MERRITT COLLEGE

RADIOLOGIC SCIENCE PROGRAM

STUDENT HANDBOOK



Student Name: _____

Revised 10/12/2026 jcc

TABLE OF CONTENTS

Introduction/Mission Statement……5
Program Outcomes……..6
Description of the Profession ……7
Radiologic Science Organizations ……8
Radiologic Science Program General Requirements……..9
Radiologic Science Course Sequence …… 11
Student Learning Outcomes (for Didactic Classroom Courses) ……..……12
Student Learning Outcomes (for Clinical Experience) ……15
Additional Program Requirements……..……..16
Academic Advising Requirements…… ……16
Service Learning……..……17
Venipuncture Certification…… ……18
Comprehensive Exit Exam……19
Program Policies and Procedures……20
Ethics and Professionalism……20
Honor Code ……..……21
Attendance Policy……..22
Harassment and Sexual Harassment Policy……...23
FERPA Law Overview……..24
Ethics, Civility and Mutual Respect Policy……..……..25
Student Accessibility Services ……..……26
Chain of Command Reporting……...27
Clinical Policies……28
Clinical Placements……28
Clinical Transfers……28
Hospital Orientation……30
Behavioral Guidelines at the Clinical Site……..…..……..31
Student Supervision (Direct and Indirect)……..33
Reporting Requirements for Clinical Errors……..……34
Clinical Attendance and Absence Policy……35
Make-up Time for Clinical Absences……..36
Clinical Tardiness……33
Clinical Shift Hours……33
Clinical Visits from Faculty……34
Employment at the Clinical Site……..34
Professional Appearance……..37
- Hand Hygiene……37
- Facial Hair……..37
- Professional Attire……..37
- Tattoos and Piercings……38

Communication Devices……39
Classroom Policies……40
Behavioral Expectations in the Classroom……....40
Classroom Tardiness…….....41
Attendance Policy for Didactic Courses……....42
Instructor and Course Preceptor Evaluations……..42
Return to Class and Clinical Following Short-Term Recovery from Surgery, Illness, or Injury……..43
Leave of Absence Policy……..……44
Attendance and Testing Policy……..45
Admission, Retention, Academic Progression, and Disciplinary Action……47

TABLE OF CONTENTS

Reporting On Disciplinary Actions to the American Registry Of Radiologic Technologists……..49
Safety Policies ……..50
Radiation Safety Officer…….51
Radiation Safety…….....51
Student Fluoroscopy Policy ……..……53
Radiation Monitoring …….54
Radiation Safety with Energized Tubes …….55
Safe Practices in Magnetic Resonance Imaging……..56
Pregnancy Policy…….57
Standard Precautions ……...60
Venipuncture and IV Contrast Administration Policy……..……...61
Student Injury and Exposure Policy……..…… ……..62
Clinical Performance, Due Process, and Student Grievance Procedure……..……..63
Student Complaint Policy and Procedure……64
Contingency Plan……65

.

FORMS:

- Magnetic Resonance Imaging Student Screening……67
- Documentation Forms for Academic Advising (First-year)……69
- Documentation Forms for Academic Advising (Second-year)……...…..70
- Service Learning-Request for Approval……71
  - Service Learning-Documentation of Independent Activity……71
  - Service-Learning Reflection Paper Assignment……71
- Request for Hospital Transfer Form……73
- Student Unsafe Performance Report……74
- Acknowledgment of Radiation Risk During Pregnancy……75
- Pregnancy Declaration/Undeclaration Notification Form……76

RECEIPT OF STUDENT HANDBOOK (Signature page)……..85

APPENDIX SECTIONS

- Instruction Concerning Prenatal Radiation Exposure……Appendix Section 1
- Supervisor's Report of Employee Injury…… Appendix Section 2
- Employee's Claim for Workers' Compensation Form……..Appendix Section 3
- JRCERT Standards for an accredited Educational Program in Radiography…….Appendix Section 4
- ARRT Standards of Ethics……..Appendix Section 5

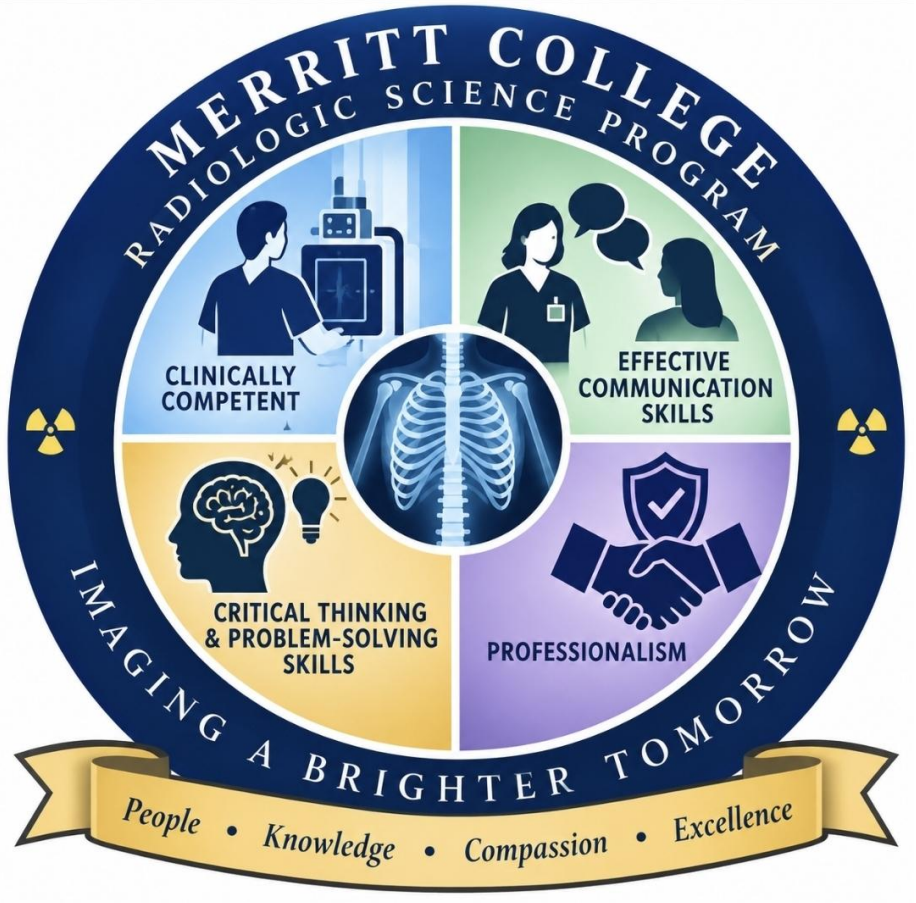
Introduction

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

RADIOLOGIC SCIENCE PROGRAM MISSION STATEMENT

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

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



Radiologic Science Program Student Learning Outcomes

Upon completion of the program graduates will be able to:

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

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

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

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

Description of the Profession

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

The following are some duties of the Radiographer:

1. Apply knowledge of anatomy and physiology, positioning and radiographic techniques to produce radiographs that accurately demonstrate anatomical structures and pathology.

2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.

3. Evaluate radiographic images for appropriate positioning and image quality.

4. Apply the principles of radiation protection to the patient, self and others.

5. Provide patient care and comfort.

6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures when indicated.

7. Detect and report equipment malfunctions.

8. Apply the knowledge of safe equipment operation procedures.

9. Exercise independent judgement and discretion in the performance of medical imaging procedures.

10. Participate in radiologic quality assurance and quality control programs.

11. Provide patient and public education regarding radiologic procedures and radiation safety.

Radiologic Science Organizations

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

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

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

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

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



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

Radiologic Science Program General Requirements

The Radiologic Science Program is designed to prepare competent practitioners in the art and science of diagnostic imaging. Upon successful completion of the program, students earn an Associate Degree and become eligible to take the national certification examination required for state and national certification.

The curriculum combines classroom instruction in applied radiologic science with supervised clinical education in affiliated healthcare facilities. Throughout the program, students are provided opportunities to develop critical thinking, effective communication, teamwork, and professional skills essential to the delivery of quality patient care. Clinical experiences foster the development of professional attitudes, ethical behavior, and affective growth while emphasizing compassionate, patient-centered care and responsiveness to individual patient needs.

The program is committed to promoting professional development and lifelong learning while instilling the values of integrity, accountability, and ethical practice in all aspects of the educational experience.

In accordance with California law, all community college students are required to pay applicable enrollment fees unless they qualify for an approved fee waiver or other special consideration.

Criminal Background and ARRT Reporting Requirements

Students are responsible for complying with all American Registry of Radiologic Technologists (ARRT) ethics and eligibility requirements. Any conviction for a felony, gross misdemeanor, misdemeanor (excluding minor parking and speeding violations), or any alcohol- or drug-related offense may affect a student's eligibility for ARRT certification and registration.

Students who are arrested, charged, convicted, or otherwise become involved in a reportable legal matter during the program are strongly encouraged to contact the ARRT and request a Pre-Application Review to determine their eligibility for certification. Early review may prevent delays in the certification process following graduation. Students should refer to the ARRT website for current reporting requirements and contact information.

Health, Background Check, and Compliance Requirements

Students must maintain all required health, immunization, background screening, and compliance requirements throughout the duration of the program.

Prior to beginning clinical education, students must complete:

- Background check
- Drug screening
- Medical clearance
- Documentation of required immunizations and immunity status

All required documentation must be maintained in the student's CastleBranch account.

Students are responsible for ensuring that all requirements remain current, including annual tuberculosis (TB) testing, required immunization updates, and other site-specific health requirements. Students must also participate in annual N95 respirator fit testing and upload documentation to CastleBranch.

Students are responsible for providing required compliance documentation to each assigned clinical site, including temporary and permanent clinical rotations.

Radiologic Science Program General Requirements

CPR Certification

All students must obtain and maintain current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification throughout enrollment in the program.

Students must:

- Maintain continuous certification during the program.
- Upload a copy of their certification card to CastleBranch. Sign In
- Provide documentation to assigned clinical sites as required.
- Retain the original certification card for their records.

Failure to maintain current CPR certification may result in removal from clinical education until compliance is restored.



Concurrent Enrollment

Students may not participate in another educational program if its classroom, laboratory, or clinical requirements conflict with the Radiologic Science Program schedule. Program courses, laboratories, and clinical assignments take priority over outside educational commitments.

Any potential scheduling conflict must be disclosed to the Program Director immediately. Failure to meet Radiologic Science Program attendance and scheduling requirements due to participation in another educational program may result in disciplinary action, course failure, or dismissal from the program.

Radiologic Science Program Course Sequence

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

Student Learning Outcomes for Program Classroom Courses

Didactic Classroom Course Student Learning Outcomes

Student Learning Outcomes for the Radiologic Science didactic classroom courses are designed to measure students' achievement of course-specific knowledge and competencies throughout the curriculum. The outcomes support ongoing assessment of student learning and provide evidence of students' academic progression as they prepare to apply classroom concepts within the clinical environment and professional practice

1B: Intro to Medical Imaging

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

2A: Radiographic Physics I

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

2B: Radiographic Physics II

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

2C: Computer/Digital Applications for Medical Imaging

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

3A: Positioning I

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

Student Learning Outcomes for Program Classroom Courses

Didactic Classroom Course Student Learning Outcomes

3B: Positioning II

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

4A: Radiation Protection

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

4B: Radiobiology

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

5A: Patient Care I

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

Student Learning Outcomes for Program Classroom Courses

Didactic Classroom Course Student Learning Outcomes

5B: Patient Care II

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

6: Quality Management/Fluoroscopy

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

7: Advanced Imaging Procedures

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

8: Sectional Anatomy and Radiographic Pathology

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

10A: Seminar in Radiologic Science I

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

10B: Seminar in Radiologic Science II

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

Student Learning Outcomes for Program Clinical Courses

Clinical Experience Course Student Learning Outcomes

Student Learning Outcomes for the Radiologic Science clinical experience courses are designed to assess students' progressive development and application of knowledge, clinical skills, critical thinking, and professional behaviors within the clinical environment. These outcomes support ongoing evaluation of student achievement as students advance from introductory clinical experiences toward greater competence, independence, and readiness for professional practice. Clinical experience courses include: RADSC 1C, 9A, 9B, 9C, 9D, and 9E.

1C: Intro to Clinical Experience

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

9A: Clinical Experience I

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

9B-9E: Clinical Experience II-V

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

Additional Program Requirements

Program Requirements of the American Registry of Radiologic Technologists

The American Registry of Radiologic Technologists (ARRT) requires candidates seeking initial certification in Radiography to earn an associate degree or higher and complete an approved educational program before taking the ARRT Radiography Certification Examination. The Program Director must verify that each student's educational requirements have been satisfied before confirming eligibility for the examination. www.arrt.org

Program Academic Advising Requirements

To ensure compliance with graduation and ARRT eligibility requirements, all students enrolled in the Radiologic Science Program shall meet with a Merritt College counselor during the Spring semester of **both** the first and second years of the program.

Students who do not possess a previously awarded degree must complete all General Education requirements and petition for the **Associate Degree in Radiologic Science** by the established college deadline.

Students who have earned a degree from an accredited institution prior to program admission may petition for either the **Certificate of Completion** or the **Associate Degree in Radiologic Science**, provided all applicable college degree requirements have been satisfied.

Documentation of each counseling appointment shall be submitted to the Program Director. During the second-year counseling appointment, the counselor shall verify the student's eligibility for the appropriate graduation petition.

Counseling verification forms are provided in the Appendix of this Handbook.

Additional Program Requirements

Service-Learning Requirement

Service-Learning is a required component of the Merritt College Radiologic Science Program and must be completed as a condition of program completion. The purpose of Service-Learning is to promote civic engagement, professional responsibility, and service to the community through activities that improve the health, well-being, or quality of life of others.

Students are required to complete a minimum of **four (4) hours of approved Service-Learning annually** while enrolled in the program. Appropriate activities should involve service to the public and, whenever possible, provide opportunities for health education, patient interaction, community outreach, or application of professional skills. Activities sponsored by religious organizations may qualify if they serve the broader community and are not limited to members of the organization.

Suitable activities include:

- ✓ Outreach to high school students about the imaging profession
- ✓ Sorting donated items at a food bank
- ✓ Delivering meals on wheels
- ✓ Reading to a resident in a skilled nursing facility
- ✓ Painting a house for Habitat for Humanity
- ✓ Curator at a Museum
- ✓ Cleaning up a Beach

Unsuitable Activities include:

- X Working in the nursery of your during church services
- X Picking up litter at your child's private school
- X Volunteering during your child's sports activity or graduation

Students must obtain approval from the Program Director or designated faculty member prior to participating in an independently arranged Service-Learning activity by submitting the required **Service-Learning Approval Form**. Documentation verifying participation must be obtained and submitted upon completion of the activity. Service-Learning activities organized or supervised by program faculty, including participation in health fairs, career fairs, and other approved community outreach events, automatically satisfy the approval requirement; however, all required documentation must still be submitted.

Following completion of the activity, students must submit a reflection paper and all required documentation in accordance with program guidelines. All Service-Learning assignments must be completed and submitted by the deadline established in the annual Summer Seminar course.

Failure to fulfill the Service-Learning requirement may result in a reduction of the Seminar course grade and may delay program completion until all requirements have been satisfied.

Instructions, forms, and reflection paper guidelines are provided in the Appendix of this Handbook.

Venipuncture Certification

Venipuncture Certification

The Radiologic Science Program provides venipuncture education and training in accordance with California law and applicable clinical site policies. Students must successfully complete all required didactic instruction, laboratory activities, competency assessments, and clinical documentation established by the program.

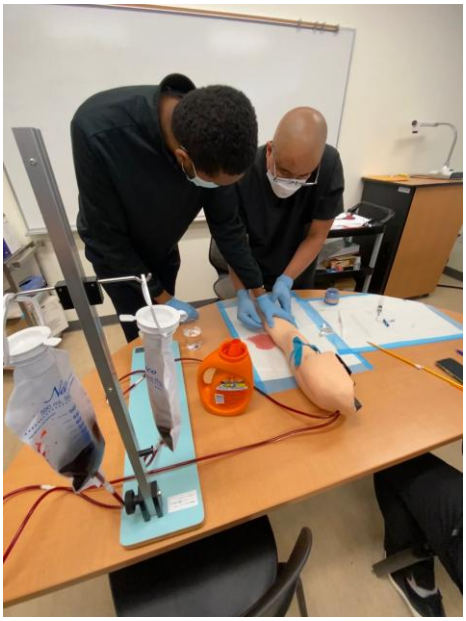
All students are required to demonstrate venipuncture competency on a **simulation mannequin arm** before performing venipuncture in the clinical setting.

Following successful completion of laboratory training, students may perform venipuncture procedures on **live human subjects** under appropriate supervision and in accordance with clinical site policies. Participation in live venipuncture experiences is dependent upon the availability of clinical opportunities and approval by the affiliated clinical facility.

California law requires radiologic technologists to complete a minimum of **ten (10) supervised venipunctures on live human subjects** before they may be evaluated as competent to perform venipuncture for the administration of contrast materials. Documentation of these supervised procedures is required. California Health and Safety Code section 106985 (2025)

Clinical opportunities for live venipuncture vary among affiliates. Students assigned to clinical sites that do not permit student participation in venipuncture may be scheduled for an alternative clinical experience, when available, to obtain the required supervised venipuncture experiences.

Documentation of all venipuncture training, competencies, and supervised clinical procedures shall be maintained in accordance with program, clinical affiliate, and California regulatory requirements. cdph.ca.gov



Program Comprehensive Exit Examination

Comprehensive Exit Examination

Successful completion of the Radiologic Science Program requires a minimum score of **75%** on a faculty-approved comprehensive exit examination designed to assess readiness for the ARRT Radiography Certification Examination.

The comprehensive exit examination is administered during RADSC 10B Seminar, the final semester of the program. Students who do not achieve the required passing score on the initial examination must meet with the Program Director to develop a remediation plan and schedule additional examination attempts.

A passing score on the comprehensive exit examination is a requirement for program completion and graduation. Students who do not satisfy this requirement must successfully retake the examination. Failure to achieve a passing score may delay program completion and graduation until all exit examination requirements have been fulfilled.

Program Policies and Procedures

Ethics and Professionalism

Professionalism extends beyond technical competence and is demonstrated through ethical behavior, personal integrity, accountability, and respectful interactions with others. Students are expected to conduct themselves in a professional manner in all academic, clinical, and program-related activities. Professional conduct includes interactions with patients, classmates, faculty, clinical instructors, physicians, healthcare staff, college personnel, and members of the public.

All Radiologic Science students are required to comply with the ARRT Standards of Ethics (Appendix Section 5), the policies and procedures of affiliated clinical facilities, and the Peralta Community College District Student Code of Conduct. These standards are reviewed periodically by the Program Advisory Committee, which includes representatives from clinical affiliates, program faculty, students, and members of the profession.

Students are expected to demonstrate honesty, integrity, accountability, respect, confidentiality, professional communication, and sound ethical judgment throughout the program. Actions that compromise professional standards, patient safety, academic integrity, or public trust may result in disciplinary action in accordance with program, college, and clinical affiliate policies.

Students are also expected to demonstrate professional commitment and responsibility toward their assigned clinical education facility. Maintaining professional and ethical conduct is essential to ensuring quality patient care, preserving the reputation of the profession, and supporting successful completion of the program.



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

Program Policies and Procedures

Honor Code

The Radiologic Science Program is founded on the principles of honesty, integrity, accountability, and ethical conduct. As future healthcare professionals, students are expected to uphold the highest standards of academic and professional behavior in all classroom, laboratory, clinical, and program-related activities. Students are accountable for their actions and are expected to demonstrate honesty, trustworthiness, and respect for others always.

Academic dishonesty, falsification of records, breaches of confidentiality, and other forms of unethical conduct are considered serious violations of program standards and may result in disciplinary action, up to and including dismissal from the program.

Prohibited conduct includes, but is not limited to:

- Cheating on examinations, quizzes, assignments, or competency assessments.
- Using unauthorized materials, electronic devices, artificial intelligence tools, or outside resources during examinations or assessments.
- Giving, receiving, sharing, purchasing, selling, or reproducing examination content without authorization.
- Accessing examination materials prior to administration.
- Plagiarism, including submitting another person's work as one's own or failing to properly acknowledge sources.
- Falsification of academic, clinical, attendance, competency, timekeeping, health, or program records.
- Falsifying or obtaining unauthorized signatures on program documents.
- Violations of patient privacy, confidentiality, or HIPAA requirements.
- Knowingly providing false or misleading information to program faculty, clinical instructors, college officials, or clinical affiliates.

Students are expected to report information accurately and to complete all academic and clinical requirements independently unless collaboration has been expressly authorized by the instructor.

Violations of the Honor Code will be reviewed in accordance with program policies, clinical affiliate policies, and the Peralta Community College District Student Code of Conduct. Sanctions may include a failing grade on an assignment or examination, course failure, probation, suspension, dismissal from the program, or other disciplinary action deemed appropriate.

Because ethical conduct is a requirement for professional practice, violations involving dishonesty, fraud, misrepresentation, or breaches of confidentiality may also affect a student's eligibility for certification and registration by the American Registry of Radiologic Technologists (ARRT). Students are responsible for meeting all ARRT ethics requirements and should be aware that certain violations may require disclosure to ARRT and may affect eligibility for certification.

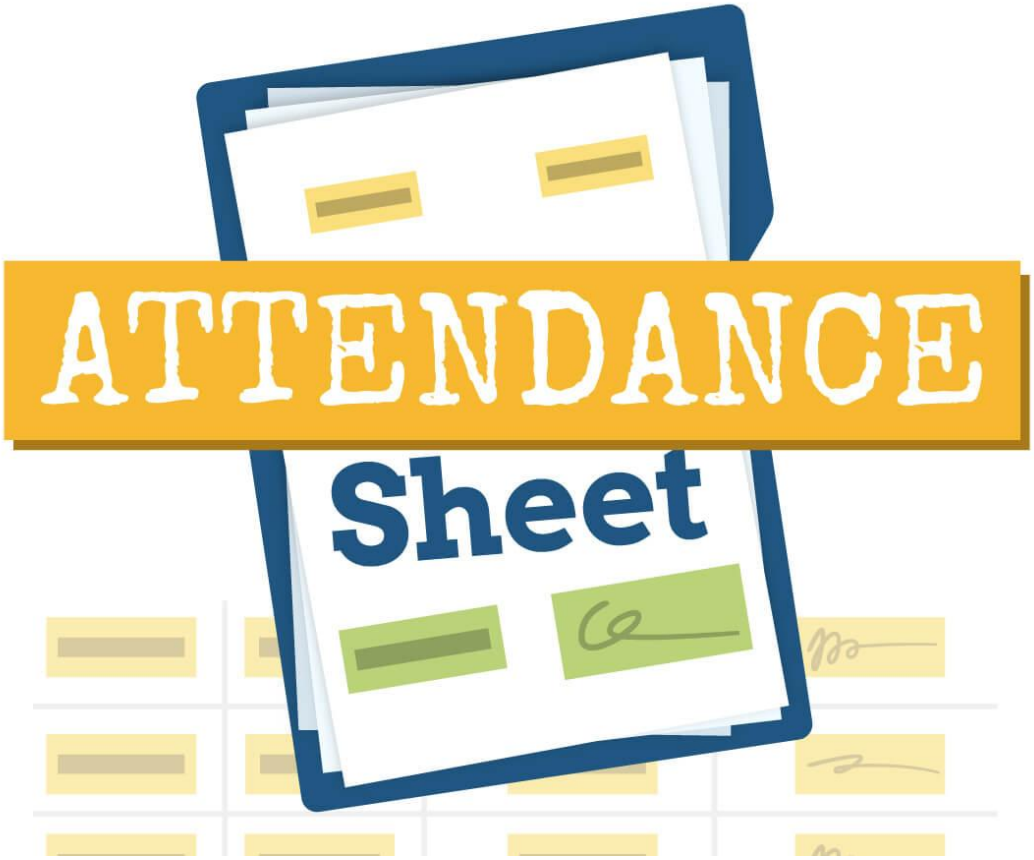
Program Policies and Procedures

Attendance Policy

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

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

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



Program Policies and Procedures

Harassment and Sexual Harassment Policy

The Merritt College Radiologic Science Program is committed to maintaining a learning environment that is respectful, inclusive, and free from harassment, discrimination, and retaliation. The Program supports the dignity and worth of all students, faculty, staff, patients, and members of the healthcare community and will not tolerate conduct that interferes with an individual's ability to learn, work, or participate in program activities.

Harassment is defined as unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, offensive, or disruptive educational or clinical environment, or that unreasonably interferes with an individual's academic or clinical performance.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, visual, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a condition of academic standing, clinical placement, evaluation, or participation in program activities; or
- The conduct has the purpose or effect of creating an intimidating, hostile, offensive, or unreasonably disruptive educational or clinical environment.

Harassment may occur between students, faculty, staff, clinical personnel, patients, or any individual associated with the educational or clinical learning environment. Students who believe they have experienced or witnessed harassment, sexual harassment, discrimination, or retaliation are strongly encouraged to report the incident promptly. Reports may be made to the Program Director, clinical faculty, the Dean, the Peralta Community College District Title IX Coordinator, or other designated college officials.

All reports will be addressed in accordance with applicable Merritt College, Peralta Community College District, and clinical affiliate policies and procedures. Retaliation against any individual who reports a concern, participates in an investigation, or assists in resolving a complaint is strictly prohibited.

Students are responsible for complying with all District policies regarding harassment, discrimination, sexual misconduct, and professional conduct while participating in academic, clinical, and program-related activities. Violations may result in disciplinary action up to and including dismissal from the program and referral to the College for further action.

Program Policies and Procedures

Family Educational Rights and Privacy Act (FERPA)

FERPA of 1974 is a federal law that protects the privacy of student education records and governs the circumstances

under which educational records may be accessed or disclosed. In accordance with FERPA, Merritt College and the Radiologic Science Program are committed to maintaining the confidentiality of student records and information.

FERPA provides students with the following rights:

- The right to inspect and review their education records.
- The right to request correction of inaccurate or misleading education records.
- The right to provide or withhold consent for the disclosure of personally identifiable information contained in education records, except as otherwise permitted by law.
- The right to file a complaint with the U.S. Department of Education concerning an alleged failure to comply with FERPA requirements.

Educational records are generally categorized as either Directory Information or Non-Directory Information.

Directory Information *may be released* by the College *without prior written consent* unless the student has submitted a formal request to restrict disclosure which includes.

- Student name
- Address
- Telephone number
- Email address
- Dates of attendance
- Enrollment status
- Major field of study
- Degrees, certificates, and honors awarded

Non-Directory Information is protected under FERPA and *may not be released without the student's written* consent unless disclosure is specifically authorized by law. Examples include:

- Student identification numbers and Social Security numbers
- Academic records, grades, and transcripts
- Class schedules
- Educational progress and performance evaluations
- Race, ethnicity, nationality, or gender information
- Financial aid and disciplinary records

Students enrolled in the Radiologic Science Program are expected to understand and comply with FERPA requirements. Unauthorized access to, use of, or disclosure of student educational records may result in disciplinary action in accordance with College and Program policies.



Family Educational Rights and Privacy Act (FERPA)

Ethics, Civility and Mutual Respect Policy

Ethics, Civility and Mutual Respect

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

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

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

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

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

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

Approved by the Chancellor: February 22, 2013

Student Accessibility Services (SAS)

Formerly Disability Services Program

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

Our mission is to:

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

Services are voluntary for qualified students who request services.

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

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

Our goals are to:

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

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

Merritt College's SAS provides the following services:

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

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

Chain of Command Reporting

Chain of Command for Student Concerns and Complaints

Students are encouraged to address concerns, conflicts, or complaints directly with the individual involved whenever appropriate. Open and professional communication is often the most effective means of resolving issues.

When a student is unable or uncomfortable addressing the matter directly, or when the issue remains unresolved, the concern should be presented to the next appropriate individual in the program or college chain of command. Students are expected to follow the established chain of command and seek resolution at each level before advancing the concern to the next level. If a concern is brought to an administrator or faculty member without first following the appropriate chain of command, the student may be referred back to the appropriate individual for initial review and resolution. If the matter is not satisfactorily resolved, the student may then proceed to the next level of authority.

This process is intended to promote timely communication, appropriate problem-solving, and fair resolution of student concerns while maintaining professional standards within the program and college community.

The Chain of Command at Merritt College

- First or Second Year Student
- Course Instructor or Clinical Preceptor
- Program Director: Dr. Jacqueline Custard 510-436-2508 jcustard@peralta.edu

- Dean of STEAM – Math Science Technology and Allied Health: Dr. Diane Wu Chang dtchang@peralta.edu

- Executive Vice President Student Learning and Success + Student Services: Ms. Lisa Cook lrcook@peralta.edu

- College President: Dr. David Johnson 510-436-2501 dmjohnson@peralta.edu

- Chancellor of Peralta Community College District 510-466-7322 Dr. Tammeil Gilkerson tgilkerson@peralta.edu

The Chain of Command at the Clinical Affiliate Site

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

- Clinical Preceptor or Imaging Technologists
- Clinical Coordinator
- Imaging Supervisor
- Imaging Manager
- Imaging Director-------Parallel with-----Physicians/Providers/Clinicians
- Chief Operating Officer or Chief Executive Officer

Clinical Policies

Clinical Placements and Transfers

The Merritt College Radiologic Science Program partners with approximately fifteen clinical education sites throughout the East Bay region. These affiliated sites vary in location, ranging from facilities near the college to sites as far east as Brentwood, as far south as Hayward and Fremont, and as far north as Vallejo. Students should not expect or assume assignment to a clinical site based on proximity to their residence or access to public transportation.

Students are responsible for securing and maintaining reliable transportation to and from all assigned clinical sites throughout the duration of the program. Unrestricted access to dependable transportation is a fundamental requirement for participation in the Radiologic Science Program.

Clinical site assignments are determined by program faculty. The faculty reserves the right to assign, reassign, or relocate students to clinical education sites based on educational needs, site availability, student learning opportunities, program requirements, and the professional judgment of the faculty. Reassignment to a different clinical site may occur at any time during the program to ensure that clinical competencies and program objectives are achieved.

Students who wish to request a temporary or permanent clinical site transfer must submit a completed Request for Hospital Transfer Form, located in the Appendix of this handbook. Submission of a transfer request does not guarantee approval. All requests will be reviewed on an individual basis, and approval or denial remains solely at the discretion of the program faculty. Students are strictly prohibited from contacting clinical sites directly to request, negotiate, or arrange a transfer.

The program is committed to providing each student with one clinical education placement. However, students who are removed from a clinical site due to behavioral, professional, ethical, attendance-related, or performance deficiencies are not guaranteed placement at an alternate clinical site. Removal from a clinical site may result in disciplinary action, course failure, dismissal from the program, or other consequences as determined by program policies.

Because clinical and academic coursework are completed concurrently in the Merritt College Radiologic Science Program, continuity of clinical education is essential to student success. Clinical leaves of absence may be granted only under the conditions outlined in the Clinical Leave of Absence Policy and are limited to a maximum duration of six (6) weeks. Failure to return from an approved leave within the designated timeframe may affect a student's ability to progress in the program.

Clinical Policies

Temporary Clinical Transfers

Students are encouraged to complete a temporary clinical transfer to at least one clinical site other than their assigned "home" hospital. Temporary transfers provide valuable opportunities to expand clinical experience and gain exposure to a variety of patient populations, imaging environments, equipment, and workflow practices.

Temporary transfers may be approved for educational purposes, including but not limited to:

- Gaining experience and achieving competency with pediatric patients
- Developing trauma radiography skills in a high-acuity environment
- Completing venipuncture certification requirements
- Learning to operate and adapt to different imaging equipment and technologies
- Expanding experience with specialized procedures or patient populations not routinely available at the student's home site

Students must submit transfer request forms to the Clinical Coordinator:

- Requests for Fall Semester should be submitted by July 1st
- Requests for Spring Semester should be submitted by November 1st
- Requests for Summer Semester must be submitted by April 1st

The Clinical Coordinator will evaluate the requests, seek permission and agreement from the Clinical Preceptor and Manager at the transfer site, and schedule as appropriate.



Clinical Policies

Hospital Orientation

All students are required to complete a clinical site orientation at their assigned hospital no later than the end of the first semester of the program. Hospital orientation ensures that students are familiar with the policies, procedures, safety practices, and operational expectations of the clinical affiliate.

In accordance with JRCERT Standards (Standard 5), orientation content must include, at a minimum:

- Fire, electrical, chemical, and other workplace hazards
- Emergency preparedness procedures
- Medical emergency response procedures
- HIPAA and patient confidentiality requirements
- Standard Precautions and infection control practices

Students must upload documentation of orientation completion to the RADSC 1C Clinical Canvas course upon completion.

Students are also required to maintain a copy of all orientation materials provided in Trajecys. These materials shall be retained throughout the program in a binder and reviewed as needed to ensure continued compliance with clinical site policies and procedures.

Students who permanently transfer to a new clinical site must complete the orientation requirements for the new facility within the first six weeks following the transfer. In addition, students must complete and submit the RADSC 1C Clinical Orientation Assignment for any clinical transfer, whether temporary or permanent and will be uploaded to the clinical Canvas shell for the semester in which the transfer occurs. Documentation of orientation completion and all required program assignments must be submitted before the student may continue clinical education at the new site.

Students are responsible for becoming familiar with and complying with all clinical affiliate policies, procedures, safety requirements, and orientation materials. Failure to adhere to clinical site policies may result in corrective action, removal from the clinical site, course failure, or other disciplinary action in accordance with program policies.

Clinical Policies

Behavioral Guidelines at the Clinical Site

The following guidelines supplement, but do not replace, the policies contained elsewhere in this handbook. Students are expected to always conduct themselves in a professional manner while participating in clinical education. Failure to comply with these guidelines may result in corrective action, removal from the clinical site, course failure, or dismissal from the program in accordance with program policies and due process procedures.

1. **Hospital Policies:** Students must comply with all policies, procedures, rules, and regulations of the assigned clinical affiliate.
2. **Professional Conduct:** Students shall treat all patients, visitors, technologists, physicians, instructors, supervisors, hospital personnel, and fellow students with courtesy, dignity, and respect. Harassment, discrimination, retaliation, threatening behavior, abusive language, physical aggression, or destruction of property will not be tolerated and may result in disciplinary action, removal from the clinical site, or dismissal from the program.
3. **Respect for Clinical Staff:** Students shall respect the privacy, expertise, and professional boundaries of preceptors and clinical staff. Personal contact information voluntarily shared by a preceptor may only be used for educational or scheduling purposes.
4. **Following Instructions:** Students are expected to follow the directions of technologists, preceptors, instructors, radiologists, and department supervisors.
5. **Attitude and Cooperation:** Students shall maintain a positive, cooperative attitude and demonstrate a willingness to learn. Negative body language, argumentative behavior, resistance to instruction, or unwillingness to participate are considered unprofessional conduct.
6. **Acceptance of Feedback:** Students are expected to accept constructive criticism professionally and make reasonable efforts to improve their performance.
7. **Questions and Learning:** Students are encouraged to ask questions and actively participate in their clinical education. Questions should be asked at an appropriate time and place and, when possible, away from patients.
8. **Professional Relationships:** Students should foster positive working relationships with patients, healthcare personnel, instructors, and fellow students.
9. **Responsibility and Accountability:** Students shall promptly report errors, incidents, and unsafe situations and seek assistance whenever necessary.
10. **Teamwork and Initiative:** Students are expected to work collaboratively with healthcare personnel and actively participate in learning opportunities.
11. **Patient Care:** Students shall demonstrate compassion, empathy, patience, and professionalism in all patient interactions.
12. **Patient Confidentiality:** All patient information is confidential. Students must comply with HIPAA and facility privacy policies. Patient information shall not be discussed in public areas or shared with individuals who do not have a legitimate need to know.
13. **Communication Devices:** Students shall comply with the communication device policy of the clinical affiliate. Students may not photograph, record, store, transmit, or reproduce patient information, patient records, diagnostic images, computer screens, staff members,

Behavioral Guidelines at the Clinical Site (continued)

or patients using any personal device. Smartphones may be used as educational reference tools only when permitted by the clinical affiliate.

14. **Social Media:** Students shall not post confidential, sensitive, proprietary, or protected information related to patients, clinical affiliates, Merritt College, the Peralta Community College District, faculty, staff, or fellow students on any social media platform. Students shall not post information that could identify a patient or imply that they are communicating on behalf of the hospital, college, or program without authorization.
15. **Identification Badge and Dosimeter:** Students must wear their assigned identification badge and radiation monitoring dosimeter during all clinical assignments in accordance with program and clinical affiliate requirements.
16. **Gratuities:** Students shall not accept tips or monetary gratuities from patients and must comply with the clinical affiliate's policies regarding gifts or other items of value.
17. **Eating, Drinking, and Tobacco Use:** Eating, drinking, chewing gum, vaping, smoking, and the use of tobacco products are prohibited in patient care areas.
18. **Leaving the Department:** Students may not leave the department during assigned clinical hours without permission from the appropriate supervisor or program faculty.
19. **Professional Boundaries:** Students shall maintain appropriate professional boundaries with patients and shall not engage in personal or social relationships with patients encountered through their clinical assignments.
20. **Professional Communication:** Loud, disruptive, or unnecessary conversations in patient care and clinical work areas are unprofessional and should be avoided.
21. **Patient Privacy and Dignity:** Students shall protect patient privacy and dignity by ensuring appropriate draping, modesty, and confidentiality during all procedures.
22. **Medical Advice:** Students shall not provide medical advice, discuss diagnoses, interpret examination results, or advise patients regarding treatment decisions. Such questions shall be referred to the appropriate healthcare provider.
23. **Cleanliness and Infection Control:** Students shall maintain a clean and safe work environment and comply with all infection control, disinfection, hand hygiene, and waste disposal procedures of the clinical affiliate.
24. **Hospital Property:** Hospital equipment, supplies, and materials shall be used only for authorized purposes and may not be removed from the clinical site without permission.
25. **Patient Handoffs:** Students shall not leave for breaks, lunch, or at the end of a clinical shift until patient care responsibilities have been completed or appropriately transferred to another qualified individual.
26. **Reporting Concerns:** Students who experience or observe unsafe conditions, harassment, discrimination, retaliation, unprofessional conduct, or other significant concerns should promptly report the matter through established clinical site and program reporting channels.

Student Clinical Supervision

Direct and Indirect Supervision

The program mandates that both direct and indirect supervision of students in the clinical education setting be strictly followed.

Direct supervision is defined as the presence of a Certified Radiologic Technologist in the room throughout the entire radiography examination.

Indirect supervision requires a Certified Radiologic Technologist to be in the general work area, ready to assist the student immediately during a radiography examination if needed.

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

Students must be under **direct supervision** for all examinations for which they have not yet achieved competency sign-off. Once a student has been signed off as competent on a particular examination, they may perform that examination under **indirect supervision**.

The following procedures must always be performed under **direct supervision**, regardless of competency status:

1. Surgical procedures
    - All Operating Room (OR) procedures must be performed under direct supervision, regardless of the student's competency sign-off status. Direct supervision requires the supervising technologist to be physically present in the operating room with the student throughout the procedure. The technologist may not supervise from another room or while simultaneously participating in a different case.
2. Portable (mobile) examinations
    - Students must be accompanied by a technologist on all portable exams, regardless of competency sign-off status. The technologist may be in an adjacent area if the student has signed off on the exam but must be present on the same floor within shouting distance to assist if needed.
3. Any examination performed at a clinical site other than the student's designated home site while on a temporary rotation.
    - Students assigned to a temporary rotation at a facility other than their home site are required to remain under direct supervision for all examinations until they have successfully completed a fourth competency sign-off at that rotation site. After the fourth sign-off is achieved, supervision requirements will follow established program policy.
4. All repeat examinations must be directly supervised.
    - The supervising technologist must initial the student's portfolio examination log for all repeat exposures.
5. Students are prohibited from energizing a fluoroscopy unit (activating the fluoroscopy pedal) unless they are under the direct supervision of a physician holding a valid

Student Clinical Supervision

Direct and Indirect Supervision

Supervisor and Operator Permit and/or a radiologic technologist holding a valid Fluoroscopy Permit.

- Students who have demonstrated competency in fluoroscopic procedures requiring oral contrast administration may provide the prescribed oral contrast to a patient without direct supervision.
- The student must ensure that the procedure is performed in accordance with facility protocols and under the direction of the supervising physician and/or qualified radiologic technologist.

6. All procedures involving the insertion of a foreign object or device into a patient's body regardless of the student's competency status.
    - This requirement includes, but is not limited to, the insertion of an enema tip for barium or water-soluble contrast examinations.
    - The initiation of intravenous (IV) access for contrast administration.
    - A qualified supervising practitioner must be physically present and immediately available throughout the procedure.

If a student is instructed to perform an examination in violation of this supervision policy, the student must immediately report the incident to the clinical preceptor, unless the preceptor is the individual directing the policy violation. In such cases, or if the issue is not appropriately addressed, the student must report the concern to the college clinical faculty and the Program Director.

Failure to adhere to established supervision requirements places patients, students, clinical affiliates, and the College at risk and may result in patient harm, regulatory violations, and potential legal liability. Compliance with supervision policies is essential to maintaining patient safety, professional standards, and program accreditation requirements.

Reporting Requirements for Clinical Errors

Any clinical error involving patient identification, examination selection, procedure performance, anatomy imaged, or contrast administration must be reported immediately to the Program Director. Examples include, but are not limited to, imaging the wrong patient, performing the wrong examination, imaging the incorrect anatomical area, or administering contrast through the wrong tube, route, or body part.

Both the student and the supervising preceptor are required to submit separate written reports detailing the incident. Each report must include a comprehensive summary of the event, the circumstances leading to the error, any corrective actions taken, and the outcome for the patient, if applicable. If an error results in actual patient harm, places the patient at significant risk, or exposes the patient to a serious health or safety concern, the student must be immediately removed from clinical duties and directed to report to the College to meet with the Program Director for review and further action.

Clinical Attendance Policies

Clinical Attendance and Absence Policy

Students must clock in and clock out each clinical day using Trajecsys. If using a mobile device, location services must be enabled.

For Clinical Experience 1C, 9A, and 9B, accumulation of four or more absences will result in a course drop and dismissal from the program unless the student has a documented medical condition or other emergency and has arranged an approved Leave of Absence with faculty prior to the fourth absence.

For Clinical Experience 9C, 9D, and 9E, accumulation of six or more absences will result in a course drop and dismissal from the program unless the student has a documented medical condition or other emergency and has arranged an approved Leave of Absence with faculty prior to the sixth absence.

Students who will be absent must notify all assigned college faculty and clinical preceptors by email at least 30 minutes before the start of their scheduled shift.

Students may not accumulate ("bank") hours in anticipation of future absences.

All absences must be made up. Make-up hours will be completed at the end of each semester and at the end of the program.

End of Program Make-up Time for Clinical Absences Policy

Clinical absences that are not made up at the end of each semester must be made up during July and August at the conclusion of the program.

All make-up hours require prior approval from both the Clinical Coordinator and the clinical preceptor. Students must submit a completed Make-Up Agreement Form (available in Trajecsys and the Student Handbook) and obtain all required signatures before reporting to the clinical site for make-up time.

Make-up hours completed without prior approval will not be accepted. Unapproved missed hours may require the student to enroll in an additional clinical course after program completion to satisfy program requirements.

In accordance with JRCERT standards, the combined total of classroom and clinical hours may not exceed 40 hours per week. Students may not participate in more than 10 hours of educational activities in a single day. Make-up hours may not be scheduled in a manner that exceeds the 40-hour weekly limit.

Clinical Attendance Policies

Clinical Tardiness

Students are expected to account for traffic, parking, and other delays to ensure arrival at the clinical site before the start of their assigned shift. Students should arrive at least 15 minutes early to store personal belongings and review the daily schedule.

Students must report to the clinical preceptor or designated personnel at or before the official start time of the shift. Students are expected to return from lunch and other approved breaks on time.

Clinical Shift Hours

Clinical hours vary by facility and are established by the clinical preceptor and department manager to maximize learning opportunities and patient contact. Students must adhere to their assigned schedules and are responsible for arranging employment, family obligations, appointments, and other commitments so they do not interfere with clinical education. Students may not alter their assigned schedules by arriving early, arriving late, or adjusting departure times without prior written approval from both the college faculty and the clinical preceptor. Students maynot attend clinical earlier than 7:30am and stay no later than 6:00pm

Students are encouraged to use slower periods to assist the department and pursue additional learning opportunities. Early departure from the clinical site is permitted only in cases of personal or family emergency. Any missed clinical time must be made up in accordance with program policy.

Clinical Visits by College Faculty

Students will receive clinical visits from Merritt College faculty according to the visitation schedule established by the Program Director. Unannounced visits may also occur.
During all visits, students must be available to meet with faculty and present required clinical documentation. Students should also be prepared to participate in patient examinations, image evaluations, retention and practice labs, and other educational activities as directed by visiting faculty.

Employment at Clinical Sites

Radiologic Science students may not be employed or volunteer at their assigned clinical education site while enrolled in clinical coursework. This restriction applies to all positions, including but not limited to patient services representative, receptionist, scribe, medical assistant, phlebotomist, transporter, or similar roles.

Students must disclose any employment at an affiliated clinical facility to the Program Director before clinical assignments are made.

Professional Appearance

Professional Hygiene

Students participating in clinical education are expected to maintain a professional appearance and high standards of personal hygiene at all times. Students should report to the clinical site clean, well-groomed, and in freshly laundered attire. The use of deodorant or antiperspirant is required.

Hair must be clean and secured away from the face and patient care areas. Fingernails, beards, and mustaches must be neat and well-maintained. Jewelry should be kept to a minimum and must not pose a safety risk to patients or the student. The use of perfumes, colognes, or other strong fragrances is discouraged due to potential patient sensitivities.

Students are expected to maintain good oral hygiene and present a professional appearance that reflects positively on the profession, the clinical site, and the College.

Hand Hygiene

- Natural nails must be clean and maintained at a length not exceeding **1/8 inch**.
- Nail polish is prohibited.
- Artificial nails, acrylics, gels, wraps, tips, overlays, fillers, and similar products are prohibited.

Students who fail to comply with hand hygiene requirements will be removed from the clinical site until compliance is achieved. Any missed clinical time must be made up in accordance with program policy.

Facial Hair

Facial hair may interfere with the proper fit and seal of an N95 respirator and may limit a student's ability to meet infection control requirements. Any facial hair must not interfere with the seal of required respiratory protection. Students required to undergo fit testing must comply with all college, hospital and occupational health requirements, including shaving facial hair as necessary to obtain an acceptable fit for respirator.

Professional Dress Code

Students must wear clean, wrinkle-free attire and display required identification at all times, including a hospital-issued badge and identification indicating Student Radiologic Technologist (SRT) status.

Acceptable uniform includes:

- Black or gray scrub tops and pants
- Clean athletic shoes and socks
- White, gray, or black long-sleeve shirts worn under scrub tops
- Scrub jackets worn over scrub tops

Professional Appearance

Professional Appearance

The following are prohibited during clinical experience:

- Audio headphones or hands-free communication devices
- Long or dangling earrings
- Outdoor jackets
- Sweatshirts, sweatpants, or jogging suits
- See-through garments
- Low-cut tops exposing cleavage
- Crop tops exposing the midriff
- Tight-fitting garments, including leggings worn as pants
- Tank tops, halter tops, or sleeveless shirts
- Sagging clothing exposing undergarments
- Shorts or miniskirts
- T-shirts displaying large logos or graphics
- Prescription Sunglasses
- Hats

Students must comply with any additional appearance or uniform requirements established by their assigned clinical site.

Clinical attire should be removed and laundered promptly after each shift. Students are encouraged to maintain footwear designated exclusively for clinical use that can be disinfected or machine washed.

Students who fail to comply with appearance, hygiene, or dress code requirements may be sent home and required to make up missed clinical time. Repeated violations may result in disciplinary action, including dismissal from the program.

Tattoos and Piercings

Students must comply with the tattoo and piercing policies of their assigned clinical site. Clinical affiliates may require visible tattoos to be covered and may restrict facial piercings or other visible body jewelry.

Students assigned to temporary rotations are expected to follow the policies of the facility for the duration of the rotation. Failure to comply with site-specific appearance standards may result in removal from the clinical area until compliance is achieved.

Personal Communication Devices

Communication Device Use

The use of personal cell phones, tablets, smartwatches, and other communication devices during clinical education is prohibited except as authorized by the clinical site. Personal calls, texting, social media use, and other non-clinical communications are not permitted while on duty or on the clinical floor.

Use of personal communication devices in the presence of patients, staff, or supervisors is considered unprofessional and may result in progressive disciplinary action.

Students must never leave a patient or procedure to answer a phone call, text message, or other communication. Leaving a patient unattended is considered abandonment of patient care and may result in disciplinary action up to and including dismissal from the program.

Students are required to comply with the communication device policies of their assigned clinical site. Where permitted by hospital policy, smartphones may be used discreetly as educational reference tools (e.g., radiography applications, medical references, or notes) and only when patient care activities are not occurring. Under no circumstances should personal devices be used in the presence of a patient.



Classroom Policies

Behavioral Expectations

Students are expected to conduct themselves in a professional, courteous, and respectful manner at all times while participating in classroom activities. Professional behavior is an essential component of success in the Radiologic Science Program.

1. Students shall treat instructors, classmates, staff, and guests with courtesy, dignity, and respect. Differences of opinion are expected; however, all disagreements must be expressed respectfully.

2. Students are expected to contribute to a positive learning environment by balancing listening and participation and allowing others the opportunity to speak.

3. Students shall refrain from using profanity, offensive language, discriminatory remarks, or engaging in discussions that disrupt the learning environment.

4. Students should raise their hand and wait to be recognized before asking questions, contributing comments, or participating in discussions.

5. Physical violence, threats, intimidation, harassment, bullying, or inappropriate physical contact will not be tolerated and may result in disciplinary action, removal from class, or dismissal from the program.

6. Students shall comply with the instructor's policies regarding food, beverages, and classroom use of electronic devices.

7. The use of smartphones, tablets, laptops, and other electronic devices must be consistent with course requirements and instructor expectations.

8. Academic dishonesty, including cheating, plagiarism, falsification of records, unauthorized collaboration, or any other form of dishonest conduct, is prohibited. Violations may result in disciplinary action, course failure, or dismissal from the program. Refer to the Honor Code for definitions and additional information.

Consequences of Unprofessional Conduct

Failure to demonstrate professional behavior or comply with classroom expectations may result in corrective action, reduction of the course grade, course failure, or dismissal from the program in accordance with program policies and due process procedures.



Classroom Policies

Classroom Tardiness

Attendance will be recorded within the first five (5) minutes of each scheduled class session. Students who are tardy more than three (3) times during a semester may receive a one-letter grade reduction in the affected course. Individual instructors may establish additional attendance and participation requirements consistent with college and program policies.

Absences

Regular attendance is essential for academic success and professional development. Absences should be limited to illness, emergencies, or other unavoidable circumstances. Excessive absences may jeopardize a student's ability to meet course objectives and may result in course failure, dismissal from the program, or both.

Attendance Policy for Didactic Courses

Attendance is expected at all scheduled class meetings.

- During the Fall and Spring semesters, instructors may drop a student when absences exceed the equivalent of two weeks of class meetings, unless extenuating circumstances warrant otherwise.
- During the Summer semester, instructors may drop a student when absences exceed the equivalent of one week of class meetings, unless extenuating circumstances warrant otherwise.

Students are responsible for all material, assignments, examinations, and announcements missed during an absence. The instructor's determination regarding attendance-related course requirements is final.

Students should regularly monitor their Peralta email account and Canvas course announcements for important communications from instructors and the program.

Instructor and Course Evaluations

Instructor and Preceptor Evaluations

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



Return to Class and Clinical Following Surgery, Illness, or Injury

Return to Class and Clinical Following Illness, Injury, or Surgery

Students recovering from surgery, illness, or injury must be medically cleared before returning to classroom instruction, laboratory activities, or clinical education.

1. Students who undergo surgery, receive treatment for a medical condition, or sustain an injury that affects their ability to safely participate in program activities must provide written clearance from their treating healthcare provider before returning to class or clinical assignments.

2. The medical clearance must indicate that the student is able to safely participate in classroom, laboratory, and clinical activities and identify any restrictions or limitations, if applicable.

3. Students with temporary conditions that limit mobility, strength, range of motion, dexterity, or the ability to safely perform clinical duties may be restricted from clinical education until medically cleared for participation. This may include, but is not limited to, the use of casts, splints, braces, slings, orthopedic boots, or other devices that interfere with the safe performance of clinical responsibilities.

4. Medical clearance documentation must be submitted to the Program Director and, when applicable, the clinical preceptor before the student returns to clinical education.

5. Clinical hours missed because of illness, injury, surgery, or medical restrictions must be made up in accordance with program attendance and make-up time policies.

6. Students requiring an extended recovery period should consult the Clinical Leave of Absence Policy and meet with the Program Director to discuss available options and program progression requirements.

The Program Director reserves the right to require medical documentation whenever there is a concern that a student's medical condition may affect the safety of the student, patients, classmates, faculty, or clinical staff, or impair the student's ability to meet the essential functions of the program.

Leave of Absence Policy

Leave of Absence Policy

Students experiencing a long-term illness, injury, pregnancy, disability, or significant personal or family hardship may be eligible for a Leave of Absence (LOA) from the Radiologic Science Program. A LOA permits a temporary interruption in program participation with the opportunity to return later. A LOA may affect a student's graduation date, clinical assignments, and progression through the curriculum. Students should meet with the Program Director to discuss the impact of an approved leave on their academic and clinical progression.

All Leaves of Absence must be requested through the Program Director and approved by program faculty. The terms and conditions of the leave will be determined on an individual basis. Students requesting a leave for medical reasons must provide appropriate documentation from a healthcare provider.

Students recovering from a short-term illness, injury, or surgery should refer to the **Return to Class and Clinical Following Illness, Injury, or Surgery** policy. A Leave of Absence is generally not required for temporary conditions unless the student is unable to participate in program activities for an extended period.

A Leave of Absence may be granted for up to one (1) year. Students approved for a leave are expected to re-enter the program at the beginning of the semester in which they withdrew during the following academic year.

Students requiring a leave longer than one year must reapply for admission to the program. Readmission is not guaranteed and is subject to space availability and program requirements.

Students who are temporarily unable to participate in clinical education due to a medical condition but are able to attend didactic courses may be eligible for a Clinical Leave of Absence. During this period, students may continue coursework while deferring clinical participation. Missed clinical hours, competencies, and assignments must be completed in accordance with program requirements before graduation.

Students are limited to one Clinical Leave of Absence during the two-year program unless otherwise approved by the Program Director due to extraordinary circumstances.

Students returning from a medical Leave of Absence must provide written documentation from their healthcare provider indicating their ability to safely participate in program activities.

Students returning with temporary or permanent medical restrictions who believe they may require accommodations should contact Merritt College Student Accessibility Services (SAS). Requests for accommodation will be evaluated in accordance with applicable federal and state laws and district policies.

Students must be able to perform the essential functions of the Radiologic Science Program, with or without reasonable accommodation, and participate safely in classroom, laboratory, and clinical activities.

Attendance and Testing Policy

Attendance, Examinations, Final Examinations, and Clinical Responsibilities

Examinations and Practical Evaluations

Students are expected to attend all scheduled examinations and practical evaluations. Students who are absent on the day of a scheduled examination or practical evaluation must notify the instructor as soon as reasonably possible and provide documentation supporting the absence. Acceptable documentation may include verification of a medical condition, emergency, or other circumstance deemed appropriate by the Program. Makeup examinations and practical evaluations will be considered only for documented excused absences and will be scheduled at the discretion of the instructor.

Students who are absent from another scheduled course on the same day as an examination or practical evaluation must provide documentation supporting the absence. Failure to provide appropriate documentation may result in corrective action under the Program's attendance and professionalism policies, including counseling, written warning, or disciplinary action.

Students absent from a scheduled clinical education assignment immediately preceding an examination or practical evaluation may be required to provide documentation supporting the absence. The Program reserves the right to review the circumstances of the absence to determine whether the student has met attendance, preparedness, and competency expectations necessary to safely participate in a practical evaluation.

Final Examinations

All final examinations are comprehensive and may include content from the entire course. Final examinations are administered during the designated final examination period as determined by the college final week schedule. For summer-session courses, the final week of the course serves as the official final examination week.

Students are expected to avoid scheduling personal travel, routine medical appointments, employment commitments, family events, or other avoidable conflicts during final examination periods. Final examination dates should be considered fixed and take priority over personal scheduling. Attendance at all scheduled final examinations is mandatory. An unexcused absence from a final examination will result in a score of zero (0) for the examination, which will be calculated into the student's final course grade.

Students who experience a documented excused absence during a final examination must notify the instructor as soon as reasonably possible and provide supporting documentation. Depending on course requirements and college policy, the instructor may authorize one of the following:

- A makeup examination
- An alternate examination
- An alternative assessment or
- An Incomplete (I) grade until the required assessment has been completed.

Attendance and Testing Policy

Attendance, Examinations, Final Examinations, and Clinical Responsibilities

Clinical Attendance During Final Examination Week

Students are required to attend all scheduled clinical education hours during final examination week. Any clinical absence will require makeup time if necessary to meet program clinical hour requirements, competency requirements, or graduation requirements. Unexcused clinical absences during final examination week may result in additional corrective action under the Program's attendance and professionalism policies.

Failure to complete required clinical hours may result in assignment of an Incomplete (I) grade until all clinical requirements have been successfully completed. Students are responsible for completing all clinical and academic requirements before program completion. Delayed completion may postpone graduation, program completion verification, ARRT eligibility verification, and employment opportunities.

Clinical Documentation and Trajecys Requirements

Clinical records, competencies, evaluations, and assessments must be completed and maintained in Trajecys throughout the program. Students are also required to maintain a hard-copy clinical portfolio containing all required program documents, including:

- ARRT Master Sign-off Sheet
  Radiography_Didactic_and_Clinical_Competency_Requirements_2027.pdf
- Program-required clinical documentation TRS Login

All clinical documentation and portfolio materials must be submitted by the published semester deadline. Clinical preceptors and faculty may be responsible for verifying and entering required information into Trajecys as applicable. Clinical assignments, documentation, and required paperwork submitted after the established deadline will receive a one-letter grade reduction for the affected assignment unless otherwise specified by the instructor. This policy will be applied consistently to all students.

Note: *The Program reserves the right to assign an Incomplete (I) grade until all clinical, didactic, and program requirements have been satisfactorily completed. All students must meet graduation requirements established by Merritt College and the Radiologic Science Program before completion can be verified. Eligibility verification for ARRT certification may be delayed until all program requirements have been successfully completed.*

Admission, Retention and Disciplinary Action

Admission, Retention, Academic Progression, and Disciplinary Action

Admission to the Radiologic Science Program

Approximately twenty-two (22) students are admitted to the Radiologic Science Program each fall semester. Admission is based upon successful completion of all admission requirements and the selection procedures described in the Program Brochure, College Catalog, and program admissions materials. The program reserves the right to modify admission procedures in accordance with college policy and accreditation requirements.

Retention and Academic Progression

Students must maintain satisfactory academic and clinical performance throughout the program to remain in good standing. To progress in the Radiologic Science Program, students must:

- Successfully complete all required Radiologic Science courses and clinical education courses with a final course grade of at least 75%.
- Meet all clinical competency, clinical attendance, professionalism, and program requirements.
- Comply with all program, college, and clinical affiliate policies.

Students whose cumulative course grade falls below 75% at any point during a semester may receive academic counseling, a written warning, remediation recommendations, or other interventions designed to support student success.

A final course grade below 75% in any required Radiologic Science course constitutes unsuccessful course completion and will result in dismissal from the program.

Students who withdraw from a required Radiologic Science course are no longer eligible to continue in the current program sequence and will be withdrawn from the program.

Students experiencing academic difficulties are encouraged to seek assistance from faculty as early as possible. Faculty may recommend tutoring, counseling, remediation activities, academic advising, or other support services.

Grading Policies

The instructor of record is responsible for evaluating student performance and assigning grades. Each course syllabus will clearly describe grading criteria and indicate the weight assigned to examinations, quizzes, practical evaluations, clinical assessments, projects, assignments, and other required coursework.

Students are responsible for reviewing and understanding all course grading policies contained in the syllabus. Faculty grading decisions are afforded substantial deference based upon professional academic judgment. In the absence of clerical error, computational error, discrimination, arbitrary action, bad faith, or failure to follow established policies and procedures, the instructor's evaluation of academic performance shall be considered final.

Grade changes may be made only in accordance with college policies and procedures governing grade corrections and grade appeals.

Admission, Retention and Disciplinary Action

Admission, Retention, Academic Progression, and Disciplinary Action

Academic and Professional Standards

Because Radiologic Science students provide patient care in clinical settings, students are expected to demonstrate professional conduct, ethical behavior, sound judgment, and safe clinical practice always.

Failure to maintain academic, clinical, ethical, or professional standards may result in corrective action, remediation, probation, suspension, or dismissal from the program, depending upon the severity and circumstances of the violation.

Disciplinary Action

The Program may initiate disciplinary action when a student's conduct violates program requirements, clinical affiliate policies, college policies, applicable laws, professional standards, or patient safety expectations. Examples of conduct that may result in disciplinary action include, but are not limited to:

- Unprofessional conduct, including gross insubordination, unethical behavior, or failure to maintain professional standards during classroom, laboratory, or clinical activities.
- Violations of patient confidentiality, privacy, or HIPAA requirements.
- Conduct that jeopardizes patient safety or welfare.
- Failure to comply with program, clinical site, or college policies.
- Disruptive behavior that interferes with the learning environment or clinical operations.
- Physical, verbal, written, electronic, or other forms of harassment, intimidation, threats, or abuse directed toward patients, students, faculty, staff, or clinical personnel.
- Theft, vandalism, misuse of property, or intentional damage to college or clinical site property.
- Academic dishonesty, falsification of records, cheating, plagiarism, unauthorized collaboration, or dishonesty in classroom, laboratory, or clinical activities.
- Falsification of clinical records, attendance records, competency documentation, or Trajecys records.
- Violations of college conduct policies or clinical affiliate regulations.
- Any conduct deemed inconsistent with the ethical and professional standards of the radiologic sciences profession.

The Program reserves the right to immediately remove a student from a clinical assignment or educational activity when necessary to protect patient safety, student safety, employee safety, or the integrity of the educational environment.

Report on Disciplinary Actions to the ARRT

Reporting on Disciplinary Actions to the American Registry of Radiologic Technologists

The Radiologic Science Program is required to report student suspensions, dismissals, and formal disciplinary actions to the American Registry of Radiologic Technologists (ARRT) when such reporting is required under ARRT policies, ethics requirements, or eligibility review procedures.

Students should understand that disciplinary actions taken by the Program may become part of the student's educational record and may be disclosed to the ARRT as part of the certification and registration process. The Program may be required to provide documentation related to disciplinary actions, academic misconduct, ethical violations, patient safety concerns, criminal matters, or other incidents that could affect an individual's eligibility for certification and registration.

The ARRT may review reports, disciplinary records, supporting documentation, and other relevant information when evaluating an applicant's compliance with the ARRT Standards of Ethics. As part of its review process, the ARRT may request additional information from the Program and/or the student.

Program admission, continued enrollment, graduation, or successful completion of degree requirements does not guarantee eligibility to sit for the ARRT certification examination. The ARRT maintains sole authority to determine whether an individual meets the ethical and professional qualifications for certification and registration. Students are responsible for complying with all ARRT reporting and disclosure requirements and are encouraged to review the ARRT Standards of Ethics and Ethics Review Process for guidance regarding reportable events and eligibility determinations.

Note: *The Program will cooperate fully with ARRT requests for information and documentation related to student conduct, disciplinary actions, academic integrity violations, patient care incidents, and other matters subject to ARRT ethics review.*

Safety Policies

Radiation Safety Officer

The designated Radiation Safety Officer (RSO) for the Merritt College Radiologic Science Program is Judy Phuong, MS, RT, Clinical Coordinator. The Radiation Safety Officer is responsible for overseeing radiation safety practices and ensuring compliance with applicable program, college, clinical affiliate, state, and federal radiation safety requirements.

The duties of the Radiation Safety Officer include, but are not limited to:

- Monitoring and enforcing compliance with all Radiation Safety Policies and Procedures within the program and at affiliated clinical education centers.
- Administering and maintaining the student radiation dosimetry monitoring program.
- Reviewing student dosimetry reports on a regular basis.
- Communicating dosimetry reports and exposure information to students in a timely manner.
- Investigating any reported radiation exposure reading exceeding 60 mRem during a quarterly monitoring period and implementing appropriate follow-up actions as necessary.
- Providing radiation safety guidance, education, and counseling to students, faculty, and clinical personnel when appropriate.
- Maintaining records related to radiation monitoring, exposure investigations, and radiation safety compliance.

Alternate Radiation Safety Officer

The Alternate Radiation Safety Officer is Jacqueline Custard, Ed.D., RT(R)(M), Program Director. The Alternate Radiation Safety Officer shall assume the responsibilities of the Radiation Safety Officer during periods of absence, unavailability, vacancy, or otherwise delegated by the designated Radiation Safety Officer.

The Alternate Radiation Safety Officer has the authority to perform all duties assigned to the Radiation Safety Officer, including review of dosimetry reports, investigation of exposure readings, implementation of corrective actions, and oversight of program radiation safety activities.

Student Responsibilities

Students are required to comply with all radiation safety policies and procedures established by the Program and clinical education centers. Failure to adhere to radiation safety requirements may result in counseling, corrective action, disciplinary action, or removal from clinical assignments when necessary to protect patient, student, or employee safety.

Safety Policies

Radiation Safety

Students are required to always practice radiation safety and adhere to the principles of **ALARA (As Low As Reasonably Achievable)**. Compliance with all radiation protection policies and procedures established by the Radiologic Science Program, Merritt College, and affiliated clinical education centers is mandatory. Students are expected to exercise professional judgment, follow established safety protocols, and place the safety of patients, personnel, and the public as their highest priority during all laboratory and clinical activities.

Failure to comply with radiation safety standards may result in corrective action, removal from the laboratory or clinical setting, disciplinary action, suspension, or dismissal from the program, depending on the nature and severity of the violation and the potential risk to patients, students, staff, or the public.

Examples of radiation safety violations include, but are not limited to:

- Failing to properly identify a patient, verify the examination order, confirm the correct procedure, or obtain an appropriate patient history, resulting in or creating the potential for imaging the wrong patient or wrong anatomical part.
- Intentionally or negligently exposing a student, technologist, faculty member, staff member, visitor, or any individual who is not the intended patient.
- Performing radiographic exposures on classmates, family members, friends, volunteers, or members of the public unless specifically ordered by a licensed practitioner and authorized by the clinical facility.
- Performing examinations under indirect supervision before documented competency has been achieved and approved in accordance with Program supervision policies.
- Repeating radiographic exposures without the direct supervision of a qualified radiologic technologist, as required by Program policy, accreditation standards, and applicable regulations.
- Making radiographic exposures while unauthorized individuals are present in the examination room or when appropriate radiation protection measures have not been implemented.
- Failing to utilize appropriate shielding, collimation, exposure selection, immobilization methods, or other radiation protection practices when indicated.
- Failing to wear an assigned radiation monitoring device (dosimeter) or altering, exchanging, falsifying, misusing, or tampering with a dosimeter or its records.
- Deliberately bypassing equipment safety features, radiation protection devices, established exposure protocols, or department safety procedures.

Safety Policies

Radiation Safety

- Using radiation-producing equipment for purposes other than approved educational or patient-care activities.
- Any action that unnecessarily increases radiation exposure to patients, personnel, students, or members of the public.

Students shall follow current professional standards and clinical site policies regarding patient shielding and radiation protection. Radiation protection measures shall be used whenever appropriate and consistent with the diagnostic objectives of the examination. Students are expected to employ proper collimation, exposure factor selection, positioning techniques, and protective equipment to minimize unnecessary radiation exposure.

Because radiation safety is fundamental to patient care, ethical practice, and public protection, serious violations may warrant immediate removal from clinical assignments pending review by the Clinical Coordinator and Program Director. Repeated violations may result in progressive disciplinary action up to and including dismissal from the Program. While students will be afforded due process in accordance with College and Program policies, concerns involving patient safety or radiation protection may require immediate intervention and temporary suspension of clinical privileges while the matter is investigated.



Safety Policies

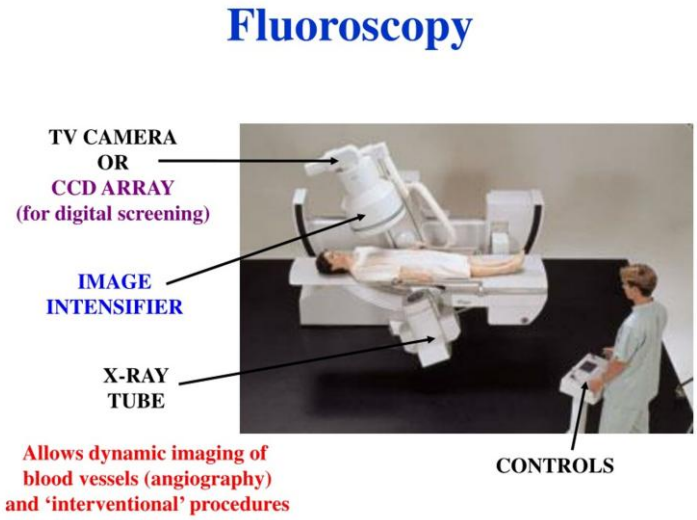
Student Fluoroscopy Policy

Students enrolled in the Merritt College Radiologic Science Program and approved fluoroscopy permit curriculum may participate in fluoroscopic procedures in accordance with California Health and Safety Code and Title 17 regulations. Students may participate only under the direct supervision of a qualified radiologic technologist fluoroscopy permit holder or certified supervisor and operator. The supervising individual must be physically present to observe, verify, and correct student performance as necessary.

Students shall not participate in fluoroscopic procedures until they have successfully completed Program fluoroscopy instruction as outlined in the student handbook, clinical site-specific fluoroscopy orientation, and a documented competency for each fluoroscopy room or mobile fluoroscopy unit they will use.

Students may not independently perform fluoroscopy procedures. To minimize unnecessary occupational radiation exposure, students are prohibited from participating in fluoroscopic quality-control testing, including lead apron inspections and similar non-patient procedures. Students shall adhere to ALARA principles and all Program, clinical site, state, and federal safety requirements.

Failure to comply with fluoroscopy or radiation safety requirements may result in corrective action, suspension of fluoroscopy privileges, removal from the clinical setting, or further disciplinary action in accordance with Program policies.



Safety Policies

Radiation Monitoring and Safety

Radiation Monitoring Requirements

- Students must always wear a personal radiation monitoring badge while in the clinical setting. The badge must be worn at collar level on the front of the body and outside any lead apron.

- Students are responsible for purchasing and maintaining an approved **Mirion InstaDose®** radiation monitoring badge as required by the program.

- Lost, damaged, misused, or unreturned badges must be reported immediately to the Clinical Preceptor and Radiation Safety Officer (RSO). Failure to report or properly use a badge may result in disciplinary action, including clinical suspension, probation, or dismissal from the program.

- Students who lose or damage a badge must obtain a replacement as soon as possible. Until a replacement badge is activated, students may not participate in fluoroscopy or C-arm procedures.

- If a student is aware that a badge has been lost or damaged and delays reporting the issue, clinical hours completed during that period may be invalidated and required to be repeated.

- Radiation monitoring reports are reviewed monthly.

- Monitoring badges must not be worn when the student is undergoing a medical imaging procedure as a patient.

- Badges should be protected from radiation exposure, direct sunlight, excessive heat, moisture, and laundering. Do not leave the badge in a vehicle. When transporting the badge, store it in a backpack, purse, or other protective container.



Safety Policies

Radiation Safety Guidelines

Energized Laboratory Procedures

- Students must wear their personalized radiation monitoring badge during all energized laboratory activities.
- Radiographic exposures may only be performed under the direct supervision of a program instructor.
- Energized laboratory equipment must remain secure when instructors are not present.
- An ***"Exposure Lab in Progress - Do Not Enter"*** sign will be posted whenever energized equipment is in use.

Non-Energized Equipment

- Equipment designated for positioning practice only will be clearly labeled as non-energized.
- If equipment is not labeled, students should assume it can produce radiation and follow all safety precautions.

Radiation Exposure Limits

The program follows applicable NCRP recommendations and the ALARA (As Low As Reasonably Achievable) principle.

- Student occupational exposure should ***not exceed 1 mSv (100 mrem) annually or 2 mSv (200 mrem) during enrollment in the program.***

Monitoring and Investigation

- Any quarterly exposure reading ***exceeding 0.6 mSv (60 mrem)*** will be reviewed by the Radiation Safety Officer.
- As part of the review process, the RSO may evaluate clinical assignments, radiation safety practices, and relevant imaging procedures to determine the cause of the exposure.
- Identified safety concerns must be corrected before the student resumes clinical activities involving ionizing radiation.

Clinical Radiation Safety Practices

- Students must remain behind a protective barrier or control booth during radiographic exposures whenever possible.
- Students are prohibited from holding patients during radiographic exposures.
- During fluoroscopic or mobile imaging procedures, students must wear appropriate protective apparel and maximize their distance from the radiation source while maintaining patient care responsibilities.
- Radiation monitoring badges must be worn outside the lead apron at collar level during fluoroscopic procedures.

Safety Policies

Safe Practices with Magnetic Resonance Imaging (MRI)

Students may not enter an MRI suite or participate in MRI-related procedures until they have successfully completed the required MRI Safety Training. MRI safety instruction is provided in **RADSC 1B** prior to the start of clinical education in **RADSC 1C**.

Required training topics include:

1. Magnet Safety: Preventing Projectile Injuries
2. Emergency Procedures in the MRI Environment
3. Magnet Safety: Preventing Patient Injuries Related to Metallic Implants and Devices
4. MRI Safety: Preventing Injuries Associated with Radiofrequency (RF) Coils

Students must successfully complete all assigned MRI safety modules and any associated assessments before being permitted to enter an MRI suite or observe MRI procedures during clinical education. An MRI safety training resource used by the program is available at: MRI Safety Training Video

Students are required to comply with all MRI safety policies of the clinical education site and always follow the direction of MRI personnel. Failure to comply with MRI safety requirements may result in removal from the MRI environment and disciplinary action in accordance with program policies.

MRI Screening Requirements

All students must complete the MRI Screening Form located in the Appendix of this Handbook **annually** and before beginning any clinical education experience.

- Before participating in any MRI procedure or entering an MRI suite at a clinical site, students will undergo additional screening by the MRI technologist.
- The MRI Screening Form must be reviewed and approved by the MRI technologist prior to the student's entry into the MRI environment.
- Students who do not meet MRI safety requirements or have a contraindication to MRI exposure may be restricted from participating in MRI-related clinical activities.
- Students are required to immediately notify the Program Director and Clinical Coordinator of any change in their MRI screening status, including but not limited to the placement of a pacemaker, implanted device, metallic foreign body, or any other condition that may affect MRI safety eligibility.
- Updated MRI screening documentation and clearance may be required whenever a student's health status or MRI safety status changes, regardless of the annual screening schedule.

Failure to complete the annual MRI screening, disclose changes in MRI screening status, or obtain appropriate clearance may result in removal from clinical activities until all MRI safety requirements have been met**.**

Pregnancy Policy

Pregnancy Declaration and Radiation Safety Policy Nondiscrimination Statement

The Merritt College Radiologic Science Program complies with all applicable federal and state laws prohibiting discrimination based on sex, pregnancy, childbirth, termination of pregnancy, recovery from pregnancy-related conditions, parental status, and related medical conditions.

A student shall not be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity based on pregnancy or related conditions. Pregnancy alone shall not be a basis for limiting a student's participation in classroom, laboratory, or clinical education activities. [ed.gov], [ed.gov]

Purpose

The purpose of this policy is to provide information regarding radiation safety, pregnancy declaration procedures, and available accommodations for students who are pregnant during enrollment in the Radiologic Science Program.

The program recognizes that occupational exposure to ionizing radiation during clinical education is maintained at levels that are As Low As Reasonably Achievable (ALARA). Students who are pregnant or may become pregnant are encouraged to become familiar with this policy and discuss any questions with program faculty.

Voluntary Pregnancy Declaration

Under Nuclear Regulatory Commission (NRC) regulations, a pregnant individual has the right to voluntarily declare a pregnancy in writing to the Program Director. A declaration of pregnancy is entirely voluntary. Students are not required to declare a pregnancy and may choose whether or not to provide notification to the program.

For purposes of this policy, a declared pregnant individual is a student who voluntarily informs the Program Director in writing of a pregnancy and provides the estimated date of delivery. A declaration remains in effect until it is withdrawn in writing or the pregnancy ends. [nrc.gov], [osha.gov]

Information and Counseling

Students who voluntarily declare a pregnancy will:

- Receive information regarding radiation exposure during pregnancy.
- Receive a copy of NRC Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure. [nrc.gov], [ehs.ucr.edu]
- Be counseled regarding radiation protection practices, fetal dose limits, and methods used to minimize radiation exposure.

Fetal Radiation Monitoring

A student who voluntarily declares a pregnancy will be required to purchase a second fetal dosimeter (second radiation monitoring badge) to be worn at waist level under the lead apron during clinical assignments. Students are responsible for fees associated with lost, damaged, or unreturned radiation monitoring badges in accordance with program policy applicable to all students.

Pregnancy Policy

Pregnancy Declaration and Radiation Safety Policy Nondiscrimination Statement

The purpose of the fetal dosimeter is to monitor radiation exposure to the embryo/fetus and assist the program and clinical site in maintaining compliance with applicable radiation safety standards.

The Nuclear Regulatory Commission requires that the dose equivalent to the embryo/fetus from occupational exposure not exceed 0.5 rem (5 mSv) during the entire pregnancy. The program and clinical affiliates will make reasonable efforts to avoid substantial variation above a uniform monthly exposure rate. [ecfr.gov]

Clinical Participation

A declared pregnant student has the right to continue participating in all didactic, laboratory, and clinical learning experiences. Pregnancy alone shall not result in automatic reassignment, exclusion from procedures, reduction of clinical hours, or modification of clinical responsibilities.

At the student's request, the Program Director and clinical preceptor may discuss possible measures to minimize radiation exposure while maintaining required educational experiences. These measures may include:

- Additional radiation protection practices.
- Increased attention to positioning and distance from radiation sources.
- Assignment modifications that maintain educational objectives while supporting radiation safety.

Any modifications will be based upon the student's request, educational requirements, radiation safety principles, and clinical site capabilities.

Leave of Absence

A pregnant student may request a pregnancy-related leave of absence in accordance with Program policies. Students who are unable to participate in clinical education because of pregnancy-related medical limitations may be required to provide medical documentation consistent with the requirements applied to other students requesting medical accommodations or medical leave. Students returning from an approved leave will be clinical make-up policies.

Withdrawal of Declaration

A student who has voluntarily declared a pregnancy may withdraw the declaration at any time by submitting written notification to the Program Director. Upon receipt of the written withdrawal, fetal monitoring under this policy will cease, and the student will be treated under the same radiation monitoring requirements applicable to all students. [osha.gov], [nrc.gov]

Students Who Do Not Declare Pregnancy

Students who choose not to declare a pregnancy will be treated the same as all other students enrolled in the program. Students who do not voluntarily declare a pregnancy will continue to participate in clinical education under the standard radiation safety policies of the program and clinical affiliate.

Pregnancy Policy

Pregnancy Declaration and Radiation Safety Policy Nondiscrimination Statement

Confidentiality

Information regarding a student's pregnancy declaration will be maintained in accordance with applicable privacy laws, college policies, and educational records requirements. Information will be shared only with individuals who have a legitimate educational, safety, or regulatory need to know.

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

Standard Precautions

Standard Precautions

Radiologic Science students must follow CDC Standard Precautions and all infection prevention and control policies of their assigned clinical facility. Standard Precautions apply to the care of all patients and are based on the assumption that blood, body fluids (except sweat), nonintact skin, and mucous membranes may contain infectious agents.

Students shall:

- Perform hand hygiene before and after patient contact, after contact with potentially contaminated equipment or surfaces, and after removing gloves.

- Wear appropriate personal protective equipment (PPE), including gloves, gowns, masks, eye protection, or face shields, whenever exposure to blood, body fluids, respiratory secretions, or other potentially infectious materials is anticipated.

- Follow respiratory hygiene/cough etiquette and all required Transmission-Based Precautions (Airborne, Droplet, or Contact), including the use of an N95 respirator when required by the clinical facility.

- Follow safe injection and sharps safety practices, including immediate disposal of used needles and sharps in approved containers and activation of safety devices when available. Needles shall not be recapped, bent, or broken unless required by an approved clinical procedure.

- Handle all specimens, patient care equipment, and soiled linen as potentially contaminated and according to facility policy.

- Immediately report any needlestick injury, blood or body fluid exposure, or other occupational exposure to the clinical instructor and designated facility representative and follow the facility's exposure-control procedures.

- Be familiar with the location and use of emergency and resuscitation equipment within the clinical setting.

Clinical site policies may be more restrictive than program requirements. In such cases, students must follow the policies and procedures of the assigned clinical facility.

Centers for Disease Control and Prevention (CDC). *Standard Precautions for All Patient Care*. Updated April 3, 2024. CDC Standard Precautions. [cdc.gov]
Centers for Disease Control and Prevention (CDC). *Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings*. Updated November 22, 2023. CDC Isolation Precautions. [cdc.gov]

Venipuncture and Intravenous Contrast Policy

Venipuncture and Intravenous Contrast Policy

Patient safety is the primary consideration in all venipuncture and contrast administration procedures. Student participation in venipuncture and contrast-related activities is an educational privilege, not a right, and may be restricted, suspended, or terminated at any time by the clinical facility, supervising practitioner, clinical instructor, or program administration when patient safety, clinical judgment, student competency, or facility policy warrants.

Students may participate only within the limits of their education, documented competency, supervision requirements, and applicable clinical facility policies and procedures.

Students may assist with contrast administration procedures under the direct supervision of a qualified physician, registered nurse, radiologist, or appropriately credentialed radiologic technologist as permitted by state law and clinical facility policy.

Students must successfully complete all required instruction and competency evaluations in Patient Care II and Positioning II before participating in contrast administration activities.

All student activities must comply with the policies and procedures of the clinical facility. Students may perform peripheral venipuncture for contrast administration after successfully completing a minimum of ten (10) venipunctures on a training model arm as part of Patient Care II instruction.

Before performing venipuncture on human subjects, students must:

- Demonstrate satisfactory competency as determined by program faculty.
- Obtain any approvals required by the clinical facility.
- Comply with all applicable clinical facility policies and procedures governing venipuncture and contrast administration.
-

Participation in venipuncture procedures remains subject to the discretion of the clinical facility and supervising personnel.

Until the student has successfully completed all program venipuncture competency requirements, venipuncture procedures must be performed under direct supervision.

For purposes of this policy, **direct supervision** means the supervising physician, registered nurse, or appropriately credentialed radiologic technologist is physically present in the immediate procedure area, observes the student's performance of the procedure, and is immediately available to provide assistance or assume responsibility for the procedure when necessary.

Venipuncture and Intravenous Contrast Policy

Venipuncture and Intravenous Contrast Policy

The supervising individual retains responsibility for patient care and may terminate the student's participation at any time. A successful venipuncture is defined as:

- Appropriate patient identification and preparation.
- Successful venous access.
- Successful placement of the intravenous access device without another individual completing the insertion.
- Completion of the intended clinical purpose of the intravenous access as verified by the supervising clinician.
- Appropriate documentation and evaluation according to program and facility requirements.

All successful venipunctures performed on human subjects must be documented and verified by the supervising clinician according to program procedures.

Following successful completion and documentation of ten (10) venipunctures on human subjects, and upon faculty verification of competency, the student may be awarded a Certificate by the Merritt College Radiologic Science Program.

The Certificate documents completion of program-specific educational competencies and does not independently authorize clinical practice beyond applicable laws, regulations, employer policies, or facility requirements.

Students may perform venipuncture only on adult patients eighteen (18) years of age or older unless otherwise authorized by program administration and permitted by clinical facility policy. Students shall not perform venipuncture on pediatric patients. Clinical facilities may impose additional restrictions regarding patient eligibility.

Students are limited to a maximum of two (2) venipuncture attempts per patient unless a clinical facility has a more restrictive policy. An attempt is defined as any skin puncture intended to obtain venous access. If a student is unsuccessful within the permitted number of attempts, the procedure must be completed by qualified clinical personnel in accordance with facility policy.

Students shall not access, manipulate, administer contrast through, or inject contrast media into any central venous access device. Prohibited devices include, but are not limited to:

- Peripherally Inserted Central Catheters (PICCs)
- Implanted venous ports
- Tunneled central venous catheters
- Non-tunneled central venous catheters
- Dialysis catheters
- Any other central venous access device

Venipuncture and Intravenous Contrast Policy

Venipuncture and Intravenous Contrast Policy

Students may observe these procedures when permitted by the clinical facility.

Students performing venipuncture for examinations utilizing a power injector must continuously monitor the intravenous access site throughout the entire contrast injection. Continuous monitoring requires direct visualization of and immediate access to the injection site sufficient to identify signs and symptoms of infiltration, extravasation, or other complications. Students must remain with the patient throughout the injection process and immediately notify supervising personnel of any patient complaint, abnormal finding, or suspected complication. If continuous monitoring of the injection site cannot be maintained because of patient positioning, equipment configuration, examination workflow, or facility protocol, the student shall not perform the venipuncture for that examination. Any suspected infiltration, extravasation, or adverse reaction must be managed in accordance with clinical facility policy and under the direction of qualified clinical personnel.

Students must use devices equipped with engineered sharps injury protection whenever such devices are provided by the clinical facility. Students shall activate all safety devices immediately following use and dispose of sharps in approved sharps containers in accordance with facility policy and Occupational Safety and Health Administration (OSHA) standards. Students shall not remove or handle sharps in a manner that compromises applicable safety requirements.

Students must comply with all Merritt College Radiologic Science Program policies and all applicable clinical facility policies, procedures, and scope-of-practice requirements. When a clinical facility policy is more restrictive than this policy, the clinical facility policy shall take precedence.

Nothing in this policy guarantees a student's eligibility to perform venipuncture or participate in contrast administration activities at any clinical site. Clinical facilities retain the authority to limit, restrict, or prohibit student participation in these activities.

Injury and Exposure Policy

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

Follow these steps:

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

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

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

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

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

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

Injury and Exposure Policy

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

Follow these steps:

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

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

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

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

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

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

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

Injury and Exposure Policy

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

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

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

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

Clinical Performance, Due Process, and Student Grievance Procedure

Clinical Performance

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

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

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

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

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

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

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

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

Clinical Performance, Due Process, and Student Grievance Procedure

Clinical Performance

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

- In case of suspension, hospital staff must notify the program director as soon as possible by phone at 510-436-2427 or email jcustard@peralta.edu. A written account of the incident must be emailed as soon as possible.
- College faculty will decide the appropriate disciplinary action considering the incident. The faculty will arrange a meeting with the student within 3 business days to inform him or her of the action.
- The student may not return to clinical until they have met with the faculty.

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

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

Clinical Performance, Due Process, and Student Grievance Procedure

Due Process

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

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

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

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

Clinical Performance, Due Process, and Student Grievance Procedure

Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance

I. Definitions

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

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

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

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

II. Allied Health Student Grievance Hearing

A. Student Rights

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

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

B. Hearing Procedure

1. An immediate hearing will be arranged within seven days of receiving the complaint and the request for such a hearing. Both the student and the instructor will be informed about the date of the hearing at least three days in advance.
2. The composition of the Allied Health Student Grievance Hearing Committee will be as follows:
    a. The Vice President of Instruction, who will preside over the Committee.
    b. A faculty member from the program who is not involved in the grievance, or if necessary, another faculty member from a related health program will be jointly appointed by the PFT and the Academic Senate.
    c. A faculty member from a related health program who is not part of the grievance will be jointly appointed by the PFT and the Academic Senate.
    d. An administrator from the College, excluding the Vice President of Student Services who will be appointed by the College President.
    e. A student from a program that is not implicated in the grievance who will be appointed by the College President.

Clinical Performance, Due Process, and Student Grievance Procedure

Procedure for Allied Health Student Appeal for Dismissal for Clinical Performance

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

C. Role of the College President

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

D. Decision Appeal

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

Student Academic Grievance Hearing Procedure

Rights of the Student

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

B. The Procedure

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

Student Complaint Policy and Procedure

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

Procedure

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

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

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

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

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

Documentation

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

Radiologic Science Program Contingency Plan

Purpose

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

Communication and Notification

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

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

2. **Return to Classroom Instruction:**

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

Return to Classroom Instruction:

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

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

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

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

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

Appendix Forms and Sections

FORMS:

- Magnetic Resonance Imaging Student Screening…….67
- Documentation Forms for Academic Advising (First-year)…….69
- Documentation Forms for Academic Advising (Second-year)……..…..70
- Service Learning-Request for Approval ……..71
  - Service Learning-Documentation of Independent Activity ….71
  - Service-Learning Reflection Paper Assignment ….71
- Request for Hospital Transfer Form ……73
- Student Unsafe Performance Report ……74
- Acknowledgment of Radiation Risk During Pregnancy ……75
- Pregnancy Declaration/Undeclaration Notification Form ……76

RECEIPT OF STUDENT HANDBOOK (Signature page)……...77

APPENDIX SECTIONS

- Instruction Concerning Prenatal Radiation Exposure …..Appendix Section 1
- Supervisor's Report of Employee Injury …… Appendix Section 2
- Employee's Claim for Workers' Compensation Form……..Appendix Section 3
- JRCERT Standards for an accredited Educational Program in Radiography…….Appendix Section 4
- ARRT Standards of Ethics……..Appendix Section 5

MERRITT COLLEGE
Radiologic Science Program

MRI Student Screening

Facility Name: _____

Address: _____

City, State, Zip: _____

Student Name: _____ Date: _____
Please Print

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

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

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

(Continue to next page)

MERRITT COLLEGE
Radiologic Science Program

MRI Student Screening

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

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

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

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

Student Signature: _____ Date: _____

TECHNOLOGIST USE
Screening performed by (print name) _____

Technologist Signature: _____

Revised 5/14/2024 jcc

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

Student's Name: _____

Date of Counseling Appointment: _____

Counselor's Name: _____

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

(circle all that apply)

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

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

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

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

(circle one or both)

a. A petition for certificate of completion.

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

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

_____

Counselor signature Date

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

Thank you for your assistance with this matter!

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

Student's Name: _____

Date of Counseling Appointment: _____

Counselor's Name: _____

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

(circle all that apply)

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

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

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

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

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

(circle one or both)

a. A petition for certificate of completion.

b. A petition for the Associate degree in Radiologic Science

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

I have discussed this process with the student.

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

_____

Counselor signature Date

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

Thank you for your assistance with this matter!

MERRITT COLLEGE
Radiologic Science Program
Student Learning

Request for Approval of Independent Activity

Student's Name: _____

Proposed date(s) of activity: _____

Description of activity: _____

Name of Agency or Contact Person: _____

Phone Number of Agency or Contact Person: _____

Email Address of Agency or Contact Person: _____

College Instructor Signature for Approval of Activity:_____

Student Learning Documentation of Independent Activity

Student's Name: _____

Activity: _____

Date of Activity: _____

Name of Agency or Contact Person: _____

Phone Number of Agency or Contact Person: _____

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

_____

Printed Name Signature Date

Student Learning Reflection Paper Assignment

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

MERRITT COLLEGE
Radiologic Science Program
Request for Hospital Transfer Form

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

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

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

Student's Name: _____Date: _____

Home Clinical Site: _____

Temporary Clinical Site: _____

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

1.

2.

3.

Request type: ☐ Temporary ☐ Permanent

For temporary transfers, please indicate start _____and end dates_____

Clinical Instructor

Name	Signature	Date

College/Clinical Instructor

Name	Signature	Date

☐Approved ☐Denied.

MERRITT COLLEGE
Radiologic Science Program
Student Unsafe Performance Report

Date: _____Time: _____

Student's Name: _____Clinical Site: _____

Reported by: _____ Role/title: _____

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

Situation:

Background:

Assessment:

Recommendation:

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

_____

Clinical Instructor Signature Date

_____

Department Manager Signature Date

_____

Disciplinary Action Taken by College after Conference Signature Date

MERRITT COLLEGE
Radiologic Science Program
Acknowledgement of Radiation Risk During Pregnancy

I _____ acknowledge that I have received counseling

from _____regarding my clinical educational responsibilities during my pregnancy.

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

"Instruction concerning prenatal radiation exposure,

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

_____

Student Signature Date

_____

Program Director/College Instructor Date

MERRITT COLLEGE
Radiologic Science Program
Pregnancy Declaration/Declaration Notification

Pregnancy Declaration

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

I agree to read:

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

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

Student Name Student Signature Date

Program Director Signature Date

Pregnancy Undeclaration

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

Student Name Student Signature Date

Program Director Signature Date

Merritt College Radiologic Science Program

Receipt of Student Handbook

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

_____

Student Signature Date

_____

Student Name (please print)

_____

Faculty signature Date