Radiologic Sciences Program

Student Program Handbook 2023-2024

Produced by: Faculty & Staff of YVC
Revised 06/2023

Contents

Student Policy Handbook 2023-2024

Students Rights and Responsibilities

Admission to the college carries with it the expectation that students will conduct themselves as responsible members of the college community; that they will comply with the rules and regulations of the college; maintain high standards of integrity and honesty; respect the rights, privileges, and property of other members of the college community; and will not interfere with legitimate college affairs.

Introduction

Welcome to the Yakima Valley College Radiologic Sciences Program. The faculty and administration hope that you will find being a part of the Program a rewarding experience as you attain your goal of becoming a Radiologic Technologist.

This program is 8 consecutive quarters in duration and consists of a combination of classroom, laboratory, and clinical experiences. Upon completion of the program, the graduate is eligible to apply to take the Registry exam given by the American Registry of Radiologic Technologists. Yakima Valley College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

The Radiologic Science program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The handbook has been written as a supplement to other Yakima Valley College (YVC) official documents, not as a replacement. All Radiologic Sciences students are subject to current rules and regulations set forth by Yakima Valley College, The American Registry of Radiologic Technologists (ARRT), the American Society of Radiologic Technologists (ASRT) and clinical Handbook policies.

Program Introduction

The YVC Radiologic Sciences Program strives to graduate individuals who are qualified in the use of ionizing radiation for the purpose of diagnostic imaging. It is the public's right to expect high standards in the treatment that they receive, as well as being treated in a professional manner.

In a profession, people must work together as a group for the benefit of everyone involved. You have now become part of that group and should always remember that you have responsibilities, both academically and professionally.

You are beginning a most interesting, mind expanding, and fascinating experience. How much you get out of the program depends on how much you choose to put into it. If you choose, you can become a self-reliant, decision-making, efficient and caring Radiologic Technologist.

The program faculty, in conjunction with the advisory committee, establish program outcomes as a framework for course offerings. Program goals are revised yearly and posted in this handbook.

Mission Statements

Yakima Valley College Mission Statement

As a federally designated Hispanic-serving Institution residing on the traditional homelands of the 14 Confederated Tribes and Bands of the Yakama Nation, Yakima Valley College cultivates equity and a culture of innovative and inclusive teaching and learning.

Yakima Valley College serves all students holistically, supports all students' learning goals, and fosters achievement within career and educational pathways.

We strengthen our communities by providing opportunities for personal enrichment, economic mobility, and sociocultural engagement.

Workforce Education Mission Statement

The Workforce Education Division prepares students for careers in the evolving workplace and promotes lifelong learning.

YVC Radiologic Sciences Mission Statement

The YVC Radiologic Sciences Program strives to graduate individuals who are qualified in the use of ionizing radiation for the purpose of diagnostic imaging and demonstrate professional and ethical behavior in delivering quality patient care.

Radiologic Sciences Program Goals and Student Learning Outcomes

Goal 1—Clinical Competence: Students will exhibit clinical competence through demonstration of knowledge and skills necessary to function within the scope of practice as an entry-level Radiologic Technologist.

Program Learning Outcome 1: Students will:

Demonstrate appropriate positioning skills and radiation safety practices on various exams.

Program Learning Outcome 2: Students will:

Demonstrate the ability to perform imaging exams on various patient types using foresight and sound reasoning to adapt to patients with special considerations.

Goal 2—Critical Thinking: Students will demonstrate analytical reasoning skills in various settings throughout the program.

Program Learning Outcome 1: Students will:

Formulate necessary technical factor adjustments while differentiating between errors on radiographic images.

Program Learning Outcome 2: Students will:

Synthesize information that is available to them.

Goal 3—Communication: Students will model appropriate and effective communication skills in various settings throughout the program

Program Learning Outcome 1: Students will:

Employ effective communication while following the structure of an assignment.

Program Learning Outcome 2: Students will:

Employ communication effectively in the professional setting.

Radiologic Sciences Course Curriculum

First Year Schedule

Summer Quarter

Course	Title	Credit	Student Hours
RT 116	Radiographic Communication	2 credits	20 hours
RT 110	Introduction to Radiology	3 credits	30 hours
RT 117	AIDS/HIV/CPR	1 credit	10 hours
CMST	CMST 101 or 220 (pre-requisite)	5 credits	50 hours *if needed*

Fall Quarter

RT 111	Introduction to Clinic	1 credit	20 hours
RT 120	Image Production	3 credits	30 hours
RT 121	Image Production Lab	1 credit	20 hours
RT 130	Rad. Positioning I Theory	3 credits	30 hours
RT 131	Rad. Positioning I Lab	2 credits	40 hours
RT 140	Rad. Patient Care Theory	2 credits	20 hours
RT 141	Rad. Patient Care Lab	1 credit	20 hours

Winter Quarter

RT 122	Digital Imaging	4 credits	40 hours
RT 132	Rad. Positioning II Theory	3 credits	30 hours
RT 133	Rad. Positioning II Lab	2 credits	40 hours
RT 150	Clinical Practicum I	6 credits	180 hours

Second Year Schedule

Course	Title	Credit	Student Hours
Spring Quarter			
RT 134	Rad. Positioning III Theory	2 credits	20 hours
RT 135	Rad. Positioning III Lab	2 credits	40 hours
RT 136	Radiographic Procedures	4 credits	40 hours
RT 151	Clinical Practicum II	6 credits	180 hours
Summer Quarter			
RT 250	Clinical Practicum III	16 credits	480 hours
Fall Quarter			
RT 230	Path/Adv. Procedures	3 credits	30 hours
RT 240	Radiation Biology	3 credits	30 hours
RT 251	Clinical Practicum IV	12 credits	360 hours
Winter Quarter			
RT 220	Equipment Operations & Physics	2 credits	20 hours
RT 231	Path/Adv Procedures II	4 credits	40 hours
RT 252	Clinical Practicum V	8 credits	240 hours
RT 259	Professional Prep	1 credit	10 hours
Spring Quarter			
RT 232	Path/Adv. Procedures III	2 credits	20 hours
RT 246	Adv. Radiation Physics	5 credits	50 hours
RT 253	Clinical Practicum V	8 credits	240 hours
RT 260	Registry Review	2 credits	20 hours

Credits distributed as follows:

Lecture Classes: 1 credit hour will be equal to 1 hour of class time. Lab Classes: 1 credit hour will be equal to 20 hours of lab time.

Clinical Practicum: 1 credit hour will be equal to 30 hours of scheduled clinic related activities.

1 hour of class or lab time equates to 50 minutes of instructor time.

Estimated Cost*

First Year	Summer	Fall	Winter	Spring
Tuition*	$795.78 6 CREDITS	$1869.82 18 CREDITS	$1666.00 15 CREDITS	$1598.06 14 CREDITS
Books/Supplies	$150.00	$400.00	$250.00	$200.00
Lab Fees		$100.00		
Non-Refundable Fee	$150.00		$40.00	$45.00
Trajecsys Clinic Tracking		$150.00		
Uniforms		$150.00		
Mal Practice Insurance		$15.00		
Liability Insurance		$3.00		
Background & Drug Screen	$95.00			
E-learning Fees	Incl.	Incl.	Incl.	Incl.
Total	**$1183.78**	**$2687.82**	**$1956.00**	**$1843.06**

Second Year	Summer	Fall	Winter	Spring
Tuition*	$1733.94 16 CREDITS	$1869.82 18 CREDITS	$1666.00 15 CREDITS	$1801.88 17 CREDITS
Books/Supplies		$175.00	$125.00	$150.00
Lab Fees				
Uniforms	$100.00			
Malpractice Insurance	$15.00			
Liability Insurance	$3.00			
Degree Application				$10.00
ARRT Board/App. Fee				$225.00
Board Vitals Board Prep				$175.00
E-learning Fees	Incl.	Incl.	Incl.	Incl.
Total	**$1851.94**	**$2044.82**	**$1791.00**	**$2361.88**

Approximate cost of the 24-month program: ***$15,720.30***

Possibility of an increase in tuition; unknown at time of printing.

Tuition, Fees & Lab Fees

*'Tuition', 'Fees' & 'Lab Fees' amounts are based upon current rates at time of print and are subject to change.

Financial Assistance

Because of the academic responsibilities and the necessity of practical experience during a variety of clinical shifts, the faculty discourages outside employment for Radiologic Sciences students. Clinical assignments will not be adjusted to meet outside personal or employment schedules. Students who need financial aid assistance should consult with radiologic sciences faculty or personnel in the financial aid office.

Technical Standards

A Radiologic Technologist must be capable of communicating with and maneuvering patients, reacting to emergency situations, manipulating heavy equipment and handling radiographic accessories; therefore, they must have adequate use of speech, limbs and auditory as well as visual senses. The following is a list of essential functions that must be performed in a satisfactory manner.

- Apply knowledge of anatomy, physiology, positioning and radiographic techniquesto accurately demonstrate anatomical structures on a digital image receptor.
- Determine exposure factors to achieve radiographic techniques with minimum radiation exposure to the patient.
- Monitor medical equipment attached to patient.
- Assist physician and technologists with sterile field and administration of contrast media.
- Provide patient care and appropriate patient communication.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Evaluate the performance of radiologic system equipment, know safe limits of equipment operations and report malfunctions to the proper authorities.
- Participate in radiologic quality assurance programs.
- Understand and review medical records/patient chart when appropriate.
- Adhere to standard precaution protocols and maintain cleanliness of equipment.
- Adhere to appropriate precautions including: airborne, droplet, contact orreverse isolation.
- Have the ability to understand, remember, and apply oral and/or written instructionsin English.
- Understands complex problems and collaborates and explores alternative solutions.
- Hear faint sounds from a distance of 15 feet away.
- Have correctable far vision in one eye to 20/20 and 20/40 in the other eye.
- Lift 20 pounds from the floor, carry 10 feet and place on a surface 36 inches high.
- Work with arms overhead for 2-5 minutes at a time.
- Sitting, standing and walking for long periods of time.
- Frequently exerting up to 50 lbs of force in order to lift, carry, pull or move objects.
- Have the ability to bend, feel, reach, grasp and perform repetitive motions.
- Safely and successfully manipulate and transport mobile radiographic equipment.
- Endure observing and working, hands-on, with severely injured trauma patients and/or critically ill patients.
- Assist in radiography of a corpse.
- Communicate effectively with patients and staff.
- Adhere to all HIPAA Regulations.
- Must be able to wear an N95 mask while doing physical activity for an extended period of time.

Motor Skills

Students should have sufficient motor function so that they are able to safely and substantially perform the essential requirements needed to provide general care and treatment to patients in all healthcare settings. For example; for the safety and protection of patients, the student must be able to perform basic life support, including CPR, and function in an emergency situation. The student must have the ability to safely assist a patient in moving from a chair to a bed, examination table or from a wheelchair to another location.

Sensory Observation

Students must be able to observe a patient accurately, at a distance and close at hand, and observe and interpret non-verbal communication.

Communication

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family and other professionals from all cultural, ethnic and socio-economic backgrounds. They must be able to express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The student must be able to convey or exchange information at a level that allows development of a health history, identify problems presented, explain alternate solutions, and give directions orally and in writing. The student must have the ability to make correct judgement in seeking supervision and consultation in a timely manner.

Cognitive

Students must be able to measure, reason, analyze, integrate and synthesize in the context of their professional study. They must be able to quickly read and comprehend extensive written material, as well as evaluate and apply information and engage in critical thinking.

Behavior/Emotional

Students must possess the emotional health required for the exercise of good judgement, the prompt completion of all responsibilities attendant to the care of patients and their families. In addition, they must be able to maintain mature, sensitive and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly, without warning, or in unpredictable ways. The student must be willing to change his or their behavior when it interferes with productive individual or team relationships. The student must possess skills necessary for effective and harmonious relationships in diverse environments.

Professional Conduct

Students must have the ability to reason morally and practice healthcare in an ethical manner. They must be willing to abide by professional standards of practice. Students must be able to engage in patient care delivery in all settings and be able to deliver care in all populations.

Students must demonstrate professional behavior and attitudes, such as the ability to collaborate with others, and to admit mistakes gracefully.

If an applicant is unable to perform the essential functions of a Radiologic technologist, requests for reasonable accommodations may be discussed with **Disabled Student Services** and the program coordinator.

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team.

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

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for theprofession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession andprotects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Any violation of the ARRT code of ethics will result in disciplinary action up to dismissal from the program.

Introduction to Policies

Students enrolled in the Yakima Valley College Radiologic Sciences will be responsible for observing college rules and regulations as stated in the current YVC Code of Students Rights and Responsibilities and College Catalog, in addition to those applicable to their clinical affiliation assignments. Clinical education centers, while separately located, are considered an integral part of the College Campus.

The Radiologic Sciences Student Policy Handbook outlines performance expectations. The Handbook was originally developed by the Advisory Committee and faculty based on the philosophy the program must prepare the student for the work environment; what is expected of an employee will be expected of a student in regards to attendance, sick leave, etc. Every year the program asks the Advisory Committee, students and clinical education center staff to review the Handbook and offer suggestions for updating.

The rules and regulations stated in this Handbook represent a contractual agreement between YVC

and the Radiologic Sciences student for their duration of the program. Failure to comply with the rules and regulations in this Handbook will affect student evaluations and/or may result in dismissal from the Radiologic Sciences Program if the student shows no improvement or makes no attempt to correct deficiencies after counseling or direction to make improvements.

Policies and procedures in this Handbook are reviewed annually. Every effort has been made and will continue to be made to assure accurate information is contained within these policies. However, it may be necessary to change said policies without notice due to changes in legislature, institutional policies, or other sources. In this case, students will receive an updated policy Handbook each year while attending the Radiologic Sciences program. In the event program faculty identify the need for a policy Handbook change in the interim, students will be notified of the change prior to the change taking effect. Students will receive a paper or electronic copy of the new policy.

Academic Resources

Computer Lab

Student technology centers are drop-in, instructional support computer labs.

DSS

Works with qualified students on an individual basis by providing appropriate classroom accommodations, access to adaptive equipment and barrier-free facilities.

Counseling & Advising Center

Offers various resources designed to assist students to achieve academic success, acquire skills for employment, improve personal well-being and develop effective skills for interacting in a diverse environment.

Financial Aid

Programs are designed to provide the additional financial resources required by students who are pursuing an educational program at Yakima Valley College, but do not have adequate resources to meet the full cost of attendance. FAFSA application help is also available.

Library and Media Services

Print and media resources, as well as databases, available for students. Printing, photocopying, laptops to borrow, tools to complete projects are available. Reference service and instruction, and interlibrary loans available.

Mathematics Center

Instructors and instructional technicians available to provide assistance with mathematic topics and courses.

Speech Lab

Audio and visual recording media available for the preparation and practice of presentations and other communication skills.

Tutoring Centering

Available in small group, drop-in, direct one-on-one, and online peer tutoring formats, located in the Raymond Hall Building, and on Grandview campus.

Writing Center

Writing consultants available to meet with students to read, listen, talk about ideas, and help students assess the strengths and weaknesses of their writing.

Alcohol and Drug Use (Drug-Free Workplace Act of 1988)

Yakima Valley College has implemented a drug abuse policy in compliance with Public Law 100- 690. It is the goal of Yakima Valley College to adhere to federal regulations and provide a drug- free workplace. The college experience teaches more than facts and numerical equations. It offers the opportunity to explore moral and ethical problems that one will face throughout one's life.

One of the most significant problems confronting college students is to use or avoid alcohol and drugs. Yakima Valley College is dedicated to maintaining a drug-free campus for students and employees.

Yakima Valley College policy prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on campus and in all off-campus locations where classes, seminars, workshops, meetings, and college-related activities are offered. Violation of the laws and regulations will result in punishment in accord with the offense.

Community Resources: Yakima Valley College students with questions and concerns relating to alcohol or drug problems are encouraged to contact the YVC Counseling Center (574.4955).

A list of community alcohol and drug treatment facilities can be located online by searching, “Alcoholism Information and Treatment”, or “Drug Abuse Information and Treatment”. Additionally, YVC counseling center will have more information on these services.

Refer to Yakima Valley College catalog and/or Code of Student Rights and Responsibilities for additional information.

Classroom Policies

1. Washington state law prohibits employment of minors in any occupation that involves exposure (or potential exposure) to ionizing radiation. During academic and lab courses and clinical practicum, students will work with ionizing radiation. Therefore, in order to be eligible for the program, you must be 18 years of age by September 1st of the year applying to the program. This is to ensure students are 18 years of age prior to working with ionizing radiation. Please reference WAC 296-125-030.

> ***WAC 296-125-030***
>
> ***Prohibited and hazardous employment – All minors.***
>
> *The following employments and occupations as outlined in subsections (1) through (30) of this section, are prohibited for all minors, provided that exemption will be allowed from subsections (5), (8), (9), (11), (13), (15), (16), and (23) of this section when the minor is participating in a bona fide cooperative vocational education program, diversified career experience program, or work experience program certified and monitored by the office of the superintendent of public instruction or the minor employee's school district; further, exemption from the same numbered prohibitions will be allowed for any minor involved in an apprenticeship program registered with the Washington state apprenticeship and training council. The state will not grant variances for employments or occupations prohibited by the United States Department of Labor.*
>
> ***Subsection (6)*** *Occupations involving potential exposure to radioactive substances and to ionizing radiation.*

2. The Yakima Valley College Department of Radiologic Sciences requires that students must receive a grade "C" or better in any course required for the Associate of Applied Sciences Degree in Radiologic Sciences. And, a student must maintain a minimum cumulative grade point average of 2.5 while enrolled in the Radiologic Sciences program. Any student receiving less than a 2.5 cumulated grade point average for courses during enrollment in the Radiologic Sciences program will be placed on academic probation and given two quarters to correct the deficiency. If the student does not bring the G.P.A. up to 2.5 at the end of two quarters, the student will be terminated from the program.
3. If a grade below that of "C" is received in any lecture or lab course required by the Associate of Applied Science degree, the student will be required to repeat the course at the time it is next offered. If on the second attempt, the student then does not receive a grade of "C" or better, they will be terminated from the Radiologic Sciences Program. If clinic time is missed because of the repeated course, the time must be made up. ***Note:*** Some courses are required as a prerequisite for clinical practicum or other didactic course. If a student fails to meet the prerequisite, they will not be allowed to continue in the program.
   If a student receives a letter grade below a "C" this is deemed an unacceptable grade and the student will be dismissed from the program.
4. Students must receive a minimum cumulative percentage of 80% in every radiology course.

5. If a student receives a grade of less than "C" in two or more academic required courses, they will be terminated from the Program. Students terminated from the program that feel they have extenuating circumstances that have affected their academic/clinical performance may reapply to the program. Faculty will review the reapplication to determine student eligibility. Students must submit a letter explaining their extenuating circumstances and a plan for success in the future in order to be considered.
6. Regular attendance is an integral part of success. For specific attendance policies for academic courses, see individual course syllabi.
7. If a student receives an incomplete grade in support courses required for graduation, they have five weeks into the next quarter to complete the course work to receive a letter grade. For incomplete grades in Radiologic Sciences courses, individualized contracts for completion are established.
8. Students taking courses outside of the program: Students may take classes outside of the Radiologic Sciences program. If the student chooses to take additional courses outside of the program, the program ***will not*** make special accommodations to ensure the student is able to attend the additional classes. Lecture, lab, and clinic times and days are subject to change at any time. If any schedule related to the Radiologic Sciences program changes, it is up to the student to attend per the changes, regardless of additional coursework outside of the program.
9. The privacy of an instructor's office is to be respected at all times. While instructors want to be available to assist students, there are times they will not be available, in order to prepare for classes, etc. Each instructor has office hours posted on their office door and on their course syllabi to notify students of the times they are available for assistance. Appointments may also be made.
10. Visitors of any kind may not attend classes, as this is disruptive and infringes upon the rights of other students.
11. ALL electronic devices such as cell phones, laptops, tablets and smart watches, etc. must be turned off during class time. If not, the student may be asked to leave the classroom and be subject to progressive discipline. Use of cell-phone calculators or any electronic device are prohibited during quizzes or exams.
12. Campus smoking policies must be adhered to.
13. Latex Sensitivity – If you have a latex allergy, provide documentation to the Program Coordinator who will ensure that latex-free gloves are available for you.
14. Audio or visual recording of labs or lecture are not permitted without instructor permission.
15. Code of Conduct during Examination
    - Students will arrive on time for examinations. Any student arriving late will not be given an extension of time beyond the testing limits.
    - Students must follow directions from instructor or proctor regarding testing protocols. If the test is delivered online, the student must follow directions of the computer lab staff.
    - Students will not look at another student's exam. If this occurs, the examination of the student/s involved in this academic misconduct will be removed at the time of the infraction and a grade of "0" will be given.
    - If questions are allowed, they must be directed to the instructor privately. If a question proves to be of concern to all students taking the exam, the instructor will make the announcement to the class.

- Any violation of this policy will result in the removal of the offender's examination without a grade being awarded and the initiation of disciplinary action, with the most serious penalty being dismissal from the program.

16. Plagiarism is "the wrongful act of taking the product of another person's mind and presenting it as one's own". Any student who plagiarizes course work will be subject to disciplinary actions, with the most serious penalty being dismissal from the program.

Laboratory Policies

1. Visitors of any kind are not permitted in Radiologic Sciences Program ionized labs or the education sites.
2. All labs using ionizing radiation require direct supervision by faculty.
3. Radiation dosimetry badges must be worn at all times in the lab when ionizing radiation is utilized.
4. Students will check x-ray rooms and doorways for other students before making an exposure, and audibly state "Exposure in Room XX" prior to making any exposure.
5. Maintain professionalism in Lab at all times.
6. Be aware of radiation protection for self and others at all times.
7. Clean room, store accessories and phantoms after each class.
8. Sanitize equipment after each use.
9. Students will not utilize **digital** detectors unless under the **direct** supervision of faculty
10. Students may not expose without a key to unlock the control panels. Keys will be placed in a locked/secured area in which faculty must retrieve the keys before any exposures can be made.
11. Students will sanitize their hands after touching a classmate for positioning courses.
12. Utilize masks and gloves when applicable.

Clinical Policies

Students are required to adhere to clinical policies for each facility, and are responsible for all material presented in the Clinical Policy Handbook.

1. Drug Screening and Criminal Background Screening

   Prior to clinical practicum, students in the Radiologic Sciences Program will be required to complete a 12-panel drug screen and 7-year national criminal background history at the state and federal level at the student's expense. Additionally, students may be subjected to further drug screening and background checks when transferring to a new clinic facility. This will be done at the student's expense. Information regarding the process and company used will be provided during the first quarter of the program. Results will be reported by the company to the Program Coordinator/Director. Positive results will affect the student's ability to be allowed into clinical practicum. All students are expected to perform clinical activities efficiently and safely, whether it is in the clinical education center or in the campus lab setting, without the influence of drugs or alcohol.

   Students passing a background check for clinic site placement for the Radiologic Sciences program may still be ineligible for employment, ARRT examination, and state licensure if the criminal history is older than 7 years. It is recommended students review the ethics requirements at:

   https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-questions

AND

https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/radiologic-technologist/licensing-information to ensure they are eligible for licensure.

YVC is not responsible for a student's ineligibility for employment, state licensure, or ARRT examination due to criminal offenses.

The following actions/conditions are prohibited:

- Deficient clinical performance due to the use of drugs and/or alcohol. This includes prescription medications or over-the-counter medications in which performance or alertness may be altered.
- Reporting for a clinical session with the odor of alcohol or illegal chemicals on breath.
- Reporting for a clinical session under the influence of an impairing substance.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug, including marijuana, while on clinical time.
- Possession of alcohol while on clinical time.

All questionable student behavior will be dealt with through the following procedure:

- In the judgement of a Radiologic Technologist on shift at the clinic site, if the student's clinical performance could be or is adversely affected by a prescribed or over-the-counter medication, the student will be sent home and considered ill for make-up purposes and PTO cannot be used.
- If an incident or an occasion in clinic occurs when the instructor or staff has a reasonable suspicion of use or being "under the influence", the student may be required to submit immediately to a drug screening and Substance Abuse Assessment at a facility approved by the college. The expense of such testing will be borne by the student. Student agrees that results of the test will be made known to the Radiologic Sciences Program Director. If the student refuses testing, they will be dismissed from the program on the grounds of implied admission of substance use/abuse.
- Any student dismissed from the program for substance use/misuse may apply for re- entry with evidence of having successfully completed an approved treatment program.

2. Pregnancy Policy

The Yakima Valley College Radiologic Sciences Program will not discriminate against pregnant students. A radiology student that becomes pregnant while in the program may elect to:

1. Voluntarily declare the pregnancy
2. Not declare the pregnancy
3. Withdraw the declaration of pregnancy at any time through a written withdraw of declaration

Upon declaration of pregnancy, the Program Coordinator will provide the following options:

1. The student may continue the educational program without modification or interruption
2. The student may take a leave of absence from the program in which the student would return at the beginning of the quarter they withdrew in the following academic year, provided they qualify for a leave of absence per the program leave of absence policy
3. If the gestation period ends prior to graduation, the student may request reduced clinic

hours

a) The loss of time accrued by the pregnant student during the program must be made up prior to graduation or writing the A.R.R.T. examination. Absences will be addressed on an individual basis, and will require an individual contract; see the Program Director.
b) The student will arrange to make up any missed class work with the course instructor.

If the pregnant student chooses to declare the pregnancy voluntarily, they will complete the pregnancy counseling and release of responsibility form as accurately as possible. This form is located in the Program Director's office. The form requires the student to indicate the projected delivery date. The original form will be kept in the student's file. The student will be provided with a copy of the completed form for their records. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

A pregnant student, who voluntarily acknowledges their pregnancy, is expected to complete assigned rotations; fluoroscopy and c-arm procedures just as a non-pregnant student would. They are expected to utilize measures of time, distance, and shielding radiation protection practices appropriate for the pregnancy. The student will be counseled regarding these practices after they make their declaration. In addition, the pregnant student will wear two radiation-monitoring badges as follows:

- One outside the apron at collar level
- One underneath the apron at waist level
- The fetal radiation monitoring badge will be ordered at the student's expense

Students that declare pregnancy will have a lower radiation dose limit applied to the embryo/fetus radiation monitoring badge. These limits will be as follows:

1) During the gestation period if the readout for the embryo-fetus equivalent exceeds .45 rem or 4.5 mSv, the student will be encouraged to withdraw from clinic
2) Any reading that exceeds .1 rem or 1 mSv in a two-month reporting period, the student will be encouraged to withdraw from clinic

3. Communicable Disease Policy

Students must adhere to policies outlined by the CDC (Diseases & Conditions | CDC) when exposed to a communicable disease. If a student is exposed, they shall consult with the program director or clinical coordinator within 24 hours. Students with a fever may not attend clinic until the fever has resolved, without use of medication, for at least 24 hours. Violations will result in progressive discipline.

Students may not discriminate in their provision of care by refusing to be assigned to a patient who has been diagnosed with a communicable disease, including HIV infection with or without symptoms. OSHA and clinical facility guidelines must be followed.

4. Personal Appearance

The personal appearance and demeanor of Radiologic Sciences students at YVC reflect both the College and Program standards and are indicative of the students' interest and pride in their profession.

The uniform dress code is one mutually agreed upon by YVC and its clinical education centers. Uniforms and shoes must be clean, neat, and in good repair at all times.

- Surgery uniforms are to be worn only on assigned surgery days.
- Radiologic Sciences students will wear their uniforms only for clinical assignments or when officially representing the YVC Radiologic Sciences Program.
- Any student reporting to the Clinical Education Center in improper uniform or attire, or in a soiled or untidy uniform with dirty shoes, will be sent home by the clinic instructor or the college instructor. The student will not be allowed to utilize PTO for this absence and the time must be made up.
- Student will wear the official class uniform which will include matched color pants and top, or a print top selected by the program, to compliment the pants.
- Student must be able to reach, stretch and bend without private areas of the body or underwear showing. Student will be sent home to change if uniform sizing is not appropriate. Student will be responsible for making up clinic time missed and any cost incurred for purchasing new properly fitted clinic attire. Appropriate size is crucial.
- Uniforms, including shoes, lanyards or other items must not display any emblems promoting professional sports teams, businesses, unions or promote charitable organizations of any kind.
- Lanyards must be break-away style.
- Student will wear tennis shoes or uniform shoes that have enclosed toe and heel.
- Student must wear their provided YVC name tag and any clinic provided identification badge (if applicable). Students that lose either form of identification will be responsible for any costs incurred for the replacement. Students may attend clinic without their name tag/identification badge until the replacement is received. It is the student's responsibility to notify faculty immediately when either form of identification is lost.
- Student must wear their radiation dosimetry badge at all times while at clinic. Students that lose their radiation monitor will be responsible for any costs incurred for the replacement. Students may attend clinic without their radiation dosimetry badge until the replacement is received, but may not participate in fluoroscopic, surgical or portable procedures of any kind until the replacement is received. Students may not perform clinical competencies without their radiation dosimetry badge. It is the student's responsibility to notify faculty immediately if the radiation dosimetry badge is lost.
- Student must wear socks.
- Student must bathe daily and use deodorant.
- Hair must be tidy and clean. Hair longer than shoulder length must be tied back.
- Tattoos must be covered at all times.
- No piercings allowed except ears. Earrings must be contained to the lobe of the ear.
- In addition to the basic YVC Radiologic Sciences dress code (see above), students must also adhere to individual clinic site dress codes.

Any violations of the above will result in progressive discipline.

5. Professionalism

   a. **All information** concerning patients, hospital personnel, doctors, and the hospital in general is considered to be **confidential**. Students must adhere to HIPAA laws. Any violations of HIPAA are subject to immediate dismissal from the program.
   b. Casual conversation between peers should not be held in hearing range of patients. Students shall refrain from gathering in groups outside designated meeting areas.
   c. Discussion of your personal life while on duty is unprofessional and time consuming in a busy x-ray department. Leave private affairs at home.
   d. Students should refrain from discussing any x-ray procedure with another student or technologist in front of the patient. Any discussion should be done away from the patient, in a private area, and must pertain to the work at hand and must not violate HIPAA Laws.
   e. Doctors are not to be consulted for personal reasons while on duty.
   f. Students are expected to assist with the responsibility of maintaining departmental cleanliness, supplies, and room organization.
   g. Smoking or chewing tobacco is not allowed in clinical or campus areas unless there is a designated place for doing so. Students must follow their clinical education site smoking policy. They must also be aware that some smells are offensive to patients, and take steps to minimize smoke smells. Offensive odors may result in the student being sent home and progressive discipline implemented.
   h. Chewing gum is not allowed during clinic.
   i. Eating food and drinking beverages should be done only in specifically designated areas.
   j. All electronic devices must remain in the break room during clinical work hours. They may be accessed only during breaks, mealtime, or to clock in/out. This includes laptops, tablets, cell phones, smart watches, etc.
   k. Students in the clinical education centers are not to receive visitors or phone calls during their assigned shift unless it is for emergency messages. Any non-emergency phone calls must be during lunch/break times. In the event of an emergency, phone calls to the clinical facility are allowed.
   l. Students will not refuse to accept assignments by the clinical instructor or clinical education center supervisor commensurate with their capabilities, or to take directions from an individual designated by the clinical education center supervisor.
   m. Students will be provided personalized markers for identification on radiographic images and are required to use them during clinical practicum. If a student loses their markers, they are responsible for paying for replacements. Students must notify faculty within 24 hours of losing them so replacements can be ordered. Customizing student markers is prohibited.
   n. Accepting gifts or gratuities from patients or patient's families is contrary to the interest served by the hospitals and clinics. Therefore, students may not accept gifts or gratuities from any firm, organization, their employees, agents, patients or families of patients while attending clinical practicum at any facility. Furthermore, students will not solicit tips, personal gratuities or gifts from patients, patient's families or vendors. It is acceptable and expected that you graciously decline.

6. Patient Care

   a. Hand hygiene must be practiced between caring for each patient, not only for personal protection but for the protection of the patients and other hospital personnel.
   b. Students will utilize standard precautions in handling any patient.

c. Students will follow appropriate additional precautions when a patient is in isolation.
d. If students must leave the room when caring for a patient with altered mental status, or who poses a fall risk, has dementia, is intoxicated or has any other altered mental status changes, they must have someone tend to the at-risk patient in their absence.
e. The modesty of patients should be protected at all times.
f. Students will apply ALARA principles for radiation protection to reduce dose to patients.
g. Students will adhere to all clinic policies regarding donning and doffing PPE. Students will wear and utilize PPE correctly and when necessary.

7. Clinical Competency

According to the Standards for an Accredited Educational Program in Radiologic Sciences:

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. Direct supervision is defined as the physical presence of a qualified radiographer being "immediately available". Indirect supervision is defined as the qualified radiographer being within "voice range" and immediately available if needed.

The parameters of direct supervision are:

a. A qualified radiographer reviews the request for examinations in relation to the student's abilities;
b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
c. A qualified radiographer is present during the conduct of the examination; and
d. A qualified radiographer reviews and approves the radiographs.

After competency has been achieved, imaging procedures may be performed under indirect supervision of a qualified Radiologic Technologist, with the exception of patients under six years of age, portable or surgical radiographic exams, fluoroscopic exams, scoliosis, leg- length, and all contrast procedures. Direct supervision is also required on all geriatric exams if the patient is above the age of 75 years old until successful completion of competency on this exam. Under indirect supervision, the technologist must be in "voice range" and be readily available, and still must review and approve radiographs prior to them being sent for reading. Students shall not begin any exam if a technologist is not within "voice range" where they can be provided indirect supervision. Additionally, once the student has passed a simulation during their clinical testing with a faculty member, the student may then perform that exam on patients under indirect supervision. A simulation is performed in lieu of a competency on certain exams.

Students may actively participate in exams that they haven't yet learned or completed lab testing on while in clinic as long as they are under direct supervision of a technologist.

e. Unsatisfactory radiographic images shall be repeated only in the presence of a qualified radiographer. Failure to do so will result in disciplinary action and/or dismissal.

8. Criteria for Performing Clinical Competency

a. Students are given a list of required competencies for each quarter. The student has "Regular", "Fluoroscopy" and "Surgery" competency testing forms for the technologist. It is the student's responsibility to initiate the performance competency with the technologist.

b. The technologist must be in the room during the competency.
c. A student is not allowed to perform more than one competency on an individual patient. In addition, a student cannot perform a competency on the same exam, twice in one day, in the event of failing the first attempt.
d. Once the competency is completed, the technologist will fill out the form on Trajecsys. This will be viewable to the student upon submission.
e. Competency grading will be addressed in course syllabi. Students must pass all competencies by the end of the program, prior to graduation and writing the ARRT.
f. If the student is unsuccessful on the 1st attempt at a competency, the comp form in Trajecsys must be marked accordingly. The technologist should explain their error. The student should retest on a different day.

9. Grading Simulations, Returns and Competencies

- Students must pass a minimum of 80% of the total points allowed each quarter for simulations, returns and image evaluations. The total number of points will vary each quarter. The first time the student fails to meet this criterion, they will be placed on clinical probation. The second time the student fails to meet this criterion, they will be dismissed from the program. If a student is already on clinical or academic probation and receives a score of less than 80% of the quarterly points allowed for simulations, returns and image evaluations, the student will be dismissed from the program. RT150 is excluded from this policy.
- Students must have a 75% pass rate on the first attempt for clinical competencies each quarter in order to pass the course. If a student fails to meet this clinical requirement they will be placed on clinic probation. RT 150 are excluded from this policy.

10. Clinic Supervision and Repeats

- No repeats *or additional projections* without an RT for any reason.
- Direct supervision is necessary until exams have been successfully "comped".
- Direct supervision is always required for exams on patients under six years of age, portable or surgical radiographic exams, fluoroscopic exams, scoliosis, leg-length, and all contrast procedures. Direct supervision is also required on all geriatric exams if the patient is above the age of 75 years old until successful completion of competency on this exam.
- Students are never allowed to perform an exam on a patient, without supervision by a technologist, prior to passing the performance competency for that exam.

Any violation of the above ***will*** result in progressive disciplinary measures up to dismissal from the program.

11. Attendance and Clinic Scheduling

a) Because of the varied clinical assignments, it would be difficult, if not impractical, to hold an outside job or be otherwise involved with anything that would interfere with these assignments. Clinical practicum scheduling will not be changed under any circumstances. The program will not accommodate outside personal matters or employment schedules, except where required to by law (Senate Bill 5166).

b) Students are responsible for their own transportation to and from campus for classes and labs and clinic sites for their scheduled clinical rotations. Students must comply with parking regulations on campus and in the assigned clinical agencies. Distant rural clinic sites within

our community college district are utilized. Clinical practicum or class/lab schedules will not be adjusted for transportation problems that might arise. Accommodations in clinic, lab or class scheduling will not be made for any transportation needs.

c) Students will perform procedure and performance competencies at their assigned clinical site. Any changes to the student schedule or site must be approved by program faculty. The student is not allowed to perform competencies at other clinical sites without specific permission; this includes specialty rotations. If violated, disciplinary measures will be implemented and competencies will not be accepted. If a student attends clinic solely to perform a clinical competency, with the permission of faculty, the clinic time will be recorded in daily total only; they will not receive accrual of PTO hours. This additional time cannot cause student clinic time to exceed 10 hours in a day or 40 hours in a week.

d) Students are to clock in and out for their shift and lunch breaks using Trajecsys. If the student fails to do this, they must place a time exception in Trajecsys for the missed clock in or out within 24 hours of the missed time punch. If a student has any difficulty with entering the time exception, the student must contact faculty immediately so faculty can assist with this record keeping. When it is necessary to attend a class, program meeting or other program-related appointment, students must utilize Trajecsys to clock out and back in when returning to clinic after the approved event, however the student will not be required to utilize PTO for this reason. It is the student's responsibility to verify accuracy of their timecards on Trajecsys monthly, including reconciling any missing clock code. This includes hours for student to technologist ratio. Failure to reconcile your timecard by the 10th of every month for the previous month will result in a 5-point reduction in overall points for the quarter for each incident.

e) Falsification of clinical documents will be considered academic dishonesty and will result in disciplinary action.

f) In case of illness, emergency, tardiness or absence students will notify the department supervisor, clinical coordinator and the program director prior to the beginning of their scheduled shift. Failure to notify appropriate faculty and the clinic site will constitute an unexcused absence and time missed must be made up on a different day and will be scheduled with the clinic coordinator. If the department supervisor cannot be located prior to the start of their shift, leave a message with a technologist, a secretary, or other qualified personnel.

g) In the event a student becomes ill while at clinic and must leave, the student MUST notify the onsite clinic instructor, clinic coordinator, and program director, when they leave. Failure to notify the clinic coordinator will constitute an unexcused absence.

h) For each unexcused absence, including RT 111, the letter grade will be lowered one full grade i.e., A- to B-. Progressive discipline will be implemented on the first case.

i) Unexcused tardiness will result in progressive discipline when a student fails to notify clinic, clinical coordinator, and the program director of their tardiness or in the event of an invalid reason for tardiness.

j) If a student is absent for three or more consecutive days due to illness, a written and signed statement from a physician indicating the nature of the illness and the student's capability to resume clinical assignments is required upon return.

k) Students assigned to clinic may not call in sick to their clinic site and then work as a technician during their assigned clinic hours. Students caught working as a technician during their assigned clinic time will not be allowed to use PTO and will be required to make up the missed hours before receiving a grade for that clinic course. The progressive discipline will be followed.

l) Definition of Clinic Release Time Bank PTO (personal time off)

Students will receive 40 hours of clinic release time (PTO) for use during clinical practicum. These hours may be used for any personal reason or illness.

m) How to Use Clinic Release Time for a Personal Day Off

If a student wishes to schedule a personal day off, the student must give written notice two weeks prior to the date(s) requested. If PTO is used for vacation (more than 2 days in a row), written notice must be provided at least one month in advance. The written request must be delivered to the clinical coordinator or program director for approval. A request for time off less than 2 weeks, for reasons other than illness or emergency, will not be approved.

n) Exhausted Clinical Release Hours

If a student's PTO hours are exhausted, any additional time off must be made up. Any student with a deficit of hours at the end of the quarter will be issued a clinical practicum grade of "Incomplete" until clinical responsibilities are satisfied. It is the student's responsibility to schedule any make up time. If the time is not made up within five weeks of the beginning of the following quarter, the student will receive a failing grade for that course unless extenuating circumstances, to be determined by the instructor.

Students may not work more than 40 hours per week in lab, lecture, and clinic classes combined. Students that wish to make up clinic time (PTO) shall not be scheduled more than the weekly number of hours outlined below, based on quarter, to ensure they do not exceed the 40-hour maximum. This maximum is calculated by subtracting the weekly hours students are in lab, lecture, and clinic from 40 available hours per week. The hours listed below are not guaranteed, makeup hours may be further limited, depending on clinic site location and the number of students already scheduled at a specific clinic site.

Quarter	Number of Hours (Weekly)
Winter 1st Year	11
Spring 1st Year	12
Summer	0
Fall 2nd Year	1.75
Winter 2nd Year	9
Spring 2nd Year	7

o) Shift Trades

Students may trade shifts with another student three times throughout the duration of the program. Each student involved in the shift-trade will forfeit one shift trade per trading incident. Shift trades must be received by faculty two weeks prior to the request, or the request will be denied. Faculty reserves the right to refuse a shift trade should the trade negatively impact either student's ability to complete clinic assignments or competencies.

p) Inclement Weather

If a student misses assigned clinic hours during periods of inclement weather while YVC is open, they must notify the clinic site, clinic coordinator, and program director prior to their scheduled shift. Students must use clinic release time (PTO) for missed hours. This includes absence, tardiness or leaving early for inclement weather conditions.

In the event YVC closes for inclement weather conditions, or any other emergency reason, students must leave clinic if they are already attending their clinical assignment during the closure. Students will not report to clinic if YVC is closed for inclement weather or any other emergency closure. If YVC runs a delayed start, students are expected to report to clinic according to the YVC delay time. If a student misses clinic because of YVC campus closure or delayed start time, they must notify the clinic site, clinic coordinator, and program director prior to their scheduled shift. Students will not be expected to use clinic release time (PTO) for missed hours due to YVC closures.

Failure to notify appropriate personnel as instructed above, will be recorded as unexcused, and progressive discipline will be implemented. For any unexcused hours, time must be made up and scheduled with the clinical coordinator or program director.

YVC does not routinely report school closures on evenings and weekends. In the event a student must miss clinic time on an assigned weekend shift due to inclement weather, they must notify the clinic site, clinic coordinator, and program director prior to their scheduled shift. Faculty will review weather conditions for the missed time and assess credit for hours as each situation arises. Students may be required to use PTO for hours missed.

q) Lunches/Breaks

Students assigned to a clinic shift of five hours or more will receive a thirty-minute lunch break. Students MUST take a lunch within 5 hours of the beginning of their shift. Students will receive a 10-minute break for every four hours worked. It is the student's responsibility to take their lunch within five hours of the beginning of their shift.

r) Student to Technologist Ratio

JRCERT Accreditation requires that the student to technologist ratio be 1:1. Therefore, staff technologists, clinical instructors or faculty shall send students home when technologist coverage is short. Students are not required to use PTO or make up the hours when this occurs. Students will log the hours they worked for that day in Trajecsys as normal and additionally log the number of hours missed in Trajecsys due to student/technologist ratio. Every attempt will be made to rotate the student(s) being sent home, however student scheduling may not always allow for that.

s) Students are not to work past their scheduled clinical practicum shift without permission of a faculty member of the Radiologic Sciences Program. Students that remain after their shift to finish duties while tending to a patient will not accrue PTO hours. Students staying are doing so on a voluntary basis. Students may not remain after their shift to finish duties while tending to a patient if their being there affects the student-to-technologist 1:1 ratio or it will cause the student to be working greater than 10 hours in the day or 40 hours per week. Students must ensure they will be relieved of their duties in a timely manner and ask for relief accordingly. Any problems with students being unable to leave at their scheduled time

should be addressed with the clinic coordinator.

12. Health Insurance and Liability Coverage

Each student participating in the clinical education program is strongly encouraged to acquire comprehensive health and accident insurance that will provide continuous coverage during their tenure in the program. Students are responsible for their own health care costs, health insurance coverage, and their own health needs, including injuries which might occur in the clinical setting.

Students are required to purchase healthcare medical malpractice and professional liability insurance on a yearly basis. Payment is incorporated into a lab fee. Students may purchase their own policy, if desired, and upon providing documentation, may have the lab fee waived.

13. Radiation Protection Policy

When working with ionizing radiation, students will, at all times, observe the following radiation protection rules:

a. Protect the patient by providing shielding for anyone under 60 years of age
    1) Shielding reproductive organs whenever possible. Always ensure the gonadal shielding will not obscure anatomy of interest. If shielding will interfere, it should not be placed.
    2) Using appropriate technical factors (with the lowest possible mAs), minimize repeat exposures, and implement ALARA for safety of self, patients and others from unnecessary exposure.
    3) Collimating to the area of interest as close as possible.

b. Protect yourself and co-workers by:
    1) Shutting the door to the x-ray room BEFORE making an exposure.
    2) Checking to make sure all persons are standing behind appropriate lead protection before making an exposure.
    3) Wearing protective lead apparel when assisting with fluoroscopy procedures, including but not limited to, lead aprons and thyroid collars.
    4) Students shall not hold patients or the image receptor during any radiographic, fluoroscopic or surgical procedure during imaging acquisition.

c. Students are to wear radiation dosimetry badge on their uniform collar at all times. If a student loses their PPD, they must notify faculty within 24 hours. A replacement PPD will be ordered at the student's expense. Until the replacement PPD arrives, the student must refrain from all fluoroscopy, portable, and surgical procedures. Students may not complete clinical competencies without a radiation monitor. Radiation badges must be exchanged as per schedule. Students are responsible for any fee incurred for a late or missing badge.

    Bi-monthly radiation reports for Radiologic Sciences students are reviewed by the Radiation Safety Officer (RSO) and will be posted on Trajecsys for students and Clinical Education Centers. Student names will be redacted from these reports; however, students can identify their individual doses by utilizing the identification number located on the backside of their badge. Students who receive an average monthly reading of 50 mrem (.5 mSv) will be counseled regarding their radiation safety practices. A radiation overdose shall be considered any dose that exceeds 800 mrem (8 mSv) per two (2) month reporting period or 50 mrem (.5 mSv) per calendar year. In the event of a radiation overdose, the following procedure will be

followed:

1) Upon receipt of monitoring contractor's report; the RSO shall:
   a) Notify the student involved.
   b) Notify the program coordinator.
   c) Notify the office of Radiation Protection, 1.800.299.9729.
2) Upon notification from the RSO, the student will:
   a) Withdraw from the clinical area pending further investigation.
   b) Outline in writing his/her activities for the period in question, to include:
      i. Where PPD had been stored?
      ii. Where PPD was worn?
      iii. Was the PPD left in an x-ray room?
      iv. Or any other reason why the PPD had received an over-exposure of radiation.
   c) The student may return to the clinical area as soon as it has been approved by the Washington State Radiation Control Office, and/or Yakima Valley College radiology program director.

14. Holidays

Students will receive the following holidays off from clinical practicum:

January	Martin Luther King Day	September	Labor Day
February	President's Day	November	Veteran's Day
May	Memorial Day	November	Thanksgiving
June	Juneteenth	November	Native American Heritage Day
July	Independence Day		

Note if the holiday falls on a weekend and YVC is closed in observance of the holiday on a different day, the student will receive the day off in which YVC is closed in observance instead

15. Vacations/Term Breaks

PTO may be used at any time during clinical practicum (see "How to Use Clinic Release Time for Personal Day Off"). All clinical assignments will still be due as scheduled.

a. First Year in Clinic
   1) Students will not be assigned to clinic during the fall to winter break.
   2) Students will not be assigned to clinic during winter to spring break.
b. Second Year in Clinic
   1) Students will be assigned 40 hours/week during summer. PTO may be used if the student wishes time off.
   2) Students will not be assigned to clinic during the fall to winter break.
   3) Students will not be assigned to clinic during winter to spring break.
   4) Students will not be assigned to clinic the 7 days immediately following the week of spring quarter finals.
   5) Students will not be assigned to clinic the 7 days immediately prior to fall classes beginning.

It should be noted that these assignments are subject to change if program clinic hours are affected

by any unforeseen circumstances in order to make up clinic hours for on-time graduation.

16. Chapter 18.84 WAC Registration/Certification

    a. The intent and purpose of this law is to protect the public by certification and registration of practitioners of Radiologic Sciences. This will be done by regulating all persons utilizing ionizing radiation on human beings by identifying those practitioners who have achieved a particular level of competency.
    b. Copies of the law and codes may be obtained by contacting the following:

       Washington State Department of Health Office of Radiation Protection
       PO Box 47827
       Olympia Washington 98504-7827 www.doh.wa.gov

17. Employment

    a. If a student is employed by a facility as an "x-ray technician", YVC will not be held responsible for any action taken by the student while employed.
    b. Chapter 246-926-WAC (Washington Administrative Code)

       It has been determined that a student while enrolled in an approved school may administer ionizing radiation. If said student takes call or works outside of school hours, they must apply for registration prior to applying ionizing radiation.

18. Program Completion

    a. Students will be assigned to clinical practicum through spring quarter of their second year in the program.
    b. In order to be eligible to apply to take the American Registry of Radiologic Technologists (ARRT) exam, students must successfully complete all aspects of the Radiologic Sciences Program and fulfill Yakima Valley College financial obligations.
    c. Students must complete 16 hours of leadership/community service during the program.

19. Student Advisory Panel

    Membership

    Two - three representatives, at a minimum one from each class.

    Meetings

    Shall meet approximately once a quarter, or more frequently as deemed necessary. Meetings shall be scheduled and facilitated by the program director. All faculty members are encouraged to attend. If students request, a staff member outside of the department will moderate the session.

    Responsibilities

    - Review Student Policy Handbook.
    - Other as determined by faculty and students.

    Parameters

    Specific cases where disciplinary procedures are involved will not be discussed.

    Students may offer opinions regarding program policies or bring forth opinions for program improvement; however, they cannot make policy.

20. Leave of Absence

Students may request a program leave of absence for up to 12 months. Leave of absences will only be considered for extenuating circumstances or where required by law. Only students in good academic and clinical standing are eligible. Students may not be on academic or clinical probation to qualify. Requests must be in writing to the program director and will be considered on a case by case basis. If you are not in good academic or clinical standing, in any course, you will not be considered. If granted your request, you will be expected to re-enter the program at exactly the point which the student left one year later and will be subject to space availability. Space availability is dictated by program capacity of accreditation and is not guaranteed. The program will not decline to accept a student in order for a student to return. No extensions will be granted for reentry. If students are unable to re-enter the program within one year, they will need to reapply to the program and will not be allowed to resume where they left off. Upon return to the program, your academic and clinical requirements will be discussed and a quarterly follow-up with the program director will be mandatory until both parties have reached a mutual agreement upon academic and clinical expectations. Leave of absence will NOT be allowed during the first year of the program. If a student is ineligible for a leave of absence, students may be required to complete all courses already completed again when they re-enter the program in a subsequent year. Additionally, if curriculum changes occur during a leave of absence that will affect the student's ability to complete the program, those courses will need to be repeated. If the student chooses to leave the program because their leave of absence request is denied, they are dismissed from the program.

21. Absences for Medical Emergencies

If a student experiences a medical emergency or injury, the type/extent of the emergency will determine if student work can be made up in the same quarter. If the work cannot be made up, students will receive an incomplete grade until missed work has been completed. Faculty will make every attempt possible to assist students in make-up work prior to the end of the quarter, but this could be limited depending on the time of the quarter the work has been missed, if the class is academic or clinical, and the amount of work that is remaining.

If the emergency prevents the student from returning the subsequent quarter, a spot will be held for them the following academic year and the can enter the program where they left off. If curriculum has changed, they may be required to take additional coursework or repeat coursework already taken.

22. Allegations of Program Non-Compliance with the Northwest Commission on Colleges and Universities Standards

Yakima Valley College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. A copy of the Standards for an Accredited Educational Institution is available upon request.

Allegations of non-compliance with the Northwest Commission on Colleges and Universities Standards may be sent to the Dean of Workforce Education with a copy to the program coordinator. The program coordinator will subsequently respond to the allegation/s within two weeks of receiving the written document. The response will be given to the originator of the allegation and to the Dean. If resolution is not obtained, a meeting with the originator and the

program coordinator will be scheduled with the divisional dean.

23. JRCERT Non-Compliance Policy

The Radiologic Sciences Program is accredited by:
Joint Review Committee on Education in Radiologic Sciences 20 North Wacker Dr, Ste 2850
Chicago IL 60606-3182
312.704.5300
mail@jrcert.org

Any grievances related to the Radiologic Sciences Program are handled by Yakima Valley College first (File a Complaint - Yakima Valley College (yvcc.edu)) and if the grievance is not resolved, students should contact JRCERT to report allegations.

The JRCERT reporting process may be viewed at the following JRCERT-Complaint-Process.pdf (jpu.edu)

24. Immunizations

Students must complete and maintain all required immunizations in order to participate in clinical practicum. Failure to do so will result in dismissal from clinical practicum courses. This will affect the student's ability to be placed in clinical practicum and ultimately continue in the program. This includes any newly required vaccinations by clinic sites after the student has begun the program.

Student/Patient Exposure-Injury Policy for Clinical Setting

Students participating in clinical practicum may be at risk for injury or exposure to communicable diseases. Patients in the care of the Radiology student may be at risk for injury, as well. The goal of the faculty is to preserve the health and safety of students, clients, and faculty in any clinical setting. The purpose of this policy is to provide guidance to both the student and the clinical faculty regarding procedures, rights, and responsibilities in the event of student or patient exposure/injury.

25. Patient Injury

- If a patient receives an injury while in the care of the Radiologic Sciences student, the student must:
- Inform the supervising technologist immediately
- Follow facility procedure for reporting the incident and adhere to all requirements set forth by the clinical education center
- Inform college Clinic Coordinator within 2 hours of incident
- Comply with all requirements of the investigative process

26. Prevention of Transmission of Communicable Disease with Accidental Exposure

An exposure is an occurrence in which a person is subjected to an infectious agent in such a way that could lead to acquisition of a disease. Should exposure to infectious disease (such as TB) occur, the clinical faculty and/or agency clinical supervisor (on site clinical instructor) will supply information regarding the appropriate protocol. Should a puncture wound or other bloody body fluid exposure to mucous membrane/open skin area occur, the student should implement the following procedures:

All needle sticks or bloody or body fluid splash to mucous membrane or open skin should be

treated as if there is a potential risk of pathogen exposure.

1) If the student sustains a puncture wound:
   a) Withdraw needle or other object immediately.
   b) Immediately wash hands/area of puncture wound using soap and water.
   c) Encourage increased bleeding for a few seconds, then use gentle pressure at the site of the puncture.
   d) Wipe away any blood and follow up with application of povidone iodine and/or equivalent medication.
2) If the student receives a spray or splash of body fluids:
   a) To eyes, nose or mouth – irrigate with a large amount of water.
   b) To a break in the skin, follow procedure for puncture wound (#1 above).
3) The student will report the incident immediately to the clinical instructor, to the agency clinical supervisor, and to the agency infection control Practitioner/Safety Office/Employee Health Services. The student must complete an exposure form according to the policy of the clinical agency.
4) The student will follow the clinical agency's procedures for reporting and follow-up of the exposure. Any required incident report should be completed before leaving the facility.
5) The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control Practitioner, clinical supervisor, or other health care provider (if there is no infection control person/clinical supervisor in agency). Information regarding the need for serum globulin (HBIG-hepatitis B immune globulin), Hepatitis B Vaccine, HIV testing, and tetanus immunization or other recommended treatment should be discussed.
6) The student should seek assistance from a health care provider of their choice within 2 hours of the exposure.
7) Copies of the risk assessment findings and/or physician's report with recommendations for future follow up, if applicable, should be maintained in student's program file at YVC.

Most agencies will charge a fee for any testing or health care. If there is a fee for any services, the student will be responsible for the cost.

Procedure for Reporting a Sustained Exposure-Injury

1) The student will immediately notify the agency staff (on-site instructor) responsible for the student in that agency of the incident
2) The student will also notify the clinical coordinator within one day of exposure.
3) The student will follow the agency policy for reporting an injury, which may include completion of an incident or occurrence report, evaluation of the injury by the agency's employee health service or emergency department.
4) The clinical faculty member will assist the student in reporting and accessing agency resources necessary for risk assessment, referral for screening, testing and/or treatment.
5) The clinical faculty will complete the Student Exposure-Injury Report form, including student signature, and forward the completed form to YVC for placement in the student's program file. *The Student Exposure-Injury Report can be located on the next page of this policy Handbook.*

Faculty Responsibility

1) Assist the student in completion of required reports and evaluation as required by the clinical agency policy.
2) Assist the student accessing risk assessment.
3) Inform the student of his/her rights and responsibilities and the required procedures.
4) Assist the student to analyze the occurrence regarding implications, if any, forfuture practice.

Student/Patient Exposure – Injury Report

Student Name	Date
Clinical Facility	
Description on Exposure – Injury	
Student Signature	Date
Technologist Signature	Date
Faculty Signature	Date

Upon completion, this form will be placed in the student's program file.

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Executive Director of Human Resource Services, YVC, South 16th Av & Nob Hill Blvd, Yakima WA 98902; or call 509.574.4670

Honesty in all matters, both on campus and in the clinical areas, is the expected behavior.

Finding a student guilty of cheating or dishonesty in any form, will be cause for consideration of dismissal from the Radiologic Sciences Program.

Progressive Discipline

The purpose of progressive discipline is to alert the student to performance deficiencies and give them the opportunity to improve. It also provides a procedure to ensure due process.

- Progressive discipline is outlined below:
  - Informal oral session
  - Written notice
  - Probation
  - Dismissal

It must be understood that any violation that causes harm to a patient, violates the ARRT code of ethics or HIPAA laws, causes concern for patient safety, violates radiation safety practices, or violates academic dishonesty or cheating will result in immediate probation or dismissal, depending on the severity of the infraction. The progressive discipline steps will be determined by faculty based on severity and communicated to the student at the time the disciplinary action is taken.

If a student is placed on probation for any reason, it is the students' responsibility to adhere to and meet ALL of the requirements listed in their progressive discipline correspondence. If any requirements are not followed, it will result in immediate program dismissal.

If a student is on probation for clinical violations or performance any subsequent clinic related violation or performance issue will result in program dismissal. Likewise, if a student is on probation for academics for failing to receive the required grade in any class any subsequent failure to meet the required grade in any class will result in program dismissal. Clinic probation and academic probation are handled as separate issues in student performance.

Faculty members will make every attempt to assist students during this process, i.e. counseling may be recommended for personal problems and the program may grant leave of absences to qualified students. Clinical education center supervisors will be apprised of any educational concerns and actions being taken. However, for ethical and professional reasons, supervisors can only be told of actions that will involve them on a need to know basis.

Appeal Process

In the event a student disagrees with a position taken by the program relative to dismissal, the following appeal process is to be adhered to.

Step #1

If the student wishes to appeal the dismissal action, an intent to appeal will be filed in writing, specifying the reasons for appeal, with the program coordinator within two (2) weeks of dismissal notification.

Step #2

The appeal will be reviewed by the program coordinator. After review, the program

coordinator will either:

Forward the appeal to the Program Review Committee, which will be comprised of program faculty and imaging professionals. Every reasonable attempt will be made to conduct a review meeting within one month following receipt of appeal to the committee (winter and summer quarters may result in slightly longer time). After the Review Committee reviews the documentation, they will either approve or deny the appeal, or request a meeting with the student for further clarification, then make their determination, which will be submitted to the program coordinator:

or

If the program coordinator does not feel there are grounds for appeal (i.e., supported failing grades, substantiated policy violations, etc.), they have the right to deny the appeal being forwarded to the Review Committee.

Step #3

Further appeal can be initiated through the Dean of Workforce Education Division or the Dean of Students.

Postscript

The faculty recognizes the difficulties students may face in completing curriculum requirements for Radiologic Sciences. Please remember, in being accepted, you fulfilled rigid entry requirements. With continued dedication and commitment, you will succeed.

If problems do arise and you need assistance, don't hesitate to seek help from the faculty. Counselors are also available in the Counseling Center. These people are professionals and have a broad background to assist you. All information is strictly confidential.

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Av & Nob Hill Blvd, Yakima WA 98902; or call 509.574.4670.