructors at the appropriate time.

The student is expected to:

1. Adhere to all college and department policies and procedures.
2. Complete assignments for all modules and clinical rotations according to date and time scheduled.
3. Take examinations on the day and time scheduled.
4. Accurately maintain Trajecsys data entries, (e.g., exam competency, exam logs, time).
5. Be prepared to consistently participate in class and discussions by reading assigned chapter, completing assignments, and answering objectives prior to class.
6. Do own work on tests and written assignment
7. Respect the confidentiality of the client and family, and of the staff.
8. Consult the clinical preceptor or more experienced professional when client's problems are not within the student's scope of practice.
9. Communicate in a professional manner with clients, healthcare team and others.

Section III

Classroom/Clinical Policies

Classroom Attendance Policy

- ✓ Since the amount of material to be learned is substantial, it is recommended that students not be absent. Absence for any reason does not relieve the student of responsibility for completing all the requirements.
- ✓ The faculty must be notified prior to the absence, when possible.
- ✓ The instructor determines whether absences are interfering with the student's achievement and communicates this to the student verbally and in a written Progress Report.
- ✓ When absence from a course exceeds 1/9 of the total contact hours for the session the instructor may drop the student from the class and a grade is recorded in accordance with the Moorpark College policy on Class Attendance outline in the Moorpark College Catalog
- ✓ In the event of being dropped or excluded, the student may petition for reinstatement when just cause for the absence exists. Such petitions must be presented in writing to the Coordinator of Health Sciences and then to the Office of Admissions and Records for review.

Excused absence:

When the student has notified the faculty prior to the absence and constitutes either:

- ✓ Illness with written verification from a Physician/Nurse practitioner or Student Health.
- ✓ Death of an immediate family member (grandparents, parents, siblings, husband, wife and child)
- ✓ Court Subpoena
- ✓ Recognized religious observance

Educational/conference absence:

- ✓ With written approval from the faculty
- ✓

Classroom Make-up Exam/Quiz Policy

1. If a student must be absent from a scheduled midterm or final examination, due to extenuating circumstances, the student may make up the examination with instructor approval. Be aware that if it is a medical emergency, a doctor's written excuse is required.
2. There is no make-up for quizzes.

Course Withdrawal or Failure/Suspension/Dismissal

Withdrawal/Failure:

If a student elects to withdraw or fails a course, the student must:

- Schedule and attend an exit counseling session with the Program Director.
- Document the extent of the problem.
- Develop a remediation plan if necessary.
- Plan to apply for readmission into Advance Placement.
- Clarify and document future plans, timeliness and options.
- Turn in dosimeter and hospital ID badge.

Suspension:
If the student is evaluated by the instructor to be unprepared and therefore unsafe in client care the student may be suspended immediately from the clinical area in accordance with the Education Code, Article 3: 76031, 76032, 76033. An instructor may suspend a student for five days pending a hearing, arranged by the College President. During this period of suspension, the student shall not return to the class from which they were suspended without the concurrence of the instructor of the class. A hearing committee makes recommendation to the President to sustain or deny suspension. The President makes recommendations to the Chancellor who will recommend to the Board of Trustees if the student is to be expelled.

Dismissal:
The faculty reserves the right to recommend a student for dismissal who does not meet the educational and ethical standards of the school. Recommendation for dismissal may be made for the following reasons:

a. Unprofessional, unethical conduct.
b. Unsafe performance in clinical area

Radiologic Technology Skills Lab Policies:

The Radiography Lab is different from other labs on campus and the following special rules apply:

- ✓ Attendance is especially important since the ability to function depends on team effort.
- ✓ Dress must be appropriate to the work assigned. Shoes must be worn to provide protection; open toe and high heels are not appropriate.
- ✓ Radiation dosimeter must be worn, or the student will not be permitted to work in the lab.
- ✓ Lab courses will consist of practical radiographic examinations, quizzes and experiments. Satisfactory performance is defined as 74.5% or better

Program Grievance Procedure

- Discuss your grievance or complaint with the person involved and try to resolve the issue at that level.
    - If you are unable to resolve your issue by discussion, submit documentation of your grievance in writing, within three academic calendar days of incident or clinical progress evaluation or Final didactic exam, to the Program Director on the form provided on page 33.
- The grievance will be given to the Radiologic Technology Grievance Review Committee that will include the Health Science Coordinator, the Program Director, a faculty member (not involved with the complaint) and a student representative.
- A meeting to resolve the grievance or complaint shall take place within three academic calendar days of receiving written notification. (Committee decisions cannot violate college or hospital affiliate policies or jeopardize program accreditation).
- Present at the meeting will be the committee members, the complainant and the student's representative and the person the grievance was filed against and/or their representative.

- A plan will be outlined with a resolution for resolving the issue and the complainant will be notified within five academic calendar days.
- The Program Director will maintain records of complaints and how they were resolved.
- If the grievance is not resolved, the complainant may appeal the Radiologic Technology Grievance Committee's decision to the Division Dean.
- If the grievance is not resolved at the Dean's level, the complainant may appeal the Division Dean's decision to the Moorpark College Grievance Committee.
- The Moorpark College Grievance Committee procedure is printed in the College Catalog.
- If the grievance is not resolved at the College's level, the complainant may appeal the College's decision to JRCERT on the form on page 34.

Requirements for the Clinical Experience:

The following are mandatory in the clinical setting:

1. Ethical Standards: all students admitted to the program and throughout the program are required to maintain the highest personal and ethical standards of conduct consistent with the professional standards as perceived by the faculty and professional personnel in the agencies used as extended campus sites. Background checks/drug test may not be more than 3-month-old upon start of each clinical rotation.
2. Physical Examination with required validation of:
   a. Ability to perform in the clinical setting in the following areas. Abilities sufficient:
      (1) Critical Thinking: for calculating, reasoning, analyzing, prioritizing, synthesizing data
      (2) Interpersonal communication: to interact with diverse social, emotional, cultural, and intellectual individuals, families and groups
      (3) Communication: for effective verbal and written interactions
      (4) Mobility: to move from room to room, maneuver in small spaces and reach overhead equipment
      (5) Motor Skills: for gross and fine movement sufficient to provide safe and effective care
      (6) Hearing: to monitor and assess health needs
      (7) Visual: for observation and visual assessment in well-lit and dimly lit areas
      (8) Tactile: for physical assessment and positioning
3. Current and valid Fire/AHA BLS (CPR) cards (Validation is required upon Admission to the program and in RADT M49 the third semester of the program). Students will be removed from clinical if Fire/CPR cards are expired.
4. Immunizations should be up to date and uploaded into CastleBranch http://portal.castlebranch.com/MZ89 as required by our clinical sites **14 days** prior to due date. Be aware that QuantiFERON tests are validated on a yearly basis. Students will be removed from clinical if immunizations are not current and they will be required to makeup missed clinical hours.

5. Students shall provide 4 sets of neonate right and left x-ray markers with three initials (5/8" wide x 1" tall with ½" letters) to use in clinical and at the college's lab. **Students will receive a UPA if images are not marked or marked incorrectly.**
6. Students shall bring a pocket-sized notebook and positioning books to clinical for taking notes and reference purposes.
7. Malpractice Insurance is provided to all students through registration fees.
8. Radiation dosimeter (OSL) must always be worn in the clinical and college labs.
9. Photo ID. Student will not be allowed at clinical without it. See *Photo ID* under uniforms section for more information.

Affiliated Clinical Sites (ACS)

The ACS extend from Western Ventura County to the Northeastern portions of the San Fernando Valley including Santa Clarita in Los Angeles County with an approximate 40-mile radius from Moorpark College.

Transportation

The students are responsible for their own reliable transportation to and from classes and clinical sites.

Confidentiality

Students are to exercise respect and strict confidentiality in all clinical sites and client related matters as required by HIPAA. Any breach of confidentiality will be reviewed and action taken. Do not communicate information identifying a client to anyone who is not involved in providing client care in the facility. This includes even acknowledging that a client is in fact a client in a particular facility. A client's hospitalization is considered a confidential matter. Conversations regarding patients are conducted only at the appropriate times with appropriate persons and will be shared in the process of providing care or for learning purposes only.

Radiation Safety Policy for Students

1. Students shall wear a dosimeter during operation of X- ray equipment at the affiliated clinical site (ACS) and the campus radiography lab. The dosimeter shall be worn at the collar. (NRC § 34.47)
2. Student Radiation Safety policy recognizes 0.75 mSv (75 mrem) as maximum threshold dose per quarter.
3. Students not wearing a dosimeter, shall not be permitted to participate in radiographic exams at the ACS or the campus radiography lab.
4. The declared pregnant student shall wear two dosimeters, one at the collar and the other at the waist. During fluoroscopy, the waist dosimeter shall be under the apron and the collar dosimeter shall be outside the apron. The declared pregnant student will be issued the second dosimeter (fetal) to be worn under the apron.
5. Students shall wear a dosimeter at the collar and protective apparel when operating mobile X -ray equipment. (CCR § 30309 (b)(3))
6. Faculty shall counsel students if there is an unacceptable increase in their dosimetry report.
7. Students shall use the ALARA ("As Low As Reasonably Achievable") concept of radiation protection to reduce the amount of radiation exposure while obtaining a diagnostically acceptable examination.
8. While performing portable radiographic exams, students shall stand at least 6 feet away when using the exposure switch on a mobile unit. (California Code of Regulations, title 17, section 30306 (a) (2))
9. Students shall stand behind a protective barrier during x- ray exposure in a fixed radiographic room. (CCR § 30308 (b)(5))
10. Moorpark College teaches students that when performing portable radiographic exams to stand at least 6 feet away when using the exposure switch on a mobile unit. (CCR § 30309 (a)(2))
11. Students shall wear protective aprons during fluoroscopy (CCR § 30307 (b)(1))
12. Students shall wear protective aprons if they are required to be in the radiographic room during an exposure (CCR § 30308 (b)(2))
13. Students shall not hold image receptors (IR) or hold patients during exposures. It is preferred that a parent, relative, ancillary personnel or authorized technologist (wearing protective apparel) shall be utilized in emergency situations
14. Students are expected to be familiar with California Code of Regulation, Title 17 the California state law concerning medical radiation practices and radiation protection.
15. Students shall use adequate collimation - (The x-ray field must never be larger than size of IR.) (CCR § 30308 (a)(2) & (b)(3))
16. Students shall not be permitted to take x-rays without direct or indirect supervision.

Pregnancy Policy

Nuclear Regulatory Commission 10CFR20 definitions 20.10003

Pregnancy Policy Revised 1/28/21 (JRCERT Standard 5.1: The pregnancy policy must provide an option to continue the educational program without modification)

It is the option of the pregnant student to declare or not to declare her pregnancy to the Radiologic Technology Program Director. According to the Nuclear Regulatory Commission, a declared pregnant woman means a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. (10CFR20 definitions 20.1003).

If the student chooses to voluntarily inform the Program Director of her pregnancy, it must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

For protection of the fetus, the following program requirements and modifications are available for declared pregnant student upon submission of the written declaration of pregnancy

The declared pregnant radiologic technology student will

1. Submit a physical exam report from her physician documenting that she may continue in the clinical participation of the Radiologic Technology Program.
2. Sign a waiver indicating acknowledgement of and responsibility for the potential risks to herself and the fetus working in the clinical setting, releasing the college and clinical education affiliate of any responsibility during this time. Please see the Declaration of Pregnancy Waiver form in the appendix.
3. Follow all policies and procedures of the clinical education affiliate.
4. Wear two dosimeters (radiation monitors), one at the collar and the other at the waist.
5. Fulfill all of the requirements of the educational institution as they pertain to clinical education competency and academic education.
6. Not exceed 500 mrem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the entire gestation period.
7. Have the following admission/readmission options:
    - May postpone entry until the following year if pregnancy declared before beginning the program.
    - May return to the program within one year after the pregnancy if unable to fulfill the academic or clinical requirements with no tuition penalty.
8. May remain in the program without any modifications or have the following clinical modifications:
    - May postpone portable and fluoroscopy procedures and specific duties associated with patients having intracavitary or interstitial sources of gamma radiation (radium or cesium) until after the pregnancy.
    - May make up missed clinical time due to pregnancy or immediate post-natal care and may accumulate clinical time prior to the expected delivery date. Arrangements must be made with the Clinical Coordinator and Clinical Preceptor.
    - The clinical affiliate will be notified of the student's declared pregnancy and be given a copy of the written pregnancy declaration.
9. May withdraw, in writing, the written declaration at any time.

The form for Declaration of Pregnancy/Waiver is in the appendix of this handbook.

MRI Safety Policy for Students

Prior to beginning clinical rotation, students shall review the clinical sites MRI safety protocols, and complete and sign the MRI Screening Questions for Students and give to the Clinical Preceptor for review. Students will also sign the MRI Observation Warning, confirming they understand the potential hazards of the MRI suite area. The forms will be kept in the student's file in the Health Science Office.
See appendix for forms.

Please be aware of the following information regarding your MRI rotation.
Warning! The MRI unit is a powerful magnet!

NO credit cards or ATM cards
NO analog watches (digital is okay)
NO pens, paper clips, coins, keys
NO cell phones
NO spiral or ring binder notebooks
NO pregnant students in MRI magnet room

Leave any loose items in the MRI tech area prior to entering the magnetic field.

- Make sure your radiation monitoring badge and hospital ID badge are firmly attached.
- Notify lead if **you** have surgical clips, metal prosthesis, pacemakers or metal surgical plates.
- If you have any other questions direct them to the MRI technologist.

MRI Signature form is included in the appendix, please sign, and submit to college faculty.

Mammography Policy

The Moorpark College radiography program has revised its policy, effective 3/3/2020, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

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

Only the student who has completed a college level Mammography Didactic Course may ask to participate in a mammography clinical practicum upon consent of the facility and its clients.

Communicable Disease - Infection Control Policy

I. Introduction

Microorganisms such as bacteria, viruses, and fungi are part of our daily lives. They exist everywhere, primarily in peaceful coexistence with us. Microorganisms, which cause illness, infections, and disease, are called pathogens. Health care settings, which you will enter as a student, are places where there are higher risks of coming into contract with pathogens. There are important steps and practices to take to maximize your safety, and the safety of other clients in these settings. You will learn about these steps and practices in your classes. It is your responsibility to practice good habits early and take measures to practice in safe ways.

There are two major concerns related to infection control in health care settings. First, there is the risk of you as the healthcare worker being exposed to potential pathogens. You are very important person in this setting and there are many actions taken to help protect you by those who establish policies and procedures in these settings. There are also many habits and work practices, which you have completed, control over, which are essential to reduce the risk. Second, there is the risk of microorganisms being transmitted from one client to another by healthcare workers who are practicing poor habits such as not washing their hands. With very few exceptions organisms cannot get from place to place on their own. They must be carried on dirty hands or equipment. Not practicing good infection control, places you and other clients at risk because poor work habits contribute to the spread of organisms in hospital. Clients are susceptible to infections due to their health problems, and they need to be protected. Infections acquired in the hospital are considered complications and are called nosocomial infections. They carry many costs to our clients including the physical toll to the person's health, a possible increased length of stay, and other financial costs.

II. Agencies, Standards & Recommendations

There are 2 federal agencies that review research and findings related to infection control. These agencies set standards and make recommendations to reduce the risk of transmission, or spread, of microorganisms. The Occupational Health and Safety Administration (OSHA) establish rules and regulations intended to promote safety in the workplace. Their goal is to promote safety for employees. Hospitals and healthcare settings must comply with the rules set forth by this agency or they can be fined. The second agency is the Centers for Disease Control (CDC). This federal agency establishes guidelines and recommendations for the prevention and treatment of diseases. This agency does not have enforcement powers, but rather sets standards for reducing the risks related to the spread of infections and communicable disease.

III. OSHA Regulations

You will learn more about OSHA in your courses but following is a summary of important information for you to know.

1. Healthcare settings must notify health care workers of hazardous conditions. This includes signs about hazardous waste, and special precautions
2. (Isolation). It is your responsibility to look for and follow these signs.
3. Preventing illness by vaccination and immunity is very important. This is why your health screening upon entry into the program is so comprehensive. Immunity to diseases provides protection to you in the workplace. The Hepatitis B vaccine is highly

recommended and if you chose to refuse it you must sign a written declination, which will be kept, in your file.

4. Hospitals and healthcare settings use engineering controls to create a workplace that is safe as possible. These controls are things done to the environment to maximize safety. Examples of engineering controls include putting sharps containers in client rooms so they will be easily assessable and using needle less intravenous devices to reduce the risk of sharps injuries. You must follow the policies and use the controls, which the facility has put, in place to protect you.
5. Next are recommendations about work place practices. These are practices which; you have complete control over. They are the good work habits that are essential to prevent the spread of microorganisms. Hand washing is the first of these and forms the foundation for infection control. There are many important tips to hand washing, which you will learn about as you prepare to enter the clinical setting. Another safe work place practice is to never recap, bend, break, or remove needles. These activities frequently result in injuries to health care workers and you must get into the habit of never doing them. If you must recap a needle it should be done with a one handed scooping method so there will not be any risk of injuring yourself.
6. Always discard all sharps directly into sharps containers. If a client is handing you a sharps (such as a used lancet or insulin syringe) have them place it on a neutral surface for you to pick up so that there will be no risk of them puncturing you in the process.
7. Never eat, drink, apply cosmetics, or handle contact lenses in the work setting. Do not store food or drinks where there is blood or potentially infectious materials.
8. You will learn in class about PPE's (personal protection equipment like gloves, mask, goggles, and gowns.) You must always wear these when there is any risk of contact with blood, body fluids, non-intact skin, or mucous membranes.

IV. Exposures & Sharp Injuries

While your focus should always be to prevent an exposure, it is important for you know what to do should an exposure occur. A blood or body fluid exposure is defined as a splashing or spraying of another's blood or body fluids into your mucous membranes. An example of this is if a body fluid splashed in your face and got in your eyes. If an exposure occurs wash the area well and then contact your clinical preceptor immediately. If you are unsure of whether or not it is an exposure then wash well and contact your instructor immediately so they can assist you in determining if you need any follow-up.

Sharps injuries are defined as punctures of the skin from a contaminated object. Examples of sharps injuries include needle sticks with contaminated needles, piercing the skin with a contaminated finger lancet, or piercing the skin with broken bloody glass from a vial. If you experience a sharps injury wash the area well and contact your clinical preceptor immediately. If you are unsure of whether or not you have an injury then wash and contact your clinical preceptor immediately so they can assist you in determining if you need any follow-up.

V. Respiratory Protection

There are specific rules and regulations related to respiratory protection in the workplace. Current regulations state that health care workers caring for clients with suspect or confirmed TB must wear a special mask, and they must be fit tested to the mask. The fit testing process is

intended to evaluate if the mask fits the individual well enough to provide the intended protection.

VI. CDC Guidelines

"Hand washing is the single most important means of preventing the spread of infection"
The Centers for Disease Control

The Centers for Disease Control (CDC) guidelines define practices and activities that will reduce the risk of spreading infections. These guidelines include recommendations regarding the use of personal protective equipment for all clients all the time, and recommendations to be used with certain clients based on their health problem.

Standard precautions include procedures and steps to take to protect you. They must be used with ALL clients ALL the time. If you have been in a health care setting before this program you may have heard the term universal precautions. The term universal precautions were used in a prior set of CDC recommendations, but is still commonly used by many health care workers. The basis for both universal and standard precautions is that you must take measures to protect yourself ALL the time, with ALL clients, regardless of how healthy or ill someone appears to be. This is based on the fact that carriers of bloodborne pathogens may not display any signs or symptoms and may appear healthy. The healthiest looking client may be a carrier of HIV, Hepatitis B, or Hepatitis C making them a great risk to health care workers. Likewise, the sickest looking client may not have any bloodborne pathogens making them less of a risk. You can't look at a client and decide how to protect yourself-you must protect yourself all the time. Within standard precautions personnel protective equipment (PPE's) must be worn any time you may come into contact with blood, body fluids, no intact skin, or mucous membranes. You will learn how, when, and where to use these PPE in your courses.

"If it's wet, warm, and not yours do not touch it without protection."

Transmission based precautions are additional protective measures to be taken with certain clients. These recommendations are based on how microorganisms are spread. The three sets of transmission-based precautions are airborne precautions, contact precautions, and droplet precautions. You will learn more about these in your course and readings. Additional measures and PPE will be required when taking care of clients in transmission based precautions.

VII. Summary Community College Disease Policy

Most hospitals use the CDC guidelines or some modifications of them based on their client populations. During your clinical orientations you will be educated to the specifics of that facility's policies and procedures. Each hospital has an individual or department in charge of their infection control program who can address questions or concerns. As a student your clinical preceptor is the best resource for you to go to in the clinical setting, but once you graduate remember that there are resources and people who are available to help if you have questions. It is your responsibility to learn and follow the policies of the facility you are in, and to take precautions to protect yourself and the other clients.

**Remember- by developing good infection control habits, the life you save may be your own!

Unsafe Practice Act /Progress Notification

The Moorpark College Health Science faculty has identified errors that may cause a client harm referred to as Unsafe Practice Acts or “UPA”.
A “UPA” is an action, which potentially or actually jeopardizes the safety of clients, or an action which demonstrates poor judgment in areas in which the student has had previous opportunities for learning. Upon identifying an UPA, the clinical preceptor will document and inform the student.
Each UPA will result in a two percentage point reduction in the final clinical grade. UPAs are cumulative throughout the program. When a student receives five UPAs for any reason, they may be reviewed by faculty for recommendation of dismissal from the program.

Student Complaint Policy Regarding Clinical Practicum

Procedure:

1. Discuss your complaint with your Clinical Preceptor and try to resolve the problem at that level. (Unless the complaint is about the Clinical Preceptor)
2. If you are unable to resolve the problem with your Clinical Preceptor, submit documentation of your complaint in writing to the Program Director or Clinical Coordinator and include the following information:
    a. Date of the occurrence
    b. Name of person submitting the complaint,
    c. Describe the issue or event including the clinical site, faculty, staff and names of others involved.
3. The Program Director and faculty will discuss the complaint
4. A plan will be outlined with a timeline for resolving issue.
5. The Program Director will maintain records of complaints and how they were resolved.
6. The complainant will be informed of the resolution of complaint.

Student Complaint Form (Clinical Practicum)

Directions: Person submitting the complaint to fill out this form and submit to Program Director

Today's Date	Date of occurrence
Your name	Clinical site involved
Faculty involved	
Others involved	Discussed with Clinical Preceptor Yes No
Describe your complaint	

Procedure for Resolving Student Complaint

Program Director to fill out this form and discuss with those involved

Today's Date	Date of complaint
Facility/Faculty involved	
Plan for resolving complaint	
Date to be resolved by	

Student Complaint form 5/06/08

Non-Compliance with JRCERT Standards

The program has a policy that assures timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT Standards and maintains a record of such complaints and their resolution. (A complete copy of JCERT Standards can be found in the appendix)

Procedure:

1. Submit documentation of complaint in writing to the Program Director or Clinical Coordinator. Include the following information:
    a. Date the allegation of noncompliance occurred
    b. Name of person submitting the complaint,
    c. Describe the noncompliance event including the facility, faculty and names of others involved.
2. The Program Director and faculty will discuss the allegation of noncompliance and decide if there is a noncompliance issue and the Standard involved.
3. The Program Director will discuss the complaint with all involved parties.
4. A plan will be outlined with a timeline for resolving the noncompliance issue.
5. The Program Director will maintain the records of complaints and compliance.
6. The complainant will be informed of the resolution of the complaint.

Complaint of Non-Compliance with JRCERT Standards Form

Directions: Person submitting the complaint is to copy and fill out this form and submit to Program Director.

Today's Date	Date of occurrence
Your name	Facility involved
Faculty involved	
Others involved	
Describe your complaint	

Procedure for Resolving Non-Compliance with JRCERT Standards

Program Director to fill out this form and discuss with those involved

Date	Standard
Facility/Faculty involved	
Plan for resolving complaint	
Date to be resolved by	

Noncompliance with Standards Form revised 3-2022

Moorpark College Grievance Policy

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes the college decision or action has adversely affected their status, rights, or privileges as a student.

A grievance is an allegation of a violation of any of the following:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972.
- Financial aid determinations made at the college or District level.
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: “When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.” “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade and clerical errors.
- The exercise of rights of free expression protected by the state and federal constitutions, Education Code Sections 66301 and 76120, and District Board Policy and Administrative Procedures concerning the right of free expression.
- Violation of published District rules, Board Policies, and Administrative Procedures, except as set forth below.

This procedure does not apply to:

- Challenges to the process for determining satisfaction of prerequisites, corequisites, advisories, and limitations on enrollment. Information on challenges to prerequisites is available from the Office of the Vice President of Academic Affairs.
- Allegations of harassment or discrimination on the basis of any protected characteristic as set forth in Board Policies 3410 and 3430 and 5 California Code of Regulations Section 53900 et seq. Such complaints may be initiated under the procedures described in the college catalogs.
- Appeals for residency determination. Residency appeals should be filed with the Admissions and Records Office.
- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to Campus Police.
- Evaluation of the professional competence, qualifications, or job performance of a District employee.
- Claims for money or damages against the District.

Information about other procedures is listed in the college catalogs or may be obtained from the Office of Student Learning. The alleged wrong must involve an unjust action or denial of a student’s rights as defined above. A grievance exists only when such an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted

above there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other government agencies or the courts. The outcome of a grievance must be susceptible to producing a tangible remedy to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error. For example, a grievance seeking only the dismissal of a district employee is not viable.

-For more information see Moorpark College Catalog p.293

Student Due Process/ Grievance Form

Directions: Complainant, fill out this form and submit to Program Director

Today's Date	Date of Incident
Your name	Location
Faculty involved	Witness
Others involved	
Describe your grievance	
Did you discuss your complaint with the other person involved? Yes No **Date of discussion**	
Result of the discussion:	

Procedure for Resolving Student Grievance

Completed by Program Director

Today's Date	Date of complaint
Facility/Faculty involved	
Plan for resolving complaint	
Date to be resolved by	

Cheating, Dishonesty, Plagiarism

According to the Ventura County Community College District Policy, faculty has the responsibility and authority for intervening with any cheating, dishonesty, and/or plagiarism which may occur, and may issue a "0" for the assignment. Faculty will also fill a Behavior Intervention Team (BIT) referral form to the College Committee. The final grade for the course might be below 74.5% which will be considered a "F" In this case, the student will no longer be in the program. (See policy for re-admission)

Examples of dishonesty:

Theft of hospital or college property, falsifying records, inappropriate possession of departmental or clinical records, use of camera phones or texting during exams, copy and paste someone else's work without references.

Media Usage

Use of Listening or Recording Devices, Cameras, Photo Copying Client Records:

Classroom:

State Law in California prohibits the use in a classroom of any electronic listening or recording device <u>without the instructor's prior consent each classroom session. Camera phones are not allowed in the classroom. You are to turn off your phones before the start of each classroom session. Phones and camera phones will be confiscated if they are used in the classroom.</u>

Clinical Practicum (hospital):

Because of client confidentiality, listening or recording devices, and taking pictures of clients and photo copying client records is prohibited. For classroom presentations you will be allowed to copy radiographs of those patients you have performed the radiographic procedure or been involved with the procedure in any way. All patient identification needs to be removed. HIPAA prohibits the use of radiographs for teaching and discussions of any patient the student has not been directly involved during the procedure.

Insurance: Health/Accident/Injury During Clinical

The student is responsible for providing their own health/accident insurance. The student may qualify for Workman's Compensation, in the event the injury occurs during a clinical assignment in the hospital.

Workman's Compensation Claim. Student Injury during clinical practicum.

Procedure: injuries must be reported to the Clinical Coordinator immediately or claim may be denied.

Immediately notify your Clinical Preceptor.

1. Clinical Preceptor to fill out the Workers Compensation Form
2. Clinical Preceptor to notify VCCCD Risk Management, 255 W. Stanley Ave., Ventura, CA 93001
    a. Phone 805-652-5533 to report the injury and ask for address and phone of medical treatment facility.
    b. Send all forms in PDF format to Kathy Lyon and report to Moorpark College Health Science Department to 805-378-1548 within 24 hours.
    c. Injuries must be reported immediately or claim may be denied.
3. Important: to obtain treatment for the injury, please refer to the Medical Panel for a list of Ventura College District (VCCCD) approved medical treatment facilities, or call 805-384-8367 for the location of the nearest medical facility.
4. The injured student may be assessed and treated in the hospital emergency room when accompanied by the clinical preceptor or preceptor and identified to the hospital staff as a Worker's Compensation Claim.
5. Once an injured student is examined and referred to a specialist and/or diagnostic testing is indicated, the medical provider should be instructed to contact Keenan and Associates (800-654-8102) for authorization.
6. *Identify the injury as a Workman's Comp claim.*
7. Notify the Health Sciences Department at Moorpark College 805-378-1433 or 805-378-1535
8. A student may not return to the clinical area until medically cleared.
9. The injured student is expected to get treatment for the first 30 days from the medical facilities approved by the VCCCD. Students who decide to get medical treatment outside of VCCCD approved facilities will be responsible for those medical bills. (Please see the medical Panel list, or call 805-384-8367 for the location of the nearest medical facility.)
    For major incidents preserve the scene of the accident, take photos, if necessary.

Forms for Student Injury: (Forms in Appendix)

1. Supervisors report of Employee (student) injury
2. Employee's Claim for Workers' Compensation Benefits
3. Treatment Referral Form (Keenan & Associates Torrance, CA, 310-212-3344)
4. Medical Panel list

On forms asking for employer name, fill in: VCCCD, 333 Skyway Drive, Camarillo, CA 93010

Clinical Competency Requirements

Required ***competencies*** as defined by the ARRT. **Be aware that failure to complete the designated number of competencies per semester constitutes an automatic fail in the clinical course.**

RADT 10AL: By the end of the first semester the student shall demonstrate competency in a minimum of **one** exam from the following anatomical areas: Chest and Abdomen.

RADT 1AL: By the end of the first semester the student shall demonstrate competency in a minimum of **four** exams from the following anatomical areas:
Chest, KUB, ribs, sternum, finger, hand, wrist, forearm, elbow, humerus, shoulder, toes, foot, ankle, calcaneus, lower leg, knee, femur, pelvis, hip, routine or mobile. The entire vertebral column; lumber, thoracic and cervical spine, trauma spine, trauma hip, sacrum and coccyx.

RADT 2AL: By the end of the second semester, the student shall demonstrate competency in a minimum of **six** exams from the following anatomical areas:
Choose from those in the 1AL list and also the following:
Common contrast media exams of the gastrointestinal and genitourinary systems; esophageal, UGI, small bowel series, contrast enema, cystograms, surgical exams, skull, facial, paranasal sinuses, arthrogram, myelogram.

RADT 49: By the end of the summer semester, the student shall demonstrate competency in a minimum of **sixteen** exams from the following anatomical areas:
Choose from those in the 1AL and 2AL list that have not yet been completed.

RADT 3L: By the end of the fourth semester, the student shall demonstrate competency in a minimum of **fourteen** exams from the following anatomical areas:
Choose from those in the 1AL and 2AL list and computed tomography (CT).

RADT 4L: By the end of the fifth and final semester, the student shall demonstrate competency in a minimum of **ten** exams from the following anatomical areas:
Choose from those in the 1AL, 2AL and 3L lists that have not yet been completed.
By the end of the two-year program, the student shall complete all competencies defined by the ARRT Clinical Competencies Requirements list plus an additional one CT required (Head, chest, abdomen or pelvis) competencies **for a total of 37 mandatory and 14 electives, plus one CT exam. (52 total)**

Unable to duplicate a competency: This is a situation where a student has received a competency for a certain exam and is unable to satisfactorily perform this exam at a later date; this would be considered incompetence.
Method of remediation and actions to be taken:
The clinical preceptor will document the incompetence on a UPA.
The student is required to participate in remedial skills lab positioning with documentation by the lab instructor.
The student will repeat the competency at the clinical site; no additional credit will be given.

Clinical Competency Evaluation

***Purpose**:* Evaluate the student's ability to competently perform a specific radiographic examination.

***Method**:* Competency Evaluations

- ✓ The evaluation is conducted by the clinical preceptor or a designated radiographer
- ✓ The student requests to be evaluated for a specific exam.
- ✓ Passing score is a minimum of 75%.
- ✓ The passed competency is recorded in Trajecsys with a handwritten signature of observing technologist.
- ✓ The student may refer to the positioning notebook prior to performing the competency evaluation, but not during the evaluation
- ✓ If an exam has been stopped and the evaluator must take over to complete the exam, the student will not get credit for this competency.
- ✓ Failed competencies will be deleted from Trajecsys by Clinical Coordinator with the discretion of Clinical Preceptor.
- ✓ Competencies must be reviewed and approved by the CP, who has a minimum of two years experience, to be validated by the CC in Trajecsys.
- ✓ Approved competencies must be documented on CEPS form by CP in addition to Trajecsys.

Clinical Progress Evaluation

***Purpose**:* To reflect the student's abilities as perceived by the Clinical Preceptor and staff radiographers within the clinical environment.

***Method**:* Two Progress evaluations per semester, a Midterm and a Final.

- ✓ The Clinical Preceptor solicits input from the staff technologists with whom the student has been assigned in Clinical Practicum.
- ✓ This information along with the Clinical Preceptor's observations is recorded and documented in Trajecsys for grading.
- ✓ Midterm and final evaluation grades are averaged together for final semester clinical grade.
- ✓ Student will be counselled and put on contract if in jeopardy of failing clinical.

Clinical Required Materials

Dosimeter

Students may not attend clinical practicum without a current dosimeter. Replacement fee of $5.00 for lost or unreturned dosimeter's (subject to increases). If a student forgets their dosimeter, they will leave clinical and make up the missed time. Students may receive a UPA if this reoccurs. Incomplete grade if not returned at the end of program. There will be a 2% deduction in clinical evaluation grade if not exchanged on time.

Uniforms

Scrubs: Solid navy blue. Top must have 2 outside pockets. Students may wear solid color short or long sleeve shirts under the scrubs (white, gray, navy blue, black)

Shoes: Solid color, no neon or bright color

Photo ID: Students will be required to purchase and wear to clinical the MC student photo ID and the hospital photo ID provided by their clinical site.

Liability Insurance

Hospitals require students to carry their own student radiologic technology liability insurance. The Healthcare Providers Service Organization (HPSO) Company has been selected to be the provider for Moorpark College's Radiologic Technology students. Information about the coverage is available on their website, ww.hpso.com. This must be renewed each year.

Grooming

Professional appearance must be consistent with the ACS policies and medical asepsis/ safety The Moorpark College policy is the following:

- In order to maintain a professional appearance, an appropriate hairstyle is encouraged. Hair must be of a natural shade. For infection control purposes, hair must be contained off the face and above the collar of the uniform while in the clinical setting. This includes ponytails, which must be tied up above the shoulders and collar.
- Hair color must be a natural occurring color
- Facial hair must be groomed.
- Keep fingernails short and clean. No acrylics or fake nails are allowed. No colored nail polish.
- The conservative use of cosmetics is acceptable; however.
- Refrain from strong scents. (lotions, perfumes, oils, smoking)
- Unnecessary jewelry is not allowed. Only one stud earring per ear. Wedding bands are acceptable.
- Piercings will be removed.
- If ear gauges are worn, only one gauge per ear lobe is permitted and the gauges must be solid with no hole/tunnel. The ear gauges must be clear or a color similar to the wearer's skin tone.
- Body tattoos must not be visible.
- No smoking or gum chewing during clinical

Physical/Immunizations

- A physical is required prior to beginning the program.
- Immunizations should be up to date as required by the clinical sites.
- QuantiFERON tests are validated on a yearly basis.

Students will be removed from clinical and a UPA will be given if immunizations are not current, and uploaded into Castlebranch 14 days prior to expiration.

AHA BLS (CPR) Card and Fire Card

The student must have a current L.A. City Fire/American Heart Association BLS (CPR) card for healthcare providers during each semester until graduation. Otherwise, student may not remain at a clinical site (Make sure renewal is at least 14 days before expiration).

Failure to upload current QuantiFERON, Fire card, and/or CPR card onto CastleBranch fourteen days prior to expiration date, will result in a UPA.

Trajecsys Requirements

Daily Clinical Diagnostic Imaging Exam Log

- Students are required to log the exam and keep a daily record of each exam in which they participate, whether observed, assisted or performed solo.
- Students are required to keep Trajecsys records current not to exceed one week backdating.
- When a student must perform a repeat in an exam that they have earned a competency in, the student shall document the reason and the supervising technologist's name.
- Students consistently failing to document repeats will lose 2% on their clinical evaluation.

Clinical Attendance Daily Documentation

- Students are required to use Trajecsys to document their clinical attendance.
- Students are allowed 3 failures to document their daily attendance in Trajecsys while at the clinical site.
- On the forth occurrence the student will lose 2% on their clinical evaluation

California Dept. of Public Health – Radiation Health Branch (RHB) requires that the Radiologic Technology Program curriculum contains a minimum of 1850 hours of clinical practicum.

Moorpark College Clinical Attendance Policy

1. Students are expected to attend clinical on the assigned days and times.
2. Students must be officially registered in the course, or they may not attend clinical practicum.
3. Clinical involvement for students is limited for not more than ten (10) hours per day.
4. Students may not attend Clinical Practicum when Moorpark College is not in session (Holidays, Sundays, or intersession)
5. Earned Time Off Hours (ETO hours): students that have attended and documented college approved conferences or seminars, may save those hours to be used at clinical for personal time off. ETO hours may be used anytime if it does not exceed 1 week of clinical per semester. For Level I students it will be a maximum of 2 days during the Fall and Spring semester. For Level II students it will be 4 days during the Summer, Fall and Spring semesters.

Clinical Absence Policy

1. One absence is defined as one clinical day.
2. Tardy time that has not been made up within four weeks will count as absence time (See Tardy Policy).
3. **Absences:**
    a. Students are required to call their Clinical Preceptor or supervisor on duty, a minimum of one hour before scheduled start time.

b. Student are required to log in Trajecsys using "Time Exception" to mark the absence in the system.
c. In Time Exception must use the comment box to indicate the reason for absence and if ETO hours will be used to fulfill missed hours.
d. If ETO hours are to bed used, indicate the year of the earned hours in the comment box (ex: ACERT conference 2023)
e. Failure to use the Trajecsys to mark the absence of the first 2 times will result in verbal warning which will be noted in Clinical Progress Evaluation. Failure to use the Trajecsys to mark the absence the 3rd time will result in written warning. After the 3rd absence it will result into UPA.
f. Absences need to be made up within four weeks. After 4 weeks the student will receive a 2% deduction from their clinical evaluation. Earned Time Off (ETO) hours may be used if the hours are available.
g. See "Make-Up Policy for details on making up missed clinical hours

4. **No Show/No Call:**
   a. The student will receive a UPA if they do not call in prior to their scheduled start time.
5. **Excessive Clinical Absence**:
   a. Level I students may not exceed 2 absences per semester with no more than 6 absences for 1AL, 2AL and M49 semesters combined. Upon the 3rd absence in a semester, the student will receive a 2% deduction from their clinical evaluation and an additional 2% for each absence that follows. After 6 absences, no make-up time will be allowed.
   b. Level II students may not exceed 4 absences per semester with no more than 6 absences for 3A and 4A semesters combined. Upon the 5th absence in a semester, the student will receive a 2% deduction from their clinical evaluation and an additional 2% for each absence that follows. After 6 absences, no make-up time will be allowed.
   c. Level II students are allowed 3 days and level I students are allowed 1 day of sick leave per year due to COVID with valid positive PCR. No make-up needed.
6. Absences due to changes in health appraisal (ex: extended illness, injury, pregnancy, pregnancy related illnesses, or other emergencies, such as COVID) will be evaluated on an individual basis, and documentation will be required for return to the clinical setting. Documentation may include a note from the Student Health Center or a physician indicating there are no clinical restrictions.

Clinical Make-Up Time Policy

1. Makeup time for absence must be made by arrangement with the Clinical Preceptor.
2. Students may schedule make-up time on an occasional Saturday from 6:30 am to 7:45 pm or week evenings up to 10:00 pm, but Saturdays or evenings may not be used as a regular ongoing clinical arrangement.
3. Students may make clinical attendance with arrangements in advance of an upcoming special event.
4. Students may not be granted more than three deviations from the assigned clinical schedule per semester.
5. Clinical Preceptor approval is required for any clinical schedule changes.

6. Students must choose Make-Up clock in option in Trajecsys to clock in for a make-up day and use Time Exception to clock out at the end of the shift to state reason for make-up.

Clinical Tardy Policy

1. Tardy is defined as arriving after your assigned start time. (15 min make-up time)
2. Tardy time will be made up in quarter hour increments. (e.g. 5 minutes late = make-up 15 minutes; 16 minutes late = make up ½ hr.)
3. All tardy time must be made up by pre-arrangement with the Clinical Preceptor.
4. Tardy time shall be made up within four weeks, if not a UPA will be given, or ETO hours will be used if the hours are available.
5. After a second tardy, the student will be given a verbal warning. This will be documented on the clinical progress evaluation.
6. A third tardy will be documented on the counseling form in Trajecsys and documented on the clinical progress evaluation. A UPA will be given with a fourth tardy.
7. For each additional tardy, the student will receive a UPA (5 tardies=2 UPA; 6 tardies=3 UPAs, and so on)
8. Be aware that 5 UPAs will be grounds for dismissal recommendation. (For each UPA, 2% will be deducted from the total semester points available.)
9. Tardies and UPAs are cumulative and will be carried to the next clinical site.
10. Students making up a tardy after clinical hours first must clock out from their regular shift. Then wait 1 or 2 minutes to clock back in using Make-Up Hours option. After make-up use Time Exception to clock out use the comment box to state the reason for staying extra. (ex: making up tardy of 10 minutes with date occurrence, if make-up is on a later time)

Bereavement Policy (Please provide documentation)

Students will be excused from clinical for one week for a member of the immediate family (grandparents, parents, siblings, spouses and children). This time does not have to be made up.

- Level I: 2 days for Fall and Spring semester
- Level II: 4 days for Summer, Fall and Spring semester

Clinical Cancellation due to Emergency or Disaster Situations

1. It is up to the college faculty to cancel clinical practicum labs if they consider driving to be hazardous (hazardous driving conditions: flood, fire, earthquake, chemical spills, strike, and riot).
2. Students will not attend clinical practicum during a strike.
3. Time missed at clinical due to disaster events or strikes is excused and does not have to be made up unless the clinical time missed amounts to more than one clinical week
    a. The faculty will have a meeting to discuss how to make up the missed clinical time so as not to compromise the student's quality of clinical education.
4. If a student comes in to clinical and then the clinical is canceled due to emergency or disaster, the student is given the option of going home if it is safe to do so.

Direct Supervision: *(JRCERT Standards)*

- ✓ Direct Supervision defined: A qualified radiographer is **physically present** during the conduct of the procedure and reviews and approves the procedure and/or images.
- ✓ Direct Supervision by a qualified radiographer is required until a student achieves **competency** in any given procedure,
- ✓ Direct Supervision by a qualified radiographer is required for all **repeat exams** regardless of competency
- ✓ Direct Supervision by a qualified radiographer is required for all **c-arm, fluoroscopy, contrast administration, CT, mammography and mobile exams** regardless of competency.

Indirect Supervision: *(JRCERT Standards)*

- ✓ Indirect Supervision defined: A radiographer is **immediately available**. (In an adjacent area and approves the images)
- ✓ Indirect Supervision of procedures (other than c-arm, fluoroscopy, contrast administration, CT, mammography and mobile) may be performed by students after demonstrating competency.

Repeat Radiography Policy :*(JRCERT Standards)*

- ✓ Repeat radiographs require direct supervision.
- ✓ "Unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency." Student must log each repeat and include supervising technologist's initials. Completing exam repeats without the supervision of a Technologist will be consider an "Unsafe Act" and a UPA will be given.

Unsafe Practice Act (UPA): - *Clinical*

- ✓ The Moorpark College Radiography Faculty has identified errors that may cause a client harm, and errors that are unacceptable in the Clinical Practicum setting.
- ✓ Commission of some of these errors may result in exclusion from the clinical area and the Radiography Program.
- ✓ Points will be deducted for each UPA.
- ✓ Inability to duplicate a previous competency will receive a UPA

Marker Policy:

- ✓ All students are to mark their images using their own personal markers which include their initials.
- ✓ If a student forgets to use their personal markers the first time, a verbal warning will be given, and it will be documented.
- ✓ If a student forgets to use their personal marker a second time, a final verbal warning will be given and will be documented.
- ✓ A student who forgets to use their personal markers a third time, will be issued an UPA and documented in Trajecsys.
- ✓ Any subsequent violation will be issued an UPA and recorded in Trajecsys.

- ✓ When a student receives five UPAs, for any reason, they may be reviewed by faculty and may be recommended for dismissal from the program. (For each UPA, 2% will be deducted from the total semester points available.)

Section IV

Support Services/Additional Opportunities
Extracurricular Activities

Class Representatives

Each graduating class shall elect two of its members as class representatives.
These two students will represent the group at Curriculum meetings with faculty and at Advisory Committee meetings. The responsibilities of the representatives are to represent the views of their classmates on issues related to curriculum, clinical facilities and learning experiences.

Professional Organizations

It is recommended that Radiologic Technology students join California Society of Radiologic Technologists (CSRT) and the American Society of Radiologic Technologists ASRT.

Student Participation in Associate Degree Rad Tech Program (ADRT)

The Moorpark College Radiographic Programs provides for a variety of opportunities for formal and informal student input into all matters related to them. Students are encouraged to communicate freely, and faculty members encourage participation of students in all relevant areas that include but are not limited to:

Philosophy and Objectives
Clinical Facilities
Learning Experience
Curriculum,
Evaluation of the Faculty and Program

Faculty Committee:

These are monthly meetings chaired by the Director and include college and clinical faculty members and two student representatives from Level I and two student representatives from Level II with one representative from each Level having voting privileges. The student representatives have the responsibility of bringing issues and concerns to the committee for consideration and reporting information back from the committee to the students. Most of the meetings are open and the minutes are posted on the bulletin board.

All proposed curriculum changes must go to the committee, then to the Dean and through various other college academic committees before official college approval is achieved. Students are encouraged to attend the open meetings when it does not interfere with their classes. Student representatives must submit agenda items to the Director prior to the meeting.

The objectives of this committee are:

1. Provide continuity in the curriculum through student and faculty evaluation.

2. Ensure that the curriculum reflects current practice.
3. Solicit information and suggestions from faculty and students regarding correlation of theory and clinical practice.
4. Facilitate student input into decisions.
5. Ensure that the curriculum meets graduation requirements for licensure, the eligibility criteria of the accrediting agencies for continuing accreditation.
6. Receive suggestions and recommendations from faculty and students on content changes and new ideas for pattern and sequence of instruction.
7. Provide faculty and student members with information on content covered in the total curriculum (conceptual framework, course revisions, evaluation policy, math proficiency testing, etc.).
8. Involve faculty and students in evaluating and developing policies and procedures.

Advisory Committee

The Advisory Committee, chaired by the Clinical Coordinator, meets once a year.
The membership of the Committee is:

Dean
Coordinator of Health Science
Program Director
Clinical Coordinator
Radiography program faculty
Clinical Preceptors from each clinical site
Radiology Department Director or Manager of each clinical affiliate
Representative of the Hospital Council.
Student representatives from Level I and II
Representative from bachelor's programs Cal State University

The role of the Advisory Committee includes, but is not limited to:

1. Providing encouragement and support to the Radiography Program
2. Providing a time for both Radiography Program and the clinical agencies to plan and discuss future opportunities.
3. Assisting the college in interpreting the Program to the community.
4. Assisting the college in suggesting areas of need for implementation of continuing education programs.
5. Assisting in exploring sources of scholarship aid from community resources.
6. Alerting the college to community and area attitudes toward the Radiography Program
7. Assessing the local and community needs and suggesting changes and additions to the curriculum.
8. Assisting the college in gathering information when requested such as community technologists needs and follow up studies.
9. Assisting in recruitment of students into the program.

Evaluations by Student

Written Evaluation of Instructors, Courses, Clinical Facilities, and Curriculum.
All courses require an evaluation of the instructor, the course, and the clinical experience. There are written evaluations. The evaluations provide both valuable input concerning the course and

often recommendations for change. The evaluation forms will be distributed to the student in class or e-mailed post-graduation. Each student is to complete and return the evaluation to Health Sciences Office.

Graduate Satisfaction Survey

One-year post-graduation; graduates are asked for an update on their employment status and their satisfaction with the program. This is an important step in keeping the program's accreditation status. Students are reminded that the information obtained from the evaluations is used for program assessment and program plans.

Student Activities

The student activities office is located in the Campus Center. The Advisor to student activities is concerned with the program including student government, campus clubs, and governance committee.

Student Services

See next page for a list of student services.

MOORPARK COLLEGE
Student Services

ACCESS (Formerly Disabled Student Services):
Physical Disabilities, Learning and Attention Disabilities, Assistive Technology, Learning Diagnostics. (Student Support Center – to the right of the Campus Center) – 378-1461
www.moorparkcollege.edu/access

Admissions & Records:
Admissions, registration, residence determination, adds/drops, transcripts, grades, enrollment verification.
Hours M-Thurs 7:30am – 7:00pm
F 7:30am – 5:00pm
www.mooparkcollege.edu/register

Assessment/Placement Services:
English and Mathematics Self-Assessment, ESL and Ability to Benefit Testing, (Admin. Bldg., Room 184, 378-1414)
www.moorparkcollege.edu/assess

Career Services Center:
Career Planning and Assessment; Job listings, Internships & Work Experience, Computerized Career Information; Resume Preparation and CalWORKS Assistance
(Administration Bldg, 378-1536)
www.moorparkcollege.edu/career

Child Development Center:
Child Care for Children of Enrolled Students.
(Applied Arts Bldg., Room 142, 378-1602)

Counseling:
Academic, Career, Transfer, Student Conduct, Grade Appeals, Sexual Harassment Complaints, New Student Orientation. (Admin. Bldg., Counseling Center, 378-1428)
www.moorparkcollege.edu/couns

Extended Opportunity Programs and Services (EOPS):
Academic support services, book vouchers, tutoring, counseling, study room/study groups. (Student Services Building, located left of the Bookstore, 378-1464)
Hours M 8:00am – 5:00pm
T, W, Thurs 8:00am – 7:00pm
Fri 8:00am 3:30pm
www.moorparkcollege.edu/eops

Health Services:
Physical, Psychological.
(Admin. Bldg., A-111 378-1413)
www.moorparkcollege.edu/health

Library Services:
(Lower Library, 378-1450)
www.moorparkcollege.edu.library

Scholarships:
Foundation, Community, and Campus Scholarships.
(Administration Building, Room 106, 378-1400 ext. 1418)
www.moorparkcollege.edu/scholarship

Student Activities/Government:
Clubs, Housing. (Campus Center Lobby, turn right, 378-1434)
www.moorparkcollege.edu/as

The Learning Center (TLC)
Tutoring, ESL Tutoring, Essential Skills Classes in Math, English, Reading and Study Skills. (Upstairs Library, use side doors, Room 322, 378-1556)
www.moorparkcollege.edu/tlc

Transfer Center:
Review Transfer Options, College Brochures, Computerized Career Information, Special Workshops and Field Trips. (Admin Bldg., Transfer Center, 378-1536)
www.moorparkcollege.edu/transfer

Financial Aid:
Student Services Building
378-1462
Hours: M-Thurs 8:30am – 4:00pm
www.moorparkcollege.edu/finaid

For detailed information and a comprehensive listing of support services please refer to the Moorpark College Catalog.

Disabled Students - ACCESS

Students with Disabilities whether physical, learning, or psychological, who believe that they may need accommodations in a class, are encouraged to contact Disabled Student Program and Services (**ACCESS**) as soon as possible to ensure that such accommodations are implemented in a timely fashion. **Authorization from ACCESS (Disabled Students) office is required before any accommodation can be made.** Their phone number is 805-378-1461.

Library Electronic Resources

The library's electronic resources are now available from any computer and can easily be accessed in 3 simple steps:

1. Go to the Moorpark College homepage http://www.moorparkcollege.edu/
2. Click on "Library" in the blue bar on the left-hand side of the screen
3. Click on "Online Databases" and follow the directions

Once your identity is verified as faculty, staff or student, you will have access to thousands of periodicals, newspaper articles, literary biographies, statistical sources and more. Many sources can be printed directly from the screen. Electronic resources are no substitute for books, but these databases will be valuable to anyone doing research on a wide range of topics.

Employment

The employment status of an individual in a Health Sciences program who is employed in the care of clients cannot legally exceed that of an untrained worker unless they are involved in a student worker program under the auspices of Moorpark College. This means that a student may not:

1. Accept assignment beyond the level of an untrained worker.
2. Wear the Moorpark College uniform name pin
3. Use the designated student abbreviation after their name.

Graduation

Graduation is a certification that the program standards and curriculum requirements have been met and that the student has committed no act, which, if committed by a licensed person, would be grounds for disciplinary action. The requirements for graduation are:

1. All required courses and required science and general education courses have been completed with a grade of "C" or better.
2. All clinical performance evaluations are satisfactory.
3. Cumulative grade point average is 2.5 or above.
4. All curriculum requirements have been completed.
5. Attendance record is satisfactory.

Pictures

1. Early in the last semester, arrangements will be made for graduation photo.
2. Supply a composite picture of the class with names under each picture for the Radiography classroom.

Invitations

It is the responsibility of graduating students to order invitations

Financial Aid Programs

Financial assistance is based on student need for monetary assistance in successfully pursuing an educational program. Students interested in applying for financial aid should visit the Student Financial Services Center at Moorpark College to obtain applications and instructions on how to apply for financial aide

The Moorpark College Financial Aid in Student Services has information on: Student Financial Aid, Pell Grants, Perkins Loans, Student Loans, College Work-Study, scholarships, etc.

United States Government - Student Financial Aid and Grants

US Dept. of Education
Office of Student Financial Assistance
Washington DC 20202

US Dept of Health and Human Services

Bureau of Health Professions
Division of Student Assistance
5600 Fishers Lane
Rockville, Maryland 20857

Sexual Harassment

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual harassment. Please refer to the College Catalog for the Sexual Harassment Complaint Procedure.

Written Assignments

Copies:

- All students should maintain a copy of any written assignments handed in to an instructor in case of loss.

Alcoholism, Drug Abuse, and Emotional Illness

If a student is experiencing alcohol and/or drug abuse and/or emotional difficulties, the faculty will complete a BIT referral form and will:

- Encourage any student who suspects that she/he may have a problem with alcohol or drug abuse or is experiencing emotional difficulties to make an appointment with a counselor in Student Health Services or to seek outside professional therapy

If a student does not voluntarily seek treatment, and is suspected of alcohol or drug abuse and/or emotional illness the faculty will complete a BIT referral form and will:

- Immediately suspend an impaired student or a student in possession of drugs, narcotics or alcohol from the clinical setting in order to provide for client safety, and potential program dismissal for unsafe practice
- Require that the student receive and maintain treatment until a therapist documents recovery.

Drug Free Campus Policy

Please refer to the College Catalog for standards of conduct concerning alcohol and drugs.

Alcoholism, Drug Abuse, and Emotional Illness- Policy

The Radiologic Technology faculty recognizes that these are diseases that can affect the student's performance and faculty view positively the student assuming responsibility for seeking diagnosis and treatment. The faculty:

- maintains confidentiality and is available for referral
- makes every effort to assist the student in maintaining their standing in so far as the student's performance is not affected and the student is receiving treatment
- will immediately remove from class or clinical an impaired student or a student in possession of drugs, narcotics or alcohol with the potential for program dismissal for unsafe practice
- requires that the student maintain treatment until recovery as documented by a therapist and meets the criteria set by the faculty before returning to the clinical setting

No student may be under the influence of any illegal drug, narcotic, or alcohol while in the clinical area or while on the college premises.

When the student's conduct and performance indicate possible impairment by alcoholism, drug abuse, and emotional illness (refer to Checklist on Characteristics of the Impaired Student), the faculty has the responsibility and authority to take immediate corrective action. The faculty has the right to require a drug test if the student is suspected of substance abuse.

Checklist: Characteristics of the Impaired Student

One or more of the following behaviors listed on the checklist may indicate that a student may be impaired by alcohol, drug abuse, and/or emotional illness. The student suspected of impairment may be asked to undergo a further evaluation by a faculty member in order to continue participation in the program.

Clinical performance behaviors that impede safe delivery of patient care:

- ! excessive absenteeism and tardiness
- ! difficulty recalling patient date
- ! carelessness and /or error in judgment
- ! smell of alcohol
- ! illogical or illegible charting
- ! difficulty following instructions
- ! unprofessional appearance
- ! complaints about the student's behavior and/or performance

Behavioral patterns that may indicate possible impairment:

Mood:

- ! withdrawn - socially and emotionally
- ! mood swings- high and low
- ! suspiciousness
- ! extreme sensitivity
- ! nervousness
- ! frequent irritability with others

Actions:

- ! unduly talkative
- ! rigidity - inability to change plans
- ! making incoherent or irrelevant statements
- ! frequently argumentative and/or crying outbursts
- ! difficulty in meeting deadlines or schedules

Corrective action by the faculty includes:

- Referring the student to an appropriate health facility for substance abuse testing
- Obtaining the student's signed consent for drug testing
- Notifying the Coordinator of Health Sciences Program
- Obtaining a health clearance from the health facility that the student is safe to return to the clinical area and the classroom

The Department of Radiologic Technology will offer appropriate assistance to the student either directly or by referral. It is the responsibility of the student to undertake professional counseling and /or medical attention as long as the problem exists. Failure of the student to comply may result in dismissal from the program. If the student has been excluded from the program for behaviors indicating possible impairment, and is readmitted it is the student's responsibility to satisfactorily meet the course/clinical objectives as indicated in the course workbook.

Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is ONLY permitted in designated smoking areas – Please refer to the College Catalog

Job Descriptions

Program Director

Qualifications

Master's Degree, American Registry of Radiologic Technologists (ARRT) credential, California Radiologic Technologists (CRT) license, minimum of 3 years' experience in the field, minimum of 2 years' experience as an instructor in a JRCERT- accredited program and proficiency in curriculum design, program administration, evaluation, instruction and academic advising.

Position Description

Under the direction of the Dean and with assistance from the Health Sciences Coordinator, the Program Director will coordinate student recruitment, selection, guidance, instruction, and evaluation; establish effective working relationships with radiologic technology staff within the clinical education centers; coordinate the community advisory committee for the program; organize, deliver and oversee lecture presentations, the preparation of laboratory and clinical assignments, and all planning and evaluations regarding program courses.

Primary areas of teaching may include didactic, lab, and clinical courses in radiographic positioning, digital image acquisition and display, general physics and radiation production, radiation physics, principles and use of radiographic equipment, radiographic technique, ethics and law, radiobiology, quality assurance, radiation protection, patient care and management, and other related courses; perform student observation, evaluation, and skills testing; coordinate and maintain program accreditation including all assessment and documentation.

In addition, successful candidates will demonstrate knowledge of the principles and process of instructional design, media, and curriculum development, use of advanced technology in the delivery and archiving of information, current clinical aspects of Radiologic Technology, and theoretical aspects of Radiologic Technology along with the ability to teach and communicate effectively with students, provide academic advising, work closely and cooperatively with colleagues, and work with academically and culturally diverse students.

Clinical Coordinator

Qualifications

Bachelor's Degree, American Registry of Radiologic Technologists (ARRT) credential, California Radiologic Technologists (CRT) license, minimum of 2 years' experience in the field, minimum of 1 years' experience as an instructor in a JRCERT- accredited program and proficiency in curriculum design, program administration, evaluation, instruction and academic advising.

Position Description

Under the direction of the Dean and with assistance from the Program Director, the Clinical Coordinator will coordinate student recruitment, selection, guidance, instruction, and evaluation; establish effective working relationships with radiologic technology staff within the affiliated clinical sites (ACS); coordinate the community advisory committee for the program; organize, deliver and oversee lecture presentations, the preparation of laboratory and clinical assignments, and planning and evaluations regarding program courses.

Primary areas of teaching may include didactic, lab, and clinical courses in radiographic positioning, digital image acquisition and display, general physics and radiation production, pathology, principles and use of radiographic equipment, radiographic technique, advance imaging techniques, ethics and law, quality assurance, radiation protection, patient care and management, cross section anatomy and other related courses; perform student observation, evaluation, and skills testing; support the Program Director to coordinate and maintain the program accreditation including assessment and documentation.

In addition, successful candidates will demonstrate knowledge of the principles and process of instructional design, media, and curriculum development, use of advanced technology in the delivery and archiving of information, current clinical aspects of Radiologic Technology, and theoretical aspects of Radiologic Technology along with the ability to teach and communicate effectively with students, provide academic advising, work closely and cooperatively with colleagues, and work with academically and culturally diverse students.

Clinical Preceptor

Qualifications

Each clinical site shall designate a Clinical Preceptor (CP). Clinical Preceptor must have a minimum of two years clinical experience in Radiologic Technology, hold a current American Registry of Radiologic Technologists in radiography (ARRT) credential and a current California state license (CRT).

Position Description

A. Provide “hands on” equal opportunity, educational experience for all students assigned to their site. These experiences should facilitate the development of clinical competence according to the objectives outlined for Clinical Practicum Lab Courses (1AL, 2AL, 49, 3L, 4L).

B. Assign shifts and rotations through all areas of radiology department. The hours and days are to be assigned according to those specified in the semester schedule of classes, Rad Tech Calendar, and Rad Tech Program Policies.

C. Maintain records required by program policy: Attendance (absences, tardies, makeup days,); area/room assignments, Anecdotal notes (significant occurrences/incidences), Accident/incident Reports, Certification of Clinical Competency, Clinical log of examinations performed, and

others as may be required by program policy.

D. Administer and complete written Clinical Competency Evaluations and Clinical Progress Evaluations and submit these to the Program Director/Clinical Coordinator according to the Rad Tech Calendar. In the event evaluations are administered by a radiographer other than clinical Instructor, the Clinical Preceptor will review all evaluations to maintain standardization of grading.

E. Provide Direct and/or Indirect supervision according to JRCERT Standards.

F. Conduct a one (1) hour image critique and procedure class each week for all students assigned to the Clinical Site. During the class, discussions should include quality control /assurance, positioning, techniques, in-service education/updates, and any problems that may arise.

G. Adhere to the attendance, dress, ethical/professional, and radiation protection policies established by the program.

H. Attend scheduled Rad Tech Faculty Curriculum Meetings (Program Director, Faculty Instructor, Clinical Preceptors, Clinical Coordinator and student representatives.)

I. Designate and alternate Clinical Preceptor to supervise the students at any time the regular Clinical Preceptor is not on duty.

QUALIFICATIONS:

a. Shall be credentialed in radiography (in good standing) by the American Registry of Radiologic Technologists, (ARRT).

b. Shall be a Certified Radiologic Technologist (CRT) with the State of California.

c. Shall be a radiographer with a minimum of 2 years professional experience.

d. Shall demonstrate proficiency in clinical supervision, instruction, and student evaluation through experience or by pursuing courses pertinent to the profession.

CLINCIAL SITE RESPONSIBILITIES:

a. The site shall designate an appropriate amount of release time for the Clinical Preceptor, a minimum of 10% release time, per student, from other staff duties is necessary for the Clinical Preceptor to carry out responsibilities of the position.

b. Conform to radiation safety standards as defined by Federal, State and local regulations.

c. Students should have access to an adequate supply of up-to-date books, periodicals and other reference materials related to the Radiography Curriculum.

Appendix

Agreement to Abide by the RT Program Policies Form
Student Confidentiality Statement
Repeat Log Policy
Direct/Indirect Supervision Policy
Marker Policy
Substance Abuse Testing
Pregnancy Policy
Declaration of Pregnancy Waiver
Radiation Safety Policy
MRI Safety Policy
Moorpark College Energized Lab Policy
Mammography Policy
UPA Documentation
Clinical Progress Evaluation Form
Clinical Progress Evaluation Explanation Form
Competency Exams Per Semester
ARRT Clinical Competency Requirements
General Diagnostic Competency Evaluation
MRI Protocol and Screening Forms
Program Effectiveness Data
JRCERT Standards
VCCCD Work Related Injury Reporting Procedure
Workers Compensation Form
Supervisors Report Form
Supplemental Questions
Treatment Referral Form
Medical Panel List

Agreement to abide by the Radiologic Technology Program Policies (Original to Health Science Office)

I have read and understand the policies, procedures and guidelines in the Associate Degree Radiologic Technology Student Handbook and I agree to abide by these policies and procedures while a student in the program. Breaking these policies or disrespecting my classmates, instructors or any personnel at the college or clinical sites will be grounds for dismissal.

I also understand that policies, procedures and guidelines may be altered by the curriculum committee or accrediting agencies. I am aware that there is student representation on the curriculum committee. Any changes in policies, procedures and guidelines will be made available to students.

Policies:

- Student Confidentiality Policy
- Repeat Log Policy
- Direct/Indirect Supervision Policy
- Markers Policy
- Substance Abuse Policy
- Declaration of Pregnancy Waiver (optional)
- Radiation Safety Policy
- MRI Safety Policy
- Moorpark College Energized Lab Safety Policy
- Mammography Policy

Print Name_____

Signature_____**Date**_____

Please sign and return to the Health Sciences Department for placement in your file.

Moorpark College Radiologic Technology
Student Confidentiality Statement

The undersigned hereby recognizes that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any healthcare professionals are considered privileged and should be treated with outmost confidentiality.

If it is determined that a breach of confidentiality has occurred as a result of my action, I can be liable for damages that result from such a breach and will be asked to leave the program. My signature is a proof of understanding.

Initial _____

Repeat Log Policy

Moorpark College Radiologic Technology Program wants to ensure the amount of radiation exposure a patient receives is minimized. All students attending the Moorpark College RT program are required to report any poor-quality radiographs to the supervising technologist and document any repeated radiographs in exam logs using Trajecsys during the course of their clinical rotations.

Students are not allowed to repeat any radiograph for any reason without ***direct supervision*** as required by JRCERT standards. This includes all students who already have earned a competency in the repeated exam.

Students are required to keep track of their repeats in Trajecsys. Since direct supervision is required for any repeat, the supervising technologist's name shall be included as part of the documentation along with reason for the repeat. Students who fail to abide by this policy will be issued a "UPA". Five UPA's in this area will cause for dismissal from the program.

Initial _____

Moorpark College Radiography Program
Direct/Indirect Supervision Policy

Moorpark College Radiography Program wants to ensure the amount of radiation exposure a patient receives is minimized.

All students attending, the Moorpark College Radiography Program must follow the Direct/Indirect Supervision Policy per JRCERT standards.

Direct Supervision: *(JRCERT Standards)*

- ✓ Direct Supervision defined: A qualified radiographer is **physically present** during the conduct of the procedure and reviews and approves the procedure and/or images.
- ✓ Direct Supervision by a qualified radiographer is required until a student achieves **competency** in any given procedure,
- ✓ Direct Supervision by a qualified radiographer is required for all **repeat exams** regardless of competency
- ✓ Direct Supervision by a qualified radiographer is required for all **c-arm, fluoroscopy, contrast administration, CT, mammography and mobile exams** regardless of competency.

Indirect Supervision: *(JRCERT Standards)*

- ✓ Indirect Supervision defined: A radiographer is **immediately available**. (In an adjacent area and approves the images)
- ✓ Indirect Supervision of procedures (other than c-arm, fluoroscopy, contrast administration, CT, mammography and mobile) may be performed by students after demonstrating competency.

California Code of Regulations, Title 17

§30417(c) The determination that a student has achieved competency shall be made by a qualified practitioner who is either a CRT, as applicable, with at least two (2) years of radiologic technology experience, or a supervising licentiate.

Initial _____

Marker Policy:

- ✓ All students are to mark their images using their own personal markers which include their initials.
- ✓ If a student forgets to use their personal markers, a verbal warning will be given and documented in progress evaluation in Trajecsys
- ✓ If a student forgets to use their personal marker a second time, a final verbal warning will be and will be documented using the counseling form in Trajecsys
- ✓ A student who forgets to use their personal markers a third time, will be issued an UPA and documented in Trajecsys.
- ✓ Any subsequent violation will be issued an UPA and recorded on this form.
- ✓ When a student receives five UPAs, for any reason, they may be reviewed by faculty and may be recommended for dismissal from the program. (For each UPA, 2% will be deducted from the total semester points available.)

Initial _____

Health Sciences Department
Moorpark College

ACKNOWLEDGMENT AND CONSENT FORM FOR SUBSTANCE ABUSE TESTING

I _____ acknowledge that I have received and read the Moorpark College and Program Position Statement on Background Checks and Drug Screening. I understand that the clinical agencies that provide sites for training in the health science programs require this testing prior to students having contact with patients. I understand that a positive test result may subject me to dismissal from the Radiologic Technology program. I also understand that failure to cooperate with testing or refusal to provide a test specimen, will result in inability to attend clinical courses and therefore unable to meet program requirements. This will result in dismissal form the program.

My signature below indicates that:

1. I consent to drug testing as required by clinical agencies.

2. I authorize the testing laboratory to disclose the results of any such tests to the Coordinator of the Health Sciences Programs or to such other persons designated by the Coordinator to receive confidential information including the clinical agencies requiring the test.

3. If the drug test is positive, I understand that further screening will be done at additional expense, for which I will be responsible.

4. In the event my drug test result is positive, I understand that I will forfeit my seat in the current radiography class and that I will be allowed to reapply for the next year's class.

5. I acknowledge that this policy is a condition required by acute care agencies. I understand that if I do not wish to be subject to the testing policy, I may resign my seat in the class.

6. I hereby release and agree to hold harmless Moorpark College and agents from all action, claim, demand, damages, or costs arising from such testing, in connection with, but not limited to the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My contract signature indicates that I have read and understood this consent and release and that I have signed it voluntarily in consideration of enrollment in the Radiologic Technology Program at Moorpark College.

Initial _____

Pregnancy Policy

Nuclear Regulatory Commission 10CFR20 definitions 20.10003

Pregnancy Policy Revised 1/28/21 (JRCERT Standard 5.1: The pregnancy policy must provide an option to continue the educational program without modification)

It is the option of the pregnant student to declare or not to declare her pregnancy to the Radiologic Technology Program Director. According to the Nuclear Regulatory Commission, a declared pregnant woman means a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. (10CFR20 definitions 20.1003).

If the student chooses to voluntarily inform the Program Director of her pregnancy, it must be in writing. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

For protection of the fetus, the following program requirements and modifications are available for declared pregnant student upon submission of the written declaration of pregnancy

The declared pregnant Radiologic Technology Student will

1. Submit a physical exam report from her physician documenting that she may continue in the clinical participation of the Radiologic Technology Program.
2. Sign a waiver indicating acknowledgement of and responsibility for the potential risks to herself and the fetus working in the clinical setting, releasing the college and clinical education affiliate of any responsibility during this time. Please see the Declaration of Pregnancy Waiver form in the appendix.
3. Follow all policies and procedures of the clinical education affiliate.
4. Wear two dosimeters (radiation monitors), one at the collar and the other at the waist.
5. Fulfill all of the requirements of the educational institution as they pertain to clinical education competency and academic education.
6. Not exceed 500 mrem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the entire gestation period.
7. Have the following admission/readmission options:
   - May postpone entry until the following year, if pregnancy declared before beginning the program.
   - May return to the program within one year after the pregnancy if unable to fulfill the academic or clinical requirements with no tuition penalty.
8. May remain in the program without any modifications or have the following clinical modifications:
   - May postpone portable and fluoroscopy procedures and specific duties associated with patients having intracavitary or interstitial sources of gamma radiation (radium or cesium) until after the pregnancy.
   - May make up missed clinical time due to pregnancy or immediate post-natal care, and may accumulate clinical time prior to the expected delivery date. Arrangements must be made with the Clinical Coordinator and Clinical Preceptor.
   - The clinical affiliate will be notified of the student's declared pregnancy and be given a copy of the written pregnancy declaration.
9. May withdraw, in writing, the written declaration at any time.

The form for Declaration of Pregnancy/Waiver is in the appendix of this handbook.

MOORPARK COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Health Science office

Declaration of Pregnancy Waiver

Date: _____

I, (Print Name) _____, a student participating in the Radiologic Technology Program at Moorpark College, am notifying the school of my existing pregnancy.

Estimated date of conception _____ Estimated due date _____

I release Moorpark College and the individuals or facilities affiliated with the program from responsibility of any adverse effects upon my pregnancy that may appear to be caused by radiation exposure.

I understand that in order to remain in the program, that I must fulfill all the requirements of the educational institution as they pertain to clinical education and academic education. My individual circumstances will determine if I may remain in the program or reapply to the program in the event that I cannot fulfill the semester's academic or clinical requirements.

It is clear to me that, statistically; there is a vanishing small probability that clinical or school lab radiation exposure will in any way adversely affect my pregnancy. I take full responsibility to protect myself in accordance with recommendations in the National Council on Radiation Protection and Measurement (NCRP) Report #53. Furthermore, a second radiation monitor will be issued which I will wear at waist level to assure the dose to the embryo/fetus does not exceed the values stipulated in **10CFR20 section 20.1207.**

I understand that I can withdraw this declaration at any time if I so choose. In that event I will no longer be considered pregnant.

I acknowledge that_____ my present clinical education site, has been notified.

_____ _____

Student signature date Faculty signature date

Original: Health Science Files
cc: Clinical Preceptor, Nursing Coordinator, Program Director

☐ I am withdrawing my written declaration of pregnancy.

_____ _____

Student signature date Faculty signature date

Nuclear Regulatory Commission 10CFR20 definitions 20.10003

Declared pregnant woman means a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception

Initial _____

Radiation Safety Policy for students

1. Students shall wear a personal radiation dosimeter during operation of X- ray equipment at the clinical education center and the campus radiography lab. The dosimeter shall be worn at the collar. (CCR § 30276)
2. Student Radiation Safety policy recognizes 1mSv (100 mrem) as maximum threshold dose per quarter.
3. Students not wearing a dosimeter shall not be permitted to participate in radiographic exams at the clinical education center or the campus radiography lab.
4. The declared pregnant female student shall wear two dosimeters, one at the collar and the other at the waist. During fluoroscopy, the waist dosimeter shall be under the apron and the collar dosimeter shall be outside the apron. Declared pregnant female will be issued the second dosimeter to be worn under the apron.
5. Students shall wear a dosimeter at the collar and protective apparel when operating mobile X -ray equipment. (CCR § 30309 (b)(3))
6. Faculty shall counsel students if there is an unacceptable increase in their dosimetry report.
7. Students shall use the ALARA ("As Low As Reasonably Achievable") concept of radiation protection to reduce the amount of radiation exposure while obtaining a diagnostically acceptable examination.
8. While performing portable radiographic exams, students shall stand at least 6 feet away when using the exposure switch on a mobile unit. (California Code of Regulations, title 17, section 30306 (a)(2))
9. Students shall stand behind a protective barrier during x- ray exposure in a fixed radiographic room. (CCR § 30308 (b)(5))
10. Students are taught when performing portable radiographic exams to stand at least 6 feet away when using the exposure switch on a mobile unit. (CCR § 30309 (a)(2))
11. During fluoroscopic exams or when it is required to be in the radiographic room, students shall wear protective apparel and stand as far away as practicable or use a shielding device during exposures. (CCR § 30307 (b)(1))
12. Students shall not hold image receptors (IR) or hold patients during exposures. It is preferred that a parent, relative, ancillary personnel or authorized technologist (wearing protective apparel) should be utilized in emergency situations
13. Students are expected to be familiar with California Code of Regulations, Title 17 the California state law concerning medical radiation practices and radiation protection.
14. Students shall use adequate collimation - (The x-ray field must never be larger than size of IR.) (CCR § 30308 (a)(2) & (b)(3))
15. Students shall use gonad shielding on clients whenever possible per hospital policy. Students shall not be permitted to take x-rays without direct or indirect supervision.

Initial _____

MRI Safety Policy for Students

Prior to beginning clinical rotation, students shall review the clinical sites MRI safety protocols and will be screened by the clinical preceptor using the Moorpark College MRI Observation Warning. Students will sign the MRI Observation Warning, confirming they understand the potential hazards of the MRI suite area. The form will be kept in the student's office file.
See appendix for form.

Initial _____

Moorpark College Radiology Energized Lab Policy

1. Students must wear their dosimeter at collar level, at all times during lab exercises. If the student does not have their dosimeter, they will not be permitted to participate in the lab exercise.

2. Students must bring Right and Left markers to positioning lab.

3. Students ***shall not*** make an exposure without the faculty member being present in the lab.

4. Students are to make sure room is clear and door is closed before making an exposure.

5. No open toed shoes are allowed in the lab.

6. Students are to pick up and clean room after lab exercise is completed.

7. Portable exams will be done in the x-ray room with the door closed.

8. When using the portable the student shall wear a lead apron and stand as far as possible from the phantom.

9. X-ray room doors will remain locked when not in use.

Initial _____

Moorpark College Mammography Policy

The Moorpark College radiography program has revised its policy, effective 3/3/2020, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging.

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.
Only the student who has completed a college level Mammography Didactic Course may ask to participate in a mammography clinical practicum upon consent of the facility and its clients.

Initial _____

Moorpark College Radiologic Technology Program

UPA documentation

Clinical Preceptor, when a student receives a UPA, complete the UPA form in Trajecsys and document in the student's Clinical Progress Evaluation. UPAs are cumulative throughout the program. When a student receives three to five UPAs, depending on the severity, they may be reviewed by faculty for recommendation of dismissal from the program

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Student Name

CLINICAL PROGRESS EVALUATION -MOORPARK COLLEGE RADIOGRAPHY

Student _____	**Total Points Earned**_____ **÷ 100 = ___%**
	UPAs this semester (-2% per UPA) _____
Clinical Site_____	**Total** _____
	Total deficient hours_____
Date_____ **Midterm** □ **Final** □	**Completed number of competencies** _____
Fall □ **Spring** □ **Summer** □	COMP #

Grading Scale:

2 = Unsatisfactory: Does not meet expectations for level of education, significant improvement required
3 = Needs Improvement: Usually meets expectations for level of education
4.3 = Satisfactory: Consistently meets expectations for level of education
5 = Outstanding: Consistently exceeds expectations for level of education

75-82 C
83-89 B
90+ A

For level of clinical education 90% of the time the student exhibits:

*A	DEMONSTRATES RADIOGRAPHIC SKILLS BY: A-8	2	3	4.3	5
1	exhibiting proper positioning and required views				
2	selecting the correct technique and image receptor (IR)				
3	correctly utilizing and manipulating the imaging equipment				
4	using anatomical markers and patient identification on each radiograph				
5	practicing radiation protection including collimating, shielding and ALARA				
6	preparing the room and organizing sequence of tasks				
7	completing assigned tasks in a timely manner with accuracy				
8	identifying radiographic criteria & anatomical structures pertaining to the exam				

*** Students receiving less than 30 points in this section will automatically fail.** (40 points = 40%) **Total A**:_____

B	FULFILLS PROFESSIONAL ROLE BY: B-6	2	3	4.3	5
9	verifying orders and preparing legal documentation for each radiograph				
10	accepting constructive criticism and responsibility for errors				
11	using clinical time effectively and demonstrating initiative				
12	demonstrating compassion, concern and respect for patient modesty and comfort				
13	providing assistance to patients/healthcare team/others: teamwork				
14	maintaining a professional demeanor with patients/ healthcare team/ others				

Total B:_____

C	USES COMMUNICATION SKILLS BY: C-3	2	3	4.3	5
15	exhibiting sensitivity to cultural diversity				
16	introducing self to the patient, verifying ID with 2 identifiers & following HIPAA				
17	explaining the procedure to the patient in a professional tone and manner				

Total C:_____

D	DEMONSTRATES CRITICAL THINKING SKILLS BY: D-3	2	3	4.3	5
18	exhibiting independence, confidence and assertiveness during radiographic procedures				
19	ensuring safety of patients and others during radiographic procedures				
20	adapting to special needs/challenges of pediatric, geriatric, trauma, and mentally/physically challenged patients				

Total D:_____

E	FOLLOWS PROGRAM REQUIREMENTS: E-4	N (-2%)	Y
21	wearing uniform & maintaining grooming/hygiene standards of clinical site		
22	maintaining clinical logs		
23	maintaining accurate record of clinical hours in Trajecsys clock-n/out, absence, make-up		
24	being punctual (<2 T) and adhering to scheduled clinical hours (<3 A)		
25	making up absences in a timely manner *(within 4 weeks)		
26	completing 50% of required competencies at midterm & 100% at finals- due a week before		

Total E:_____

COMMENTS

Student's Strengths_____

_____

_____

_____

_____

_____

Suggestions for Improvement_____

_____

_____

_____

_____

_____

General Comments_____

_____

_____

_____

_____

_____

Student's Comments_____

_____

I certify that this evaluation represents my best judgement as an educator.

_____	_____	_____
CP's Signature	**Print Clinical Preceptor's Name**	**Date**

This report has been discussed with me; my signature does not necessarily indicate agreement.

_____	_____	_____
Student Signature	**Print Student's Name**	**Date**

I request a discussion with college faculty □ (check if necessary)

CLINICAL PROGRESS EVALUATION EXPLANATION FORM

Student _____ **Clinical Site**_____ **Date**_____ **Midterm** ☐ **Final** ☐ **Fall** ☐ **Spring** ☐ **Summer** ☐	**Total Points Earned**_____ ÷ **100** = _____% UPAs this semester (-2% per UPA) _____ **Total** _____ **Total deficient hours**_____ **Completed number of competencies**_____ COMP #

Grading Scale:

2.0 = Unsatisfactory: Does not meet expectations for level of education, significant improvement required

3.0 = Needs Improvement: Usually meets expectations for level of education

4.3 = Satisfactory: Consistently meets expectations for level of education

5.0 = Outstanding: Consistently exceeds expectations for level of education
(Award a "4" if no further improvement is possible in a particular category item)

For level of clinical education 90% of the time the student exhibits:

*A	**DEMONSTRATES RADIOGRAPHIC SKILLS BY:** A-8	2	3	4.3	5
1	exhibiting proper positioning and required views 5 = ability to answer questions- cognitive knowledge- participation-prepared carries pocket positioning book for reference. Consistently demonstrates proper positioning skills. Knows the required views need for exam				
2	selecting the correct technique and image receptor (IR) 5 = understands how to manipulate techniques for optimal imaging. Sets techniques independently once instructed. Takes notes and can refer to them. Selects the correct IR per hospital protocol.				
3	correctly utilizing and manipulating the imaging equipment 5 = Takes responsibility uses equipment correctly, does not force tube/strip locks/break the machinery. Asks questions if unfamiliar on how to use imaging equipment.				
4	using anatomical markers and patient identification on each radiograph 5 = consistently and correctly uses markers and legal identification per hospital/Moorpark protocol and always has markers available for use. *UPA*				
5	practicing radiation protection including collimating, shielding and ALARA 5 = understands and applies radiation safety principles (ALARA). Announces to personnel in close proximity before portable x-ray exposures. Shields when needed and verifies pregnancy status of patient; persons holding patient; patients in beds next to portable exams- prior to radiation exposure. Collimates correctly and routinely *UPA*				
6	preparing the room and organizing sequence of tasks 5 = knows what is needed, knows where to get it, has it ready, follows a routine. Cleans after each exam. Thinks exam through prior to beginning.				
7	completing assigned tasks in a timely manner with accuracy 5 = efficient and consistent abilities, with few repeats for expected workload				
8	identifying radiographic criteria & anatomical structures pertaining to the exam 5 = Is able to identify key anatomical structures, radiographic criteria for positioning and techniques, and can identify optimal and sub-optimal images.				

*** Students receiving less than 30 points in this section will automatically fail.** (40 points=40%) **Total A**:_____

B	FULFILLS PROFESSIONAL ROLE BY: B-6	2	3	4.3	5
9	verifying orders and preparing legal documentation for each radiograph 5 = has legal information complete. (i.e. RIS, military time, shielding, pregnancy info, name & medical number verification, matches images correctly, follows dept/hospital protocol)				
10	accepting constructive criticism and responsibility for errors 5 = able to critique/identify mistakes and then correct them. Willing to accept guidance from staff, acts professionally and does not make excuses for errors. Repeat image without direct supervision = *UPA*				
11	using clinical time effectively and demonstrating initiative 5 = ready to learn, willing to do exams, participates in all aspects of radiology without being told including stocking supplies, transporting patients etc. Asks questions, practices with equipment, reviews images.				
12	demonstrating compassion, concern and respect for patient modesty and comfort 5 = treats every patient with respect, takes initiative to ensure patient's modesty, and comfort. Provides blankets/sheets/gowns when needed. Assist patients as need				
13	providing assistance to patients/healthcare team/others: teamwork 5 = anticipates departmental/patients needs without being asked. Willing to help out in all areas of radiology.				
14	maintaining a professional demeanor with patients/ healthcare team/ others 5 = acts and speaks appropriately while on the hospital premises. Does not engage in gossip.				

Total B:_____

C	USES COMMUNICATION SKILLS BY: C-3	2	3	4.3	5
15	exhibiting sensitivity to cultural diversity 5 = treats each person with respect and dignity				
16	introducing self to the patient, verifying ID with 2 identifiers & following HIPAA 5 = consistently greets patients, introduces themselves, addresses patients Mr/Mrs/Ms + Last name and verifies patient's name and date of birth. Verifies requests and orders prior to the procedure.				
17	explaining the procedure to the patient in a professional tone and manner 5 = uses terms that are appropriate/age specific/professional for the exam and patient.				

Total C:_

D	DEMONSTRATES CRITICAL THINKING SKILLS BY: D-3	2	3	4.3	5
18	exhibiting independence, confidence and assertiveness during radiographic procedures 5 = thinks independently, without constant instruction. Is confident in communication skills and during radiographic procedures. Actively seeks out exams and participates				
19	ensuring safety of patients and others during radiographic procedures 5 = always ensures overhead tube and fluoro tower is not endangering patient. Assists patients on and off tables/beds/stools. Uses proper technique to transfer patients from wheelchairs, gurneys and beds. Elevates side rails on gurneys and beds after procedures. Knows location of crash carts, fire extinguishers, and hospital life-safety protocol				
20	adapting to special needs/challenges of pediatric, geriatric, trauma, and mentally/physically challenged patients 5 = Consistently aware of the needs of the individual patient and adapting to meet these needs. Provides age specific care to patients.				

Total D:_____

E	FOLLOWS PROGRAM REQUIREMENTS: E-4	N (-2%)	Y
21	wearing uniform & maintaining grooming/hygiene standards of clinical site		
22	maintaining clinical logs		
23	Maintain accurate record of clinical hours in Trajecsys (clock-n/out, absence, make-up hrs.)		
24	being punctual (<2 T) and adhering to scheduled clinical hours (<3 A)		
25	making up absences in a timely manner		
26	Completing 50% of required competencies at midterm		

Total E:_____

COMMENTS

Student's Strengths_____

_____

_____

_____

_____

_____

Suggestions for Improvement_____

_____

_____

_____

_____

_____

General Comments_____

_____

_____

_____

_____

_____

Student's Comments_____

_____

COMPETENCY EXAMS PER SEMESTER (CEPS)

STUDENT'S NAME_____ SITE #1_____ SITE #2_____

COMP #	EXAMS	DATE
RadT 10AL First Orientation Summer 1 required		
10.1		
RadT 1AL First Fall Semester 4 required		
1.1		
1.2		
1.3		
1.4		
RadT 2AL First Spring Semester 6 required		
2.1		
2.2		
2.3		
2.4		
2.5		
2.6		
RadT 49 Second Summer Semester 16 required		
49.1		
49.2		
49.3		
49.4		
49.5		
49.6		
49.7		
49.8		
49.9		
49.10		
49.11		
49.12		
49.13		
49.14		
49.15		
49.16		
UPA Documentation		

COMP #	EXAMS	DATE
RadT 3AL Second Fall Semester 14 required		
3.1		
3.2		
3.3		
3.4		
3.5		
3.6		
3.7		
3.8		
3.9		
3.10		
3.11		
3.12		
3.13		
3.14		
RadT 4AL Second Spring Semester 11 + 1CT required		
4.1		
4.2		
4.3		
4.4		
4.5		
4.6		
4.7		
4.8		
4.9		
4.10		
		1 CT required
4.11		
Additional Competencies, Exams & Views		
A.1		
A.2		
A.3		

Moorpark:forms:competency exams per semester:3-2022

MOORPARK COLLEGE RADIOGRAPHY PROGRAM
Master Sheet of ARRT Clinical Competency Requirements
Effective January 2022

_____ _____
Student's Name (PRINT) Clinical Site #1

_____ _____
Student's Name (SIGNATURE) Clinical Site #2

MANDATORY COMPS REQUIRED: 37 **ELECTIVE COMPS REQUIRED: 14**

A maximum of 2 Competencies may be simulated if demonstration on patients is not feasible.
* Trauma requires modifications in positioning due to injury with monitoring of the patient's condition

CHEST & THORACIC	**Mandatory**	**Elective**	**Eligible for Simulation**	**Date Completed**	**Competence Verified By**
Chest Routine	√				
Chest AP & Lateral (Wheelchair or Stretcher)	√				
Ribs	√		√		
Chest Lateral Decubitus		√	√		
Sternum		√	√		
Upper Airway (soft- tissue neck)		√	√		
Sternoclavicular Joints		√	√		
UPPER EXTREMITY					
Thumb or Finger	√		√		
Hand	√				
Wrist	√				
Forearm	√				
Elbow	√				
Humerus	√		√		
Shoulder	√				
Clavicle	√		√		
Scapula		√	√		
AC Joints		√	√		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	√				
Trauma: Upper Extremity (Non-Shoulder)*	√				
LOWER EXTREMITY					
Toes		√	√		
Foot	√				
Ankle	√				
Knee	√				
Tibia-Fibula	√		√		
Femur	√		√		
Patella		√	√		
Calcaneus		√	√		
Trauma: Lower Extremity*	√				

PEDIATRIC PATIENT (Age 3 or Younger)					
Chest Routine	√		√		
Upper or Lower Extremity		√	√		
Abdomen		√	√		
Mobile Study		√	√		
HEAD- Candidates must select at least one elective procedure from this section.	**Mandatory**	**Elective**	**Eligible for Simulation**	**Date Completed**	**Competence Verified By**
Skull		√	√		
Facial Bones		√	√		
Mandible		√	√		
Temporomandibular Joints		√	√		
Nasal Bones		√	√		
Orbits		√	√		
Paranasal Sinuses		√	√		
SPINE AND PELVIS					
Cervical Spine:required views: AP-Lat-Odontoid-Obliques	√				
Thoracic Spine	√		√		
Lumbar Spine: required views: AP-Lat- Spot- Obliques	√				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	√		√		
Pelvis	√				
Hip	√				
Cross-Table (Horizontal Beam) Lateral Hip (patient recumbent)	√		√		
Sacrum and /or Coccyx		√	√		
Scoliosis Series		√	√		
Sacroiliac Joints		√	√		
ABDOMEN					
Abdomen Supine	√				
Abdomen Upright	√		√		
Abdomen Decubitus		√	√		
Intravenous Urography		√			
FLUOROSCOPY STUDIES- Candidates must select two procedures from this section and perform per site protocol.					
Upper G.I. Series, Single or Double Contrast		√			
Contrast Enema, Single or Double Contrast		√			
Small Bowel Series	√				
Esophagus (NOT Swallowing Dysfunction Study)		√			
Cystography or Cystourethrography		√			
ERCP		√			
Myelography (Lumbar Puncture)		√			
Arthrography		√			
Hysterosalpingogram (HSG)		√			

MOBILE C-ARM STUDIES					
C-Arm Procedure (Requiring Manipulation to obtain More Than One Projection)	√		√		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	√		√		
MOBILE RADIOGRAPHY STUDIES					
Chest	√				
Abdomen	√				
Upper or Lower Extremity	√				
GERIATRIC PATIENT (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	√				
Upper or Lower Extremity	√				
Hip or Spine		√			

MOORPARK COLLEGE RADIOGRAPHY PROGRAM
Master Sheet of ARRT Clinical Competency Requirements

Effective January 2022

Student's Name (PRINT)_____

GENERAL PATIENT CARE PROCEDURES	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs- Blood Pressure		
Vital Signs- Temperature		
Vital Signs- Pulse		
Vital Signs- Respiration		
Vital Signs- Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing		

General Diagnostic Competency Evaluation– MC ARRT

Student Name (Print)		Medical Record #	Date	Score	Comp #
Exam:		View: 1. 2. 3. 4.	CR angle per View: 1. 2. 3. 4.	Technique per View: 1. 2. 3. 4.	Index per View: 1. 2. 3. 4.
# Views:	Measured cm:				

***Age minimum for adult Competency Evaluations is 16 years old or older. Pediatric Competency Evaluations is age 3 and under.**

Grading Scale Sections A, B, C, D – A total score of 42 (minimum of 32 to pass). A total score of 31 or less, a zero score in any one section, or any repeat due to mistakes or a technologist's intervention requires re-evaluation of this exam for competency.

0 = unacceptable	1 = needs improvement	2 = good work

A. Patient Care and Communication	**0**	**1**	**2**
1. Introduces self to the patient, verifies ID with 2 identifiers, & follows HIPAA			
2. Evaluates the requisition/physician order			
3. Assesses patient and explains procedure in an age appropriate and professional manner			
4. Demonstrates compassion, concern and respect for patient's modesty & comfort			
5. Ensures objects that may cause artifact (jewelry, belts, snaps, buttons, etc) are removed from area of interest			
6. Gives the patient proper breathing and/or positioning instructions			
B. Room Preparation and Equipment Manipulation	**0**	**1**	**2**
7. Room is clean, orderly, stocked with linen and supplies for the procedure			
8. Retrieves patient information from the worklist/RIS and prepares CR/DR equipment for image processing/acquisition			
9. Selects the appropriate size and type of image receptor (grid if needed)			
10. Positions the x-ray tube at the proper SID			
11. Is able to manipulate the x-ray equipment with ease			
12. Processes the image with the correct patient and examination identification			
13. Cleans room, equipment, and IR after completing exam			
C. Patient Positioning and Safety	**0**	**1**	**2**
14. Uses standard precautions or isolation precautions as appropriate			
15. Patient is positioned efficiently and carefully to cause minimal discomfort to the patient			
16. Uses the correct anatomical markers (R/L, time, upright) and properly places on image			
17. Completes the exam in a timely manner			
D. Radiation Protection	**0**	**1**	**2**
18. Asks female patients about their last menstrual period and properly documents			
19. Practices patient radiation protection including collimation, shielding and ALARA principles			
20. Practices radiation protection for self and others in proximity			
21. Manual technique / index range appropriate for the projection, patient size, and SID			

STUDENT MRI OBSERVATION PROTOCOL

Please be aware of the following information regarding your MRI rotation.

Warning! The MRI unit is a powerful magnet!

NO credit cards or ATM cards
NO analog watches (digital is okay)
NO pens, paper clips, coins, keys
NO Cell phones
NO spiral or ring binder notebooks
NO pregnant students in MRI magnet room (Zone IV)

Leave any loose items in the MRI tech area prior to entering the magnetic field.

- Make sure your radiation monitoring badge and hospital ID badge are firmly attached.
- Notify lead if **you** have surgical clips, metal prosthesis, pacemakers or metal surgical plates.
- If you have any other questions direct them to the MRI technologist.

Thank you for adhering to these safety guidelines.
Please sign your name below confirming you have read this memo.

Student_____ Date_____

Clinical Preceptor_____ Date_____

MRI SCREENING QUESTIONS FOR STUDENT

Yes	No	Not sure	
[]	[]	[]	Cardiac pacemaker / defibrillator / Stent (1.5 Tesla compatible)
[]	[]	[]	Ventricular / hydrocephalus shunt What company, make & model # _____
[]	[]	[]	Hair extensions with metal clips, metal clips, brain aneurysm clips, staples or clips
[]	[]	[]	Do you have any permanent metal piercings?
[]	[]	[]	Internal hearing implants
[]	[]	[]	Insulin pump, pain pump, or other similar devices (orthopedic or metal implants)
[]	[]	[]	History of heart surgery
[]	[]	[]	History of brain surgery
[]	[]	[]	Foreign metal fragments or shrapnel in the eyes or body
[]	[]	[]	Any surgically implanted metal hardware in your body
[]	[]	[]	Metal worker / welder
[]	[]	[]	Braces or permanent retainer
[]	[]	[]	IUD (Intrauterine device) If yes, what type _____
[]	[]	[]	Are you using a transdermal patch? What type _____
[]	[]	[]	Tattoos / Tattooed Eyeliner / Tattooed Eyebrows (circle)

_____ _____

Student Signature Date