



Policy and Procedure Manual
Radiologic Sciences Department

Approved & Implemented Date
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Radiologic Sciences

Mission Statement

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

Values

Compassionate patient care

Continued pursuit of learning

Sensitivity to the learning needs of our students

Fair and equitable treatment for all

Respect for all thica (p)7 (a)2 rBT 0.34c

JRCERT Standards

The DMI p

Compliance with JRCERT Standards

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

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

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

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

Program Effectiveness Data

Code of Conduct

CCSF's Student Code of Conduct

The official [CCSF Student Code of Conduct](#) can be found on the ccsf.edu website. Enrollment within the Radiologic Sciences Department is considered implicit acceptance of the CCSF Student Code of Conduct. CCSF's processes are designed to educate and, where appropriate, sanction those students who violate college regulations. We seek

Harassment Policy

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

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

Student Health and Technical Standards

Americans with Disabilities Act

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, CCSF makes reasonable adjustments in its

Drug Screening

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

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

Cardio-

comply with any health requirements may be cause for program dismissal. All health requirements must be met before clinical placement.

Program Entrance Health Requirements

Immunization Proof (Titer)

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

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

Vaccination Proof (non-titer)

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

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

Continuing Student

Curriculum Sequence

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

Fall Start

1st Semester – Fall		Units
DMI 49	Intro to Radiologic Technology	3
DMI 50A	Intro to Medical Radiography	3
DMI 52	Patient Care & Staff Relations 11.04 153.	

Program Length and Advanced Standing/Transfer

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

Advanced standing and/or transfer from another Radiologic Science program into a CCSF Radiologic Sciences Department program

Venipuncture Certification

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

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

Program

Dress Code

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

- The entire uniform (scrub top, bottom, undershirt, and shoes) must be clean, ironed, without missing buttons/fasteners, and free of stains
 - Navy blue hospital-style scrubs must be worn in the clinical setting
 - Underwear must not be visible through the uniform or above the pant waist level
 - If an undershirt is worn, it must be white, black, gray, or navy blue
 - If a scrub jacket is worn, it must be navy blue
 - Hospital surgery scrubs shall only be worn when the student is scheduled for surgery
 - A CCSF patch must be sewn on the left shoulder of all scrub tops and scrub jackets
 - A CCSF identification badge stating "Student Radiographer" clecrrle (ica)ndemBd (o)7 (r)5o

Social Media

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

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

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

Academic Standards

Plagiarism and Self-Plagiarism

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

Self-plagiarism is defined as submitting a pa54(c)-7 (7 w)9 (r)5 (it)9 (a)2 1.31 .y0.005 M yit)9 8 (f)8 (it)9 (t

Clinical Standards

Scope of Practice for the Radiologic Technology Student

- 1) Providing optimal patient care
 - 2) Receiving, relaying, and documenting verbal, written, and electronic orders
 - 3) Corroborating a patient's clinical history with the procedure and ensuring information is documented and available for use by a licensed practitioner
 - 4) Verifying informed consent for applicable procedures
 - 5) Assuming responsibility for patient needs during procedures
 - 6) Preparing patients for procedures
 - 7)
- 63 ~~2019~~

Clinical Transfer Request

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

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

Clinical Affiliate R

Insurance

Record Maintenance

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

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

Competency-Based Goals, Evaluations, and Examination

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

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

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

Daily Log Sheet

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

Scheduling

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

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

- Students are not allowed to do any overtime
- Students are not allowed to forgo lunch to leave early, start late, or accumulate compensation time except for conference days
- Students are to begin their day according to the schedule provided by their Clinical Preceptor and end their day 8.5 hours later
- If a student arrives late (more than five minutes),

Supervision

All radiography students shall have direct supervision during clinical education until a competency is evaluated and satisfactorily completed. Students shall never have less than indirect supervision. Supervision means responsibility for, and control of, quality, radiation safety, and technical aspects of all radiographic examinations and procedures(r)3 (ad)-2 (i)8(x)

Professional Conduct and Disciplinary Procedures

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

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

- Personal hygiene, grooming, and timeliness
- Interpersonal relations and collegiality
- Handling stress, setting priorities, and time management
-

Coaching, Warning, and Reprimand

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

Warnings and reprimands are formal notifications to a student that they have violated professional conduct,

Grievance Policy and

Readmission

A student dismissed for failed coursework or academic non-progression is eligible to reapply to a Radiologic Sciences Department program

Attendance

Attendance - Didactic

Bereavement Leave

Students are allowed bereavement leave in the event of a death in the immediate family. Immediate family is defined as a parent (including foster, stepparent, and parent-in-law), child (including foster and stepchild), spouse, domestic partner, sibling, sibling-in-law, grandparent, grandparent-in-law, and grandchild.

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

Conference Days

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

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

Flex Days

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

Holidays

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

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

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

Hospital Strikes

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

- The Radiologic Sciences Department will not provide letters to help defer jury duty

Leave of Absence

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

- A leave of absence can be granted for up to one semester
- Leave of absence requires approval from the Program Director
- Leave of absence without approval from the Program Director is considered a voluntary withdrawal

Student Injuries

On Campus Student Injury

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

Clinical Site Student Injury

1. Seek medical care
 - a. Emergency: go anywhere
 - b. Non-Emergency: go to one of the [Designated Treatment Facilities](#)

Designated Treatment Facilities

For Injuries Occurring During Normal
Business Hours

- **St. Francis Health Center**
24 Willie Mays Plaza
(415) 972-2249
Monday - Friday: 7:30am - 5:00pm
- **CPMC - Davies Campus**
Castro & Duboce Streets
(415) 600-6600 option 2
Monday - Friday: 8:00am - 5:00pm
- **Kaiser – Mission Bay**
1600 Owens Street, San Francisco, CA
(415) 883-2000
Monday - Friday: 8:00am - 5:30pm
- **Kaiser - Occupational Health
Services (Opera Plaza)**
601 Van Ness Avenue, Suite 2008
(415) 833-9600
Monday - Friday: 8:30am -

Pregnancy & Paternity

Pregnancy declaration is voluntary and remains the prerogative of the student. It is encouraged that the student informs the Department Chair or Program Director in writing of the pregnancy. The program has the duty to inform a pregnant student of the American College of Radiologists (ACR) radiation exposure policies regarding the possibility of “wrongful”

Request for Leave of Absence Due to Pregnancy

Request for Program Continuance with Partial Modification or Interruption

Isolation Procedures

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

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

- Contact Precautions
- Droplet Precautions
- Airborne Precautions

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

- Radiation monitoring device readings above the effective dose equivalent shall be reported in writing to the Radiation Health Branch of the State of California Department of Public Health
- Radiation monitoring devices are only to be worn for designated educational activities
- The RSO shall review all radiation monitor readings
- In accordance with the Title 10 Code of Federal Regulations, part 20, the Radiologic Health Branch of the California State Department of Public Health must be notified if any student or faculty receives an overexposure using the following criteria:
 - Immediate Notification: a total effective dose equivalent of 25 rems (0.25 Sv) or more, a lens dose equivalent of 75 rems (0.75 Sv) or more or a shallow-dose equivalent to the skin or extremities of 250 rad (2.5 Gy) or more
 - 24-Hour Notification: a total effective dose equivalent exceeding 5 rems (0.05 Sv); or a lens dose equivalent exceeding 15 rems (0.15 Sv)
- The radiation monitor report is to be presumptive evidence of exposure to the individual
- Any unusual incidents in which it is discovered that a monitor has been exposed, but not the student, for example, if the badge was left in a fluoroscopy room, or accidentally irradiated during luggage inspection at the airport, requires that the student complete a "Radiation Incident Report" available on the Radiologic Sciences Department website
 - At the time that the Radiation Incident Report is submitted, the student will